

Parts of the Term Paper

Organizing your notes is *essential* before trying to write your paper. Follow the form detailed in your outline. You may alter your outline somewhat, but **do not** make major changes without prior approval!

Each section listed below is required. If any part is missing you will automatically be issued a failing grade.

cover-- artwork, lettering, etc. are optional.

title page-- includes title of paper, name of paper's author, name of teacher for whom paper was written, and due date.

table of contents-- lists beginning page number for each section/chapter, as well as bibliography, etc.

introduction-- introduces topic, tells why paper was written and what author hopes to show the reader (thesis statement).

body of paper-- all the information you've accumulated is reported here, in chapter form.

conclusion-- reviews main points made in body of paper and explains how these support assertions made in introduction.

endnotes page/footnotes -- at least ten (10) footnotes must be included, in proper form. See *Footnotes* hand-out for details. An Endnotes page must appear after your conclusion unless your word processor places footnotes at the bottom of the page.

bibliography-- lists all sources actually used, in alphabetical order, by authors' last names. See *Bibliographical Form Sheet* for proper form.

Follow your outline carefully!