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Paper outline assignment template with some instructions

Template by John Bandler

Revised 1/29/2024

* You already submitted a paper topic assignment, now you are building upon it.
* Incorporate your prior work into this document and improve upon it, considering my feedback.
* Download this document to your computer.
* Do a “save as” and give it a helpful filename.
e.g., STUDENTNAME PaperOutlineAssign 2024-xx-xx (use current date)

e.g. Smith John PaperOutlineAssign 2024-8-12.docx

* Follow more detailed instructions as laid out in class and here:
	+ <https://johnbandler.com/paper-outline-assignment>
	+ <https://johnbandler.com/final-paper-project/>
	+ <https://johnbandler.com/helpful-legal-links/>
* Put in effort, have some fun, learn through the process.
* Confused or questions? Ask in class, email me prior, or include at the end with your submission. Above all, do your best, remember the goal of this assignment is your effort and learning.
* Leave bolded placeholders and questions in place.
* Delete italicized instructions below before submitting.
* Delete these instructions prior to submitting.

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**Paper outline assignment**

STUDENT NAME

SUBMISSION DATE

COURSE NUMBER

**Title**

*First, copy your prior title submission here.*

*Then edit it, improve it. Incorporate feedback.*

*A wonderful, crisp title that informs the reader about what the paper is about*

*Communicate clearly. General rule, choose clarity, don’t be overly clever or cute*

*Topic needs to be relevant to the course.*

*Use Title Caps.*

*DON’T USE ALL CAPS.*

*Include only one title: your current, improved title.*

**1. Introduction**

*Your first point in the outline, your first section in the paper*

*A single paragraph summarizing your proposed paper*

*First, copy in your prior single paragraph.*

*Then edit it, improve it. Incorporate feedback.*

*Don’t resubmit identical text, make it better.*

*A paragraph of no more than 250 words that is crisp, well proofread and edited, and introduces the paper to your reader. Improved from your prior submission*

*This can eventually become your paper's first paragraph.*

*Do not introduce or summarize broad concepts, such as the Internet, cybercrime, etc.*

*Your introduction can have a hint of conclusion, know that you know better where your paper is going.*

*Include only one paragraph: your current, improved paragraph.*

2. YOUR BULLET POINT HERE

*Create your bullet point, crisply state the outline point to communicate it to the reader*

*The bullet point will eventually be turned into a section header*

*Include a sentence or two to explain about this point*

*You are creating an outline not a draft, so keep the text light*

*This first main bullet point should be devoted to summarizing what the current law is in this area*

*You create the “bullet point”.*

*Think what your paper’s main points will be.*

3. YOUR BULLET POINT HERE

*Another bullet point.*

*Perhaps another point on law?*

*Again, you create the bullet point. That’s part of the outline process.*

*Include a brief summary of this outline point (1-2 sentences)*

4. NEXT OUTLINE POINT (A BULLET POINT)

*Bullet point and brief summary*

X. NEXT OUTLINE POINT (A BULLET POINT) IF NEEDED

*Bullet point and brief summary*

*Remember that each outline point gets a number, so replace “X” with the appropriate number*

X. NEXT OUTLINE POINT (A BULLET POINT) IF NEEDED

*Bullet point and brief summary*

*Remember that each outline point gets a number, so replace “X” with the appropriate number*

*Your paper should have 5-7 main points total, including introduction and conclusion.*

**x. Conclusion**

*You don’t have to do much here for this outline*

*Just replace “X” with the appropriate number*

*And realize your conclusion will not make new points nor break new ground*

**References: The references you have reviewed so far**

*First, copy in your prior references.*

*Then add any references I suggested.*

*Delete any references which were not relevant.*

*Your research and references should have expanded since your prior submission.*

*List the references you have reviewed.*

*Always start with the materials on our syllabus! Then expand your research from there.*

*Research should be substantial by now and nearly complete, building on your prior submission*

*Don’t worry too much about citation form yet, but try improve it, and provide enough information so I can find it, including title, author, publication, page, link*

*Read what you have listed, or specifically indicate if you have not read them yet.*

*Start with anything relevant listed on the syllabus, including coursebook and articles*

*List relevant laws or regulations, or cases.*

*Your paper is about law, so you need to identify those laws.*

*Consult the library, they have experts on research!*

**Student reflection, comments and questions**

**Answer these prompts, spending at least a few minutes on each.**

**1. List any and all consultations with the school library, including date, time, person consulted, how it went.**

**2. List any and all consultations with the school writing center, including date, time, person consulted, how it went.**

**3. How did this submission go for you, and how has the overall process gone for you thus far? Any comments or questions?**

**4. Did you read the instructions at** [**https://johnbandler.com/paper-outline-assignment/**](https://johnbandler.com/paper-outline-assignment/) **and did it help?**

**5. Did you watch the instruction video found at the bottom of that webpage and did it help?**