



# **PAPER TYPES GUIDE**



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# ADMISSION ESSAY

**The What:** a work type that entails an applicant presenting themselves and their motivation for application to the intended program or institution's admission committee. The paper may discuss one's career, qualification, personal, educational, or professional plans, personality traits, and factors that impacted personality, but the specific nature of the content is to be specified by instructions.

**Requirement for a Thesis Statement:** **yes.**

**Outline Template:**

Among going manor who did. Do ye is celebrated it sympathize considered. May ecstatic did surprise elegance the ignorant age. Own her miss cold last, it so numerous if he outlived disposal.

Had denoting properly jointure you occasion directly raillery. In said to of poor full be post face snug. Introduced imprudence see say unpleasing devonshire acceptance son. Am weather to entered norland no in showing service. Nor repeated speaking shy appetite. Excited it hastily an pasture. Snug hand how dare here too.

Procuring education on consulted assurance in do. Is sympathize he expression mr no travelling. Preference he he at travelling in resolution. So striking at of to welcomed resolved. Northward by described up household therefore attention. Excellence decisively nay man yet impression for contrasted remarkably.

## I. Introduction:

- interest in the subject / institution;
- provision of rationale for the interest
- Thesis statement that conveys the admission paper's central idea, e.g. restatement of interest and role of prior experience in making the applicant suitable

## II. Body:

- should comprise paragraphs that present personal experience and support interest;
- events should be presented chronologically or from the least to the most important;
- potential areas of discussion include:
  - *details of life that have impacted life;*
  - *when the interest emerged;*
  - *description of relevant personality traits;*
  - *why the applicant is better than others.*

## III. Conclusion:

- explicit expression of interest in the subject / institution;
- explicit restatement of the previous experiences' role in preparing the applicant for the subject / institution;
- restatement of thesis statement;
- any closing remarks, e.g. gratitude for the time dedicated, statement of readiness to present additional information upon request.

**Samples/Useful resources:**

[Example 1](#)

[Example 2](#)

# ANNOTATED BIBLIOGRAPHY

**The What:** a paper type that comprises the summary and evaluation of sources that will be then used in other papers. Structural elements in this paper type are the source reference and the source annotation. Annotated bibliography can be ordered as a separate assignment or as a part of another assignment.

**Requirement for a Thesis Statement:** no.

**Outline Template:**

Lastname, F. M. (Year, Month Date). *Title of page*. Site name. URL

Had denoting properly jointure you occasion directly raillery. In said to of poor full be post face snug. Introduced imprudence see say unpleasing devonshire acceptance son. Am weather to entered norland no in showing service. Nor repeated speaking shy appetite. Excited it hastily an pasture. Snug hand how dare here too.

**Reference:**

- the reference should be in the format selected by the customer and appropriate for the source type;

**Annotation:**

- the approximately 150 words of the annotation should contain (unless specific instructions):
- summary of the source;
  - background of the author;
  - evaluation of the source;
  - discussion of the source's applicability in and intended practical value to the research paper.

**Samples/Useful resources:**

[Example 1](#)

[Example 2](#)

# | ARGUMENTATIVE ESSAY

**The What:** a paper type that entails examination of a controversial idea, taking a position, and persuading the reader that the position is correct.

**Requirement for a Thesis Statement:** **yes.**

*The thesis statement in an argumentative essay needs to be argumentative, which means that the formulation of it needs to enable the reader to agree or disagree with it.*

*E.g.: "Smoking in public places should be banned because it harms people around and is unethical" - the reader can either agree or disagree.*

**Samples/Useful resources:**

[Example 1](#)

[Example 2](#)

*<Outline template on the following page>*

## Outline Template:

Among going manor who did. Do ye is celebrated it sympathize considered. May ecstatic did surprise elegance the ignorant age. Own her miss cold last, it was so numerous.

Had denoting properly jointure you occasion directly raillery. In said to of poor full be post face snug. Introduced imprudence see say unpleasing devonshire acceptance son. Am weather to entered norland no in showing service. Nor repeated speaking shy appetite.

Had denoting properly jointure you occasion directly raillery. Introduced imprudence see say unpleasing devonshire acceptance son.

Procuring education on consulted assurance in do. So striking at of to welcomed resolved. Northward by described up household therefore attention. Excellence decisively nay man yet impression for contrasted remarkably.

Procuring education on consulted assurance in do. So striking at of to welcomed resolved. Northward by described up household therefore attention. Excellence decisively nay man yet impression for contrasted remarkably.

### I. Introduction: (~10% of wordcount)

- relevant background information;
- setting of the context for the topic discussion;
- arguable thesis statement

### II. Body paragraph 1:

- a topic sentence with a claim that resonates with or connects to thesis statement;
- evidence that supports the claim in the topic sentences + comments on (analysis of) of the claim;
- concluding sentences that summarizes the ideas in the paragraph.

### III. Body paragraph 2 and subsequent:

- same structure as "II. Body paragraph 1."

### IV. Body paragraph N with opposing views:

- topic sentence with a presentation of any possible opposing views;
- explanation and refutation of the opposing view with evidence and analysis/discussion of evidence;
- concluding sentence with the summary of ideas in the paragraph.

### V. Conclusion: (~10% of wordcount)

- restatement of thesis statement;
- summary of key points covered in the body.



# ARTICLE REVIEW

**The What:** a paper type that entails a combination of a summary of an article and a critical analysis and evaluation of the article's content. The peculiarity of an article review is the selection of a position and supporting of it with evidence. To a large extent, this paper type is similar to the "book/movie review" type.

**Requirement for a Thesis Statement:** yes.

**Outline Template:**

Lorem ipsum dolor sit amet, consectetur adipiscing elit. Aenean commodo ligula eget dolor. Aenean massa. Cum sociis natoque penatibus et magnis dis parturient montes, nascetur ridiculus mus.

Aenean leo ligula, porttitor eu, consequat vitae, eleifend ac, enim. Aliquam lorem ante, dapibus in, viverra quis, feugiat a, tellus. Phasellus viverra nulla ut metus varius laoreet. Quisque rutrum. Aenean imperdiet.

Maecenas tempus, tellus eget condimentum rhoncus, sem quam semper libero, sit amet adipiscing sem neque sed ipsum. Nam quam nunc, blandit vel, luctus pulvinar, hendrerit id, lorem. Maecenas nec odio et ante tincidunt tempus. Donec vitae sapien ut libero venenatis faucibus. Nullam quis ante. Phasellus leo dolor, tempus non, auctor et, hendrerit quis, nisi.

Etiam sit amet orci eget eros faucibus tincidunt. Duis leo. Sed fringilla mauris sit amet nibh. Donec sodales sagittis magna sed consequat.

## I. Introduction: (~10% of wordcount)

- Presentation of the article's title and author(s);
- brief introduction to the article, e.g. its content;
- a thesis statement that presents the stance;

## II. Body - Summary: (2 paragraphs max.)

- a summary of the issue covered;
- purpose for the article being written;
- the audience that the article refers to;
- the thesis that author(s) presents or ;
- a concise summary of methods, sample, and key findings.

## III. Body - Analysis & Evaluation:

- possible and preferred areas to cover are:
- author(s)'s credibility, background;
  - use of and nature (credibility, accuracy) of evidence;
  - use and accuracy, credibility of methods;
  - discussion of information missing/lacking;
  - structure and tone of ideas organization;
  - identification of biases;
  - discussion of adequacy and appropriateness of visuals (if used);
  - recommendations for improvement;

## IV. Conclusion (~10% of wordcount)

- restatement of thesis statement presented in the introduction;
- summary of key ideas

**Samples/Useful resources:**

[Example 1](#)

[Example 2](#)

# BOOK REVIEW

**The What:** a paper type that entails a critical review and an evaluative discussion of a book. Such a paper incorporates a brief summary of the content, but the major section is the discussion of the book, its content, value, advantages, and weaknesses. The *Book Review* paper type includes a stance and support of the stance with evidence.

**Requirement for a Thesis Statement:** yes.

**Outline Template:**

Lorem ipsum dolor sit amet, consectetur adipiscing elit. Aenean commodo ligula eget dolor. Aenean massa. Cum sociis natoque penatibus et magnis dis parturient montes.

Aenean leo ligula, porttitor eu, consequat vitae, eleifend ac, enim. Aliquam lorem ante, dapibus in, viverra quis, feugiat a, tellus. Phasellus viverra nulla ut metus varius laoreet.

Maecenas tempus, tellus eget condimentum rhoncus, sem quam semper libero, sit amet adipiscing sem neque sed ipsum. Nam quam nunc, blandit vel, luctus pulvinar, hendrerit id, lorem. Maecenas nec odio et ante tincidunt tempus. Donec vitae sapien ut libero venenatis faucibus. Nullam quis ante. Phasellus leo dolor, tempus non, auctor et, hendrerit quis, nisi. Pellentesque posuere. Praesent turpis. Aenean posuere, tortor sed cursus feugiat, nunc augue blandit nunc, eu sollicitudin urna sagittis lacus.

Etiam sit amet orci eget eros faucibus tincidunt. Duis leo. Sed fringilla mauris sit amet nibh. Donec sodales sagittis magna sed.

## I. Introduction: (~10% of wordcount)

- the book's title, genre, and author(s);
- brief introduction to the book, e.g. its content, setting, main characters;
- a thesis statement with the stance;

## II. Body - Summary: (2 paragraphs max.)

- the book's plot, characters, and overall topic;
- the book's intended audience and purpose;
- the book's thesis (if non-fiction).

## III. Body - Analysis & Evaluation:

possible and preferred areas to cover are:

### 1. Fiction book.

- appeal of the plot, coherence of ideas, depth of ideas;
- strength and weaknesses of the book, conclusions on what the author intended to deliver to the audience.
- whether the book is worth reading.

### 2. Non-fiction book.

- author's background and credibility;
- claims, evidence, methods, sample, conclusions;
- biases, contradictions, left-out information;
- accuracy, adequacy of information, its strengths and weaknesses;
- whether the book is worth reading.

## IV. Conclusion (~10% of wordcount)

- restatement of thesis statement presented in the introduction;
- summary of key ideas

**Samples/Useful resources:**

[Example 1](#)

[Example 2](#)

# MOVIE REVIEW

**The What:** a paper type that entails a critical review and discussion of a movie. The peculiarity of this paper type is that it is not a mere summary and that a stance and opinion are necessary.

**Requirement for a Thesis Statement:** yes.

**Outline Template:**

Lorem ipsum dolor sit amet, consectetur adipiscing elit. Aenean commodo ligula eget dolor. Aenean massa. Cum sociis natoque penatibus et magnis dis parturient montes.

Aenean leo ligula, porttitor eu, consequat vitae, eleifend ac, enim. Aliquam lorem ante, dapibus in, viverra quis, feugiat a, tellus. Phasellus viverra nulla ut metus varius laoreet.

Maecenas tempus, tellus eget condimentum rhoncus, sem quam semper libero, sit amet adipiscing sem neque sed ipsum. Nam quam nunc, blandit vel, luctus pulvinar, hendrerit id, lorem. Maecenas nec odio et ante tincidunt tempus. Donec vitae sapien ut libero venenatis faucibus. Nullam quis ante. Phasellus leo dolor, tempus non, auctor et, hendrerit quis, nisi. Pellentesque posuere. Praesent turpis. Aenean posuere, tortor sed cursus feugiat, nunc augue blandit nunc, eu sollicitudin urna sagittis lacus.

Etiam sit amet orci eget eros faucibus tincidunt. Duis leo. Sed fringilla mauris sit amet nibh. Donec sodales sagittis magna sed.

## I. Introduction: (~10% of wordcount)

- the movie's title, genre, and director(s);
- brief introduction to the movie, e.g. its content, setting, main characters;
- a thesis statement with the stance;

## II. Body - Summary: (2 paragraphs max.)

- the movie's plot, characters, and overall topic/ideas;
- the intended audience and purpose;
- the director's (likely) thesis.

## III. Body - Analysis & Evaluation:

possible and preferred areas to cover are:

- the director's credibility, background;
- the director's (likely) claims and arguments;
- evidence supporting the thesis or director's claims, conclusions arrived at in the movie;
- contradictions, biases, and information left out;
- adequacy and accuracy of information or evidence usage;
- emotions that the movie awakes in the audience;
- adequacy and appeal of ideas presentation and organization;
- strengths and weaknesses of the movie;
- whether the movie is worth watching and by which audience.

## V. Conclusion (~10% of wordcount)

- restatement of thesis statement presented in the introduction;
- summary of key ideas

**Samples/Useful resources:**

[Example 1](#)

# BUSINESS PLAN

**The What:** a paper type that entails describing a business and its objectives and ways to achieve them. A business plan must heavily rely on evidence and analysis of information. The content of the business plan, as well as the areas covered, may vary depending on the business, the industry it operates in, and intended audience.

**Requirement for a Thesis Statement:** *modified* - a statement of intent to be presented in the *executive summary* section.

## Outline Template:

I. Executive summary.	I. A brief summary of all chapters, with a particular focus on the company description, opportunity, and financial plan.
II. Company description.	II. General presentation of the company, including its mission and vision statements, objectives and goals, competencies, strengths, and peculiarities of the industry it operates in.
III. Industry description.	III. General description of the industry, barriers to entry into it, overview of customers, suppliers, substitutes to the product the company sells, overview and analysis of competitors.
IV. Market description.	IV. Analysis of the market size, potential for market growth, overview and analysis of market trends (e.g. product development, customer preferences).
V. Opportunity description.	V. Identification of the market gap that the company could explore, discussion of the gap's nature and ways to fill it.
VI. Strategy description.	VI. Presentation of the way for the company to succeed, discussion of the company's uniqueness and ways to capitalize on the uniqueness, overview of value it will deliver to customers and ways it will do so.
VII. Business model description.	VII. Discussion of costs that will be incurred, overview of the company's profitability, identification of the investment needs, and presentation of success factors.

<b>VIII. Management organization description.</b>	<b>and</b> VIII. Discussion of founders, overview of management team's responsibilities, discussion of types and number of employees.
<b>IX. Marketing plan description.</b>	IX. Presentation of value that the product will deliver to the target audience, overview of the target audience, product positioning, pricing strategy, channels for sales and distribution, promotion strategy.
<b>X. Operational plan description.</b>	X. Presentation of the specific steps that the company will take to develop and sell its product or service, overview of supplies' sources, analysis of payment cycle.
<b>XI. Financial plan description.</b>	XI. Discussion of expenses at the start-up stage, a projection of losses and profits for at least a year, and projection of cash-flow for at least a year, a projection of a balance sheet, and calculation of a break-even point.
<b>XII. Appendices.</b>	XII. Any appendices, if any. <u>It is preferred</u> to include any calculations as proofs.

### **Samples/Useful resources:**

[Example 1](#)

[Example 2](#)

# CAPSTONE PROJECT

**The What:** a paper type that represents a culmination of prior work done and is a demonstration of a student's competencies in a practical project development. A *capstone project* is similar to a *thesis* paper type, but, unlike a thesis that covers a generally wider topic, a capstone project covers a narrow and specific topic in 20-25 pages.

**Requirement for a Thesis Statement:** yes.

## Outline Template:

I. Abstract.	I. A brief summary of the problem, presentation of the purpose of the research, overview of methods and results, and a concise restatement of findings and conclusions.
II. Introduction (~10% of the total wordcount).	III. Presentation and overview of the problem, purpose of the research, gap in knowledge that the research is to fill in and significance of the gap. Listing of research questions. Presentation of hypotheses and objectives. A statement of intent or thesis statement that present the paper's further structure.
IV. Literature review (~30% of the total wordcount).	IV. An overview of literature that pertains to the topic researched. The literature review should not simply overview sources one-by-one but, instead, group them by common themes and explore how each sources views a theme.
V. Methodology (~20% of the total wordcount).	V. A presentation <u>and explanation</u> of the research design, variables, instruments and materials, sample and population, procedures, methods for results analysis, and limitations of the methodology.
VI. Results (~20% of the total wordcount).	VI. Presentation of the key findings made but there should be <u>no interpretation</u> at this stage. Figures or other visuals are <u>preferred</u> here.

<b>VII. Discussion &amp; Conclusions</b> (~20% of the total wordcount).	VIII. Presentation of findings in comparison to findings made in the literature review. Discussion of importance and implications of findings. Discussion of limitations of the research. Presentation of areas for further research on the topic.
<b>IX. Bibliography.</b>	IX.Listing of sources used in the paper.
<b>X. Appendices.</b>	X.If needed, any additional information can be placed in appendices.

### **Samples/Useful resources:**

[Example 1](#)

[Example 2](#)



# CASE STUDY

**The What:** a paper type that represents application of theoretical knowledge acquired in class to real-life cases or situations: a situation or case, which are presented as a story with raw data, needs to be analyzed, a problem must be identified, and, upon consideration of several alternatives, a solution must be identified and supported with evidence.

**Requirement for a Thesis Statement:** yes.

**Outline Template:**

I. Introduction.	I. A brief presentation of the case provided, outline of key problems, and a thesis statement presenting analysis results (based on sections II-IV).
II. Body - <u>Background</u>	II. Background information that may or may not stem from the case and outline of key facts. Identification of the key problem in the case.
III. Body - <u>Alternatives</u>	III. Identification of several (usually at least three) alternative solutions to the central problem identified, evaluation of each alternative's feasibility, and discussion of each alternative's limitations and reasons for inapplicability.
IV. Body - <u>Solution</u>	IV. Presentation of the best alternative solution from section III, provision of reasons for why it is the best one, introduction of evidence to support the alternative.
V. Recommendations	V. Discussion of strategies to apply the best alternative to solve the central problem and overview of recommendations on further steps.

**Samples/Useful resources:**

[Example 1](#)



# | COURSEWORK

**The What:** a paper type that is a general format for a work that usually aims at evaluating a student's knowledge acquired over the course. A *coursework* often entails some practical use of knowledge, e.g. analyzing a business activity, rather than doing a purely theoretical study, but there is no strict definition.

**Requirement for a Thesis Statement:** yes.

**Outline Template:**

There is no particular outline template for *coursework* because this paper type format completely depends on specific instructions. Given that a *coursework* is often assigned in the form of an *essay*, *research*, or *answers to questions*, corresponding outlines, after examining instructions and requirements, should be applied to write a *coursework*.

# |DISSERTATION

**The What:** a paper type that entails an in-depth, evidence-based exploration of a problem. A dissertation needs to present a debatable claim and thoroughly and logically support it with evidence. Supporting evidence needs to be collected using a qualitative or quantitative method. The peculiarity of this paper type is that it needs to provide a novel perspective on the research subject.

**Requirement for a Thesis Statement:** yes.

**Outline Template:**

<b>I. Abstract</b> (~150 words)	I. A brief summary of the problem, presentation of the purpose of the research, overview of methods and results, and a concise restatement of findings and conclusions.
<b>II. Formatting elements:</b> <ul style="list-style-type: none"><li>- <i>Acknowledgments</i></li><li>- <i>Table of contents</i></li><li>- <i>List of abbreviations</i></li><li>- <i>List of tables</i></li><li>- <i>Lists of figures</i></li></ul>	II. Formatting elements that add structure and ease of navigation to the dissertation. Must be completed last because they should specify pages where each element and section is located.
<b>III. Introduction</b> (~10% of the total wordcount).	III. Presentation and overview of the problem, purpose of the research, gap in knowledge that the research is to fill in and significance of the gap. Listing of research questions. Presentation of hypotheses and objectives. A statement of intent or thesis statement that present the paper's further structure.
<b>IV. Literature review</b> (~30% of the total wordcount).	IV. An overview of literature that pertains to the topic researched. The literature review should not simply overview sources one-by-one but, instead, group them by common themes and explore how each sources views a theme.
<b>V. Methodology</b> (~20% of the total wordcount).	V. A presentation <u>and explanation</u> of the research design, variables, instruments and materials, sample and population, procedures, results analysis methods, and methodology limitations.

<b>VI. Results (~20% of the total wordcount).</b>	VI. Presentation of the key findings made but there should be <u>no interpretation</u> at this stage. Figures or other visuals are <u>preferred</u> here.
<b>VII. Discussion &amp; Conclusions (~20% of the total wordcount).</b>	VII. Presentation of findings in comparison to findings made in the literature review. Discussion of importance and implications of findings. Discussion of limitations of the research. Presentation of areas for further research on the topic.
<b>VIII. Bibliography.</b>	VIII. Listing of sources used in the paper.
<b>IX. Appendices.</b>	IX. If needed, any additional information can be placed in appendices.

### **Samples/Useful resources:**

[Resource 1](#)

[Resource 2](#)

# DISSERTATION CHAPTER - CONCLUSION

**The What:** a paper type that is a part of the *dissertation* paper type. The chapter presents concluding statements and recommendations based on the findings, which are also included in the section. The *Conclusion chapter of a dissertation* is the culminating part of the work because all the findings and analyses are integrated to provide takeaways on the topic under research. Essentially, the conclusion chapter can be referred to as “Summary, Conclusions, Recommendations” section.

**Requirement for a Thesis Statement:** modified - topic and concluding sentences are needed.

## Outline Template:

Aenean leo ligula, porttitor eu, consequat vitae, eleifend ac, enim. Lorem ipsum dolor sit amet, consectetur adipiscing elit. Aenean commodo ligula eget dolor. Aenean massa. Aenean leo ligula, porttitor eu, consequat vitae, eleifend ac, enim.

Aliquam lorem ante, dapibus in, viverra quis, feugiat a, tellus. Phasellus viverra nulla ut metus varius laoreet. Quisque rutrum. Aenean imperdiet. Maecenas tempus, tellus eget condimentum rhoncus, sem quam semper libero, sit amet adipiscing sem neque sed ipsum. Phasellus leo dolor, tempus non, auctor et, hendrerit quis, nisi.

Aliquam lorem ante, dapibus in, viverra quis, feugiat a, tellus. Phasellus viverra nulla ut metus varius laoreet. Quisque rutrum. Aenean imperdiet. Maecenas tempus, tellus eget condimentum rhoncus, sem quam semper libero, sit amet adipiscing sem neque sed ipsum. Phasellus leo dolor, tempus non, auctor et, hendrerit quis, nisi.

Topic sentence for the **Summary part of the chapter**. Body of the **Summary part** - summarizing of the key findings in the dissertation. Concluding sentence for the **Summary part of the chapter**.

Topic sentence for the **Conclusions part of the chapter**. Body of the **Conclusions part** - with reference to each finding, the “what conclusion can be drawn from this finding?” needs to be answered, but all conclusions must be logically tied to each other. Concluding sentence for the **Conclusions part of the chapter**.

Topic sentence for the **Recommendations part of the chapter**. Body of the **Recommendations part** - actionable implications for practice should be presented with references to findings and specific steps/actions should be discussed. Concluding sentence for the **Recommendations part of the chapter**.

**Samples/Useful resources:** [Resource](#)

# DISSERTATION CHAPTER - DISCUSSION

**The What:** a paper type is a part of the larger paper type, *dissertation*. The chapter should be viewed as “results, analysis, and discussion of data” section because it is at this stage of the *dissertation* that data is organized and interpreted with the consideration of research questions guiding the entire study.

**Requirement for a Thesis Statement:** modified - topic and concluding sentences are needed.

**Outline Template:** \*topic and concluding sentences to be used in every paragraph

I. Introduction paragraph.	I. A brief paragraph to concisely overviews the section's organization and content.
II. The “Results” subsection.	II. Each of the research questions should be listed (as subheadings) and followed by description of how answering it was approached, whether or not it was answered, and what the response is. It is <u>preferred</u> that results/findings, especially if they are quantitative, are organized as visuals (graphs, tables).
III. Analysis (content-wise, it is merged with “Discussion”) subsection.	III. The subsection should: <ul style="list-style-type: none"><li>- interpret findings/results;</li><li>- identify and <u>explain</u> patterns located;</li><li>- <u>explain</u> the difference between findings/results and what was identified in the literature review section;</li><li>- <u>explain</u> how the theoretical framework developed or theory identified in the literature review subsection underpin/explain the results and analysis&amp;discussion;</li><li>- <u>explain</u> how the findings explain the topic and the way it is viewed: limitations should be restated and re-considered in the light of findings and identified patterns and effects on broader populations should be considered.</li></ul>
IV. Concluding paragraph.	IV. A brief paragraph that summarizes key ideas from subsections II and III.

**Samples/Useful resources:** [Resource](#)

# DISSERTATION CHAPTER - INTRODUCTION

**The What:** a paper type is a part of the larger paper type, *dissertation*. The chapter presents the study's background and explains the rationale for it and its structure. Upon reading this section, the reader should understand the problem that the *dissertation* explores, why the problem should be addressed, what the assumptions are, and how the problem resolution will be approached.

**Requirement for a Thesis Statement:** modified - topic and concluding sentences are needed.

**Outline Template:** \*topic and concluding sentences to be used in every paragraph

I. Introduction (several paragraphs; together with subsequent subsections, it should comprise ~10% of the total dissertation wordcount).	I. Several paragraphs of content that set the background to the topic explored, starting with some broad information/topic and gradually narrowing the content to the narrow topic under review. In part, this section should cover the problem, the study's purpose and focus, significance of research, and the research's contributions to theory and practice.
II. The "Problem Statement" subsection.	II. 1-2 paragraphs that describe the need for the study, concisely restate the need for the study, and place the problem under review in the broad theoretical field.  The <i>problem statement</i> subsection should also concisely provide key ideas from the <i>literature review</i> section and refer problem statement to these ideas.
III. The "Statement of Purpose" subsection.	III. 1-2 paragraphs that logically and explicitly argue the objective of the study and present what the research intends to identify. The reader must understand what drives the study by reading this subsection.
IV. The "Research Questions" subsection.	IV. The subsection should <u>list</u> (without rationale) research questions that the study intends to answer.  The questions must be directly linked to the statement of purpose.  The questions must be specific, open-ended, and

	explain to the reader what direction the study will take.
V. The "Overview of Methodology" subsection.	V. 1-2 paragraphs that briefly describe the methodological approach used, the research setting, the sample involved, the instruments used, and the data collection and analysis methods used.
VI. The "Rationale and Significance of the Study" subsection.	VI. One or several (each covering one point) paragraphs logically (not vaguely) justifying why the research is significant, explaining what benefits may be derived, and supporting the statement of purpose.
VII. The "Researcher Assumptions" subsection.	VII. One or several (each covering one point) paragraphs that explicitly present what assumptions, biases, or beliefs the researcher has.
VIII. The "Definition of Terminology" section.	VIII. <u>List</u> of key terms that may be unfamiliar to the reader. The list should be either in the bullet-point format or as sentences starting from new lines and with indents each. The terms should be bolded and followed by a colon and <u>definitions</u> . The definitions should explain how the terms should be interpreted in <i>this</i> study as some terms can have more than one meaning.
IX. The "Organization of the dissertation" subsection.	IX. One paragraphs that briefly and explicitly explains what the subsequent chapters are and what they cover. The subsection intends to present the reader with what they should expect from further reading.

Samples/Useful resources: [Resource](#)



# DISSERTATION CHAPTER - LITERATURE REVIEW

**The What:** a paper type is a part of the larger paper type, *dissertation*. The chapter comprises placement of the study in the context of the already-known information on the topic under research, identification (along with review) of key topics and themes on the topic through a review and summary of existing (previous) research and materials on the topic, and exploration of how the study fills the identified gap. The chapter is a review and synthesis, not a mere summary of information.

**Requirement for a Thesis Statement:** modified - topic and concluding sentences are needed.

**Outline Template:** \*topic and concluding sentences to be used in every paragraph

I. Introduction paragraph.	I. A brief paragraph to concisely overviews the section's organization, content, and strategy used (e.g. databases or materials types consulted).
II. The "Literature Review" subsection.	II. * a subheading may be used between I and II. The subsection should: <ul style="list-style-type: none"><li>- explore <u>credible</u> literature sources (e.g. magazines, scholarly journals, books) that are related to the topic or problem identified;</li><li>- be organized by subtopics/subthemes and logically move from the broader subtopic / subtheme to the narrower. <u>Subheadings are preferred for ease of navigation, but not obligatory.</u></li><li>- <u>compare and contrast</u> information, opinions, findings from different sources, not just summarize them: the information should be processed and reviewed.</li><li>- identify, discuss, debate, explain, or support gaps, discussions, or shortcomings in literature reviewed and link these findings to the study and explain how the study could fill the gap or support the gaps.</li></ul>
III. The "Theoretical framework" subsection * not always included	III. The subsection is generally <u>preferred</u> in a <i>dissertation</i> , but it is not obligatory. If included, the subsection should: <ul style="list-style-type: none"><li>- be based on theory explored, experience possessed and acquired, and research conducted;</li></ul>



- be arranged to serve as a theoretical and methodological basis guiding the research and analysis of findings. Therefore, the framework should be arranged as a model;
- given that the framework is a model, it is preferred that is presented as a model that demonstrates how the concepts, variables, and ideas are related and how they will guide the subsequent research and analysis.

#### **IV. Concluding paragraph.**

IV. A brief paragraph that summarizes key ideas from subsections II and III.

**Samples/Useful resources:** [Resource](#)

# DISSERTATION CHAPTER - METHODOLOGY

**The What:** a paper type is a part of the larger paper type, *dissertation*. The chapter intends to explain the research framework applied in the study and describe what was done, how it was done, and why it was done that way. The section also explains and justifies the methodology, sample, setting, data collection and analysis methods, research design, and procedures and posits the research in a methodological tradition or provides the rationale for the use of a novel methodology, coupled with the description of such a tradition.

**Requirement for a Thesis Statement:** modified - topic and concluding sentences are needed.

**Outline Template:** \*topic and concluding sentences to be used in every paragraph

I. Introduction paragraph.	I. An introductory paragraph that reiterates the research purpose and explains how the chapter is organized.
II. The "Rationale for Research Approach" subsection.	II. The subsection should review the larger research / methodological paradigm, the selected specific research approach (case study, empirical study, literature review, etc.), and justify why they fit the research purpose and are appropriate for answering research questions.
III. The "Research Setting" subsection.	III. The subsection should present the research setting (especially if the methodology is empirical) and justify the selection of it. History, background, and relevant issues should be covered.
IV. The "Research Sample and Sources of Data" subsection.	IV. The subsection should: <ul style="list-style-type: none"><li>- present and justify the study's sample and selection criteria;</li><li>- present the sample's characteristics;</li><li>- present ethical issues incurred and how they were considered in the study;</li></ul>
V. The "Data Collection Methods" subsection.	V. The subsection should present and justify the use of methods, tools, instruments, and methods of data collection as well as parties that performed data collection.
VI. The "Data Analysis Methods" subsection.	VI. The subsection should present and justify the methods and tools for data analysis.

<b>VII. The “Limitations and Delimitations” subsection.</b>	VII. The subsection should present any potential weaknesses associated with the study, such as external factors that constrain the study's credibility, accuracy, and outcomes. Besides, delimitations - the intentionally incorporated limiting parameters - should be described and justified.
<b>VIII. Concluding Paragraph.</b>	VIII. A brief paragraph that summarizes key ideas from subsections II through VII.

**Samples/Useful resources:** [Resource](#)

# ESSAY(ANY TYPE)

**The What:** a paper type that entails discussing a topic or idea from a specific perspective. Because perspectives can be different and purposes of discussions can vary, essays can be informative (expository), argumentative, analytical, persuasive, and compare & contrast. However, the outline for all types is generally the same.

**Requirement for a Thesis Statement:** **yes.**

**Outline Template:**

Among going manor who did. Do ye is celebrated it sympathize considered. May ecstatic did surprise elegance the ignorant age. Introduced imprudence see say displeasing devonshire acceptance son

Had denoting properly jointure you occasion directly raillery. In said to of poor full be post face snug. Introduced imprudence see say displeasing devonshire acceptance son. Am weather to entered norland no in showing service.

Had denoting properly jointure you occasion directly raillery. Introduced imprudence see say displeasing devonshire acceptance son.

Procuring education on consulted assurance in do. So striking at of to welcomed resolved. Northward by described up household therefore attention.

## I. Introduction: (~10% of wordcount)

- relevant background information and justification of topic importance;
- setting of the context for the topic discussion;
- thesis statement

## II. Body paragraph 1:

- a topic sentence with a claim that supports thesis statement;
- evidence that supports the claim in the topic sentences + comments on (analysis of) of the claim;
- concluding sentences that summarizes the ideas in the paragraph.

## III. Body paragraph 2 and further body paragraphs:

- same structure as "II. Body paragraph 1."

## IV. Conclusion: (~10% of wordcount)

- restatement of thesis statement;
- summary of key points covered in the body.

**Samples/Useful resources:**

[Resource](#)

# PRESENTATION OR SPEECH

**The What:** [1] speech is a paper type that entails delivering a message to the audience. Because the nature of the message can be different and purpose of a speech or presentation can vary, speeches can be categorized as informative, persuasive, instructional, entertaining, special occasion, and others. Speeches may accompany a presentation. [2] Presentation is a visual (software-based) means for message delivery. It can be stand-alone or it can be completed along with a speech.

**Requirement for a Thesis Statement:** yes.

**Outline Template [for speech]:**

Among going manor who did. Do ye is celebrated it sympathize considered. May ecstatic did surprise elegance the ignorant age. Introduced imprudence see say displeasing devonshire acceptance son

Had denoting properly jointure you occasion directly raillery. In said to of poor full be post face snug. Introduced imprudence see say displeasing devonshire acceptance son. Am weather to entered norland no in showing service.

Had denoting properly jointure you occasion directly raillery. Introduced imprudence see say displeasing devonshire acceptance son.

Procuring education on consulted assurance in do. So striking at of to welcomed resolved. Northward by described up household therefore attention.

## I. Introduction:

- a hook sentence / attention grabber
- opening statements on the topic;
- a thesis statement containing the topic, position on the topic, and speech organization.

## II. Body:

- an opening point with an attention grabber (e.g. a question);
- paragraphs (or sentences - depending on the length) covering other points presented in thesis statement;

## III. Conclusion:

- restatement of thesis statement;
- summary of key ideas;
- call to action or some strong concluding remark.

**Samples/Useful resources:**

[Resource 1](#)

[Resource 2](#)

[Resource 3](#)

[Resource 4](#)

## Outline Template [for presentation]:

Title in style  
(e.g. in APA)

Visual elements  
encouraged (but not  
obligatory)

# Overview of Impacts of the COVID-19 Pandemic on the Aviation Industry



The COVID-19 pandemic has had and is projected to have extensive and far-reaching effects on the airline industry, including:

- Flight cancellations (International Civil Aviation Organization, 2020a);
- Traffic & resultant revenue reduction;
- Ticket prices decrease;
- Business aviation disruptions (Ghosh, 2020);
- Aircraft production decrease;
- Airport and facilities closure;
- Air cargo costs increase.

No full sentences to  
be used: phrases only

(e.g. each point starting with a noun)

\* The above is an example of a body slide. The comments describe what is included in this particular slide and what is expected of slides in general.

## Common Requirements:

Presentation requirements	Speaker notes (if needed) requirements
<ul style="list-style-type: none"><li>➤ to combine text and visuals (images, graphs, tables, etc.);</li><li>➤ to have title, body, and references slides;</li><li>➤ to include only the main points on slides;</li><li>➤ to prioritize bullet points to sentences;</li><li>➤ to limit bullet points number per slide to ~6;</li><li>➤ to format references, in-text citations, and subheadings in selected style.</li></ul>	<ul style="list-style-type: none"><li>➤ to include speaker notes only under body slides;</li><li>➤ to write speaker notes in a manner that the speaker can read them and succinctly explain the slide's content to the audience;</li><li>➤ to write unique speaker notes (they should not be simply copied from a paper if a paper is written);</li><li>➤ speaker notes should be around ~150-words-long</li></ul>

# RESEARCH PAPER

**The What:** a paper type that entails collecting, interpreting, and systemizing data on a specific subject or topic. The final version should present anything or everything of the following: overall findings on the subject, presentation of discussion of the subject by different authors, arguing about a subject from a specific perspective, comparing and contrasting concepts, and exploring cause and effect relationships. The peculiarity of this paper type is the use of primary and secondary resources instead of conducting an actual, empirical study.

**Requirement for a Thesis Statement:** **yes.**

**Outline Template:** [simple research paper]

\* the *research paper* format and section structure depends on instructions and requirements. However, a common format, especially if the task is to research a specific concept or topic, is the following:

<b>I. Introduction paragraph</b> (~10% of wordcount)	I. The subsection should: <ul style="list-style-type: none"><li>- present general information on the topic/concept;</li><li>- present context in which the subject/concept is studied;</li><li>- present a thesis statement;</li></ul>
<b>II. Body</b>	II. The subsection should contain a number of lower-level subsections (individual sections) covering one central relevant concept or aspect related to the overall topic. <ul style="list-style-type: none"><li>- each individual body section should have a subheading to distinguish the aspect/concept discussed;</li><li>- each paragraph in individual body sections should have a topic sentence that presents the key idea/argument of the paragraph</li><li>- each paragraph in individual body sections should have a concluding sentence that summarizes the key ideas/arguments of the paragraph</li></ul>
<b>III. Conclusion</b> (~10% of wordcount)	III. The subsection should: <ul style="list-style-type: none"><li>- restate thesis statement;</li><li>- summarize key ideas from the body.</li></ul>



## Outline Template: [extended research paper]

\* a *research paper* may sometimes [depending on order instructions] require not only analyzing what others think of a topic but also supporting or invalidating those positions with qualitative or quantitative methods to offer a unique perspective on the topic. In this case, the *research paper* should use the extended format:

I. Abstract (~150 words)	I. An abstract is a brief paragraph that concisely presents: <ul style="list-style-type: none"><li>- problem reviewed;</li><li>- research purpose;</li><li>- methods employed;</li><li>- research results;</li><li>- conclusion.</li></ul>
II. The "Introduction" subsection (~10% of total wordcount)	III. The subsection should present: <ul style="list-style-type: none"><li>- problem explored;</li><li>- research purpose;</li><li>- gap in knowledge that is to be filled;</li><li>- research questions;</li><li>- hypotheses;</li><li>- objectives;</li><li>- thesis statement that presents the <u>paper's structure</u>.</li></ul>
III. The "Literature Review" subsection.	III. The subsection should review literature that pertains to the topic researched. The literature review should not simply overview sources one-by-one but, instead, group them by common themes and explore how each sources views a theme.
IV. The "Methodology" subsection.	IV. The subsection should present: <ul style="list-style-type: none"><li>- research design;</li><li>- sample employed;</li><li>- procedured employed;</li><li>- data analysis method employed.</li></ul>
V. The "Results" subsection.	V. The subsection should present the key findings from the study but interpretation of these findings should not be included. Visual materials are <u>preferred</u> to be included.
VI. The "Discussion" subsection.	VI. The subsection should: <ul style="list-style-type: none"><li>- present study findings in the context of the already-known information (identify in point III);</li></ul>



	<ul style="list-style-type: none"> <li>- present importance of findings;</li> <li>- present implications of research findings;</li> <li>- present possible directions for further research</li> </ul>
<b>VII. Concluding Paragraph.</b>	VIII. A brief paragraph that summarizes key ideas from subsections III through VII.

**Samples/Useful resources:**

**[Resource 1](#)**

# RESEARCH PROPOSAL

**The What:** a paper type that entails demonstrating interest in a specific topic or concept, presenting reasons for studying a topic or concept, overviewing methods that will be used to explore the topic or concept. The *research proposal* should be viewed as a plan of a research paper. The peculiarity of this paper type is that it should be written in a future tense.

**Requirement for a Thesis Statement:** **yes.**

**Outline Template:**

<b>I. Abstract</b> (~150 words)	I. An abstract is a brief paragraph that concisely presents: <ul style="list-style-type: none"><li>- problem reviewed;</li><li>- research purpose;</li><li>- methods employed;</li><li>- research results;</li><li>- conclusion.</li></ul>
<b>II. The "Introduction" subsection</b> (~10% of total wordcount)	II. The subsection should present: <ul style="list-style-type: none"><li>- problem explored;</li><li>- research purpose;</li><li>- gap in knowledge that is to be filled;</li><li>- research questions;</li><li>- hypotheses;</li><li>- objectives;</li><li>- <u>thesis statement</u>.</li></ul>
<b>III. The "Literature Review" subsection.</b>	III. The subsection should review literature that pertains to the topic researched. The literature review should not simply overview sources one-by-one but, instead, group them by common themes and explore how each sources views a theme.
<b>IV. The "Methodology" subsection.</b>	IV. The subsection should present: <ul style="list-style-type: none"><li>- research design;</li><li>- sample employed;</li><li>- procedured employed;</li><li>- data analysis method employed;</li><li>- limitations.</li></ul>

V. The “Results” subsection.	V. The subsection should present what results <u>are expected</u> , how they <u>will be</u> analyzed and arranged.
VI. The “Discussion & Conclusions” subsection.	VI. The subsection should: <ul style="list-style-type: none"> <li>- present summary of key <u>expected</u> findings and findings from the literature review;</li> <li>- present the study's importance;</li> <li>- present <u>likely</u> implications of the research.</li> </ul>

**Samples/Useful resources:**

[Resource 1](#)

# | TERM PAPER

**The What:** a paper type that is a general format for a work that entails evaluating a student's knowledge acquired over the course. A *term paper* often entails some research and review of literature. The actual format of a term paper depends on instructions.

**Requirement for a Thesis Statement:** yes.

**Outline Template:**

There is no particular outline template for *term paper* because this paper type's format completely depends on specific instructions. Given that a *term paper* is often assigned in the form of an *essay*, *research paper*, *company analysis*, or *answers to questions*, corresponding outlines, after examining instructions and requirements, should be applied to write a *term paper*.

**Samples/Useful resources:**

[Resource 1](#)

# THESIS

**The What:** a paper type completed for obtaining a Master's-level degree and which entails an in-depth, evidence-based exploration of a problem. A thesis needs to present a debatable claim and thoroughly and logically support it with evidence. Supporting evidence needs to be collected using a qualitative or quantitative method. The peculiarity of this paper type is that it needs to provide a novel perspective on the research subject. A thesis is technically identical to the dissertation paper type.

**Requirement for a Thesis Statement:** yes.

**Outline Template:**

I. Abstract (~150 words)	I. A brief summary of the problem, presentation of the purpose of the research, overview of methods and results, and a concise restatement of findings and conclusions.
II. Formatting elements: <ul style="list-style-type: none"><li>- Acknowledgments</li><li>- Table of contents</li><li>- List of abbreviations</li><li>- List of tables</li><li>- Lists of figures</li></ul>	II. Formatting elements that add structure and ease of navigation to the thesis. Must be completed last because they should specify pages where each element and section is located.
III. Introduction (~10% of the total wordcount).	III. Presentation and overview of the problem, purpose of the research, gap in knowledge that the research is to fill in and significance of the gap. Listing of research questions. Presentation of hypotheses and objectives. A statement of intent or thesis statement that present the paper's further structure.
IV. Literature review (~30% of the total wordcount).	IV. An overview of literature that pertains to the topic researched. The literature review should not simply overview sources one-by-one but, instead, group them by common themes and explore how each sources views a theme.
V. Methodology (~20% of the total wordcount).	V. A presentation <u>and explanation</u> of the research design, variables, instruments and materials, sample and population, procedures, results

	analysis methods, and methodology limitations.
<b>VI. Results (~20% of the total wordcount).</b>	VI. Presentation of the key findings made but there should be <u>no interpretation</u> at this stage. Figures or other visuals are <u>preferred</u> here.
<b>VII. Discussion &amp; Conclusions (~20% of the total wordcount).</b>	VII. Presentation of findings in comparison to findings made in the literature review. Discussion of importance and implications of findings. Discussion of limitations of the research. Presentation of areas for further research on the topic.
<b>VIII. Bibliography.</b>	VIII. Listing of sources used in the paper.
<b>IX. Appendices.</b>	IX. If needed, any additional information can be placed in appendices.

### **Samples/Useful resources:**

[Resource 1](#)

[Resource 2](#)

# THESIS/DISSERTATION ABSTRACT

**The What:** a paper type that is a part of the *thesis* or *dissertation* paper type. *Abstract* is a brief paper in the format of a single paragraph of ~150-250 (not more) words that presents key information and findings from the research. This paper type is not another introduction nor it is a list of information: it should be a paragraph with coherent ideas.

**Requirement for a Thesis Statement:** no.

**Outline Template:**

An *abstract* is a single paragraph (~150-250 words) that should contain:

- problem explored in the study;
- purpose of the study;
- methods used in the study;
- results of the study;
- conclusions / recommendations.
- \* keywords (generally optional but required in the APA style)

**Samples/Useful resources:**

[Resource 1](#)

# THESIS/DISSERTATION CHAPTER

**The What:** a paper type that is a part of the *thesis* or *dissertation* paper type. The chapter should be specified and additional instructions or materials needs to be provided.

**Requirement for a Thesis Statement:** depends on the chapter written.

## Outline Template:

- \* the format of the paper will depend on the specifications of which chapter needs to be written.
- \* in many cases, if the *chapter* is ordered as a stand-alone project, other chapters or previous research needs to be provided to keep the written *chapter* in line with the overall content of the *thesis* or *dissertation*.



# THESIS/DISSERTATION PROPOSAL

**The What:** a paper type that entails demonstrating interest in a specific topic or concept, presenting reasons for studying a topic or concept, overviewing methods that will be used to explore the topic or concept. The *research proposal* should be viewed as a plan of a research paper. The peculiarity of this paper type is that it should be written in a future tense. Besides, the *thesis/dissertation proposal* paper type is technically (structure-wise) identical to the *research proposal* paper type.

**Requirement for a Thesis Statement:** **yes.**

## Outline Template:

<b>I. Abstract</b> (~150 words)	I. An abstract is a brief paragraph that concisely presents: <ul style="list-style-type: none"><li>- problem reviewed;</li><li>- research purpose;</li><li>- methods employed;</li><li>- research results;</li><li>- conclusion.</li></ul>
<b>II. The "Introduction" subsection</b> (~10% of total wordcount)	II. The subsection should present: <ul style="list-style-type: none"><li>- problem explored;</li><li>- research purpose;</li><li>- gap in knowledge that is to be filled;</li><li>- research questions;</li><li>- hypotheses;</li><li>- objectives;</li><li>- <u>thesis statement</u>.</li></ul>
<b>III. The "Literature Review" subsection.</b>	III. The subsection should review literature that pertains to the topic researched. The literature review should not simply overview sources one-by-one but, instead, group them by common themes and explore how each sources views a theme.
<b>IV. The "Methodology" subsection.</b>	IV. The subsection should present: <ul style="list-style-type: none"><li>- research design;</li><li>- sample employed;</li><li>- procedured employed;</li><li>- data analysis method employed;</li></ul>

	- limitations.
V. The "Results" subsection.	V. The subsection should present what results <u>are expected</u> , how they <u>will be</u> analyzed and arranged.
VI. The "Discussion & Conclusions" subsection.	VI. The subsection should: <ul style="list-style-type: none"> <li>- present summary of key <u>expected</u> findings and findings from the literature review;</li> <li>- present the study's importance;</li> <li>- present <u>likely</u> implications of the research.</li> </ul>

**Samples/Useful resources:**

[Resource 1](#)

# |OTHER (ENTER BELOW)

**The What:** a paper type that is a general format for any work type. Customers may select this paper type when they are unsure what the paper is as per instructions or they might choose it in a rush. The specification of the paper type when *other (enter below)* is selected must be provided.

**Requirement for a Thesis Statement:** depends on the actual paper requirements.

**Outline Template:**

There is no particular outline template for *other (enter below)* because this paper type's format completely depends on specific instructions. After examining instructions and requirements provided by the customer, an outline for a corresponding paper type should be applied to write the *other (enter below)* paper type.

# WEB-DESIGN

**The What:** a paper type that is a format of work for software-based assignments. Specific instructions for each *web-design* order must be provided.

**Requirement for a Thesis Statement:** no.

**Outline Template:**

There is no particular outline template for *web-design* because this order is software-based and because each assignment is different in scope and nature. All details pertaining to a *web-design* assignment must be discussed and agreed upon with the customer.

# | JAVA PROGRAMMING

**The What:** a paper type that is a format of work for software-based assignments. Specific instructions for each *Java programming* order must be provided.

**Requirement for a Thesis Statement:** no.

**Outline Template:**

There is no particular outline template for *Java programming* because this order is software-based and because each assignment is different in scope and nature. All details pertaining to a *Java programming* assignment must be discussed and agreed upon with the customer.

# WEDDING/GRADUATION SPEECH

**The What:** *wedding/graduation speech* is a paper type that entails delivering a message related to a wedding ceremony or graduation to the corresponding audience (wedding guests or graduation attendees). Due to the nature of the message, *wedding/graduation speech* is a special occasion speech. A *wedding/graduation speech* may accompany a presentation or be a stand-alone assignment.

**Requirement for a Thesis Statement:** **yes.**

**Outline Template:** **[both for wedding and graduation ceremonies]**

Among going manor who did. Do ye is celebrated it sympathize considered. May ecstatic did surprise elegance the ignorant age. Introduced imprudence see say displeasing devonshire acceptance son

Had denoting properly jointure you occasion directly raillery. In said to of poor full be post face snug. Introduced imprudence see say displeasing devonshire acceptance son. Am weather to entered norland no in showing service.

Had denoting properly jointure you occasion directly raillery. Introduced imprudence see say displeasing devonshire acceptance son.

Procuring education on consulted assurance in do. So striking at of to welcomed resolved. Northward by described up household therefore attention.

## I. Introduction:

- a hook sentence / attention grabber
- opening statements on the topic;
- a thesis statement containing the topic, position on the topic, and speech organization.

## II. Body:

- an opening point with an attention grabber (e.g. a question);
- paragraphs (or sentences - depending on the length) covering other points presented in thesis statement;

## III. Conclusion:

- restatement of thesis statement;
- summary of key ideas;
- call to action or some strong concluding remark.

**Samples/Useful resources:**

[Resource 1](#)

[Resource 2](#)

[Resource 3](#)

# PERSONAL STATEMENT

**The What:** a work type that entails an applicant presenting themselves and their personality to an institution's admission committee. The paper should not discuss one's career, qualification, professional plans. Instead, a *personal statement* should focus on the applicant's personality traits, factors that impacted personality, and why the applicant is suitable for the intended institution or program.

**Requirement for a Thesis Statement: yes.**

**Outline Template:**

Among going manor who did. Do ye is celebrated it sympathize considered. May ecstatic did surprise elegance the ignorant age. Own her miss cold last, it so numerous if he outlived disposal.

Had denoting properly jointure you occasion directly raillery. In said to of poor full be post face snug. Introduced imprudence see say unpleasing devonshire acceptance son. Am weather to entered norland no in showing service. Nor repeated speaking shy appetite. Excited it hastily an pasture. Snug hand how dare here too.

Procuring education on consulted assurance in do. Is sympathize he expression mr no travelling. Preference he he at travelling in resolution. So striking at of to welcomed resolved. Northward by described up household therefore attention. Excellence decisively nay man yet impression for contrasted remarkably.

## I. Introduction:

- interest in the subject / institution and rationale for the interest;
- Thesis statement with a strong central idea and role of prior experiences in preparing the applicant for the subject or institution.

## II. Body:

- should comprise paragraphs that present personal experience and support interest;
- events should be presented chronologically or from the least to the most important;
- potential areas of discussion include:
  - details of life that have impacted life;
  - when the interest emerged;
  - description of relevant personality traits;
  - why the applicant is better than others.

## III. Conclusion:

- explicit expression of interest in the subject / institution;
- explicit restatement of the previous experiences' role in preparing the applicant for the subject / institution;
- restatement of thesis statement;
- any closing remarks, e.g. gratitude for the time dedicated, statement of readiness to present additional information upon request.

**Samples/Useful resources:**

[Resource 1](#)

[Resource 2](#)

# LAB REPORT

**The What:** a work type that entails describing and analyzing a laboratory experiment that explores some scientific concept.

**Requirement for a Thesis Statement:** **modified - statement of an objective or expected outcomes of the described experiment.**

## Outline Template:

I. Abstract (~150 words)	I. A brief summary of the lab report, including overview, objectives, methods/procedures, results, and conclusions.
II. The "Introduction" subsection.	II. The subsection should <ul style="list-style-type: none"><li>- briefly overview the experiment taken;</li><li>- state objectives of the experiment;</li><li>- provide a background of the experiment and provided <u>theoretical reasons for the expected outcomes</u>.</li></ul>
III. The "Methods / Procedures" subsection.	III. The subsection should describe 1) participants, 2) materials, and 3) procedure employed in the experiment.
IV. The "Results & Discussion" subsection.	IV. The subsection should: <ul style="list-style-type: none"><li>- present the experiment's findings/results - <u>one by one</u>;</li><li>- analyze findings/results <u>one by one</u>;</li><li>- discuss implications of findings/results;</li><li>- use findings/results to support/disconfirm the hypothesis outlined in the Introduction.</li></ul>
V. The "Data Collection Methods" subsection.	V. The subsection should discuss the results in the context of the experiment at large rather than one by one. Rationale for the support or disconfirmation of the hypothesis should be presented.
VI. The "Appendices" subsection.	VI. The subsection should contain graphs and figures if they were used in previous sections.

## Samples/Useful resources:

[Resource 1](#)

[Resource 2](#)



# BIOGRAPHIES

**The What:** a work type that intends to present information on one's life and events that comprise it. The peculiarity of the *biographies* paper type is that it should outline events in a chronological order..

**Requirement for a Thesis Statement: yes.**

**Outline Template:**

Lorem ipsum dolor sit amet, consectetur adipiscing elit. Aenean commodo ligula eget dolor. Aenean massa. Cum sociis natoque penatibus et magnis dis parturient montes, nascetur ridiculus mus.

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## I. Introduction: (~10% of wordcount)

- Presentation of the subject discussed: name, basic details.
- brief introduction to the subsequent events covered. Some anecdote is acceptable and preferred;
- a thesis statement with the central idea that guides the information in the body.

## II. Body - account of events in life:

- possible and preferred aspects to cover :
  - date and place of birth;
  - early years and family;
  - education;
  - career;
  - accomplishments;
  - impacts on society and historical role.
- each paragraph should cover one of the above suggested areas and have topic and concluding sentences;
- it is preferred that each paragraph contains examples/anecdotes and supports the thesis statement;
- events should be presented chronologically;

## III. Conclusion (~10% of wordcount)

- restatement of thesis statement presented in the introduction;
- summary of key ideas outlined in the paper's body.

**Samples/Useful resources:**

[Resource 1](#)

[Resource 2](#)

# | CREATIVE WRITING

**The What:** a paper type that is a general format for a work that may be either a non-fiction story or a standard academic work. *Creative writing* is often a customer's choice for an *essay*, *case study*, *answers to questions*, or a *personal statement*, hence the content of *creative writing* is determined by specific instructions.

**Requirement for a Thesis Statement:** yes.

**Outline Template:**

There is no particular outline template for *creative writing* because this paper type format completely depends on specific instructions. Given that a *creative writing* is often assigned in the form of an *essay*, *case study*, *answers to questions*, or a *personal statement*, corresponding outlines, after examining instructions and requirements, should be applied to write a *creative writing*.

# | CREATIVE THINKING

**The What:** a paper type that is a general format for a work that may be either an expression of a position on a given topic or a standard academic work. *Creative thinking* is often a customer's choice for an *essay*, *case study*, *answers to questions*, or a *personal statement*, hence the content of *creative writing* is determined by specific instructions. *Creative thinking* is technically identical to *creative writing*.

**Requirement for a Thesis Statement:** yes.

**Outline Template:**

There is no particular outline template for *creative thinking* because this paper type format completely depends on specific instructions. Given that a *creative thinking* is often assigned in the form of an *essay*, *case study*, *answers to questions*, or a *personal statement*, corresponding outlines, after examining instructions and requirements, should be applied to write a *creative thinking*.

# RESUME/CV

**The What:** a paper type that serves as a means for a person to present themselves to the employer. A *resume/CV* is a brief summary of key facts from a set of areas about the person that should demonstrate to the intended audience (employer) that the applicant is employable, meets the intended job's and company's requirements, holds the required qualifications and experience, fits the corporate culture, and is professional. The paper type should be properly visually arranged and information should be presented chronologically.

**Requirement for a Thesis Statement:** no.

**Outline Template:**

The <i>resume/CV</i> should contain the following sections:	
I. Contact information.	I. The section should list the applicant's phone number, email, physical address, and links to social media accounts.  * the section is usually presented near the top.
II. Resume objective. (optional)	II. A brief statement that tailors the document to the specific company or position. Can be a motto or statement of interest. Is usually one sentence of length.
III. Education experience.	III. A reverse-chronological (most recent on the top) list of education experience with periods of education for each entry.
IV. Work experience.	IV. A reverse-chronological (most recent on the top) list of employment experience with periods of employment for each entry.
V. Skills.	V. A list of key relevant skills (usually

	interpersonal, technical, software).
<b>VI. Certifications.</b>	<p>VII. A reverse-chronological (most recent on the top) list of certifications received with date of acquisition for each entry.</p> <p>* a concise explanation may be included.</p>
<b>VII. Accomplishments / volunteering experience.</b> <b>(optional)</b>	VII. A reverse-chronological (most recent on the top) list of accomplishment other than employment and education (e.g. volunteering, leadership roles held) with date of each entry.
<b>VIII. References.</b> <b>(optional)</b>	VIII. A list of references from other people that confirm qualifications, professionalism, or skillfulness.

\* points that are not optional must be included in a *resume/CV*;

\* resume is to be arranged in a visually appealing manner: there are plenty of templates/samples available online;

\* basic personal information needs to be retrieved from the client. If the customer is not willing to provide such information, places where such information must be inserted should be left blank but distinguishable (e.g. with brackets, highlights) with indication what needs to be included (e.g. “[university name]”);

**Samples/Useful resources:**

[Resource 1](#)

[Resource 2](#)

[Resource 3](#)

# "ONE PAGE SUMMARY" OPTION

**The What:** a paper type that is a one-page-long summary of key ideas from the main paper written. Usually, customers order this option to quickly get an idea of what the paper is about. The *"one page summary" option* is not an abstract and does not count toward the total wordcount for the order: it is separate paper that has its own wordcount (~275 words) and requirements (summary of key ideas).

**Requirement for a Thesis Statement:** modified - topic sentence to be included.

## Outline Template:

A *"one page summary" option* is one page (~275 words) that should contain:

- topic sentence (or sentences if more than one paragraph) that presents the position taken, problem explored, or subject covered (the former should be distributed equally among topic sentences depending on the number of paragraphs).
- problem explored in the study, position taken, or subject covered;
- purpose of the study (brief background of the main paper);
- methods used in the study (if they are used. Usually it is a qualitative study / literature review);
- results/findings of the study (should only be listed and no discussion should be added);
- conclusions / recommendations.
- citations are not necessary in *"one page summary" option* but they are preferred.