# CONFERENCE PAPER STEP 3: ANNOTATED OUTLINE • 2019/2194

**DUE: COURSEWEB SUBMISSION BY 8:00 P.M., Friday, February 8**

# ANNOTATED OUTLINE: OVERVIEW

# Word count: 800 words including your Abstract, but NOT including your Sources, Sources Consulted, or Acknowledgements sections

# Minimum number of *appropriate* sources: 7

# Due: submit to CourseWeb by 8:00 p.m. Friday, February 8; no late submissions

This Assignment is Step 3 in the FYEC paper process. Researching and writing for this step will

* show *you* how your conference paper will "look"
* allow *you* to see the best ways to structure your conference paper;
* allow *you,* right now, *before you are in the midst of the full paper,* to identify what you are working on that is relevant, clarifying, and high-impact, and where you might be "missing" essential information.
  + if you have "gaps" in content, you can begin taking care of these NOW, rather than struggling to do so when you are writing the full conference paper.

Your Annotated Outline *shows* your *readers*

* what the information areas of your paper will be
* what (relevant, clarifying, high-impact) information will be communicated within and among sections/information areas
* that you have sound research and writing processes and a plan for continuing with your FYEC paper that is both comprehensive and specific.

# ANNOTATED OUTLINE: OVERVIEW, continued

Compose an “Annotated Outline” for your Conference Paper. The Outline **must be 800** words (minimum) in length, **including** your Abstract, but **NOT INCLUDING** your Sources, Additional Sources, or Acknowledgments. **Note that this is NOT A TRADITIONAL OUTLINE; your Annotated Outline is NOT a list of topics and subtopics.** Your Outline must provide a detailed “plan of action” for your eventual FYEC paper.

**Your Annotated Outline will communicate, in some detail**

* your topic/focus/application
* how you will proceed to describe/explain the technologies/applications related to your topic
* how you will demonstrate the significance of the technologies/applications, including specifying and briefly describing the example or examples you will be using in your Conf. Paper
* what your evaluations of the technology are and the evidence you will use to support these evaluations

**Your Annotated Outline**

* will show/include **the sections you will have in your paper**
* will **describe the information you will include** in each section
* will **explain how each section/element is related** to the whole

**You will set up and format the Annotated Outline as you will set up and format your paper, with**

* an abstract
* an introduction (which must have a more specific title than “Introduction”)
* sections, with headings and, possibly, subsections (with headings)
* a conclusion (which must have a more specific title than “Conclusion”)
* a Sources section, a Sources Consulted section (if needed), and a **required** Acknowledgements section

# OUTLINE: CONTENT OF SECTIONS

Within each Outline section (including your introduction and conclusion) you will

* describe/summarize what information will be appearing in that section of your eventual Conf. Paper. Each section’s summary must explain
  + **what kinds of information** will be included in the section
  + **why *this* information is relevant and important** to your topic/***paper-as-a-whole***

Your Outline must provide a detailed “plan of action” for your eventual paper. For each section in your Outline, you might write something like this:

“In this section on , we will describe . Descriptions will include , with an emphasis on . Our clarification of the basic processes of provides context for our investigation of , in the next section. “

keep reading ↓

# OUTLINE: LOGICAL, EFFECTIVE ARRANGEMENT OF SECTIONS

As you compose your Outline, be sure to think about the overall structure of your paper. Sections must be ordered in a way that allows readers to proceed logically through all elements of your paper. You might ask yourselves

* are our sections organized and presented in a way that facilitates readers’ understanding of the relevant technologies and applications?
* does the order of our sections and the planned content of our sections facilitate readers’ understanding of the value/significance of the technologies/applications/example(s)? Ask yourselves
  + should descriptions of the science/technologies appear in their “own” sections, which appear **before** sections on applications?
  + should descriptions of the science/technologies be explained **together with** particular applications?
  + if sections include description and applications, what is the best “division” of information and the best order for those sections?
  + how and where will we communicate the value/significance of the technologies and applications we are writing about?
  + should evaluations of the technology, its application and the example(s) we are using appear with descriptions of the technology, with description/discussion of applications, with sections that include explanations of technology **and** of applications, or in a separate section or separate sections?

Whatever the “division” of information and order of sections you decide on, you **MUST**

* Briefly but explicitly explain/clarify how the information in each section is important to the paper-as-a-whole

There are no “one-size-fits-all” answers to the above questions. If you have questions about information within sections and/or about how to arrange sections, consult your Writing Instructor.

# OUTLINE: AN EFFECTIVE TITLE AND USEFUL HEADINGS

“**ANNOTATED OUTLINE**” is NOT an acceptable title for your Annotated Outline. You will continue to use, and, if necessary, refine your “working title” for your paper. “**SECTION 1”** is **NOT an** acceptable section heading. “**CONCLUSION**” is **NOT** an acceptable section heading. You may use the words **INTRODUCTION** or **CONCLUSION** for those sections, but add on to them (for example, **INTRODUCTION: XXXXXXX XXX XXXX**) to succinctly preview/reinforce the key content of those sections. Remember: section headings in well-written papers will introduce and reflect what appears in the section, and will be used to reinforce interconnections throughout the paper.

# OUTLINE: ABSTRACT (not *exactly* the same as your Full Proposal)

**Your Outline (and, eventually, your Conference Paper) must include an Abstract. This Abstract must be between 225 and 300 words. Your abstract for the Annotated Outline will, in most cases, be a revised (yes, another revision!) version of your Full Proposal**. Why revise your Proposal yet again? Because, as you are drafting and completing your Outline, you will know even more about how you will investigate, explain, and analyze, and exemplify your topic. This better understanding of your topic and related information areas allows for a more immediately clear and concise summary of what that paper “is about,” and that summary is now your abstract.

Your Abstract will be shorter than your Full Proposal. Why? Because your increased understanding of key concepts and of the structure of your paper will allow you to be more concise in your description of that paper and because *some* details that were in your Proposal can now go in your Introduction. information that *was*

# OUTLINE: ABSTRACT AND/OR INTRODUCTION—WHAT INFORMATION GOES WHERE?

Your Outline (and, eventually your Conference Paper) will have an **INTRODUCTION**. In many cases, you can *now* move some of the information/explanations that *were* in your Full Proposal into your introduction. You *may* repeat *some* information from your Abstract in your Introduction, but your introduction will eventually be a more detailed preview of your paper (that is, more detailed than your Abstract). **For the introduction section of your Annotated Outline, you will describe the information you plan to include in the Introduction section of your Conference Paper**.

# OUTLINE: THE SOURCES AND SOURCES CONSULTED SECTIONS

**In your Outline you will be quoting, paraphrasing, and/or summarizing from source material**. **Use our standard bracketed referencing format for this source material**, with the corresponding number and bibliographic information in your Sources section. You might also have an Additional Sources section. In this section, you will list (alphabetically by author’s last name) sources you consulted and that were important to the writing of your Annotated Outline (and will likely remain important to your Conf. Paper), but from which you have not quoted, paraphrased, or summarized. To correctly present the bibliographic information for your sources in your Sources section and your Additional Sources section, see “How to Present Source Information” on the 0012 CourseWeb site.

# OUTLINE: FORMATTING

Full format instructions will be will be posted to the 0012 CourseWeb page and/or will be sent to you, soon.