Title of Paper

Author/Student Name

Monroe University

Course Number: Name of Course

Prof. Name

Date

Abstract

The abstract should provide a brief overview of the contents of your paper, with sufficient detail to help readers decide whether to read the full text. **Limit your abstract to 250 words.** The abstract addresses the following (usually 1–2 sentences per topic): **a clearly stated thesis statement or research question**; research methods used (for example: primary source documents, personal interviews or surveys, scholarly journal articles, newspaper sources, etc.); study results; implications (i.e., why this topic is important, future developments expected in this topic area). Your abstract should appear on the second page of the paper, with the word **Abstract centered and in bold (as a Level 1 section heading)** on the first line of the page. **Text begins** one line below the section heading (*Do not include extra spaces or lines.)* **The paragraph is not indented**. It **appears as a single, double-spaced paragraph.**

Keywords: up to 5 keywords should be listed here

Title of Your Paper

Introductory paragraph here**.** Begin your paper with the paper title at the top of the first page of text. This Level 1 heading is centered and bolded in title case. Do not use the heading "Introduction." Introduce your topic, giving relevant details such as who it affects, as well as where and for how long it has been an issue. End this paragraph with your **thesis statement or question.**

Topic Overview

The first line of each paragraph of your paper begins with a ½" indentation. (Use the Tab button.) Do not label headings with numbers or letters. **Each new section of your paper should have a new Level 1 heading**. For example, if yours sections are **Topic Overview, Topic Discussion, Current Status, and Potential Solutions,** those sections whould all have the same heading level (Level 1 headings).

Background and History

Give the important background facts and historical context of your topic here. Cite the foundational documents, court cases, news events, or study findings that allow your reader to develop an idea of the scope and depth of your topic. Each in-text citation should include the author *last name only* and year of publication in parentheses at the beginning of the end of the cited statement like this (Lastname, YEAR). Many students find it helpful to use a citation generator, such as Citefast, to help with the citation process.

Topic Discussion

Now, begin a more detailed discussion the finer points of your topic and your particular position, argument, or point of view on the subject. Support your argument or position with

further in-text citations from a variety of reputable, credible, and authoritative sources. Remember that *every source you cite in the text of your paper must also appear in the bibliography (References page) at the end of your paper.*

Counterargument (Level 2 heading)

Level 2 headings are left-justified and bolded. They should be used for subtopics of Level1 headings. If you present an argument in your topic discussion, you may present a counter-argument for balance.

Rebuttal (Level 2 heading)

If there is a rebuttal to the counter-argument, give the rebuttal its own Level 2 Heading.

Conclusion

Conclude your paper by summing up and re-stating your point. A final quote from a relevant source may be used here. Now is the time to bring home your argument by tying together all the threads you've woven in the course of your paper – ***not*** the time to introduce a new argument or thesis. Check your References page to be sure that it shows all the sources used in your paper, and that **your References page _does not_ list any sources that you didn't cite in the text of your paper.** Good luck with your project. Visit the Library Home Page if you need more help.

References

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