

Expanded form for a Research Paper Outline:

This is a detailed help sheet if you have never worked from an outline before. It is meant to be used as a suggested format and changed as best suits your topic.

Fill in the following spaces to create an outline that you can use to write your rough draft. Remember that in a formal piece of writing you never use the words “I” or “you” and *do not* use contractions or slang.

I. Introductory Paragraph:

A. **First sentence:** can be a question, quote, or fact to **grab the reader’s attention:**

(cite source, the author’s last name and the page # in parentheses, here if this sentence is taken from a source).

B. **Second sentence:** one that **explains or supports the attention–grabber** and transitions into the thesis. This can be a quote from a source if you did not use one in your first sentence. You need at least one citation in your introduction paragraph:

(cite source, the author’s last name and the page # in parentheses, here if this sentence is taken from a source).

C. **Third sentence: Your thesis statement:**

D. **Fourth sentence/concluding sentence:** You can **list some of the sub-topics of your paper** here in the order they will be discussed in your body paragraphs:

III. Second Body Paragraph:

The order of subtopics depends on the organization of your report (chronological, by importance, etc.)

Subtopic (category): _____

A. **Topic sentence** telling the reader how this paragraph's topic relates to your thesis statement.

B. **Second sentence** of this paragraph: A detail related to the topic in your own words.

C. **Third sentence** in this paragraph: A note/quote from a source that proves this fact or shows support of the detail. Remember to transition into it with the author's name or why the source is an expert:

(author's last name and page number).

D. **Fourth sentence** in this paragraph: A second detail about the topic in your own words:

E. **Fifth sentence** in this paragraph: A note/quote from a source that proves this fact or shows support of second detail. Remember to transition into it with the author's name or why the source is an expert:

(author's last name and page number).

F. **Sixth sentence**: A third fact about this topic in your own words:

G. **Seventh sentence** in this paragraph: : A note/quote from a source that proves this fact or shows support of third detail. Remember to transition into it with the author's name or why the source is an expert:

(author's last name and page number).

H. **Concluding sentence** for this paragraph: use words like "therefore" or "as one can see" or "one can clearly come to the conclusion that" to lead into it. (Note: Do not repeat from earlier paragraphs!!)

II. First Body Paragraph:

The order of subtopics depends on the organization of your report (chronological, by importance, etc.)

Subtopic (category): _____

A. **Topic sentence** telling the reader how this paragraph's topic relates to your thesis statement.

B. **Second sentence** of this paragraph: A detail related to the topic in your own words.

C. **Third sentence** in this paragraph: A note/quote from a source that proves this fact or shows support of the detail. Remember to transition into it with the author's name or why the source is an expert:

(author's last name and page number).

D. **Fourth sentence** in this paragraph: A second detail about the topic in your own words:

E. **Fifth sentence** in this paragraph: A note/quote from a source that proves this fact or shows support of second detail. Remember to transition into it with the author's name or why the source is an expert:

(author's last name and page number).

F. **Sixth sentence**: A third fact about this topic in your own words:

G. **Seventh sentence** in this paragraph: : A note/quote from a source that proves this fact or shows support of third detail. Remember to transition into it with the author's name or why the source is an expert:

(author's last name and page number).

H. **Concluding sentence** for this paragraph: use words like "therefore" or "as one can see" or "one can clearly come to the conclusion that" to lead into it.

IV. Third Body Paragraph:

The order of subtopics depends on the organization of your report (chronological, by importance, etc.)

Subtopic (category): _____

A. **Topic sentence** telling the reader how this paragraph's topic relates to your thesis statement.

B. **Second sentence** of this paragraph: A detail related to the topic in your own words.

C. **Third sentence** in this paragraph: A note/quote from a source that proves this fact or shows support of the detail. Remember to transition into it with the author's name or why the source is an expert:

_____ (author's last name and page number).

D. **Fourth sentence** in this paragraph: A second detail about the topic in your own words:

E. **Fifth sentence** in this paragraph: A note/quote from a source that proves this fact or shows support of second detail. Remember to transition into it with the author's name or why the source is an expert:

_____ (author's last name and page number).

F. **Sixth sentence**: A third fact about this topic in your own words:

G. **Seventh sentence** in this paragraph: : A note/quote from a source that proves this fact or shows support of third detail. Remember to transition into it with the author's name or why the source is an expert:

_____ (author's last name and page number).

H. **Concluding sentence** for this paragraph: use words like "therefore" or "as one can see" or "one can clearly come to the conclusion that" to lead into it. (Note: Do not repeat from earlier paragraphs!!)

V. Conclusion paragraph (indent):

(Please note: you may have more than three body paragraphs, if this is true, photocopy a blank form for a body paragraph and fill in the blanks.)

A. Topic Sentence for this paragraph: Re-state your thesis in your own words but in a different manner than it was stated in the introduction paragraph:

B. Second and possibly Third sentences in this paragraph: reiterates and brings together the subtopics

C. Concluding sentence in this paragraph: This sentence may wrap up any loose ends, add an interesting detail related to the topic (i.e. "While it would be a century before true equality for all races would be become law in our nation, Abraham Lincoln's words began as a ripple that would turn the tide of history.") It should make the report feel "finished".

When writing rough draft from this outline:

- Double space
- Indent at beginning of each new paragraph
- In parenthesis at the end of sentences/quotations that are from a source, cite source following the "In-text Citations" guidelines