INTRODUCTORY PARAGRAPH

REFERENCE SENTENCE (Author’s Full name, type of source material, title of source material, and distillation of interpreted core ideas)

THESIS CLAIM ___________________________________________

THESIS TOPICS OF SUPPORT #1______________________________
#2 _____________________________
#3 _____________________________

HOOK ________________________________________________________________

______________________________________________________________________

______________________________________________________________________

______________________________________________________________________

EXPLANATION FOR SUPPORTING TOPIC # 1 (Importance/Relevance)

______________________________________________________________________

______________________________________________________________________

______________________________________________________________________

______________________________________________________________________

EXPLANATION FOR SUPPORTING TOPIC # 2 (Importance/Relevance)

______________________________________________________________________

EXPLANATION FOR SUPPORTING TOPIC # 3 (Importance/Relevance)

______________________________________________________________________

______________________________________________________________________
BODY PARAGRAPH #1 (paragraph #2 out of five)

TOPIC SENTENCE #1
_____________________________________________________________________
_____________________________________________________________________

SET-UP FOR QUOTE FROM SOURCE MATERIAL
_____________________________________________________________________
_____________________________________________________________________

QUOTE # 1
_____________________________________________________________________
_____________________________________________________________________
_____________________________________________________________________

EXPLANATION OF QUOTE
_____________________________________________________________________
_____________________________________________________________________
_____________________________________________________________________

EXTERNAL REFERENCE -- CITATION #1
_____________________________________________________________________
_____________________________________________________________________

EXTERNAL REFERENCE -- CITATION #2
_____________________________________________________________________
_____________________________________________________________________
BODY PARAGRAPH #2 (paragraph #3 out of five)

TOPIC SENTENCE #2

____________________________________________________________________

____________________________________________________________________

SET-UP FOR QUOTE

____________________________________________________________________

____________________________________________________________________

QUOTE # 1

____________________________________________________________________

____________________________________________________________________

____________________________________________________________________

____________________________________________________________________

EXPLANATION OF QUOTE

____________________________________________________________________

____________________________________________________________________

____________________________________________________________________

____________________________________________________________________

EXTERNAL REFERENCE -- CITATION #1

____________________________________________________________________

____________________________________________________________________

EXTERNAL REFERENCE -- CITATION #2

____________________________________________________________________
BODY PARAGRAPH #3 (paragraph #4 out of five)

TOPIC SENTENCE #3

______________________________________________________________________

______________________________________________________________________

SET-UP FOR QUOTE

______________________________________________________________________

______________________________________________________________________

QUOTE # 3

______________________________________________________________________

______________________________________________________________________

______________________________________________________________________

______________________________________________________________________

EXPLANATION OF QUOTE

______________________________________________________________________

______________________________________________________________________

______________________________________________________________________

______________________________________________________________________

EXTERNAL REFERENCE -- CITATION #1

______________________________________________________________________

______________________________________________________________________

EXTERNAL REFERENCE -- CITATION #2

______________________________________________________________________
SUMMARY PARAGRAPH (paragraph #5 out of five)

TOPIC SENTENCE #4 – SUMMARY PARAGRAPH
_____________________________________________________________________
_____________________________________________________________________

DECLARATIVE SENTENCE -- EVIDENCE #1
_____________________________________________________________________
_____________________________________________________________________

DECLARATIVE SENTENCE -- EVIDENCE #2
_____________________________________________________________________
_____________________________________________________________________

DECLARATIVE SENTENCE -- EVIDENCE #3
_____________________________________________________________________
_____________________________________________________________________

DECLARATIVE SENTENCE – EVIDENCE #4
_____________________________________________________________________
_____________________________________________________________________

DECLARATIVE SENTENCE -- EVIDENCE #5
_____________________________________________________________________
_____________________________________________________________________

SYNTHESIS SENTENCE – (what do these evidences share in common)
_____________________________________________________________________
_____________________________________________________________________
CONCLUSION (Given the evidence, what can be reasonably concluded about CLAIM)

_________________________________________________________________

_________________________________________________________________

_________________________________________________________________

_________________________________________________________________

TAG (examining illustration in the Hook given the conclusion – how would example be different or how would it be affected)

_________________________________________________________________

_________________________________________________________________

_________________________________________________________________

_________________________________________________________________

“PARTING SHOT” LAST SENTENCE (strong proclamation, projection or prediction)

_________________________________________________________________

_________________________________________________________________
END NOTES

(EXAMPLES – NOTE the author's full name in natural order, then title, publishing information and then the referenced page)


3 Lupton, p. 19.
BIBLIOGRAPHY

EXAMPLES: (Please separate reference sources according to category – books, journal magazine, data service, etc. information in the Bibliography is in a different order from the End Notes. Begin with the last name, comma, and then the first name and possibly middle initial. Please put the Bibliographic information in the correct sequence and form. Do not list URLs or page numbers.

BOOKS


(1)___________________________________________________________________

(2)___________________________________________________________________

JOURNALS


(1)___________________________________________________________________

(2)___________________________________________________________________

MAGAZINES

Mendolsohn, Daniel. “Shaking in My Shakespearean Boots.” *New Yorker*, January 25, 2010

(1)___________________________________________________________________

(2)___________________________________________________________________

DATA SERVICES

FORMAL OUTLINE STRUCTURE

Just as a formal collegiate essay breaks down into three sections (e.g. introduction, body, and summary), so does the formal outline:

INTRODUCTORY PARAGRAPH -- Setting up the Essay

I. The **HOOK** – an example or illustration of the core idea of this essay’s Thesis Assertion using an analogous situation or circumstance that will allow the reader to better understand essay’s controlling idea
   A. *Reference Sentence* – Author, Source Article Title, and Brief Summary of Main Ideas
   B. **THESIS STATEMENT** – *Assertion* and *Topics of Support*
   C. Explanation of salience of Supporting Topic #1
   D. Explanation of salience of Supporting Topic #2
   E. Explanation of salience of Supporting Topic #3
   F. Transition sentence – Moving into Substantiating and Validating Assertion

BODY – Developing, Substantiating, and Validating Thesis Assertion

II. **Topic Sentence #1** – Comprehensive Overview of First Topic of Support and how it will be developed in the first paragraph of the BODY
   A. Set up and citing of source article quotation related to Supporting Topic #1
   B. Explanation and Interpretation of source article quotation
   C. Response to idea(s) in the source article quotation
   D. Set up quote/paraphrase from First Major Example/Evidence (Identify/Qualify)
   E. Cite First Major Evidence (Quote/Paraphrase)
   F. Explain First Major Evidence (Quote/Paraphrase)
   G. Respond to First Major Evidence (Quote/Paraphrase)
   H. Set up quote/paraphrase from Second Major Example/Evidence (Identify/Qualify)
   I. Cite Second Major Evidence (Quote/Paraphrase)
   J. Explain Second Major Evidence (Quote/Paraphrase)
   K. Respond to Second Major Evidence (Quote/Paraphrase)
   L. Set up quote/paraphrase from Third Major Example/Evidence (Identify/Qualify)
   M. Cite Third Major Evidence (Quote/Paraphrase)
   N. Explain Third Major Evidence (Quote/Paraphrase)
   O. Respond to Third Major Evidence (Quote/Paraphrase)
   P. Transition sentence – Moving into Topic Sentence #2
III. **Topic Sentence #2** – Comprehensive Overview of Second Topic of Support and how it will be developed in the first paragraph of the BODY

A. Set up and citing of source article quotation related to Supporting Topic #2  
B. Explanation and Interpretation of source article quotation  
C. Response to idea(s) in the source article quotation  
D. Set up quote/paraphrase from First Major Example/Evidence (Identify/Qualify)  
E. Cite First Major Evidence (Quote/Paraphrase)  
F. Explain First Major Evidence (Quote/Paraphrase)  
G. Respond to First Major Evidence (Quote/Paraphrase)  
H. Set up quote/paraphrase from Second Major Example/Evidence (Identify/Qualify)  
I. Cite Second Major Evidence (Quote/Paraphrase)  
J. Explain Second Major Evidence (Quote/Paraphrase)  
K. Respond to Second Major Evidence (Quote/Paraphrase)  
L. Set up quote/paraphrase from Third Major Example/Evidence (Identify/Qualify)  
M. Cite Third Major Evidence (Quote/Paraphrase)  
N. Explain Third Major Evidence (Quote/Paraphrase)  
O. Respond to Third Major Evidence (Quote/Paraphrase)  
P. Transition sentence – Moving into Topic Sentence #3

IV. **Topic Sentence #3** – Comprehensive Overview of Third Topic of Support and how it will be developed in the first paragraph of the BODY

A. Set up and citing of source article quotation related to Supporting Topic #3  
B. Explanation and Interpretation of source article quotation  
C. Response to idea(s) in the source article quotation  
D. Set up quote/paraphrase from First Major Example/Evidence (Identify/Qualify)  
E. Cite First Major Evidence (Quote/Paraphrase)  
F. Explain First Major Evidence (Quote/Paraphrase)  
G. Respond to First Major Evidence (Quote/Paraphrase)  
H. Set up quote/paraphrase from Second Major Example/Evidence (Identify/Qualify)  
I. Cite Second Major Evidence (Quote/Paraphrase)  
J. Explain Second Major Evidence (Quote/Paraphrase)  
K. Respond to Second Major Evidence (Quote/Paraphrase)  
L. Set up quote/paraphrase from Third Major Example/Evidence (Identify/Qualify)  
M. Cite Third Major Evidence (Quote/Paraphrase)  
N. Explain Third Major Evidence (Quote/Paraphrase)  
O. Respond to Third Major Evidence (Quote/Paraphrase)  
P. Transition sentence – Moving into Summary
SUMMARY – Reviewing Best Evidence and Successfully Resolving Essay

V.  *Topic Sentence #4* – Overview of how Evidence Substantiates and Validates Assertion
   A. Review of the first most salient substantiating evidence
   B. Review of the second most salient substantiating evidence
   C. Review of the third most salient substantiating evidence
   D. Review of the fourth most salient substantiating evidence
   E. **SYNTHESIS OF EVIDENCE** – what links or provides common bond for the best evidence and leads to the validation of the Thesis Claim
   F. **CONCLUSION** – In light of substantiating evidence, what can be reasonably, rationally, and logically concluded about the Thesis Claim
   G. **TAG** – return to analogous example in Hook – how or what impact does Conclusion have on opening illustration (Would it confirm or alter example)
   H. **“PARTING SHOT” LAST SENTENCE** – Application for larger setting – a strong prediction, forecast, projection or observation

**NOTE:** Follow this structure exactly. Every paragraph must be written in the THIRD PERSON voice. It must be printed in Arial 12 pt. black ink AND each paragraph must have a minimum of fifteen sentences.