

Your Paper Title Goes Here, centered on the page, 1/3 of the way down

*(With Any Subtitle Underneath)*

Your Name  
Your Class Name  
Your Teacher's Name  
Kent School  
Month Day, Year

Start with an **introductory/thesis paragraph**, where you set up the general subject of your paper and specifically set out **your thesis: the argument you are making in the paper**. Here you might also describe how you intend to prove the thesis, and why it is important.

You start your **FIRST body paragraph** with a **topic sentence** that supports an aspect of your thesis statement and expresses the main idea of this section of support. You will **introduce your evidence** by setting it in context. Then you will **include the actual evidence**, which can be in the form of a quotation, paraphrase, or a summary, properly cited. Then you will **explain the evidence** and how/why it connects to your topic sentence. Maybe your evidence comes from a print book, where the footnote looks like this, “include a quote from a book”<sup>1</sup> and then you will explain how it relates to the topic sentence and supports your thesis. Then you will add a new piece of supporting evidence - maybe this time from a scholarly article in a database, so you **introduce the piece of evidence** and the footnote looks like this, “insert a relevant quote from an article in a database”<sup>2</sup> and explain how it relates to the topic sentence and supports your thesis.

Your **SECOND body paragraph** can **contain a new topic sentence**, or continue to support the first topic sentence/idea. Either way you must introduce your next piece of evidence, and then include the evidence itself properly cited, maybe from the same article you just cited.<sup>3</sup> Keep in mind that each body paragraph can include two or more pieces of evidence, explained each time, always connecting the idea in the evidence to your argument.

Your **THIRD body paragraph** will introduce **a new topic sentence that sets out a new idea**. To support this new idea you must introduce your next piece of evidence, and then include

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<sup>1</sup> Firstname Lastname, *Title* (City of publication: Publisher, Year of publication), Page number. [book citation]

<sup>2</sup> Firstname Lastname, “Article Title,” *Journal Title* Volume number, Issue number (Year of publication): Page number, Database name or DOI or URL. [scholarly article citation]

<sup>3</sup> Lastname, “Shortened Article Title,” Page number. [short footnotes are used for sources used more than once – short footnote for source #2]

the evidence itself properly cited – maybe it comes from a book with two authors, so the footnote looks like this, “here is my quote from a book with two authors”<sup>4</sup> and then you will explain that evidence and how it ties into the new topic/idea. You might also include evidence that comes from an e-book, so your footnote will look like this, “here is my quote from an e-book”<sup>5</sup> and explain its relevance, and then another piece of evidence with a footnote, “here is a quote from a primary source article I found in a newspaper”<sup>6</sup> which you will also explain.

You will write as many body paragraphs as you need to support your thesis [this is how an outline can help you organize your argument]. Each follows the same pattern of **four parts: topic sentence, introduction of evidence, evidence with citation, explanation of the evidence**. Sometimes you will use evidence from a source you’ve already used earlier in your paper, for example from the first book you cited before citing other evidence. If you re-use a source non-consecutively the footnote uses “shortened” form that looks like this.<sup>7</sup>

Your final paragraph is your **conclusion**. This is where you **summarize how your evidence supports the thesis** you set out in the introduction. Summarizing is not just re-stating your thesis – you are wrapping up your argument about why your thesis is important and how it is supported by evidence. You might make a bold claim, but don’t over-generalize – your conclusion can only rest on the evidence you have found and already integrated into your writing. Don’t include new evidence in your conclusion, but instead make connections to larger issues, or a prediction, or a judgment. You want to leave your reader thinking about the importance of your topic and what you have demonstrated about it.

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<sup>4</sup> Firstname Lastname and Firstname Lastname, *Title* (City of publication: Publisher, Year of publication), Page number. [book citation with two authors]

<sup>5</sup> Firstname Lastname, *Title* (City of publication: Publisher, Year of publication), Page number, Database name. [e-book citation]

<sup>6</sup> Firstname Lastname, “Article Title,” *Name of Newspaper*, article date, date accessed, URL. [newspaper citation]

<sup>7</sup> Lastname, *Shortened Title*, Page number. [this is a “short” footnote also from the first book cited in note #1]

## Bibliography

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### *Things to remember:*

- Citations here are in **bibliography** format, which differs from **footnote** format.
- You list citations in alphabetical order - by author's last name, or by the title if there is no author.
- Second/subsequent lines of each citation are indented.