

CONFERENCE PAPER STEP 3: ANNOTATED OUTLINE

Your Name(your email) and Your Name (Your email)

Abstract - Your Outline must include your Abstract, 10 pt. Times new Roman, italics, with "Abstract" in bold followed by a dash. At this point in the Conference Paper process, you might need to continue to revise and refine your original Abstract to best summarize and represent the focus and content of your paper.

Key Words - Your Key Words section must include from five to seven key words or brief phrases, listed alphabetically, separated by commas, in 10 pt. Times New Roman, italics, with "Key Words" followed by a dash. For example: *Key Words - First key word, Next key word, Third key word.*

Note that Key Words are listed only; you should not define or explain terms in this section. List those terms that would make for an effective key word search for your paper, and that might usefully appear in an index of a book that includes your paper.

THE ASSIGNMENT

Compose an "Annotated Outline" for your Conference Paper. The Outline should be a minimum of 450 words in length (your Abstract and Key Words, which must be part of Outline, are NOT INCLUDED in this word count). Note that this is not a traditional outline consisting only of briefly listed topics and subtopics. This Outline communicates, in some detail, just what your topic is, the significance of your topic, and how you will proceed to explain the topic and demonstrate its significance..

You will set the Outline up as you will set up your paper, with an Abstract, Key Words, an introduction, section headings and subheadings, a conclusion, a References section, and Acknowledgements. Every section and subsection must have a working title.

Outline Content

In your Outline introduction, in each section, subsection, and in your conclusion, you will explain what information will be appearing in that section. Your explanation should communicate a strong sense of why this information is relevant to your paper-as-a-whole, including the relevance of this information/section to all other information/sections.

Your Outline should provide a somewhat detailed "plan of action" for your eventual paper. For your outline, you may write something like this: "In this section on _____ we will describe _____. Descriptions will cover _____, with an emphasis on _____. Our clarification

of the basic processes of _____ provides context for our investigation of _____ in the next section."

As you compose your Outline, be sure to think about the overall structure of your paper. Sections must be presented logically; ask yourselves: "are sections organized and presented in a way that facilitates readers' understanding of the relevant technologies and applications?" The key concept, here, is "facilitates." Sections should be ordered in a way that allows readers to proceed logically through all elements of your paper. Should descriptions of the science/technologies appear before sections on applications? How and where will you communicate the significance of the technologies and applications you are writing about? The answers to these questions depend on the particular topic and scope of your paper; consult your Writing Instructor if you feel you need further input on best arrangement of material.

You may include, in your Outline, any actual graphics you will be including in your paper, or you may explain graphics that you plan to include.

A Working Title, Strong Headings

"ANNOTATED OUTLINE" is NOT an acceptable title for your Annotated Outline. You should continue to use your paper's "working title"—that is, a version of the title you used for your Abstract and your Annotated Bibliography. Because this is a "working title" you can continue to revise and refine the title. Thus, your title may change, becoming more expressive and accurate, as you proceed through each step of the writing process.

"SECTION 1" is NOT an acceptable section heading. "CONCLUSION" is NOT an acceptable section heading. Remember: section headings in well-written papers should introduce and reflect what appears in the section, and should be used to maintain interconnections throughout the paper.

FORMATTING

Your Outline must be formatted in the two column format you used for your papers last semester. The Formatting Template with detailed formatting instructions is on the course web site.

REFERENCES

As is always the case for any academic or professional paper, if you have quoted, paraphrased or summarized any material from any source, you must properly reference this

material within the text and in a References section. Remember that graphics—photos, drawings, charts, tables, diagrams—taken from any source must also be fully and correctly referenced in-text and in your References section. In-text references must be presented as they were in last semester's papers: the in-text reference number in brackets; numbered sequentially beginning with [1] for your first referenced material, then [2] for your next referenced material, then [3] for material from a third resource, etc. All in-text references must match correctly with full, accurate bibliographic information in your References section. Consult "Presenting References" for examples of how to format a variety of kinds of references.

An Additional Resources section is needed only for resources you have consulted, but from which you have not actually quoted, paraphrased, or summarized, or taken graphics. If an Additional Resources section is needed for your paper, format the items in this list the same way you've formatted your References, except that this list will be in alphabetical order by author's last name.

ACKNOWLEDGMENTS

Your Outline must have an Acknowledgements section.

NOTE: PASTE IN YOUR ANNOTATED BIBLIOGRAPHY

Paste your Annotated Bibliography into the document after the end of your Outline. You do not need to reformat your Annotated Bib., simply paste it in, as is. If you have used additional resources in your Outline these should appear in your References section; you do not need to "annotate" and include these new references in the pasted-in Annotated Bib.