

OUTLINE F.A.Q.

- Q. When we write our actual, full Conference Paper, will sections, headings, and content need to be exactly as they are in our Outline?
- A. The Outline should help you and your readers clearly see the focus and eventual content of your paper. You may continue to revise and refine focus and content as you continue with research and writing. While your Outline should demonstrate substantial work in all these areas, as you continue to investigate and understand your topic, it is entirely possible that you will add sections, add significant areas of information, rearrange the order of sections, change the titles of sections, etc., from Outline to Conference Paper.
- Q. How should we use our Abstract and Annotated Bibliography when composing our Outline?
- A. Your Abstract and Annotated Bibliography should each be an essential part of your process of composing your Outline. Your Abstract documents your topic and the overall strategies for investigating and explaining that topic and related issues—your **Outline should detail what your Abstract generally states**. Your Annotated Bibliography should help you know what sources and information you will be using for various sections, explanations, descriptions, and clarifications related to your topic. It will be useful to explicitly state, in your Outline, where (and how) you might include information from particular sources.
- Q. Should our Abstract be included with our Outline?
- A. Your Abstract **must** be included in your Outline. The Abstract that appears in your Outline may, of course, be revised (may even be revised substantially) from the Abstract you originally submitted—an Abstract should always summarize and reflect what will actually appear in the paper.
- Q. We have revised our Abstract to reflect our better understanding of our topic. How might our revised Abstract affect our grade?
- A. A revised Abstract within your Outline will not alter the grade you received for your original Abstract. However, an excellent Abstract (which may mean a revised Abstract) will contribute to and reflect excellence in your Outline, and so will contribute to a good grade on your Outline.
- Q. Should our entire Annotated Bibliography appear in the Outline? How should we handle references in our Outline?
- A. As noted in the Outline assignment, **you must include your Annotated Bibliography with your Outline submission**. You do not need to reformat your Annotated Bib.—simply cut-and-paste it onto a separate page. If you have consulted new resources since submitting your Annotated Bib. you do not need to add these to your Annotated Bib., but you do need to include these new resources in your Outline's References or Additional Resources sections.
- A. Your **REFERENCES** section is the same kind of section you included in last semester's papers. This section provides full bibliographic information for all in-text references. In-text references are accompanied by bracketed numbers, which correspond, to the proper numbered references in your References section. Resources you have consulted, but from which you have not quoted, paraphrased, summarized, or used graphics should appear in your Additional Resources section.