

Last name, name

Instructor's name

Class

MM/DD/YYYY

### Title

Your introduction should place your essay in its field of research. Quote authors who have already written about your subject. How is your paper relevant/more relevant than theirs? This critic says that "Hemingway's prose is bad" (Critic 23). In this paper, I claim that he is wrong because \*THESIS STATEMENT\*: Hemingway's prose can be compared to an iceberg. To prove this, I will first analyze this short story to determine whether X. Then I will move on to that other short story in order to prove Y. I will finally discuss the results of my analyses in the conclusion.

For a short paper, you do not need to use headings or a table of contents. Every new paragraph needs to be indented. The whole paper is double-spaced and there is no need for extra space between the paragraphs. Do not justify your text.

Write short, clear sentences. Do not dazzle your reader with pompous prose; dazzle her with smart ideas. Do not use contraction in an academic paper. Your language should be professional, not oral.

Each paragraph is dedicated to one argument. You state it in the first sentence of the paragraph and then you develop it. Once the argument has been fully treated, you start a new paragraph.

Smith claims that “quotations can be a little tricky” (12). But in her book *How to Quote Properly*, Doe argues that “it is easy to quote from [a book] . . . if you visit the OWL Purdue website” (87).<sup>1</sup> Your reader needs to be able to easily find the source from which you quote in your Works Cited List; indicate the name of the author and the page number in brackets (if the name of the author precedes the quote, the page number suffices). The period should always appear after the reference, never inside the quotation marks. A quotation can sometimes be longer than three lines:

If a quotation is longer than three lines, present it as an independent paragraph that is thus indented. Even though there are no quotation marks, your reader should directly understand that you are not the author of this statement. Note that for this sort of quotations, the period comes before the reference. (Doe 76)

The paragraph that follows a long quote should be indented only if it starts a new argument. Do not leave a quote uncommented. Say why it is important/relevant/wrong, etc.

Once you get to your conclusion, you should highlight the main results of your research and analysis. Answer your thesis statement. You may finish your conclusion with a new opening interrogation, but avoid phrasing it as a direct question.

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<sup>1</sup> Footnotes should be used parsimoniously. They can be useful if you want to include information that is not essential to your argumentation. Do not give the reference of your quotations in footnotes. The footnote indicator should always be placed after a punctuation mark. You may use endnotes instead of footnotes.

Works Cited

Critic, Adam. "Hemingway as a Bad Author." *Book That Should Not Be Trusted*. Edited by

Some One, University of Stupidity Press, 2009, pp. 12-34.

Doe, Jane. *How to Quote Properly*. Louisiana UP, 1998.

Smith, John. "Quotations in Academic Papers." *Academic Review*, vol. 3, no. 1, Spring

2016, pp. 3-23. *JSTOR*, URL. Accessed 23 May 2017.