

# LESSON EIGHT

## Organizing the Paper

### Macro/micro Organization

- 1) Macro Organization.
  - a) The larger picture
  - b) Deals with the organization of the parts of the paper.
- 2) Micro Organization.
  - a) Deals with smaller items.
  - b) Visible organization of headings and enumerations.

### Parts of the Paper

- 1) Five main parts.
  - a) The preliminary pages.
  - b) The introduction.
  - c) The body.
  - d) The summary and conclusions.
  - e) The bibliography.
  - f) The appendixes.
- 2) Introduction, body, and conclusion must harmonize (integrate into one whole).
  - a) The introduction helps to understand the purpose, nature, and direction of the research.
  - b) The main body gives a clear report of the findings.
  - c) The conclusion summarizes and evaluates the results of the investigation.
- 3) The bibliography documents what has been presented.
- 4) Order.
  - a) Write the first content chapter (chapter 1 in paper; chapter 2 in dissertation?)
  - b) Write rest of body chapter by chapter.
  - c) Summarize and draw conclusions.
  - d) Smooth the proposal into an introduction.
  - e) Prepare the bibliography and appendixes.
  - f) Go to preliminary pages including the table of contents.

### Preliminary Pages

- 1) Introduction.
  - a) Graduate paper.
    - i) Title page.
    - ii) Table of contents.
    - iii) Lists of figures, tables, or illustrations.
  - b) Thesis or dissertation.
    - i) May include a dedication and /or acknowledgments

- ii) Preliminary pages numbered from the title page (no number typed here), using lowercase roman numerals at the bottom center of the page.
- 2) Title page.
  - a) Name of institution (2.5 inches from top).
  - b) Title of paper (4 inches from top).
  - c) The name of the program (6 inches)
  - d) The name of the writer (8 inches).
  - e) The date.
- 3) Table of Contents.
  - a) Lists everything that comes after it.
    - i) Starting with lists of abbreviations and tables.
    - ii) Continues through bibliography.
  - b) Chapter titles, as well as headings and subheadings to the third level.
  - c) No numbers or letters for headings and subheadings.
- 4) List of illustrations.
- 5) List of Abbreviations.
  - a) Abbreviated sources spelled out first time.
  - b) List only items in the paper or dissertation.
  - c) Abbreviations of titles of books and journals should be underlined or italicized.

## **Introduction**

- 1) A carefully written proposal is the basis for a clear and effective introduction.
- 2) Introduction should have same parts suggested for the proposal.
  - a) Introduction giving background for problem.
  - b) Statement of the problem.
  - c) Purpose of the research.
  - d) Significance of the research.
  - e) Definition of terms.
  - f) Limitations of the study.
  - g) Delimitations of the study.
  - h) Methodology.
  - i) Presuppositions or assumptions.
- 3) Introduction is reader's guide to the paper.
  - a) What the problem is and the solution.
  - b) How researcher went about finding answers.
  - c) Suggestion solution to the problem.
- 4) The introduction is a polished form of proposal.
- 5) Proposal is future tense; introduction is past tense.
- 6) Introduction could be up to 20 pages.
- 7) Page one of the introduction is first page of paper.
- 8) In thesis or dissertation, Introduction is usually chapter 1.

## **Main Body of the Paper**

- 1) Report the findings of the research.

- 2) Body of paper divided up into chapters, each with its own divisions and subdivisions.

### **Summary and Conclusions**

- 1) Summarizes findings and draws conclusions.
- 2) No new evidence brought in.
- 3) Summary should be brief—bring issues into focus.
- 4) Conclusions drawn from summary.
- 5) Everything you want reader to know should be in introduction and summary/conclusions.
- 6) Conclusions must match the problem or research question in introduction.
- 7) Conclusions may be firm or tentative.
  - a) Could suggest a solution to the problem.
  - b) Could turn up areas for further investigation, or topic for further study.
- 8) If introduction is given chapter status, so must conclusion.

### **Appendixes**

- 1) Useful in gaining deeper insight, or for validating and \documenting what has been stated.
- 2) May include raw numerical data, statistical information, photocopied materials.
- 3) Appendixes more common in dissertations than in papers.
- 4) Each appendix should have a title and be listed in table of contents.

### **Bibliography**

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### **Organizing the Body of the Paper**

- 1) Should be clear and logical.
- 2) Be able to defend your organization.
- 3) Each chapter should be a self-contained unit.
  - a) Everything on one topic should be in the same chapter
  - b) The same topic should not be discussed in several sections.
- 4) A section that is subdivided must have at least two subdivisions.
- 5) Means of organization.
  - a) Historical topics—chronological.
  - b) Biography—different phases of person's life.
  - c) Comparative method—first describe each fully, then compare.
  - d) Cause-to effect—different factors discussed that leads to phenomenal growth of church.
  - e) Idea explained so that it can lead to another—understanding of the ceremonies of the Israelite tabernacle needs to be established before progressing to an analysis of the way the author of Hebrews deals with these ceremonies.
- 6) Can use inductive or deductive reasoning.
  - a) Inductive—start with specific and lead to generalization.
  - b) Deductive—start with general and lead to specific.

## Practical Helps for Organizing the Paper

- 1) Organizing the note cards.
- 2) Visible organization in the written report.
  - a) Headings.
    - i) A first level heading is centered and bolded.
    - ii) The second level is centered but not bolded.
    - iii) Third level is flush left and bolded. First, last, and principal words capitalized.
    - iv) Fourth level flush left using same font as second level; not bolded.
    - v) Fifth level is usually reserved for a small segment, often only a paragraph..
      - (1) Part of paragraph.
      - (2) Indented eight spaces and bolded.
      - (3) Followed by period or full stop.
      - (4) Only the first word capitalized.
  - b) Enumerations.
    - i) Within the paragraph.
      - (1) Short sentences—most of sentences shorter than one line.
        - (a) Place numbers at the left margin.
        - (b) If one runs over, start the second line under the first letter of text in the first line.
        - (c) Final periods only for complete sentences.
      - (2) Longer sentences.
        - (a) Each number has more than one sentence
        - (b) Number is indented as are the paragraphs and followed by a period.
        - (c) Dots after numbers aligned.
        - (d) Two spaces before beginning of text.
        - (e) Double spacing as in the rest of paper.
        - (f) Period or full stop follows each item.
        - (g) May be several sentences after each number.
        - (h) If double-digit numbers, indent to align periods.
    - ii) Within the sentence.
      - (1) Enumerations within a sentence may use letters or numbers set in parentheses.
      - (2) Letters usually for larger division; letters for smaller.
      - (3) Set off by commas except when punctuation within them; then set off by semicolons.