The Term Paper
(An Outline)

Controlling Purpose: This paper is to present a recognized procedure for the preparation of a term paper.

I. The Choice of a Topic is Important.
   A. Interest in the subject should determine the choice.
   B. Availability of material should be considered.
   C. Limitations should be placed upon the subject.

II. A Variety of Sources Should be Used.
    A. A comprehensive bibliography should be compiled.
       1. Bibliographies and other reference books should be consulted.
       2. All titles should be checked in the card catalog.
          a. The call numbers should be noted.
          b. Cards for unavailable books should be saved for future use.

III. The Writing Should Represent the Student’s Utmost Skill.
    A. Thinking and planning should precede the writing.
       1. The controlling purpose should be held in mind.
       2. The outline should be thoughtfully constructed.
       3. A review of the notes should be made.
    B. The following steps may aid in the actual writing.
       1. A rough draft may be written rapidly.
       2. One revision may verify the content.
       3. Another may focus on the whole organization.
       4. A third may check accuracy and effectiveness
          a. Recheck the assignment.

IV. The Form of the Term Paper Requires Attention to Details.
    A. The paper may be either typewritten or handwritten.
    B. Two parts of the paper precede the text.
       1. The title page comes first.
       2. An outline should follow it.
    C. Within the text, specific form should be observed.
       1. Pages should have appropriate margins.
       2. Footnotes should be scrupulously treated.
       3. Quotations should be accurately presented.
       4. The pages should be correctly numbered.
    D. Certain divisions follow the text of the term paper.
       1. Appendixes may include further information.
       2. The bibliography should close the paper.