CONFERENCE PAPER STEP 3: ANNOTATED OUTLINE
DUE: ONLINE SUBMISSION DUE BY 8:00 P.M., FRIDAY, FEBRUARY 10

ANNOTATED OUTLINE: OVERVIEW

Compose an “Annotated Outline” for your Conference Paper. The Outline must be 900 words (minimum) in length, including your Abstract and Key Words, but NOT INCLUDING your Sources, Additional Sources, or Acknowledgments. Note that this is NOT A TRADITIONAL OUTLINE; your Annotated Outline is NOT a list of topics and subtopics.

Your Annotated Outline will communicate, in some detail
- your topic/focus
- how you will proceed to describe/explain the technologies/applications related to your topic
- how you will demonstrate the significance of the technologies/applications, including specifying the example or examples you will use

Your Outline
- will show/include the sections you will have in your paper
- will describe the information you will include in each section
- will explain how each section/element is related to the whole

You will set up and format the Outline as you will set up and format your paper, with
- an abstract
- key words
- an introduction (which must have a more specific title than “Introduction”)
- sections, with headings and, possibly, subsections (with headings)
- a conclusion (which must have a more specific title than “Conclusion”)
- a Sources section, an Additional Sources section (if needed), and an Acknowledgements section
- Note: the full format specifications are not yet posted at the Conference Info. page, but these instructions will be posted and/or sent to you soon

OUTLINE: CONTENT OF SECTIONS

Within each Outline section (including your introduction and conclusion) you will
- describe/summarize what information will be appearing in that section. Each section’s summary must explain
  - what kinds of information will be included in the section
  - why this information is relevant and important to your topic/paper-as-a-whole

Your Outline must provide a detailed “plan of action” for your eventual paper. For each section in your Outline, you might write something like this:

“In this section on______________, we will describe__________. Descriptions will include______________, with an emphasis on ________________. Our clarification of the basic processes of ________________ provides context for our investigation of ________________, in the next section. “

OUTLINE: LOGICAL, EFFECTIVE ARRANGEMENT OF SECTIONS

As you compose your Outline, be sure to think about the overall structure of your paper. Sections must be ordered in a way that allows readers to proceed logically through all elements of your paper. You might ask yourselves:
- are our sections organized and presented in a way that facilitates readers’ understanding of the relevant technologies and applications?
- does the order and planned content of our sections facilitate readers’ understanding of the value/significance of the technologies/applications/example(s)?
  - should descriptions of the science/technologies appear in their “own” sections, which appear before sections on applications?
  - should descriptions of the science/technologies be explained together with particular applications?
  - if sections include description and applications, what is the best “division” of information and the best order for those sections?
• How and where will we communicate the significance of the technologies and applications we are writing about?
  - should evaluations of the technology, its application and the example(s) we are using appear with descriptions of the technology, with description/discussion of applications, with sections that include explanations of technology and of applications, or in a separate section or sections?

Whatever the “division” of information and order of sections you decide will be best, you MUST

| • briefly but explicitly explain how the information in one section is important to the paper-as-a-whole |

There are no “one-size-fits-all” answers to the above questions. What you include in your sections and how you arrange those sections depends on the particular topic and scope of your paper. If you have questions about information within sections and/or about how to arrange sections, consult your Writing Instructor.

**OUTLINE: AN EFFECTIVE TITLE AND USEFUL HEADINGS**

“ANNOTATED OUTLINE” is NOT an acceptable title for your Annotated Outline. You will continue to use, and, if necessary, refine your “working title” for your paper. “SECTION 1” is NOT an acceptable section heading. “CONCLUSION” is NOT an acceptable section heading. Remember: section headings in well-written papers will introduce and reflect what appears in the section, and will be used to reinforce interconnections throughout the paper.

**OUTLINE: ABSTRACT AND KEY WORDS**

Your Outline (and, eventually your Conference Paper) must include a 200-word abstract. 200 words is a guideline; your abstract can be slightly shorter or slightly longer. Your abstract for the Annotated Outline will, in most cases, be a revised (yes, another revision!) version of your Revised Proposal. Why revise your Proposal yet again? Because, as you are drafting and completing your Outline, you will know even more about how you will investigate, explain, and analyze, and exemplify your topic. This better understanding of your topic and related information areas allows for a more immediately clear and concise summary of what that paper “is about,” and that summary is now your abstract.

Your Key Words section must include from five to seven key words or brief phrases. 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. Note that key words are listed only; do not define or explain terms in this section.

**OUTLINE: ABSTRACT AND/OR INTRODUCTION—WHAT INFORMATION GOES WHERE?**

Your Outline (and, eventually your Conference Paper) will have an introduction. In many cases, you can now move some of the information/explanations that were in your Proposal and Revised Proposal into your introduction. You may repeat some information from your abstract in your introduction, but your introduction will eventually be a more detailed preview of your paper (that is, more detailed than your abstract). For the introduction section of your Annotated Outline, you will describe the information you plan to include in the introduction of your Conference Paper.

**OUTLINE: THE SOURCES AND ADDITIONAL SOURCES SECTIONS**

You will quote, paraphrase, and/or summarize source material in your Outline. Use our standard bracketed referencing format for this source material, with the corresponding number and bibliographic information in your Sources section. You might also have an Additional Sources section. In this section, you will list (alphabetically by author’s last name) sources you consulted and that were important to the writing of your Annotated Outline (and will likely remain important to your Conf. Paper), but from which you have not quoted, paraphrased, or summarized. To correctly present the bibliographic information for your sources in your Sources section and your Additional Sources section, see “How To Present Sources” on the Conference Info. page.

**OUTLINE: FORMATTING**

For the Annotated Outline, you will use basically the same basic 2 column format you used for the Revised Abstract and Annotated Bibliography, but not exactly the same format (since, for instance, you are adding an abstract, which must be correctly formatted). Full format instructions will be will be posted to the Conference Info. page and/or will be sent to you, soon.