2. ORGANIZATION

The paper should be well organized. Subheadings can be quite useful in organization. For example:

a. **Introduction.** Introduce your topic and define or operationalize the major concepts you will use. Make it clear to the reader how you are using the major concepts, and always assume that the reader knows *nothing* about your topic.

b. **Theoretical Orientation.** Identify the theory you are using and briefly explain/develop the theory in two or so pages. Ideally, the theory section of the paper should be divided into two parts. The first part should articulate the basic components of the theory, fully referenced. In the second part of the theory section, you should explain or demonstrate how the particular theory you selected is relevant to/compatible with the development of your topic.

c. **Main body of paper (with additional subheadings if desired)**

d. **Summary and Conclusions.** Have a developed conclusion, even if only a page. Do not just leave the end of the paper hanging. The summary briefly reviews the basis for the conclusions.