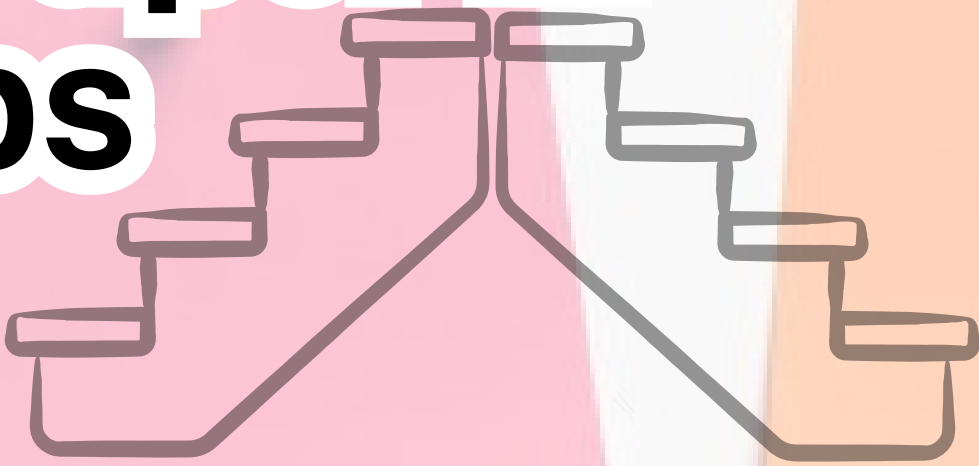




How to...


# Organize & Plan Your Paper in 4 Steps



**01**  Divide the word count or page count into dedicated sections (see reverse for suggestions)

**02**  Plan your task based on the key words in the instructions ( \*Consult our guide “How to Use Key Words for Essay Questions”

**03**  Make short notes for the points that fulfill the task & match the points to evidence/examples

**04**  Decide the order of the points you want to make & jot down the sequence to map a loose outline (to present a formal outline, see our sample provided in “How to Outline an Academic Paper”)



## Dedicated Sections ( in Sequence )

- Title Page
- Introduction
- Background/Context
- Literature Review OR Body of Persuasive Points
- Discussion and/or Counterpoint
- Conclusion
- References OR Works Cited OR Bibliography

### Suggestion!

use the dedicated sections as headings to give yourself containers that will eventually fill out the full paper.

## Note to Self

longer papers need more paragraphs,

not longer paragraphs



## Good to Know !

the title page and references  
do not count towards an  
essay's word count

## Word Counts + Page Limits

- 1000 words = 3 to 4 pages, double spaced, Times New Roman size 12 font
- An average paragraph is 150 to 200 words.
- A 1000-word essay should be approximately 5 paragraphs: introduction, conclusion, and three body paragraphs.
- A 1500-word essay should be approximately 6-8 paragraphs: introduction, conclusion, and four or five body paragraphs.