Writing the Outline and First Draft of the White Paper

1. Generate an Outline

    A. Follow the **White Paper Format**:

        i. Abstract/summary (optional)

        ii. Introduction & Background (See template for organizing handout "Background…")

        iii. Solution (should again address each of your lenses) (See template for organizing handout "Proposed goal…")

        iv. Case studies

        v. Conclusion (See template for organizing handout "Summary…")

    b. Decide on a fair division of labor within your group. Each student is responsible for writing one or more sections of the paper and will be graded on the quality of that section.

2. Write the rough draft

    a. After you review the information from the three steps above, begin to write your rough draft.

    b. Content is Everything

        i. Well-researched

        ii. Facts chosen for impact

        iii. Citations

        iv. Logically presented argument

        v. Target audience

    c. White Paper Style

        i. Formal language

        ii. Explain any technical language

        iii. Complete sentences

        iv. Short paragraphs with clear, concise writing

        v. No "cutesy stuff"

        vi. No "I" or "you"

        vii. Clean, crisp, clear

        viii. Strong title and headings

        ix. Call-outs

        x. Simple graphics

Edit and Write Final Draft

    3. Select a Template suitable for a white paper

    4. Follow white paper formatting guidelines

        i. Strong title and headings – professional font and color

        ii. White space – use to balance text and make paper inviting and readable

        iii. Call-outs – thoughtfully selected for maximum impact – the take away for your readers

        iv. Simple graphics – serious and simple

        v. Include graph or other data – select for maximum impact

        vi. Clean, crisp, clear

5. Process of Editing

6. Writing the Final Draft