



Format for Writing a Midterm Mini Thesis Paper

This short paper explains and demonstrates the format required for midterm mini thesis papers. Of course, those papers will focus on a subject related to your course.

First, midterm mini thesis papers should look professional. Use one-inch margins on all sides, 12-point font, and a standard businesslike font like Arial, Times New Roman, or something similar. Use black ink only on all parts of the paper. Paragraphs may be single spaced, but skip a line between each paragraph. If you prefer, you may double-space the entire paper and use indentation for each paragraph.

Use a professional, businesslike tone. Jokes, slang, and cliches are inappropriate. On the other hand, plain understandable language and properly used words are always acceptable. "Many people mistake 'academic tone' for big words, vague ideas, and heady data. An academic tone is conscious, intentional, committed, and dedicated to helping readers better understand a subject or argument."¹

You noticed above, of course, the proper quotation format and footnoted citation to an article found online. Any wording that is not your own must be indicated either with quotation marks or with a block quote. Below is a sample of a block quote used when the quotation is longer than about four lines.

In legal writing, citation serves two purposes: attribution and support. Citation facilitates attribution by identifying the **source** of ideas developed in the text, and materials quoted or referenced therein.... Citation facilitates support by directing the reader to a specific legal or factual **authority** that provides support for, or is otherwise relevant to, a proposition stated in the text. (Editors of the Columbia Law Review, et. al. *The Bluebook: A Uniform System of Citation*, 18th. Harvard Law Review Association: Cambridge, 2005.)

Notice that the block citation is "in line" directly after the quotation, rather than a footnote. Both the footnote and the inline citation methods are demonstrated in this paper, but it's better to choose just one method and consistently use it throughout your paper. Additionally, if you prefer endnotes to footnotes, that is fine as well. Do check your copy of the *Bluebook* for the proper way to format the citation itself.

Try not to be intimidated by the assignment. If you show that you have spent some time thinking about what you have learned so far, and if you heed the format and length requirements, you should easily pass this assignment.

¹ *10 Rules for Graduate Level Writing*. GradSchools.com. Retrieved July 31, 2019 from www.gradschools.com/get-informed/surviving-graduate-school/study-skills-grad-school/10-rules-graduate-level-writing.