

How to Develop a Manuscript

Sections of a Manuscript (this is the outline for your paper)	Information to Include/Questions to Answer in Each Section
Title	<ul style="list-style-type: none"> • Make it descriptive.
Authors	<ul style="list-style-type: none"> • Provide full names, degrees, and affiliations for each author.
Abstract	<ul style="list-style-type: none"> • Limit to 200-250 words. • Write the abstract after you complete the paper. • Include the most important points from each of the paper's sections (Introduction, Methods, Results, Discussion/Conclusion).
Introduction	<ul style="list-style-type: none"> • Why did you start the project? • What did you hope to learn? • In what class was this project assigned?
Methods	<ul style="list-style-type: none"> • How did you conduct the project? • Who/what was involved? • When and where did you conduct the project?
Results	<ul style="list-style-type: none"> • What did you discover? • Use tables and figures to present data.
Discussion/Conclusion	<ul style="list-style-type: none"> • Why are your results important? • What are the key takeaways from your project?
References	<ul style="list-style-type: none"> • What sources did you cite in your paper?

Tricks of the Trade

1. A good strategy is to write the outline headings—Introduction, Methods, Results, Discussion/Conclusion—on a piece of paper and then fill in the sections with bullet statements that answer the questions in the table above.
 - a. Arrange the bullet statements in logical order.
 - b. Group related logical statements to define future paragraphs.
 - c. Rank the logical groups of bullet statements (future paragraphs) in order of importance.
 - d. Develop the bullet statements into complete sentences.

2. Use short sentences with action verbs.

3. Number tables, figures, and references consecutively (in the order in which they appear in the text).