The Hourglass Model for Writing Papers

**Introduction:** Begin with general statements leading to your topic
- Provide background information
- Define your terms
- List some key examples

End introduction with a concise **thesis** that offers
- A topic
- An argument
- Proof of argument/evidence

_Each thing that is now written in the paper must pass through the thesis. If new information does not apply to the thesis, it should not be in your paper, and if you really, really want to add something, you must modify your thesis so that the new information can be applicable._

**Body:** Begin each body paragraph with the evidence found in the thesis. This evidence is the basis for the topic sentence of your paper. _Remember, nothing that is added to the thesis should conflict with the thesis._

The body of the paper should be divided into sections that cover the areas that have been prescribed in the thesis. These sections could be one paragraph each, or several paragraphs. They should include:
- Topic sentences
- Examples
  - Quotes
  - Summaries
  - Statistics
- Transition sentences

**Conclusion:** This represents the bottom of the hourglass. It should start specifically and end generally.
- Restate (in different words) the main ideas of the thesis
- Apply the evidence by restating the key points that were in the topic sentences
- Pose questions that promote action on the topic of the paper, or personal reflection. (they must be answered in the paper.)
- Propose a solution
- Apply the ideas of the paper to a general audience

**Things to remember:**
- _All ideas and words that are not your own – borrowed from somewhere else – must be cited._
- _Do not add new ideas that do not pass through the thesis. The thesis represents the filter for the rest of your paper._
- _Do not be “wordy.” Cover the important issues and be precise._