

**The Bill Blackwood**  
**Law Enforcement Management Institute of Texas**

**Commented [A1]:** The directions for formatting a Leadership White Paper (LWP) listed on this document are specific to the requirements of the Leadership Command College (LCC) at the Law Enforcement Management Institute of Texas (LEMITE) and are not meant to represent guidelines for other papers required by other affiliations.

**Commented [A2]:** To use this template, save it on your desktop and fill in the sentences and blanks accordingly, eventually deleting these bullets and other information

**Title**

**Commented [A3]:** The title should be:

1. One or two lines

2. Single-spaced

Not in sentence or question format

**A Leadership White Paper**  
**Submitted in Partial Fulfillment**  
**Required for Graduation from the**  
**Leadership Command College**

**Commented [A4]: TO DELETE THESE COMMENTS:**

1. Right click on this colored comment box.

Scroll down to "delete comment" and the bullet will disappear.

**By**  
**Name**

**Commented [A5]:** 1. Please do not state your rank, (i.e. Lieutenant) on the **COVER PAGE** by your name.

List your formal name only since a person's rank can change over the years and the Leadership White Paper (LWP) is considered a "living" document.

**Agency**  
**City, State**  
**Date Submitted (month year)**

**Commented [A6]:** 1. This date will be the date you attend Module III.

Do not put a comma between the month and year.

## ABSTRACT

Some **IDEAS** to get you started writing your abstract:

- Describe the problem addressed
- Explain why it's relevant
- Assert your thesis
- Identify major ideas
- Review the conclusions drawn

**Commented [A7]:** The ABSTRACT serves as an overview or summary of your entire LWP. **The length ranges from a ¼ page to full page.**

It gives a high-level overview of the content of your paper. Your intent is to convey why this is important.

Keep in mind that the ABSTRACT and your COVER PAGE are the only two pages sitting in front of the panel members (who evaluate your oral presentation at the end of Module III).

### Helpful Tips:

1. The font for your entire LWP should be in 12 point Arial and remain consistent throughout your entire paper.

2. Your entire paper should be left justified and double-spaced.

3. The heading is all CAPS and centered using the tool bar at the top of your screen.

1. **The ABSTRACT is written last.**

Spell out acronyms the first time they are used. Ex: Law Enforcement Management Institute of Texas (LEMIT)

**TABLE OF CONTENTS**

Page

Abstract

Introduction ..... 1

Position .....

Counter Arguments .....

Recommendation .....

References .....

Appendix

**Commented [A8]:** The TABLE OF CONTENTS page:  
Leave this heading alone. Only input the page numbers to the right of each heading. Page 1 will officially start page 1

## INTRODUCTION

The **INTRODUCTION** should:

- a. Introduce the topic
- b. Give background information regarding your topic
- c. Explain why you are taking the position you are
- d. Briefly offer evidence supporting your position (as needed)
- e. **Assert your THESIS SENTENCE**

Your **THESIS SENTENCE** will

- a. Make a claim: It is a **SHOULD** statement
- b. Clearly state the purpose of your paper
- c. Provide a structure for your argument

## POSITION

The **POSITION** section should:

- a. Tell the reader the reasons WHY you are taking the position you have chosen
- b. Include 2 to 4 position points and offer research supporting each position point.
- b. Present the points and information in a logical order
- c. Avoid including statements that lack obvious support

**Remember:** If you start telling the reader HOW it needs to be done, then the focus *must shift* to telling the reader WHY it should be done (i.e. It should be done because....).

**Commented [A9]:** 1.This is the first numbered page of the LWP (beginning as page one and ending on the REFERENCE page).

2.Leave this heading alone.

3.Is not in bullet format- we only have bullet here to indicate what can be included in each section

4.The entire paper will be written in 3<sup>rd</sup> person. Do not use "our", "we", "I".

Spell out acronyms the first time they are used. Ex: Law Enforcement Management Institute of Texas (LEMIT)

**Commented [A10]:** Please notice how one section directly follows the next --- with no spaces or gaps between each section. This spacing is specific to the requirements of the Leadership Command College (LCC) and is not meant to represent guidelines for other papers required by other affiliations.

Leave this heading alone.

## **COUNTER ARGUMENTS**

The **COUNTER ARGUMENTS** section should:

- a. Tell the reader what obstacles/opposition there is to the **THESIS**, not the position points
- b. Include at least 2 counter arguments **and** their rebuttals
  - a. (rebuttal=prove the counter argument wrong or incorrect through evidence)
- c. Provide research/support for each counter argument
  - a. You will want to research opposing viewpoints
- d. Present rebuttals for the counter arguments
  - a. Your rebuttals also need research that substantiates why the counter arguments are invalid

**Commented [A11]:** Please notice how one section directly follows the next --- with no spaces or gaps between each section. This spacing is specific to the requirements of the Leadership Command College (LCC) and is not meant to represent guidelines for other papers required by other affiliations.

Leave this heading alone

## **RECOMMENDATION**

The **RECOMMENDATION** section usually, but not always, should include the following:

- a. A restatement of your **THESIS**
  - a. Do not exactly repeat (or cut and paste) your thesis.
- b. A summarization of your position points, counter arguments, and rebuttals
- c. A restating or summarization of research (re-cite where needed)
- d. A plan of action (if applicable)-i.e. how it can be implemented; what an agency needs to do to get started
- e. A policy recommendation (if applicable)

**Commented [A12]:** Please notice how one section directly follows the next --- with no spaces or gaps between each section. This spacing is specific to the requirements of the Leadership Command College (LCC) and is not meant to represent guidelines for other papers required by other affiliations.

Leave this heading alone

## REFERENCES

*This is a composite of all sources you have used in your paper, either by paraphrasing or direct quotation. For references, it is important to be very exact, including: what is capitalized, what is italicized, and where the punctuation is.*

*Remember: References are double-spaced, have a hanging indent, and are alphabetical.*

The **REFERENCE** section must:

- a. Use APA format
- b. Be in alphabetical order and use the hanging indent tool to indent the second and subsequent lines
- c. Have every listing cited on the REFERENCE page be found in the body of the paper in the form of an in-text citation

**Commented [A13]:** This page is a page that stands alone. It **SHOULD NOT** immediately follow the Recommendation. It starts on the next page.

Leave the heading alone

## APPENDIX

### THIS SECTION IS OPTIONAL

- ❖ The **Appendix/Appendices** could/should:
  - Contain supplementary information referenced in the body of the paper or information that supports the text, such as:
    - Graphs
    - Figures
    - Maps
    - Policies, etc.
  - Be alpha-numbered (Appendix A, Appendix B, Appendix C, etc.)
  - Use the same font and paragraph spacing as the rest of your paper, except where the Appendix is a reproduction of another document.