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Title

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

By
Name

Agency
City,State
Date Submitted (month 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

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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. <u>Briefly</u> offer evidence supporting your position (as needed)

    e. Assert your THESIS SENTENCE

Your **THESIS SENTENCE** will

    f. Make a claim: It is a <u>**SHOULD**</u> statement

    g. Clearly state the purpose of your paper

    h. Provide a structure for your argument

Remember: No first or second-person language should be used in the paper – I, me, you, your, our, us, we, etc. should be avoided in academic writing.

POSITION

The **POSITION** section should:

    a. Tell the reader the reasons <u>WHY</u> 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 <u>HOW</u> it needs to be done, then the focus *must shift* to telling the reader <u>WHY</u> it should be done (i.e. It should be done because....).

COUNTER ARGUMENTS

The **COUNTER ARGUMENTS** section should:

a. Tell the reader what 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 – what critics might argue against the thesis

d. Present rebuttals for each counter arguments

    a. Your rebuttals also need research that substantiates why the counter arguments are invalid

    b. Each rebuttal should be presented directly after its corresponding counter argument

RECOMMENDATION

The **RECOMMENDATION** section should include the following:

a. A restatement of 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. <u>HOW</u> it can be implemented; what an agency needs to do to get started

e. A policy recommendation (if applicable)

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. See the links below for guidance.

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

    d. Please see THE DO's & DON'Ts of SCHOLARLY WRITING packet to assist in formatting the references and in-text citations. The PURDUE OWL APA Formatting & Style Guide (7th Edition) is another resource that can aid in formatting the references and in-text citations.

APPENDIX

THIS SECTION IS OPTIONAL

- ❖ The **Appendix/Appendices** could/should**:**

  - o Contain supplementary information referenced in the body of the paper or information that supports the text, such as:
    - Graphs
    - Figures
    - Maps
    - Policies, etc.

  - o Include a descriptive caption to all graphs, figures, images, etc.

  - o Be alpha-numbered (Appendix A, Appendix B, Appendix C, etc.)

  - o Use the same font and paragraph spacing as the rest of your paper, except where the Appendix is a reproduction of another document.

  - o When citing supplemental material, please cite the appropriate Appendix: (See Appendix A) or (See Appendix B).

  - o If you do not use any supplemental material, please delete this section.

ACKNOWLEDGEMENT OF AI USE

I hereby acknowledge that I did not use any generative AI models such as ChatGPT, Microsoft Copilot, Gemini, or any other form of artificial intelligence to present AI-generated content as my own creation when writing the Leadership White Paper (LWP).

Check one of the boxes below that best describes your use of generative AI and, if used, briefly describe which AI tool was used and for what purpose:

☐ I used generative AI tool(s) to assist in the brainstorming/research process of the LWP, but I did not use AI to create (or copy and paste from the AI model) any of the content, citations, or references of the LWP. All content of the paper is my own. Below is a brief description of the AI tool(s) used and the area(s) of the paper AI assisted with (i.e. brainstorming positions/counter arguments, editing grammar, etc.)

_____
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