

How to Write a Term Paper in Half the Time

By Terry E. Mullin

M.S. Accounting, M.B.A., M.S. Information Systems, EdD-ABD, Cabrillo College, Aptos, CA

- ✚ [IntroVideo.mp4](#) ← Using the Outline feature in Word to create the traditional outline format you probably learned in high school using index cards.

III. A Divided Nation

II. The Military Perspective

I. Introduction

A. U.S. enters the Vietnam War

B. Communism Would Spread

1. Domestic Policy

2. The Domino Theory

C. International Issues

1. The French Involvement

2.

Introduction, Domino Theory

U.S. foreign policy in the early 1950s, held that a communist victory in Vietnam would quickly lead to a chain reaction of communist takeovers in neighboring countries.

Mullin, T. (1969). *America's Involvement in the Vietnam War* (pp. 20-54). *Journal of American History*. #24

Mullin, pg. 21
Paraphrase
#23

Example of finished product:

http://terrytube.net/Dissertation/ComprehensiveExamination_Concentration.docx

- ✚ [OutlineView.mp4](#) ← Create an outline using promote (indent) and demotes (out-dent) in *Outline View*
- ✚ [PasteSpecial & APA/MLA.mp4](#) ← Copying Quotes from the Internet (using *Print Layout View*)
 - Paste *Special* to remove html code (from the [History Channel website](#))
 - Using APA or MLA format for citing your work
- ✚ [WritingYourPaper.mp4](#) ← Write your paper with thesis statement, topic sentences, paragraph transitions (copy and paste in text for demonstration purposes)
- ✚ [ImagesAndMore.mp4](#) ← Adding Images- text wrap, using Snipping Tool; use of Columns/Section Breaks
Newest Version now at Youtube: <http://youtu.be/kS-vHxgRZew>
- ✚ [OLE.mp4](#) ← Adding OLE objects (adding a linked Excel spreadsheet to a Word document)
- ✚ [FinishingYourPaper.mp4](#) ← Table of Contents, Bibliography and Index all in one video on YouTube
 - TOC ← Adding a Table of Contents; Moving text, Updating page numbers
 - Bibliography ← Adding a Bibliography or Work Cited or Footnotes
 - Index ← Adding an Index, marking your topics
- ✚ [CoverPage.mp4](#) ← A Cover Page (last piece of the project) and Page Numbering on YouTube
- ✚ [FleschKincaid.mp4](#) ← Keeping track of your writing – Flesch Kincaid Readability Statistics
- ✚ [Conclusion.mp4](#) ← The Final Product on YouTube
- ✚ [HowToWriteATermPaperInHalfTheTime.mp4](#) ← A Video of all the smaller videos combined

 BONUS: Prezi (Vietnam War) <http://prezi.com/89xv0shetrmf/vietnam-war>; a video for Instructors re: [student engagement & software](#)