White Paper Template

Purpose

The purpose of this tool is to assist you with the creation of an effective White Paper. Focus on what is critical for your business, and modify this template as necessary.

Scope

Before you start, consider the purpose of your White Paper. Will this be used for internal knowledge management, external product/service marketing, or both? Can you repurpose this white paper and turn it into other pieces of content?

Use this template to document your ideas and give it to a good graphic designer so that they can put the finishing touches on it. When it comes to white papers, be sure to use a consistent structure and layout in order to make them easy to read and write.

Best Practices

- Use industry reference data. Find statistics, quotes and other reference material you can cite
 in your paper. It enhances your credibility and supports the perception that the paper is
 unbiased.
- Use lots of graphics. Great white papers are almost works of art. Invest in having a graphic
 designer collaborate on the design, layout and supporting graphics. It will improve the
 readability.
- Use an outside reviewer. Get someone who is an industry expert but does not work for you to
 review the paper. The last thing you want to happen is to invest in a white paper and publish it
 only to have prominent industry experts bash it. Ideally, you want the opposite to happen.

Writing A White Paper Template

Dona Rice

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The Only Writing Book You'll Ever Need Pamela Rice Hahn,2005-03-01 Whether you re writing simple thank you notes or creating elaborate business proposals you need to be able to write well The ability to craft clear effective prose is critical to success in all facets of life today From mastering the basic building blocks of good writing to combating writer s block The Only Writing Book You ll Ever Need teaches you the solid communication skills required in every situation at home and at work Using dozens of detailed examples and samples author Pamela Rice Hahn walks you through a variety of writing styles including Letters and e mails Basic and academic essays Business writing Technical and scientific writing Web writing Journalism Creative nonfiction and more With easy to follow step by step instructions that take you from first draft to final proofread The Only Writing Book You ll Ever Need will have you producing polished intelligent and engaging prose in no time

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