

RESEARCH PAPER CHECK LIST

FALL

- ___ 1 – Select a topic that interests you and claim it. Students may not select the same topic.
- ___ 2 – Begin library and online searches to determine if a variety of information exists. Be sure the information is from credible, scholarly sources. Remember, only published scholarly books and journals are acceptable. Information that exists only on websites is not acceptable, unless approved by Mr. Harris. If you are unsure of a source, ask. Under no circumstances can study guides and notes be used.
- ___ 3 – If your topic is too limiting or you find too few sources, consider choosing another topic.
- ___ 4 – As you begin reading about your topic, make notes that will help you determine a direction.
- ___ 5 – For some topics, you may need to limit or expand your approach
- ___ 6 – Develop a preliminary outline that will give you a general picture of your research paper.
- ___ 7 – Once you have a sense of the direction of your paper, establish a writing schedule. Slow, but steady will yield big results. Starting early and writing regularly will make the process much easier than waiting until the last minute.
- ___ 8 – Don't waste time choosing the right words or ideas, just write. You can fine tune later.
- ___ 9 – Remember, everything you write must be paraphrased. Quoting directly is unacceptable, except when absolutely necessary.
- ___ 10 – After writing your rough draft, take a long break. Let what you've written settle.

SPRING

- ___ 11 – Time now to revisit, review, and revise.
- ___ 12 – Revise your paper at least twice.
- ___ 13 – Be sure you document your sources. Every idea you found in a source must be credited.
- ___ 14 – Edit and polish your writing.
- ___ 15 – Format carefully. Follow formatting guidelines exactly.
- ___ 16 – Make sure you have at least fifteen in-text cited sources.
- ___ 17 – Make sure you haven't relied on one or two main sources. Variety is key.
- ___ 18 – Read your entire paper orally. If anything sounds awkward, review and revise if necessary.
- ___ 19 - Create a clean final copy.
- ___ 20 – Submit on or before the due date.