Scheduling Steps in Research Writing

Assignment received on __________  Assignment due on ______________

Complete by:

1. Start a research journal that explores potential topics/ideas
2. Narrow down to a specific subject and formulate a research question
3. Develop a research strategy (will I use online databases, books, etc.? Will I set up appointments in the library and writing center throughout the process?)
4. Find potential sources that try to answer the research question, and schedule field research if necessary. Use these sources to create a working bibliography

5. Evaluate and synthesize sources, drawing connections and grouping them when possible
6. Interact with sources, using summary, paraphrase, and direct quotation (Type main ideas from sources accurately and add commentary from your own ideas, working toward formulating your thesis statement)
7. Take steps to avoid plagiarism (double check citations and paraphrases)
8. Develop a working or ‘tentative’ thesis statement

9. Create an outline, using your synthesized sources to guide you in forming paragraph topics
10. Begin drafting, using correct in-text parenthetical citations
11. Update thesis statement if necessary

12. Revise the paper, focusing on big issues like organization and thesis support
13. Organize and format a Works Cited or Reference page
14. Prepare and proofread the final manuscript for submission

Each segment marked off by a horizontal line will occupy roughly one-fourth of the total time for the research paper. The first two segments are the most unpredictable, so schedule your time accordingly.