

STEPS FOR COMPLETING THE RESEARCH PAPER ASSIGNMENT:

Step One: Once you have decided on your subject, get an **overview** of this person/issue by reading several articles in a variety of sources (internet, magazine, newspapers, and biographies).

Step Two: Develop a **purpose statement**, which is simply a sentence or two that states who your person/issue is, the issue/specifics about which you are going to be writing related to this person/issue, and your point of view on the person and issue/country issue. Write this on a clean sheet of paper and title it: Purpose Statement. This will be included in your final research packet.

Step Three: Develop a **working outline**. This is an informal list of ideas gathered from your general overview and for you to use in your research. This outline does not have to be detailed, but it must contain at least **three main areas** to guide you in your research and help you stay organized. You are free to add, rearrange, or omit headings and subheadings as needed. Write this outline on the same sheet of paper as your purpose statement.

Step Four: Research your subject. If you find a source that you want to use, **print it** or make a copy of it. **Highlight** information that you want to use in your paper. Remember, if you paraphrase the information or quote it directly, you must give credit to the source. **Make sure that you have the information about the source that you will need for your Works Cited page (author, subject, web site, date).** Do not forget to put quoted information in **quotation marks** when writing your paper.

Step Five: Prepare a final **Formal Outline**. When your research is done, decide how you will categorize your information into **main headings and subheadings**. Main headings should be identified using Roman numerals (I, II, III) while subheadings should be identified using capitalized letters (A., B., C.). See the sample attached. This outline should be a **topic outline**. Do NOT write headings or subheadings in complete sentences. Notice the spacing on the attached sample. Use this to guide you in typing your outline. On the final Formal Outline, your **thesis sentence** will replace your purpose statement. Use your main headings to help you devise your thesis sentence. Remember that **your thesis sentence should give the subject, your point of view, and your main headings all in one sentence.** (This sentence will also be the last sentence in your introduction.)

Step Six: Write the **first draft** of your paper. Make sure that you have an **introduction** paragraph that ends with your thesis sentence. As you are writing the **body** of your paper, if you find that one area needs more research or information, then do more research so that all headings and subheadings are covered thoroughly. Pay close attention to documenting sources and incorporating quotes as you write the paper. End your paper with a full, well-developed **conclusion** that summarizes your point of view and your main points.

Step Seven: Write the **Works Cited** page. Pattern your Works Cited page like the attached sample. The purpose of this page is to list all of the sources that you used when quoting or paraphrasing your information.

Step Eight: Revise your rough draft. **Do NOT erase anything. Make all changes on the paper so that I can see what you changed.** Add information where needed, draw one line through information not needed, change words to more concise words, restructure weak sentences, give more details where needed, clarify areas that are confusing or unclear, and **have someone else read your paper and offer suggestions.**

Step Nine: Proofread your paper for mistakes in spelling, punctuation, capitalization, fragments, run-on sentences, verb tense, and subject-verb agreement. Correct these on your rough draft.

Step Ten: Type your paper. Your final copy should be **double-spaced** and typed in **12 font**. **You will receive a separate handout listing exactly what you need to turn in and the order it needs to be arranged this will include your Research Packet – so REMEMBER KEEP EVERYTHING!** Spell check and grammar check are good tools to use, but they are not 100% accurate! Be careful!

Step Eleven: Print a copy of your paper and **proofread** your final copy one more time. Make sure your paper is **perfect!**

Step Twelve: Turn in your **Research Binder**. All of the parts count towards the final grade. If you are late with some part of the assignment or do not have it on hand when needed in class, you will receive a zero for all missing parts. When the final packet is due, you must have everything ready.

NO LATE RESEARCH PAPERS WILL BE ACCEPTED!