

Schedule for Preparing a Research Paper

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One to Two Weeks Dates: _____ to _____

_____ Select a general topic.

_____ Explore your general topic.

_____ Limit your general topic.

_____ Formulate a question that you will attempt to answer in your paper.

Two to Three Weeks Dates: _____ to _____

_____ Define the areas of research.

_____ Prepare a list of sources (Working Bibliography).

_____ Research and take notes.

One to Two Weeks Dates: _____ to _____

_____ Prepare an outline and construct a thesis or main point for your paper.

_____ Conduct additional research as needed.

_____ Put thesis in final form.

_____ Write first draft.

One to Two Weeks Dates: _____ to _____

_____ Revise your introduction and conclusion.

_____ Revise first draft.

_____ Prepare notes and bibliography.

_____ Edit the revised draft.

_____ Proofread.