

Research Paper Checklist

As you complete each step, check off your progress.

December - January (S1)

Step 1: Research

- Find background sources (using databases, web, books, etc.) to get a general sense of your topic & the time period surrounding it.
- Start taking notes (in your own words) (on the notes doc in Google Classroom)
 - Notes should be bulleted, 1.5 spacing, 12pt Times New Roman.
 - Make sure your sources (either the link or full source citation) are included in your notes so it's clear where each piece of your notes comes from.
- Complete central question, thesis, research question handout (Google Classroom) - 10 POINTS
- Find MORE sources (using databases, web, books, etc.)
 - Background sources (reference)
 - At least 6 reputable academic/detailed sources (journals, readings, documentaries, podcasts, etc.)
 - Two or more primary sources (first-hand accounts by the people who lived it)
- Take MORE notes (in your own words)
 - Complete halfway note check (5 p., bulleted, 1.5 spacing, 12pt Times New Roman) - 20 POINTS
- Start a bibliography of the sources you've read/used - 10 POINTS
 - Remember, database sources format the citation for you in MLA format. If you're using a website, video, podcast, etc., you will need to use Noodle Tools to generate a citation in MLA format.
- Find MORE sources and take MORE notes (in your own words)
 - Complete final note check (10+ p., bulleted, 1.5 spacing, 12pt Times New Roman) - 20 POINTS

January - February (S2)

Step 2: Outlining

- Start to organize your notes - think about how you want to map out your paragraphs
- Complete initial outline (# of paragraphs, topics for those paragraphs) (Google Classroom) - 10 POINTS
- Write first draft of your intro paragraph & complete detailed outline (Google Classroom) - 40 POINTS

Step 3: Editing

- Based on Ms. Shen's feedback on your intro/outline, decide if you want to:
 - A. Edit & resubmit for additional feedback
 - OR
 - B. Start writing the paper.

March (S2)

Step 4: Writing

- Start a draft of your paper.
- Finish your draft & do a first round edit to your paper yourself.
- Ask someone else to edit your paper. Decide which feedback you want to incorporate.
- Read over the research paper requirements one more time. Make sure you've followed them.
- Print your paper to hand in. BE PROUD OF YOURSELF! This is a big accomplishment!