
Research Checklist

Getting Organized

My Due Date

_____ Identify all important elements from the directions.

_____ Set a realistic timetable using this checklist, or some other method.

Choosing a topic

_____ Find an appropriate topic.

_____ Pre-write and do some pre-research.

_____ Reconsider or modify your topic if necessary.

_____ Make a tentative outline.

Writing a Thesis Statement

_____ Turn your topic into a guiding question you want to answer.

_____ Write a thesis statement that answers your guiding question.

Starting Research

_____ Gather your sources.

_____ Start a running bibliography list.

_____ Take notes (examples, quotations, facts, etc.)

_____ Read and understand the section on plagiarism.

_____ Write a more formal outline.

Start Writing the First Draft

_____ Write a strong introduction.

_____ Write the body paragraphs.

_____ Write a conclusion.

Revise, Edit, and Proofread

_____ Re-read your paper and decide if it needs re-organizing.

_____ Re-write it in a final form.

_____ Complete a Works Cited (MLA) or References (APA) page.

_____ Check for errors: grammar, punctuation, spelling, and capitalization.