Research Paper Checklist

Created: 1/2/2012

# Tasks:

☐ **Choose a Topic**

☐ **Pick a topic which interests and challenges you.**

☐ **Focus on a limited aspect.**

☐ **Obtain teacher approval for your topic.**

☐ **Re-read your assignment sheet carefully to be certain you know what is expected.**

☐ **Select a subject you can manage.**

☐ **Avoid subjects that are too technical, learned, or specialized.**

☐ **Avoid topics that have only a very narrow range of source materials.**

☐ **Find Information**

☐ **Use search engines and other search tools as a starting point.**

☐ **Pay attention to domain name extensions (if it ends with edu or org)**

☐ **Be selective of com (commercial) sites.**

☐ **Be wary of personal home pages - their quality vary greatly.**

☐ **Check out public and university libraries, businesses, government agencies.**

☐ **Contact knowledgeable people in your community.**

☐ **Write down full bibliographical information.**

☐ **Your Thesis**

☐ **Write your thesis statement down in one sentence.**

☐ **Find arguments to support and defend this belief.**

☐ **Outline**

☐ **Think through your topic carefully and organize it logically**

☐ **Include in your outline an introduction, a body, and a conclusion.**

☐ **Make the first outline tentative.**

☐ **In the introdutions, state your thesis and the purpose of your research.**

☐ **State how you plan to approach your topic.**

☐ **Explain briefly the major points you plan to cover.**

☐ **In the body, present your arguments to support your thesis statement.**

☐ **In the conclusion, restate or reword your thesis and summarize your arguments.**

☐ **Draft**

☐ **Thesis statement is concise and clear.**

☐ **Arguments are presented in a logical sequence.**

☐ **All sources are properly cited.**

☐ **Your intentions and points are clear in the essay.**

☐ **Read your paper for grammatical errors.**

☐ **Correct all errors that you can spot.**

☐ **Get someone else to read it over.**