

Table of Contents

Introduction	1
Suggested Schedule	4
Timing is everything	4
Table of assignments.....	5
1—Choose the Research Topic	
What is research?	6
Understand your assignment.....	6
The assignment	7
What makes a good topic?	7
Choosing a topic	8
Checklist for choosing a topic.....	10
2—Initial Considerations	
Preliminary reading.....	11
The working outline.....	12
Checklist for initial considerations	13
3—Prepare Bibliography Cards	
The importance of the bibliography card.....	14
Some guidelines	14
Common formats.....	15
Checklist for preparing bibliography cards.....	16
4—Find Secondary Sources	
What is a secondary source?	17
Preparing to go to the library	17
Looking for materials.....	17
Finding suitable books	18
Finding suitable articles from magazines and journals.....	19
Finding suitable material from the internet.....	19
The working bibliography.....	20
Checklist for finding secondary sources	20
5—Seek Primary Sources	
The survey.....	21
The interview	22
Checklist for primary sources	22
6—Complete Note Cards	
The thesis statement.....	23
The mystery of note taking	24
The sin of plagiarism.....	24
Getting ready to take notes	25
Before you write a single jot or tittle	25
Taking the note	26
Kinds of notes—the paraphrase	26
Successful paraphrasing.....	26
Kinds of notes—the summary.....	27
Kinds of notes—the direct quotation	27

Special rules for direct quotations.....	28
Kinds of notes—the partial quotation.....	28
Special rules for partial quotations.....	28
Take your time with note taking.....	28
Checklist for completing note cards.....	29
7—Write the First Draft	
The final outline.....	30
The first draft.....	30
Documentation within the text.....	31
The introduction.....	31
The conclusion.....	32
Compose a good title.....	33
Final thoughts about the first draft.....	33
Checklist for writing the first draft.....	33
8—Revise the Draft	
What is Revising?.....	34
Revising content in the body of the paper.....	34
Use of transitions.....	35
Sentence structure.....	35
Internal documentation.....	35
Style of writing.....	35
Mechanics and spelling.....	36
How many revisions?.....	36
Checklist for revising the draft.....	36
9—Produce the Final Manuscript	
Form of the manuscript.....	37
The Works Cited page.....	37
Checklist for producing the final manuscript.....	38
10—Proofread the Final Manuscript	
Not quite done yet.....	39
Carefully read your paper.....	39
Yikes, I found a mistake.....	39
Submitting the paper.....	39
Checklist for proofreading the final manuscript.....	39
Appendix A—Sample of the Research Paper.....	40
Appendix B—Modern Language Association Bibliographical Forms.....	54