

SUGGESTED STEPS IN WRITING A RESEARCH PAPER (USING NOTE CARDS)

1. **SELECT** a subject and survey material available on the general subject.
2. **FORMULATE** a hypothesis. This working thesis must contain the controlling purpose for your research. It does not have to be the exact thesis you will use in your final paper.
3. **PREPARE** a tentative preliminary outline consisting of the broad areas of your paper.
4. **COMPILE** a works-consulted file. This should be recorded on 3 x 5 cards (one entry on each card) and filed alphabetically by author or by the first important word in the title when the author is not known.
5. **TAKE** notes. Notes are handwritten in ink on 4 x 6 cards. Only one side of the note card should be used. Put only like material on the same card: one main idea per card. The specific page number from which the information was taken must appear on the card. Notes may be taken either as direct quotations, paraphrases, or summaries.
6. **OUTLINE** the paper. The outline should be constructed in sentence format and arranged to show logical development of the argument.
7. **ARRANGE** the note cards in the proper order to correlate to the outline. Sort out the unnecessary note cards and keep them separate. All the rest should eventually be in the order in which they will be used in the paper.
8. **WRITE** the first draft, working from your cards and your outline. Be sure to place parenthetical references where they belong. Pay attention to supporting your thesis in the draft.
9. **REVISE** the first draft. This time pay attention to grammar, spelling, punctuation, word selection, transitions, sentence variety, and style.
10. **CHECK** all documentation to be sure it is accurate.
11. **CORRECT** and **TYPE** the works cited list.
12. **TYPE** the outline.
13. **TYPE** the final draft and **ASSEMBLE** it in proper form for submission.
14. **PROOFREAD**. Correct any typographical errors.
15. **SUBMIT** the paper on time.