

THE RESEARCH PROCESS CHECKLIST

(Tasks are written in order of desired operation. Check each task off when completed.)

First: Choosing and Focusing Your Topic

- Topic Selection
- Consider Possible Sources
- General Reading
- Narrow the Topic
- Thesis Statement: Rough Draft

Second: Gather Data

- Compile sources
- Note Bibliographic Information (Notecards or Word File)
- Library Research
- Decide on sources

Third: Taking Notes

- Develop a preliminary outline
- Evaluate your source material; which is primary material and which is secondary material?
- Interview primary sources
- Read, listen to, or view secondary sources
- Take notes (Make sure to indicate source next to notes and place all quotes in quotation marks.)
- Assign headings to notecards

Writing the Paper

- Develop the final outline according to notecard headings
- Order notecards
- Write the rough draft
- Check your documentation carefully; avoid plagiarism
- Revise
- Rewrite
- Edit
- Maintain/update bibliography

Modified from James D. Lester in *Writing Research Papers: A Complete Guide*, 2nd ed. (1971; rpt. Glenview, Illinois: Scott, Foresman, 1976).