Writing a Research Paper

This information should help to guide you while you are in the process of writing a paper.

Be sure to utilize all the time given to you for writing a paper. If you wait until the last minute to start, your paper will not be as well done as it could have been.

Choose a subject that interests you.
- Skim an encyclopedia.
- Check the Reader’s Guide to Periodical Literature.
- Browse the Internet for an interesting subject idea.

Do the research.
- Use bibliographies at the end of the reference books for sources.
- Check the library computers for books on your subject.
- Use books that are readily available.

Make a bibliography card for each magazine and book that you use.

<table>
<thead>
<tr>
<th>1. Title</th>
<th>2. Author</th>
<th>3. Publisher</th>
<th>4. Publication Date</th>
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Preview the material by skimming to ensure it’s relevant to your subject. Then read the selected material thoroughly.
- Make note cards as you read.

<table>
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<tr>
<th>Topic</th>
<th>Author</th>
<th>Page #</th>
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<tr>
<td>Title of the Source</td>
<td>Important Idea</td>
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- File cards under topic headings.

Be sure to cite your sources.
- Your instructor should tell you how he or she wants you to credit to your sources. Some instructors prefer one style to another. Other instructors may let you use whichever style you are most familiar with.
- If you have questions on how to cite an odd source there are manuals available in bookstores and at the library.

Make an outline by arranging your note cards into a logical order. Use your outline to write a rough draft.
- Read your rough draft carefully then polish your work.

Finish your paper by:
- adding a title page.
- completing the bibliography and placing it at the end.

Finally, give your paper one last read through to check for any minor errors.