

## Research Time Frame

Use this template to plan and organize your work on a research paper. Set a week-by-week or day-by-day schedule for accomplishing these research steps.

Determine the requirements of the assignment and make sure I understand them.

Dates: \_\_\_\_\_

Establish topic and focus. Narrow topic so that it is manageable. Check with instructor to make sure topic is appropriate.

Dates: \_\_\_\_\_

Develop research question.

Dates: \_\_\_\_\_

Draw up plan of action for research, drawing on my own knowledge, interviews with experts, surveys and questionnaires, print information, and online information. Allow large blocks of time for library and online research.

Dates: \_\_\_\_\_

Follow the research plan, keeping good records and taking precise notes.

Dates: \_\_\_\_\_

Reread and digest the research material, finding my own approach and developing a working thesis.

Dates: \_\_\_\_\_

Write the first draft. Use correct documentation style and list of sources.

Dates: \_\_\_\_\_

Outline the first draft to check its structure.

Dates: \_\_\_\_\_

Do additional research if the first draft shows gaps or raises new questions.

Dates: \_\_\_\_\_

Write the second draft.

Dates: \_\_\_\_\_

Get feedback on the draft from the instructor or a classmate.

Dates: \_\_\_\_\_

Prepare the final draft and proofread.

Dates: \_\_\_\_\_

