

## Research Schedule

Starting date:

Date final draft is due:

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### **Block 1: Getting started**

Understand the requirements.

Select a topic or narrow a given topic.

Determine the preliminary types of sources to use.

Do preliminary research to discover the important issues.

Organize research findings in computer files.

Write a purpose statement or proposal.

Complete by \_\_\_\_\_

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### **Block 2: Reading, researching, and evaluating sources**

Find and copy print and online sources.

Annotate and evaluate the sources.

Write summaries and paraphrases and make notes.

Set up a working bibliography.

Complete by \_\_\_\_\_

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### **Block 3: Planning and drafting**

Formulate a working thesis.

Write a proposal and/or an outline.

Write a first draft.

Complete by \_\_\_\_\_

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### **Block 4: Evaluating the draft and getting feedback**

Put the draft away for a day or two—but continue collecting useful sources.

Outline the draft and evaluate its logic and completeness.

Plan more research as necessary to fill any gaps.

Get feedback from instructor and classmates.

Complete by \_\_\_\_\_

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### **Block 5: Revising, preparing list of works cited, editing, presenting**

Revise the draft.

Prepare a list of works cited.

Design the format of the paper.

Edit.

Proofread the final draft.

Complete by \_\_\_\_\_  
(final deadline for handing in)