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: ______________