Research Paper Checklist

Below is a checklist for completing a research paper. You should remember that the process of researching and writing is very malleable. It depends on many factors: the assignment requirements, the field of study, the topic, and your personal preferences. This checklist is designed to give you a basic overview of the process. It will also list the TRU resources that are available to you.

- Resources marked ❶ can be found at http://www.tru.ca/writingcentre/resources/writing.html
- Resources marked ❷ can be found at https://libguides.tru.ca/researchhelp (see the Table of Contents on the left side)
- Resources marked ❸ can be found at https://libguides.tru.ca/writingsupport (see the Table of Contents on the left side)

Getting Started

☐ Read your assignment carefully to make sure you understand the question and all the requirements.

☐ Pick a topic that fits the assignment specifications. How to Narrow Your Research Topic ❶

☐ Get to know your topic better by doing some basic background reading.

☐ Formulate a research question. The answer will become your thesis statement. Thesis Statements ❶
   Developing a Thesis Statement ❶

Researching

☐ Search for sources. Planning Your Research ❷
   Finding Resources ❷
   Evaluating and Citing Resources ❷

☐ Evaluate the quality of your sources.

☐ Read and understand the sources you have collected. Academic Reading Strategies ❶

☐ Identify gaps in your research and search for additional sources to fill the gaps.
### Planning and Outlining

- Organize your ideas and develop an argument.
- Construct an outline.
- Use your research to support your argument.

**Essay Template**

**Basic Essay Outline**

### Writing, Revising, and Editing

- Complete a rough draft.
- Revise to improve the content of your paper.
- Proofread for mistakes in grammar, spelling, punctuation, verb tenses etc.
- Check that all quotations and paraphrases are cited correctly to avoid plagiarism.
- Read the paper out loud to ensure that it flows smoothly.

**How to Achieve Academic Writing Style**

**Quotation Integration (MLA and APA)**

**Writing Home**

Additional grammar, punctuation, and writing resources can be found at:

http://www.tru.ca/writingcentre/resources/grammar.html

### Citations and Formatting

- Format the cover page, page numbers, running head etc.
- Compile a reference list.
- Format in-text citations.

Citation guides for APA, MLA, Chicago, and CSE are available at

**Citation Home**

**Citation Style Handbook**

**Finding and Using the Microsoft Word APA Template**