



Writing Centre

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 **1** can be found at <http://www.tru.ca/writingcentre/resources/writing.html>
- Resources marked **2** can be found at <https://libguides.tru.ca/researchhelp> (see the Table of Contents on the left side)
- Resources marked **3** can be found at <https://libguides.tru.ca/writingsupport> (see the Table of Contents on the left side)

Getting Started

<input type="checkbox"/> Read your assignment carefully to make sure you understand the question and all the requirements.	
<input type="checkbox"/> Pick a topic that fits the assignment specifications.	How to Narrow Your Research Topic 1
<input type="checkbox"/> Get to know your topic better by doing some basic background reading.	
<input type="checkbox"/> Formulate a research question. The answer will become your thesis statement.	Thesis Statements 1 Developing a Thesis Statement 1

Researching

<input type="checkbox"/> Search for sources.	Planning Your Research 2
<input type="checkbox"/> Evaluate the quality of your sources.	Finding Resources 2 Evaluating and Citing Resources 2
<input type="checkbox"/> Read and understand the sources you have collected.	Academic Reading Strategies 1
<input type="checkbox"/> Identify gaps in your research and search for additional sources to fill the gaps.	

Planning and Outlining

<input type="checkbox"/> Organize your ideas and develop an argument.	
<input type="checkbox"/> Construct an outline.	Essay Template ① Basic Essay Outline ①
<input type="checkbox"/> Use your research to support your argument.	

Writing, Revising, and Editing

<input type="checkbox"/> Complete a rough draft.	How to Achieve Academic Writing Style ① Quotation Integration (MLA and APA) ① Writing Home ③ Additional grammar, punctuation, and writing resources can be found at: http://www.tru.ca/writingcentre/resources/grammar.html
<input type="checkbox"/> Revise to improve the content of your paper.	
<input type="checkbox"/> Proofread for mistakes in grammar, spelling, punctuation, verb tenses etc.	
<input type="checkbox"/> Check that all quotations and paraphrases are cited correctly to avoid plagiarism.	
<input type="checkbox"/> Read the paper out loud to ensure that it flows smoothly.	

Citations and Formatting

<input type="checkbox"/> Format the cover page, page numbers, running head etc.	Citation guides for APA, MLA, Chicago, and CSE are available at ① Citation Home ③ Citation Style Handbook ① How to Create a Running Head ① Finding and Using the Microsoft Word APA Template ①
<input type="checkbox"/> Compile a reference list.	
<input type="checkbox"/> Format in-text citations.	