Grammar and Comp. II/III

Mr. Myers

**I**. Schedule for Research Papers

*Beg. of March--Pick topic and find books at the beginning of March (sometimes the library needs time to get books from other branches)*

Day 1 Write the theme or topic of your paper in the form of a question and keep looking for sources

2 Make bibliography cards

3 Make a preliminary outline—include your thesis question at the top

4 Work at taking notes

5 Take notes, 5-10 notes DUE

6 Take notes, 10-15 notes DUE

7 Take notes, 20-25 notes DUE

8 Take notes, 30-35 notes DUE

9 Finish taking notes and organize note cards, 35-40 notes DUE

10 Revise outline, begin writing rough draft

11 Work on rough draft

12 Finish rough draft

13 Rough draft DUE

14 Revise and edit—Day 1 handout

15 Revise and edit—Day 2 handout

16 Revise and edit—Day 3 handout

17 Revised and edited paper DUE; Make title page and works cited page

**18** **Final Paper to be handed in**

**II. Guidelines for Research Papers:**

A. Sources: You need at least five sources. Three must be books. The Web, encyclopedias and magazines are other options.

B. Requirements: Final paper must be typed; double-spaced using Times New Roman, Arial, or Calibri—11 or 12 pt

C. Length: 1000-1500 words

D. Order:

1. Title Page

2. Outline

3. Paper

4. Works Cited

5. Grading Sheet