

RESEARCH ESSAY CHECKLIST

Step 1: Getting Started (10%)

- Understand your assignment (1%).
- Conduct preliminary research (3%).
- Narrow your topic (3%).
- Develop a research question (3%).

Step 2: Research (35%)

- Design your research strategy (5%).
- Find and evaluate sources (10%).
- Conduct research (20%).

Step 3: Organizing your essay (15%)

- Consolidate your ideas in order to move from research to writing (8%).
- Develop a thesis statement (3%).
- Outline the structure of your paper (4%).

Step 4: Writing the first draft (20%)

- Write the first draft (20%).

Step 5: Revising and proofreading (20%)

- Evaluate your first draft and conduct additional research as needed (10%).
- Revise your draft (5%).
- Evaluate your second draft and rewrite as needed (5%).
- Proofread and put your paper into its final format (5%).