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

<table>
<thead>
<tr>
<th>Task</th>
<th>Resource/Link</th>
</tr>
</thead>
<tbody>
<tr>
<td>□ Read your assignment carefully to make sure you understand the question and all the requirements.</td>
<td>How to Narrow Your Research Topic ❶</td>
</tr>
<tr>
<td>□ Pick a topic that fits the assignment specifications.</td>
<td>How to Narrow Your Research Topic ❶</td>
</tr>
<tr>
<td>□ Get to know your topic better by doing some basic background reading.</td>
<td>Thesis Statements ❶</td>
</tr>
<tr>
<td>□ Formulate a research question. The answer will become your thesis statement.</td>
<td>Developing a Thesis Statement ❶</td>
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### Researching

<table>
<thead>
<tr>
<th>Task</th>
<th>Resource/Link</th>
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<tbody>
<tr>
<td>□ Search for sources.</td>
<td>Planning Your Research ❷</td>
</tr>
<tr>
<td>□ Evaluate the quality of your sources.</td>
<td>Finding Resources ❷</td>
</tr>
<tr>
<td>□ Read and understand the sources you have collected.</td>
<td>Evaluating and Citing Resources ❷</td>
</tr>
<tr>
<td>□ Identify gaps in your research and search for additional sources to fill the gaps.</td>
<td>Academic Reading Strategies ❶</td>
</tr>
</tbody>
</table>
### Planning and Outlining

- Organize your ideas and develop an argument.
- Construct an outline.  
  - [Essay Template](#)
  - [Basic Essay Outline](#)
- Use your research to support your argument.

### 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

### 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

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