

TERM PAPER TIMELINE

From the Academic Achievement and Access Center

Choose general topic. that interests you and fits the instructor's assignment.

Explore topic. by reading to get an idea of different aspects of the topic.

Narrow subject. to a limited aspect of the topic, according to what is manageable for the paper.

Check out books and articles and begin reading. Take research notes as you read.

Develop a question. to be answered by your paper. You will use the question and/or its answer as your thesis statement in your introduction. The rest of your paper will be used to explain how your research led to the answer.

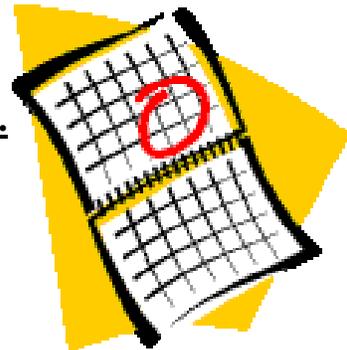
Organize notes and make an outline.

Write a first draft of your paper. Then put it aside for a few days.

Make revisions. Re-examine your question/answer (thesis). Does it still hang together? Consider restating it in your introduction. Reorganize material. Delete or add information. Improve expression and grammar.

Type and proofread.

Hand it in.



45

35

20

10

7

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NUMBER OF DAYS BEFORE DUE DATE

REVISING: HOW DO I REVISE MY ROUGH DRAFT(S)?

Use the following questions as guidelines for revising your rough draft. Follow the plan in the order presented. Each question should be asked for each rough draft.

ORGANIZATION

Is there an introduction?

Does it have a thesis statement?

Is the thesis clear?

Does the thesis give direction about what's to come?

Is there some kind of detail/information which attracts the reader's attention?

Do my paragraphs proceed logically from one to the next?

Do my paragraphs follow a specific pattern (e.g., chronological, least important to most important)?

Why did I organize my paragraphs as I did?

Now that I've written my rough draft, does the organization still work?

Are any paragraphs misplaced?

Does each paragraph relate directly to my thesis?

Can any paragraphs be left out?

Is each paragraph developed adequately?

Are there any short paragraphs which actually address information in another paragraph?

If so, how can the two paragraphs be combined?

Are the paragraphs unified?

Is there any material that can be omitted?

Is the topic sentence clear?

Does the topic sentence provide information or is it vague/general? (e.g., rather than "another article gives more information": tell specifically what type of information is given and use a stronger term)

Are there transitions within the paragraph which show the relationship(s) between sentences? If so, are the transitions effective/appropriate? If not, where could transitions be added so that the reader doesn't have to guess/infer the relationships?

Are there transitions between paragraphs?

Are they all mechanical (e.g., "Another example is..."; "On the other hand", "Thirdly", "Last,")? Are introductory- phrases/clauses which refer to material in the previous paragraph used as transitions?

Is there a concluding statement? Is it appropriate to the thesis? Is it simply redundant?

MATERIAL

Is my support adequate?
Is enough information given so that my reader will understand clearly?
Is any material unnecessary or inappropriate for the thesis?
Have I repeated any information?
Is the material accurate?
Have I misquoted or misrepresented any material?

EXPRESSION

Have I been concise? If not, refer to suggestions given in class.
Can I eliminate any conversational phrases?
Have I chosen vivid and specific words?
Have I experimented with new vocabulary?
Have I used vague terms like "thing" or "big"?
What more specific terms can I use?

Have I combined sentences by using coordination? subordination? prepositional phrases? (e.g., "by thinking clearly," "during the war years")? participial phrases (e.g., "Understanding the desperation of those who lived during the war years, Smith....")? relative clauses (e.g., "which Wordsworth understood;" "who supported the amendment")?

Have I used more than one or two methods of combining sentences to add variety?
Have I varied the length of my sentences?

When referring to a literary piece (article, book, essay, report) or an author's opinion, have I used the present tense?

MISCELLANEOUS

Have I credited my sources?
Have I referred to the source somehow within my paragraph?
Have I used an endnote numeral at the end of my quoted/paraphrased/summarized material or used the appropriate citation?

Have I used the correct bibliographic form?
If I'm not sure, have I referred to the handbook or asked the instructor?
Is my document accurate?
Have I numbered the pages? Are the page numbers correct?
Have I used correct punctuation?

PROOFREADING

Have I checked my sentences for the types of errors I usually make?
Have I checked for misspellings by reading backward?
Is my paper grammatically sound?

AAAC

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