

# EMERGENCY RESCUE ON A RESEARCH PAPER

—OR—

## WHAT TO DO WHEN THE PAPER IS DUE NEXT MONDAY AND YOU HAVEN'T STARTED WRITING

- Step 1:** What do you want your reader to understand, know, or agree with when you are finished? Write this statement out. It is your THESIS.
- Step 2:** Make a list of everything you can think of that contributes to the idea of your thesis. (If you are trying to make your reader agree with you, these should be reasons why your thesis is true.)
- Step 3:** Look at your list. Arrange it in a sensible order. Group ideas together that fit.
- Step 4:** Write at least one sentence on every item you have in your list.
- Step 5:** Expand your ideas. Add more to each point, explaining it more clearly and completely. Add material to explain any ideas that a reader who doesn't know your subject might not understand.
- Step 6:** Add an introduction and a conclusion.
- Step 7:** Reread carefully to see if the paper flows and makes sense. Do you completely explain or prove the thesis? Does the introduction fit the paper and draw the reader in? Does the conclusion sum up what you have said and give an idea of completeness?
- Step 8:** Run spell check and look over your sentence grammar.
- Step 9:** Insert quotes, evidence, statistics, etc. to back up strong points you have made. Make sure you use the number of citations your instructor requires and the format your instructor requires.
- Step 10:** Add a title page and a reference page using the correct format. Make sure that you use the heading system that is correct for the format. (Handouts and manuals on APA, MLA, CBE, Chicago Style and others are available in the Writing Center.)
- FINALLY:** Turn the paper in as close to on time as possible!