Writing a Research Paper in 15 Easy Steps

1. Choose a topic and learn about it
2. Write a research question
3. Write an informal outline to guide your note taking
4. List sources
5. Take notes
6. Write a thesis statement
7. Organize notes and write a formal outline with topic sentences
8. Write the introductory paragraph
9. Write the body paragraphs
10. Write a concluding paragraph
11. Add a title
12. Complete a works cited page
13. Type the rough draft
14. Review, revise and edit your paper
15. Submit the final paper with all notes and drafts

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1. **Choose a topic and learn about it**

- Make sure that you choose a topic which can be argued. For example: Stanley “Tookie” Williams death sentence, global warming, videogames and their effects, cell phones in classrooms, pit bulls as pets.

- Before you put your pencil to the paper, familiarize yourself with the topic.

View a website…

Read a book…

Ask someone…

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2. **Write a research question**

Once you’ve selected a topic and learned something about it, write a *research question*. This is a broad question on which your research will be based. At a later time, you will turn the *research question* into a statement.

Here are some examples:

*Who was Stanley “Tookie” Williams and did he deserve the death penalty?*

*Should pit bulls be banned as pets?*

*Who was Princess Diana and how is she remembered?*

You Try It:

| (Biography) | Who is/was ____________________________, and what/how did he/she contribute to/influence ____________________________? |
| (Controversial Issue) | Why should the government/school ____________________________ (other) place/not place restrictions on ____________________________? (any topic) |
| (Design your own question) | ____________________________? |
3. Write an informal outline to guide your note taking

An informal outline is a list of the important points you want to take notes on from your sources.

You may use statements or questions as in the examples below.

<table>
<thead>
<tr>
<th>Topic: Princess Diana</th>
<th>Topic: Pit Bulls</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Research Question:</strong></td>
<td><strong>Research Question:</strong></td>
</tr>
<tr>
<td><strong>Who was Princess Diana and how is she remembered?</strong></td>
<td><strong>Why should pit bulls be banned as pets?</strong></td>
</tr>
<tr>
<td>Smaller points to help us to answer this question:</td>
<td>Smaller points to help us to answer this question:</td>
</tr>
<tr>
<td>• Basic information about her life (who, what, when, where, why?)</td>
<td>• What is the breed of dog called a pit bull? (Basic background information)</td>
</tr>
<tr>
<td>• What have people said about her?</td>
<td>• Why are pit bulls considered dangerous?</td>
</tr>
<tr>
<td>• How did she help others?</td>
<td>• What dangers do they pose to humans?</td>
</tr>
<tr>
<td>• How have her ideas and accomplishments influenced Britain and the world?</td>
<td>• What dangers do they pose to other animals?</td>
</tr>
<tr>
<td>• How did royalty affect her life?</td>
<td>• Does obedience training make a difference?</td>
</tr>
<tr>
<td>• Her tragic death</td>
<td></td>
</tr>
</tbody>
</table>
4. **Record the sources of information**

Locate at least three sources of information. They should not all be Internet sources. Here are some examples:

- reference book
- non-fiction book
- Internet source
- online database article
- periodical (magazine in print)
- audiovisual
- interview

Record the information for each source on a 3x5” card like the ones listed below.

<table>
<thead>
<tr>
<th>Book</th>
<th>Website with author</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Online database</th>
<th>Website without an author</th>
</tr>
</thead>
</table>
5. Take notes

- Copy informal outline points as headings onto the top of binder paper. Use one sheet of binder paper per heading.

<table>
<thead>
<tr>
<th>Who was Princess Diana?</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Diana Frances Spencer (Krohn 17)</td>
</tr>
<tr>
<td>• Born in Norfolk, England July 1961 (Huffman)</td>
</tr>
<tr>
<td>• Died in Paris August 1997 (Stuart 38)</td>
</tr>
<tr>
<td>• Married to Charles, Prince of Wales (Stuart 39)</td>
</tr>
</tbody>
</table>

*Continue writing facts to answer the question.*

- Take notes by paraphrasing, summarizing or quoting.

- Add parenthetical (internal) documentation after each fact.

See Appendix A at end of booklet for more details.

*Plagiarism* means stealing words or ideas from someone else. You must cite the source where you found each fact or you are plagiarizing.
6. **Write a thesis statement**

After you finish taking notes, turn your research question into a thesis statement.

The thesis statement:

- is the main point of your research paper
- includes a subject and an opinion
- is broad enough to be supported by 4-5 informal outline points

<table>
<thead>
<tr>
<th>Subject</th>
<th>Opinion</th>
</tr>
</thead>
<tbody>
<tr>
<td>pit bulls</td>
<td>should be banned as pets</td>
</tr>
<tr>
<td>global warming</td>
<td>is a not major threat</td>
</tr>
<tr>
<td>video games</td>
<td>are an innocent pastime</td>
</tr>
</tbody>
</table>

**The evolution of a thesis statement...**

Who is Princess Diana and how is she remembered?

Although Princess Diana died young, she accomplished a lot in her 30+ years.

Although she was a commoner and died before the age of 40, Princess Diana contributed greatly to the 20th century, living up to her title “The People’s Princess.”
7. Organize notes and write a formal outline with topic sentences

- Place your notes in logical order
- Combine any notes that prove the same point
- Write a topic sentence for each group of notes. A topic sentence is like a mini-thesis for a body paragraph. It is a statement rather than a question and it contains an opinion. It helps to prove the thesis.

Sample Formal Outline

<table>
<thead>
<tr>
<th>Princess Diana</th>
<th>Pit Bulls</th>
</tr>
</thead>
<tbody>
<tr>
<td>I. Introduction</td>
<td>I. Introduction</td>
</tr>
<tr>
<td>II. Princess Diana was a commoner at heart.</td>
<td>II. The clamping jaw structure of the pit bull make it a fearsome and dangerous killing machine.</td>
</tr>
<tr>
<td>III. Diana accomplished much in her short life.</td>
<td>III. Obedience training, while useful, can never complete with a dog’s basic nature</td>
</tr>
<tr>
<td>IV.</td>
<td>IV.</td>
</tr>
<tr>
<td>V. Conclusion</td>
<td>V. Conclusion</td>
</tr>
</tbody>
</table>
8. Write the introductory paragraph

Introduction

1. Hook

2. Mini-background

3. Thesis

Introduction

In his eulogy at her death, Edmond Spencer remembers that “Diana, named after the goddess of hunting, was ironically one of the most hunted people in the 20th Century” (Zamudo 5).

Diana. She was a beloved figure to Britons, from her shy sideways glance to the sea of bouquets marking her grave in 1997. Born in Norfolk, England in 1961, she later became the wife of Charles, the Prince of Wales, and the mother of Prince William and Harry, second and third in line for the royal monarchy of Great Britain (Huffman). She later divorced Prince Charles and was killed in a fatal auto accident. Although she was a commoner and died before the age of 40, Princess Diana contributed greatly to the 20th Century, living up to her title “the people’s princess” (Krohn 3).
9. Write the body paragraphs

Body Paragraph

1. Topic sentence
2. Facts (from notes), plus internal documentation
3. Commentary (when appropriate)
4. Concluding sentence which reflects back on topic sentence

Stanley “Tookie” Williams had a hard time growing up. He was born December 29, 1953, in South Central Los Angeles. He had no father to be there for him to guide him through life as he was growing into a man. His mother had to assume this role. She also had to provide for the family and they didn’t have much money. In addition to these problems, Williams’ neighborhood was crime ridden and gang infested. In 1971 when Williams was eighteen, he met a man from East Los Angeles named Raymond Lee Washington. The two became friends and decided to join their neighborhoods together by starting a neighborhood watch program to keep their homes and possessions safe (Williams 27). The idea was to keep small gangs from committing crimes against the neighbors. Williams called his group the “Cribs,” though later the word was pronounced “Crips” (Williams 35). What happened, however, was that the Crips became more and more powerful, until they evolved into one of the major criminal gangs in the United States, of which Williams is credited as the founder. As the Crips became…
10. Write a concluding paragraph

Conclusion

1. Restate thesis – say again in new words
2. Expand ideas – your commentary
3. Concluding sentence – sounds finished, ends with “bigger picture”

Conclusion

Pit bulls have proven to be a dangerous pet. Today with so many breeds of dogs in shelters that need homes, the decision to have a pit bull is irresponsible. Pit bulls are anatomically built to crush prey in their strong jaws and not let go. Even with obedience training, one can never fully trust a pit bull. With over 90,000 documented pit bull attacks from 2004-2006 in the United States, it is clear that stronger regulation of pit bull ownership and mandatory spaying and neutering of dogs is necessary (McLean 82). While many would argue that pit bull ownership enhances an owner’s macho image, and that pit bulls make good loyal pets, the fact remains that so would hundreds of other breeds of dog. Extinguishing the pit bull breed is a viable answer. Then again, cross-breeding pit bulls with poodles to create a “pit-poodle” is the best solution.
11. **Add a title**

Be creative! Here are some examples:

<table>
<thead>
<tr>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>Diana: The People’s Princess</td>
</tr>
<tr>
<td>Pitbulls: Unleashing the Danger</td>
</tr>
<tr>
<td>Dying to be Thin</td>
</tr>
<tr>
<td>Champions in Unexpected Places</td>
</tr>
<tr>
<td>Lance Armstrong Rides to Glory</td>
</tr>
<tr>
<td>The SUV is Man’s Worst Enemy</td>
</tr>
</tbody>
</table>
12. **Complete a Works Cited page**

Make sure to alphabetize entries and double-space.

Don’t forget to number the page.

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Be sure to allow a 1” margin on both sides of your paper. For the second line of each source, indent ½” or 5 spaces.
13. **Type a rough draft**

Follow MLA format.

Page number on the first page is optional.

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Susie Smith  
Mr. Johnson  
English 120  
12 April 2018  

Princess Diana: The People’s Princess

In his eulogy at her death, Edmond Spencer remembers that

“Diana, named after the goddess of hunting, was ironically one of the most hunted people in the 20th Century” (Zamudo 5).

Diana. She was a beloved figure to Britons, from her shy, sideways glance to the sea of bouquets marking her grave in 1997. Although she was a commoner and died before the age of 40, Princess Diana contributed greatly to the 20th Century, living up to her title “The People’s Princess.”

Princess Diana was a commoner at heart. After marrying Prince Charles and becoming a royal, she never forgot those less fortunate. She brought focus to AIDS and land mine removal as
14. Review, revise and edit your paper

Carefully read over the typed rough draft, checking to see if you have included all the required elements:

____ MLA heading (Your name, instructor’s name, etc.)

____ title

____ hook

____ thesis

____ a topic sentence to begin each body paragraph

____ a concluding sentence to end each body paragraph

____ internal documentation throughout each body paragraph (after concrete details)

____ commentary when appropriate

____ concluding paragraph

____ memorable line at end

____ works cited page

Now, you are ready to proof-read and edit for grammar and mechanics.

Remember that writing is a process; you need to keep perfecting your paper until it represents your personal best work.
15. **Submit the final paper with all notes and drafts**

Remember to keep a photocopy of your final paper for your records.

Congratulations!
Appendix A

Here is an example of a source card, next to the note card for a book:

Source card:  

Note card:  
“Diana had provided the world with a fairy tale come true. Her wedding may have been the most expensive recorded in British history, but it also raised more than £750,000 for charity” (Krohn 154).

Example of a direct quote

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Source card:  

Note card:  
Williams recounted that spending day after day in prison caused strange things to happen to his sanity. He lost touch with reality and began to go stir-crazy (31).

Example of a paraphrase

*notice that since Williams is mentioned in our sentence, we do not need to list his last name in the parenthetical reference (Williams 31).

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Here is an example of a source card and a note card for an online database article:

Source card:  

Note card:  
Throughout her life, Diana’s parents, although divorced, never embroiled her in their own problems (Gutierrez 39).

Example of a summary