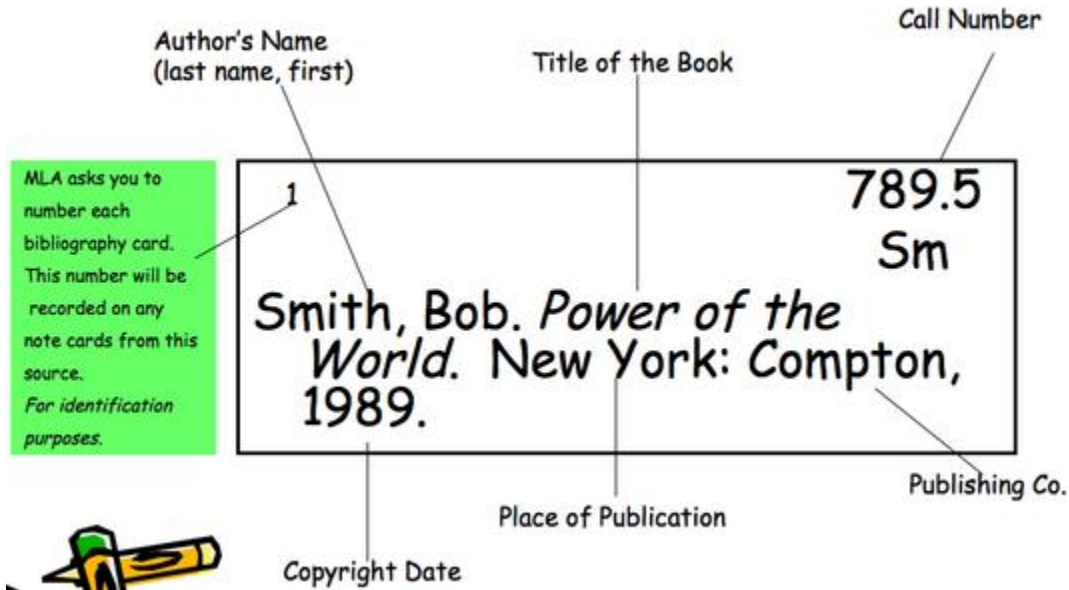


Research Process Using Note Cards

Compile a Working bibliography

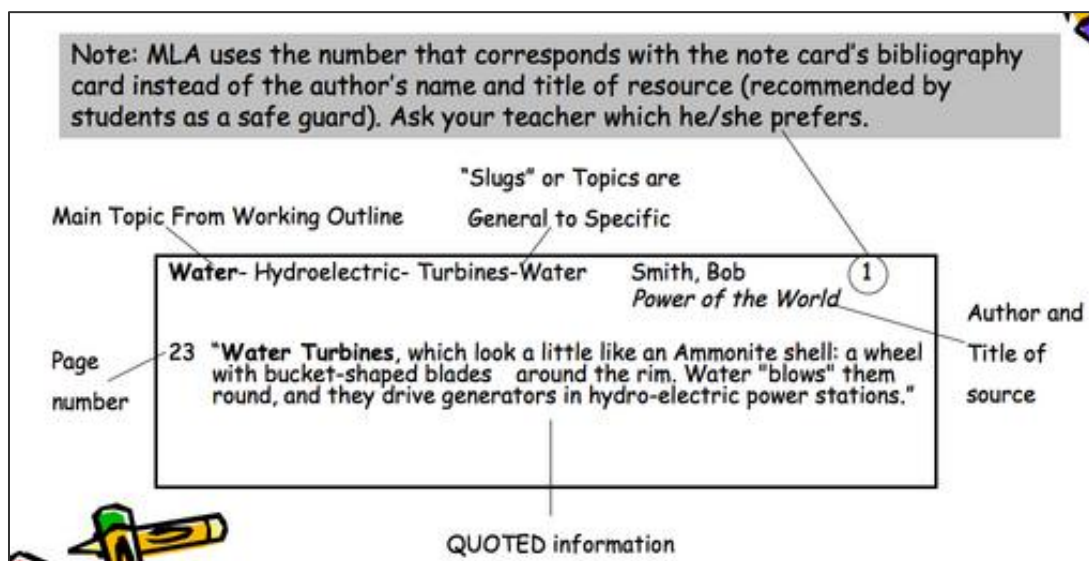
- Refer to MLA Style Documentation
- 3 X 5 bibliography cards will be used later in compiling the Works Cited page.

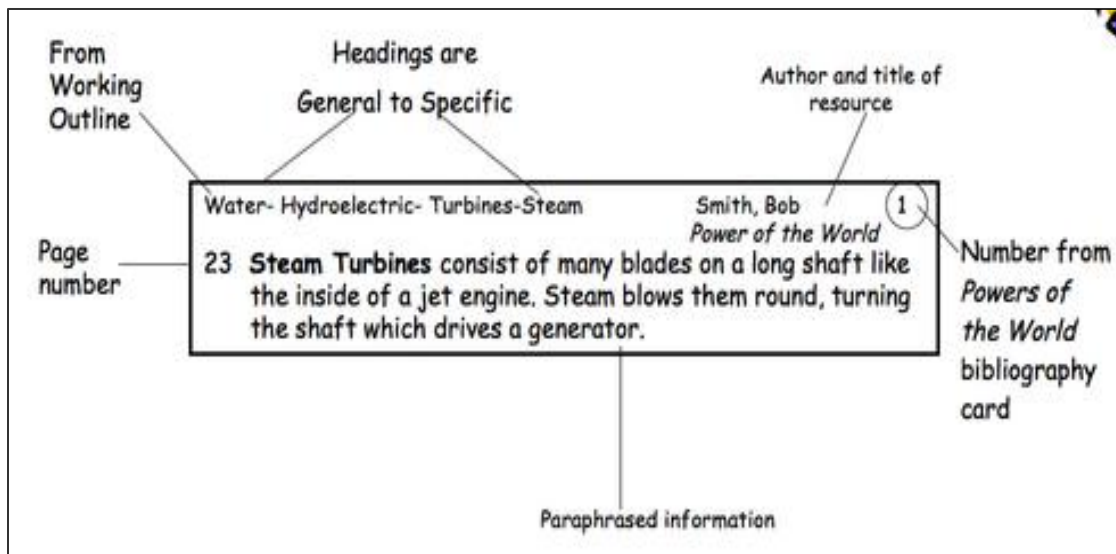


Write a Working Outline

Conduct Research

- Use 4 X 6 ruled note cards (not spiral-bound)
- Write a bibliography card for the sources before writing a note card
- Record one specific idea on each note card





Write a Final Outline (if required)

- helps you organize your ideas
 - presents your material in a logical form
 - shows the relationships among ideas in your writing
 - constructs an ordered overview of your writing
 - defines boundaries and groups
- (http://owl.english.purdue.edu/handouts/general/gl_outlin.html)

Write the rough draft

- Write the body of your paper from your notecards as you organized them for your outline.
- Reserve interesting quotes, statistics, etc. from research to use in your introduction and conclusion
- Never flip to the next note card until you document the information (whether quoted or paraphrased)
- Delete unnecessary information that distracts from the paper's focus
- If you see weak areas, research these further to better support the topic/subtopic
- Follow parenthetical documentation instructions
- Avoid Plagiarism

Write the Final Draft

- Review the formatting guidelines carefully before typing your research paper
- Read your paper aloud to detect sentence structure weaknesses and organizational problems
- Proofread your paper carefully for grammar and mechanics
- Ask at least two other people to proofread your paper as well