

TIPS ON WRITING PAPERS

1. Clarify with the instructor the specific requirements (e.g., regarding writing style, length of paper, type of resources to use).
2. Select a topic of interest to you.
3. Begin well in advance of the deadline; writing a good paper is time-consuming.
4. Plan and follow a writing schedule, allowing plenty of time for research, writing, revisions, typing, etc.
5. Conduct an initial survey of material to include:
 - a. Learn to use appropriate reference materials.
 - b. Scan materials to locate key materials.
6. After initial survey, develop an outline of the paper; revise as needed as you progress on the paper.
7. Read key materials carefully and then take notes on reading; keep notes in an organized system (e.g., index card file).
8. Writing the paper:
 - a. Write first draft quickly, organizing and recording key points, following your outline.
 - b. Include an introduction and conclusion; it may be easier to write the introduction last.
 - c. Revise draft at least once:
 1. Expand key points beyond a single statement; illustrate with examples or quotes, support with details or related points, etc.
 2. Re-organize and re-word as needed for greatest clarity and smooth progression of material.
 - d. Review final draft, reading from the perspective of your professor.
 - e. If appropriate, have another person read your paper and react to it; revise as needed.
 - f. Always do a final proofreading of the paper.
9. The final product should be:
 - a. attractive, easy to read
 - b. well developed, easy to follow
 - c. correct factually and grammatically

- d. free of plagiarized material
- e. turned in on time.