

## Preparing The Paper

- ✓ Check your syllabus, instruction sheet, or scoring guide for directions. Keep it with you until you complete your paper.
- ✓ Define your topic clearly.
- ✓ Use the Big6 process to locate, access, and evaluate your information. Ask your librarian for a guideline.
- ✓ Correctly cite all information you use for your project.
- ✓ Organize your information into an outline. This will help you organize your thoughts.
- ✓ Write the paper.
- ✓ Be sure that **all discovered information is cited !!**
- ✓ Be sure that all references to sources in the body of your paper (parenthetical citations) are in the proper format.
- ✓ Proofread and revise your paper. Then, have a parent, teacher and/or friend proofread your paper, too. Correct all your mistakes.
- ✓ Prepare your Works Cited page at the end of your paper.
- ✓ Recheck your syllabus. Did you do everything that was required? Did you follow all of the instructions?
- ✓ Turn your paper in...on time!