1. **Analyze the Assignment**

2. **Find Topic in Textbooks/Encyclopedias, Brainstorm & Concept Map Ideas about the Topic**

3. **Find Relevant Sources by Searching Databases, Journals & Library Catalog**

4. **Develop a Working Thesis/Outline / Research Questions & get Feedback**

Use Reference Management Tools such as Mendeley or ReWorks to keep track of sources and to create bibliography and in-text citations.

5. **Organize your Information/Prepare initial Reference List**

6. **Write your Rough Draft**

7. **Submit your Draft for Review to Instructor or Writing Tutor**

Use feedback from your instructor/tutor to help you revise.

8. **Revise based on Feedback, then Revise Again, Conduct 1st Plagiarism Check**

When you are happy with the content and basic organization:

9. **Edit and Format according to discipline style MLA/APA etc.**

10. **Proofread your Final Draft**

When you are proud of your work and you cannot find any mistakes:

11. **Conduct Plagiarism check, Submit your Final Paper.**