

APA Research Paper Suggested Deadlines Checklist

This checklist of suggested deadlines for research papers in writing-intensive courses identifies progress points in the successful completion of the research paper.

Student Name _____

Course _____

Deadline	Format	Checklist
	APA, double spaced, 1" margins, 12 point font, title page, abstract, and reference page.	
Pre-Writing Strategies		
Due by end of second week of quarter	Understand the assignment.	
Due by end of second week of quarter	Select and focus on the topic.	
Due by end of third week of quarter	Refine your topic.	
Due by end of third week of quarter	Design a writing strategy: description, narration, example, process, comparison/contrast, argument, classification/division, cause/effect, or demonstration.	
Due by end of third week of quarter	Decide on a research strategy and keep careful notes, with sources clearly indicated.	
Evaluation of Sources and Thesis Development		
Due by end of third week of quarter	Conduct a general Web search.	
Due by end of third week of quarter	Find, review, and evaluate books, journal, magazine, and newspaper articles.	
Due by end of third week of quarter	Keep careful notes, with sources clearly indicated.	

Due by end of third week of quarter	Create an introductory paragraph with an introductory sentence that identifies the subject and includes an attention getter to capture the reader's interest.	
Due by end of third week of quarter	Write the thesis statement to express the main point of the paper. Place the thesis statement in the introductory paragraph.	
Body of Paper		
Due by end of fifth week of the quarter	Introduce all main ideas in the introductory paragraph. Write the first draft of the paper.	
Due by eighth week of quarter	Be sure that the main ideas support the thesis presented in the introduction.	
Due by eighth week of quarter	In each paragraph, include a clear topic sentence, expressing the central idea of that paragraph.	
Due by eighth week of quarter	Create paragraphs of appropriate length throughout the paper.	
Body of Paper (continued)		
Due by eighth week of quarter	Be sure that all main ideas are developed and presented in the body paragraphs to produce unity.	
Due by eighth week of quarter	Make your paragraphs lead the reader logically from one section to another; use transitions to make connections between ideas easier to follow, contributing to the smoothness of the paper.	
Due by eighth week of quarter	Find supporting details for each main point.	
Due by eighth week of quarter	Base the entire paper on logical assumptions and focus on the main ideas.	
Conclusion		
Due by eighth week of quarter	Include a sentence in the concluding paragraph that restates the thesis or summarizes the main points.	
Language		
Due by eighth week of quarter	Edit your paper to be free from grammar errors: dangling modifiers, subject-verb agreement, verb tense shift, pronoun-antecedent agreement, and diction errors.	
Due by eighth week of quarter	Use appropriate punctuation and spelling throughout the paper.	

Due by eighth week of quarter	Use appropriate syntax in the paper: no fragments or run-on sentences.	
Documentation		
Due by eighth week of quarter	Use print or electronic books, research journals, periodicals, and electronic database references. Select no more than one non-juried/non-refereed Internet site (a site that contains material that has not undergone professional peer review).	
Argumentation (if applicable)		
Due by eighth week of quarter	In an argument, choose a problem or issue that allows for differences of opinion. Clearly state this difference.	
Due by eighth week of quarter	State the position taken in the paper. Offer proof to support that your position is reasonable.	
Due by eighth week of quarter	Anticipate objections to the position and address these objections. Restate the position.	
Due by eighth week of quarter	Use two or more methods of development in the research paper: description, narration, example, process, comparison/contrast, classification/division, cause/effect, or demonstration.	
Revisions – Final Paper		
Due by ninth week of quarter	Be sure that your paper shows multiple revisions with improved focus and clear writing for a general audience.	