SIMPLE INSTRUCTIONS FOR WRITING PAPERS

* + 1. Create a Plan
			1. 1 month before
				1. Read instructions carefully.
				2. Choose Topic
				3. **Research Question**.
			2. 3 weeks before
				1. Draft thesis
				2. Gather research notes
				3. Use big ideas to develop outline
			3. 2 weeks before
				1. Finish researching to fill in any gaps in outline
				2. Review thesis + outline
				3. Write rough draft
				4. Develop bibliography
			4. 1 week before
				1. Get peer to edit
				2. Edit + proofread
				3. Final draft
			5. Due date
				1. Hand in on time!
		2. Develop a Topic
			1. **Choose a Topic**. Ex. *Biography of Thomas Cranmer*
			2. Gather general info from online, textbook, notes, etc.
			3. Prelim notes. Look for emerging themes
			4. Narrow/broaden topic
				1. Add/remove a subtopic to help narrow/broaden the topic.
			5. Restate topic as **research question**.
				1. **Who, what, where, when, why, how.**
				2. Ex. *How did Thomas Cranmer impact Church Music?*
		3. Research
			1. Check what sources are required in assignment
			2. Check library – opac.pacificlife.edu + scholar.google.com
				1. Keywords
			3. Make a list, breeze through books and get some info.
			4. Ask other students and Mark for suggestions!
			5. Take notes, bibliographic info + page numbers as you go.
		4. Thesis Statements – the argument your paper is making.
1. Assertive – state what you intend to prove.
2. Singular – 1 clear idea with 3 points.
3. Specific – clear and specific.
4. Well-positioned – near the end of intro.
	* + 1. **Ask yourself questions**:
				1. What big themes have emerged?
				2. Relationships to those themes?
			2. What type of paper? Analytical – informational or Argumentative – arguing a point.
			3. **Write Thesis:**
				1. Your argument + 3 main points : ex. *“In this paper it will be argued that Thomas Cranmer is one of the most impactful historical figures in the realm of liturgy as seen through his shaping of the English language, his creating of uniform worship in the English Church, and his writing of the Book of Common Prayer.”*
		1. Outline
			1. Intro
				1. Purpose of study
				2. Thesis
			2. Good Point that *supports your thesis*
				1. Supporting idea 1
				2. Supporting idea 2
				3. Supporting idea 3
			3. Better Point that *supports your thesis*
				1. Supporting idea 1
				2. Supporting idea 2
				3. Supporting idea 3
			4. Best Point that *supports your thesis*
				1. Supporting idea 1
				2. Supporting idea 2
				3. Supporting idea 3
			5. Conclusion
				1. Summary of arguments
				2. Restate/recap thesis
				3. Call to action
		2. Rough Draft
			1. Basic Editing Checklist
			2. Topic sentences that tell what each section + paragraph is about.
			3. Grammar/conventions – tools like Grammarly, spell-check, Peer-editing.
		3. Bibliography/Formatting
5. owl.purdue.edu – Chicago Manual of Style