

Research Project Checklist (Grades 9-12)

1. Brainstorming:
 - a. Have I defined the issue or problem for my project?
 - b. What background information do I need before I start my project?
 - c. Did I use a brainstorming technique (i.e. KWL chart, Venn diagram, mind web, etc.)?
2. Developing the Working Thesis:
 - a. Have I developed a thesis with a topic and a comment?
 - b. Have I developed guiding questions to achieve research project goals?
 - i. Who, what, where, when, why and how
 - c. Does my thesis adhere to the project guidelines set forth by my teacher?
3. Gather Appropriate Information from Reliable Sources:
 - a. Where should I go to get my information?
 - b. How am I going to organize my research time?
 - c. Do I have enough data/information to support my thesis?
 - d. How can I determine which information is appropriate?
 - e. Have I checked my sources for reliability?
 - f. Have I used different types of sources for my research?
 - i. Books and Reference Sources
 - ii. Periodicals
 - iii. Internet
 - iv. Databases
4. Note-taking/Works Cited Cards:
 - a. Have I followed the correct format for organizing and recording information?
 - b. Have I indicated the source and page number on each card?
 - c. Have I correctly cited each source on a separate card according to the MLA guidelines?
5. Outlines/Graphic Organizers and “Works Cited” Page:
 - a. Have I organized my note cards into major categories?
 - b. Have I determined which notes are most relevant to my thesis?
 - c. Have I written an outline or graphic organizer?
 - d. Have I written a “works cited” page using the proper format?
6. Drafting, Revising and Editing:
 - a. Have I used the proper heading for my paper?
 - b. Does my paper need revising? Does anything need to be added or removed?
 - c. Have I followed the “Editing and Proofreading” checklist?
 - d. Has my paper been reviewed by a peer or teacher?
 - e. Do I have the proper in-text citations and “works cited” page?
7. Final Draft:
 - a. Have I read and reviewed my paper and made all the necessary corrections?
 - b. Have I attached my marked rough draft to my final paper?