A Note to Students

Preface

Research and Writing: From Planning to Production

Overview of Part I

What Research Is and How Researchers Think about It

How Researchers Think about Their Aims

Three Kinds of Questions That Researchers Ask

Moving from a Topic to a Question to a Working Hypothesis

Find a Question in Your Topic

Propose Some Working Answers

Build a Storyboard to Plan and Guide Your Work

Organize a Writing Support Group

Finding Useful Sources

Understand the Kinds of Sources Readers Expect You to Use

Record Your Sources Fully, Accurately, and Appropriately

Search for Sources Systematically

Evaluate Sources for Relevance and Reliability

Look beyond the Usual Kinds of References

Engaging Sources

Read Generously to Understand, Then Critically to Engage and Evaluate

Take Notes Systematically

Take Useful Notes

Write as You Read

Review Your Progress

Manage Moments of Normal Panic

Planning Your Argument

What a Research Argument Is and Is Not

Build Your Argument around Answers to Readers' Questions

Turn Your Working Hypothesis into a Claim

Assemble the Elements of Your Argument

Distinguish Arguments Based on Evidence from Arguments Based on Warrants

Assemble an Argument

Planning a First Draft

Avoid Unhelpful Plans

Create a Plan That Meets Your Readers' Needs

File Away Leftovers

Drafting Your Report

Draft in the Way That Feels Most Comfortable

Develop Productive Drafting Habits

Use Your Key Terms to Keep Yourself on Track

Quote, Paraphrase, and Summarize Appropriately
Integrate Quotations into Your Text
Use Footnotes and Endnotes Judiciously
Interpret Complex or Detailed Evidence Before You Offer It
Be Open to Surprises
Guard against Inadvertent Plagiarism
Guard against Inappropriate Assistance
Work Through Chronic Procrastination and Writer's Block
Presenting Evidence in Tables and Figures
Choose Verbal or Visual Representations
Choose the Most Effective Graphic
Design Tables and Figures
Communicate Data Ethically
Revising Your Draft
Check for Blind Spots in Your Argument
Check Your Introduction, Conclusion, and Claim
Make Sure the Body of Your Report Is Coherent
Check Your Paragraphs
Let Your Draft Cool, Then Paraphrase It
Writing Your Final Introduction and Conclusion
Draft Your Final Introduction
Draft Your Final Conclusion
Write Your Title Last
Revising Sentences
Focus on the First Seven or Eight Words of a Sentence
Diagnose What You Read
Choose the Right Word
Polish It Up
Give It Up and Print It Out
Learning from Your Returned Paper
Find General Principles in Specific Comments
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Magazine Articles
Newspaper Articles
Additional Types of Published Sources
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Websites, Blogs, Social Networks, and Discussion Groups
Sources in the Visual and Performing Arts
Public Documents
One Source Quoted in Another
Author-Date Style: The Basic Form
Basic Patterns
Reference Lists
Parenthetical Citations
Author-Date Style: Citing Specific Types of Sources
Books
Journal Articles
Magazine Articles
Newspaper Articles
Additional Types of Published Sources
Unpublished Sources
Websites, Blogs, Social Networks, and Discussion Groups
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