

# Research Checklist

A good checklist can make your life so much easier! This checklist will help you keep your research on point by creating a process for gathering research. Follow the steps below:

## 01

### Analyze your Topic

- Who is the research for?
- What questions do I need to answer?
- What is my deadline?
- Where can I expect to find answers to my questions?
- What is the goal of my research?
- What do I already know about this topic?

## 03

### Reading + Note Taking

- Do I have my notecards or paper ready?
- Do I have highlighters and writing utensils?
- Am I accurately documenting my sources?

## 05

### Credit Your Sources

- What style am I writing in? (APA, MLA, Chicago)
- Did I list all of my sources?
- Did I include a source page into my document?

## 02

### List Your Sources

- Who can I speak to about this topic?
- Where is my local library?
- Do I have free access to online periodicals?

## 04

### Outlining + Writing

- Is my writing informative or persuasive?
- What are my major key points? (List these)
- What facts support each key point?  
(Arrange facts under corresponding keypoint)
- What style am I writing in? (APA, MLA, Chicago)

## Tools of the Trade

- For Citations: [www.citationmachine.net](http://www.citationmachine.net)
- For research: [www.britannica.com](http://www.britannica.com)
- For grammar help: [www.grammarly.com](http://www.grammarly.com)

We hope you have enjoyed this worksheet!  
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