



Essays & TERM PAPERS

BASIC GUIDE TO RESEARCH PAPERS

Defining Purpose & Audience, Organizing Ideas, Collecting Sources, Documenting Sources, Taking Notes, Outlining, Drafting, Citing Sources, Conferencing, Revising & Editing

Define the Purpose

Define a purpose for writing. A clear purpose will help you develop a structure for your paper and select relevant information. There are two basic purposes for a research paper. This guide will focus on the second purpose listed below: to persuade.

- **To inform:** Cite facts and statistics to convey information.
Explain the causes and effects of Mississippi River flooding.
Compare and contrast flooding in the western United States with flooding in the eastern United States.
Explain why flooding is a problem in urban American communities and offer solutions.
- **To persuade:** Develop reasons and cite evidence to convince readers to agree with an opinion on a debatable topic by getting them to take action or change their thinking.
Influence readers that comprehensive AIDS education should be mandatory in all American high schools.
Convince readers that the death penalty should be federally outlawed.
Prove to readers that the legal drinking age in the United States should be lowered to eighteen.

Characterize the Audience

Define the audience for your paper. With a clear audience in mind, you will be able to craft an argument that is convincing.

Checklist: Use this series of questions to define and analyze your audience:

- Is the audience an individual or a group?
- What do you want the audience to do? How do you want the audience to change its thinking?
- What does the audience already know about the topic?
- What does the audience need to know about the topic in order to understand your argument?
- What are the demographic features (age, gender, socioeconomic status, religion, politics, education, etc.) of the audience?

Point of view: For an academic audience, convey information using the third-person omniscient point of view. This disembodied voice is not part of the action of the text and uses third-person pronouns, such as *he, his, him, she, her, hers, they, theirs, them, and it*.

"Influenza (flu) is a contagious respiratory illness caused by influenza viruses. It can cause mild to severe illness. Serious outcomes of flu infection can result in hospitalization or death. Some people, such as older people, young children, and people with certain health conditions, are at high risk for serious flu complications. The best way to prevent the flu is by getting vaccinated each year."
—Centers for Disease Control and Prevention

• **Verb tense:** Because research papers tend to focus on current topics and events, choosing to write in the present tense is appropriate. An inconsistent or inappropriate verb tense may confuse your audience. However, you may need to use past or future tense constructions in specific situations within the body of the paper; do so only when the tense reference changes. For example, you may want to tell about the results of a research study that took place five years ago.

• **Present tense:** Present-tense verbs refer to actions that take place in the present, such as *go, invent, and speak*. There are also present perfect and present progressive tenses that reflect timing (e.g., "*He has gone*" and "*She is going*").

"Influenza (flu) is a contagious respiratory illness caused by influenza viruses. It can cause mild to severe illness."
—Centers for Disease Control and Prevention

• **Past tense:** Past-tense verbs refer to actions that took place in the past, such as *went, invented, and spoke*. There are also past perfect and past progressive tenses that reflect timing (e.g., "*He had invented*" and "*She was inventing*").

"Influenza (flu) is a contagious respiratory illness caused by influenza viruses. It has been known to cause mild to severe illness."
—Centers for Disease Control and Prevention

• **Future tense:** Future-tense verbs refer to actions that will take place in the future, such as *will go, will invent, or will speak*. There are also future perfect and future perfect progressive tenses that reflect timing (e.g., "*He will have spoken*" and "*She will have been speaking*").

"Influenza (flu) is a contagious respiratory illness caused by influenza viruses. It (will continue to cause) mild to severe illness."
—Centers for Disease Control and Prevention

Generate an Organizing Idea

When your instructor assigns a research paper, start the process early; do not procrastinate. The longer you wait before beginning a paper, the more likely it is that the materials you need will not be available or you will not have enough time for research and writing. It is important to understand what the instructor is not asking you to do. The instructor is not asking you to summarize or paraphrase someone else's thinking on a topic and report it back in your paper. Rather, the instructor is asking you to formulate original thinking by synthesizing or combining information from a variety of sources—print, digital, and experiential—and making original connections among the materials. In essence, the research paper is a vehicle for documenting and defending your thinking about a current issue. To begin, then, you need to choose a topic.

Choose a Debatable Topic

- A persuasive or argumentative research paper is intended to convince your audience to change their thinking or to act in accordance with your opinion on a topic. Therefore, the topic must be current and debatable. There is no one in writing to convince your audience that pollution is harmful to the environment or that building development leads to habitat destruction. These issues have passed out of the realm of debate and will not yield discussions featuring multiple educated points of view. However, what people should do today to reduce pollution and protect habitats are current issues that not everyone agrees on.
- One way to locate current, debatable topics is to skim and scan print or digital periodicals such as newspapers or news magazines. These publications feature current events and can help you identify a topic that interests you. Additionally, many library databases have current events listings that you may review.
- Whenever the source of your inspiration, though, be sure to choose a topic that interests you and that you already know enough about to have formed some reasonable opinions. For example, if you are a huge sports fan, consider debatable issues in the world of sports, such as concussion prevention or punishments for athletes found guilty of using performance-enhancing drugs.
- Your topic should be limited, well defined, and manageable in terms of resources available. Resources include both the materials you can find about the topic and the time available to use those resources to produce the paper. It is better to do a good job on a simple topic rather than a poor job on a complex topic.
- Remember, a good or poor assessment or grade may have nothing to do with either the quality of your writing skills or the research you present in the paper. Of much greater importance is whether you have sufficiently covered the topic you chose.
- Finally, make sure your instructor approves the topic. This step may seem obvious, but many students do a great deal of work on a project only to have it rejected by the instructor for any number of reasons. If your instructor rejects a topic, don't fight it! You will have many opportunities in life to take a stand when time (and your grade) is not as important.

Formulate a Research Question

- Once you have identified a debatable topic, many researchers recommend formulating a research question or a series of research questions. What do you want to learn, find out, or know by researching this topic? For example, what are the best ways to reduce car pollution? Who should be responsible for enforcing pollution restrictions on cars and how? What are the best ways to prevent concussions in youth athletes or professional athletes? Who should be responsible for enforcing restrictions to prevent head injuries in youth sports and how?
- The key to writing good research questions is to keep them specific and focused. If a question proves too broad, try identifying one aspect of the topic. Instead of asking, "What are the best ways to reduce pollution?" ask, "What are the best ways to reduce car (factory, building, ocean) pollution?"

Develop a Working Thesis

- As you conduct general research to answer to these questions, you will find that the information will help you form an opinion. At this point, you can rewrite a research question into a statement and provide the answer. This statement is the working thesis around which you will build your research paper.

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Practical papers on English composition and essay writing, by S.E. Skerry and W. Cromb George Edward Skerry, 1889

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