

How to Prepare a Research Paper Draft for Ms. Miller Hosey

PRINT TWO COPIES OF YOUR PAPER.

On one copy please complete the following tasks.

1. Go to the introduction. In blue or black ink, do the following tasks.
 - A. underline the thesis statement
 - B. number the main points (1, 2, 3) above or just prior to the start of each

2. Go to the body of the paper. In blue or black ink, do the following tasks.
 - A. At the FIRST sentence of each main point (this should be the topic sentence) write in the LEFT margin MP1 or MP2 or MP3 accordingly. This will show me where each main point begins.
 - B. In the left margin where the conclusion begins, write “Conc.”

3. Choose two highlighter colors. One will represent your primary quotes (from your novel or play). The other will represent secondary quotes (from your research).
 - A. On the first page, in the top right corner, write “primary” and highlight it in the correct color. Then write “secondary” and highlight it in that color. This will clearly indicate to me which color you chose for which type of citation.
 - B. Throughout your paper, wherever a citation occurs, use the correct color highlighter and place the color across the citation only. Do not highlight the entire quote. Highlight the author name and page only; this is the information that should be inside the parentheses at the end of the sentence or introducing the quote.

BE SURE TO STAPLE THE PAPER SECURELY IN THE UPPER LEFT CORNER.