Guidelines for Drafting Your Paper

Step 1 –
Be sure your thesis, supporting points, and research are all aligned. Make any adjustments that are necessary.

Step 2 –
Spread out all of your research cards. It is likely that they are arranged by source— all notes from source A, then source B, etc. Once they are spread out, reorganize them by supporting points using your slugs and ignoring the sources. Set aside your Works Cited cards and any additional cards (thesis, supporting points, etc.) for now.

Step 3 –
Take the cards of the supporting point with which you are most comfortable or have the most information. Spread these cards out and organize them in the way that you think you want to write. If your information is complete, you should be able to draft right from your cards.

Step 4 –
Begin drafting. You will be writing in “chapters”— by supporting points. Each one will be separate, and then linked together later with transitions. Keep these in mind . . .
- Begin with your most comfortable supporting point – in the end, it may come last in your paper, but you do not have to draft in order.
- Write on one side only – this is necessary if you need to literally “cut and paste” for a later draft.
- Skip lines – important for editing and conferencing
- Number all pages – and staple “chapters” together
- Number your drafts. You will be required to hand in all of your drafts. This is true of drafts on the computer as well; print out each new draft with the changes you have made. In the end, I should see many different drafts, and all must be numbered.

Step 5 –
Link your supporting points together with transition sentences, and add an introduction and conclusion.

Step 6 –
Edit, revise, and conference with me— and read your paper out loud. I will be providing you with an editing checklist— you must have your first completed draft by then. If you would like a conference, do not wait until the last minute as those spots fill up quickly. Parent, siblings, and relatives are welcome to listen to your paper and help you critique it, but they may not write your paper. You are welcome to use peer editing.

Step 7 –
Prepare your final copy and your folder with all work and sheets - due on _____________________.
Come to class with your paper already stapled and your folder organized.