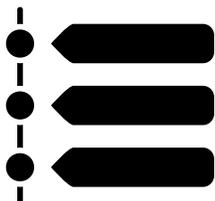


RESEARCH PAPER PLANNER

Learn how to read a break down an assignment and keep yourself on track.

Tired of writing your paper the night before it's due? This handout will help you break down your assignment into manageable deadlines, track your progress, and connect with campus resources.

1



Breaking down your writing assignment:

Understanding the components of a writing assignment is the first step to staying on track to meet your final deadline. To begin, take a look at your assignment prompt.

Write your prompt: _____

What is the prompt asking you to do?
e.g., analyze, compare, critique; integrate outside sources;
complete a literature review, etc.

What will you have to do to support your argument?
e.g., annotate and read assigned articles; search for outside
sources; cite and create a bibliography, etc.

2



Keeping track of your schedule:

Once you have thought about what is required for your assignment, you can begin creating deadlines.

- How do you currently plan out your assignments? Whether it is through Google Calendar or a physical planner, keeping track of your due dates is a crucial part of achieving success.

- What is the due date for your assignment?

- How much time will you have to work on your assignment?

| | Date Due: | How will I stay accountable? | Resources: |
|--|-----------|--|---|
| Break down your assignment | | Ask any clarifying questions in class or discussion section. | Check out more of our research tips: https://uclalibrary.github.io/research-tips/ |
| Write a working thesis | | Talk to your TA or professor about any questions you might have, or just to share your progress. | Find us on YouTube: bit.ly/uclatips |
| Collect and synthesize your sources | | Visit the Powell Inquiry lab for help with searching for and sorting through your sources. | Take our Research Modules on CCLE: https://ccle.ucla.edu/course/view/wire |
| Write a first draft | | Make an appointment with your subject research librarian to discuss any difficulties you may have supporting your arguments. | UCLA Library: http://www.library.ucla.edu/support/research-help |
| Get feedback and revise a second draft | | Make an appointment at the Undergraduate Writing Center. | Undergraduate Writing Center: http://wp.ucla.edu/wc/ |
| Check formatting and submit your paper | | Trade papers with a friend in the class to make sure that you are not missing any important components of the assignment. | Follow us on social media to get even more research tips! @WIREbruin |
| Additional step (optional) | | | |
| Additional step (optional) | | | |

After your deadlines are set, you can keep using this handout or you can integrate these dates into your Google Calendar, planner, or other method of assignment planning. Keep yourself accountable by making appointments now for the Undergraduate Writing Center, Inquiry Lab, and research librarians!



What's next?

- For more help with your writing, check out our website:
uclalibrary.github.io/research-tips
- Find us on YouTube: bit.ly/uclatips
- Follow us on social media to get even more research tips!
[@WIREbruin](https://twitter.com/WIREbruin)
- Come visit us at one of our many library locations or the UCLA Writing Center and get one-on-one research and writing assistance tailored to your topic and questions:
library.ucla.edu/support/research-help