

SEQUENCE ELEMENT	DUE DATES	DONE
1. Planning		
Determine purpose (persuasive) and audience	Set by instructor	<input type="checkbox"/>
Determine documentation style (MLA 8 th / 9 th Edition)	Set by instructor	<input type="checkbox"/>
Determine possible topic(s)		<input type="checkbox"/>
2. Researching		
Read background information on topic		<input type="checkbox"/>
Narrow topic (as necessary)		<input type="checkbox"/>
Gather books and periodical articles, find websites		<input type="checkbox"/>
Order additional materials via inter-library loan (if needed)		<input type="checkbox"/>
Conduct alternative research (interviews, surveys, etc.)		<input type="checkbox"/>
Read and evaluate all materials carefully (note: will take time)		<input type="checkbox"/>
3. Drafting		
Free-write, brainstorm, map, list, etc.		<input type="checkbox"/>
Further narrow topic (as necessary)		<input type="checkbox"/>
Write proposal and outline, create rough bibliography		<input type="checkbox"/>
Choose at least 2 of 3 appeals (ethos/logos/pathos)		<input type="checkbox"/>
Submit proposal, outline, bibliography, and schedule	Monday, October 27 th	<input type="checkbox"/>
Determine quotes to incorporate, insert them in outline		<input type="checkbox"/>
Determine material to paraphrase/summarize; insert it in outline		<input type="checkbox"/>
Ensure 10 distinct sources		<input type="checkbox"/>
Tweak, highlight thesis statement		<input type="checkbox"/>
Draft rest of paper based on outline		<input type="checkbox"/>
Have paper peer-reviewed	Monday, November 17 th	
Submit draft for early evaluation	Wednesday, November 19 th	
4. Revising		
Revise for content (structure/completeness/logic)		<input type="checkbox"/>
Ensure draft is “circular”: conclusion references the introduction		<input type="checkbox"/>
Revise for style (conciseness/coherence/syntax/diction)		<input type="checkbox"/>
Find and embed graphics (charts, tables, photos, etc.)		<input type="checkbox"/>
Write captions for graphics, cite their sources		<input type="checkbox"/>
5. Editing		
Revise for accuracy (grammar/spelling/punctuation/mechanics)		<input type="checkbox"/>
Check parenthetical references (content, format)		<input type="checkbox"/>
Check lead-ins (source introductions)		<input type="checkbox"/>
Check Works Cited entries against parenthetical references		<input type="checkbox"/>
Check parenthetical references against Works Cited entries		<input type="checkbox"/>
Polish Works Cited entries for conformity		<input type="checkbox"/>
6. Proofreading		
Print upgraded draft		<input type="checkbox"/>
Check for tone, precision, and flow— read/hear paper aloud		<input type="checkbox"/>
Check formatting: 6 subheadings, 1” margins, justification, line spacing (double), font (serif, conservative), size (12), page #s		<input type="checkbox"/>
Submit to Turnitin.com	Monday, December 8 th	<input type="checkbox"/>
Have paper peer-reviewed	Wednesday, December 10 th	<input type="checkbox"/>
Do additional revising/editing as necessary		<input type="checkbox"/>
7. Publishing		
Submit final draft for grading	Monday, December 15 th	<input type="checkbox"/>
Send copy to proud parents/grandparents, jealous siblings, doubtful high school English teachers		<input type="checkbox"/>