

The Writing Process

If you struggle with writing or if you simply want to ensure that you are doing your best work, plan several visits to the Writing Center to get help with your assignment. Below is a suggested timeline for Writing Center visits. Use this timeline to plan your writing project and to schedule meetings with the Writing Center tutors. (If you are working on a research paper, ask the Writing Center staff for a research-specific timeline.)

Before drafting the paper:

- Select an appropriate topic for the paper
- Plan the paper using an effective planning strategy
- If you are using sources, select the best sources and take notes effectively

Target date: _____

Three or four weeks before the paper is due:

- Make sure your thesis is effective
- Make sure every paragraph in the paper is necessary to prove your thesis
- Make sure paragraphs are unified
- Make sure you are proving your thesis; is each point supported with specific details?
- If details come from sources, make sure you are using source material fairly and accurately.

Target date: _____

About ***two weeks*** before the paper is due:

- Make sure ideas are organized logically
- Make sure ideas are connected smoothly
- If this is a research paper, make sure borrowed material is incorporated smoothly and effectively into your own writing

Target date: _____

A week or so before the paper is due:

- Check for concise and varied sentence structure
- Check for appropriate academic word choice
- If this is a research paper, check citations and reference list.

Target date: _____

A day before the paper is due:

- Conduct final proofreading for careless errors
- Check to make sure you are following the instructor's formatting criteria (margins, font size, spacing, etc.)
- Print off the final copy of your paper

Target date: _____

Final draft of the paper is due _____