

Rough Draft Checklist

Required Sections

- Cover page
 - Full Research Paper Outline (Parts I – VI, inclusive of all six required sources)
 - You may single space your outline to conserve space.
 - Body of your paper (start on a new page)
 - Utilize the main headings from the outline (without the roman numerals)
 - Note that in place of using the heading “Introduction,” you will replace it with the full title of your paper. The title of your paper will not be in bold; however, all other main headings will be **bolded**.
 - References (start on a new page)
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Final Draft Checklist

Required Sections

- Cover page
 - Abstract (250 words or less, do not indent, double-space)
 - Full Research Paper Outline (Parts I – VI, inclusive of all six required sources)
 - You may single space your outline to conserve space.
 - Body of your paper (start on a new page)
 - Utilize the main headings from the outline (without the roman numerals)
 - Note that in place of using the heading “Introduction,” you will replace it with the full title of your paper. The title of your paper will not be in bold; however, all other main headings will be **bolded**.
 - References (start on a new page)
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- The Running Head and page numbers belong in the header of the document, not in the body of the document.
- All margins should be 1”
- Everything should be double-spaced, with the exception of the outline portion which may be single spaced. Make sure you do not have extra space before or after each line.
- Utilize a consistent font throughout your paper, including the text in the header of your paper.

Title of Your Paper

Student Name

San Jose State University

Research Paper Outline

Your outline may be single spaced if you wish, and needless to say should be a copy of your Formal Paper Outline. The length of the outline will vary for everyone, likely anywhere from 3 to 7 pages.

- I. Introduction
 - A. Overview of the issue you are examining
 - B. Overview of what your paper will cover, and how this will be accomplished
 - C. Thesis statement

- II. The Issue
 - A. History behind the issue
 - B. Challenge posed by the issue
 - C. How the issue impacts society in general
 - D. Possible solutions to resolve the issue that occurred to you before conducting your research

- III. Literature Review
 - A. Theoretical literature (journal articles, textbooks)
 1. Overview/summary of each theory and/or explanation
 2. Relevance of each theory/explanation to the issue
 3. Application and utility of theoretical/exploratory findings to the issue
 - B. Empirical literature (journal articles) – For each study:
 1. Overview of the empirical study
 2. Summary of methodology
 3. Summary of the relevant/key findings related to the issue
 4. Critique of the study
 - a. Was it well thought out and designed?
 - b. Were seemingly appropriate methods utilized?
 - c. Were the findings applicable to your thesis?
 - 1) If so, how?
 - 2) If not, why?
 - C. Summary
 1. Cohesive summary of all relevant findings, theoretical, exploratory, and empirical

- IV. Recommendations
 - A. What can be learned from your research?
 1. Recommendations
 2. To whom or what are the recommendations relevant to, and why?

- V. Conclusion
 - A. Recap the importance of your topic (no new information!)
 - B. Revisit your thesis statement (did you find support or no support?)
 - C. Conclusions based upon information derived from the literature

- VI. Assessment of This Research Paper
 - A. How the procedures worked
 - B. What you learned
 - C. How this assignment impacted your career goals

Abstract

The abstract will be 250 words or less. It will serve as a summary of your paper, and should cover all of the major points and findings. It will be a single paragraph, and will not be indented.

The abstract will be the only text on this page.
