

Directions for Turning in Your Research Paper

1. Highlight Paper
 - xxxx—Thesis
 - xxxx—Topic sentences in body paragraphs
(not in the intro or conclusion)
 - xxxx—Internal Documentation for Quotations
(just the **last name** in the text or in parentheses)
 - xxxx—Internal Documentation for Paraphrases
(just the **last name** in the text or in parentheses)
2. Paper clip together:
 - outline
 - paper and works cited
3. Place note cards in order you used them in the paper. Number them with a sharpie along the right side of the card.
4. Circle note card passages in the printout of your sources. Place the new note card number beside the circled passage.
5. Stack everything in order (see checklist on the rubric) and label envelope.