

How to Write a Research Paper Planning Worksheet

Assignment and Scope

- Copy the exact prompt and task verb

- Record the required length, source types, and citation style

- Define the focused question or purpose

Research and Planning

- Decode the prompt

- Build the question

- Search and evaluate

- Synthesize and revise

Evidence and Quality

- The question controls scope

- Sources are credible and relevant

- Paragraphs synthesize evidence

- Claims match evidence strength

- Citations and references match

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Final Submission

- Verify every factual claim and citation

- Check links, headings, images, and PDF download

- Open the final uploaded file before submitting
