

MANAGING YOUR WRITING TIME AND THE RESEARCH PROCESS

THE WRITING CENTER 2018

IMPORTANCE OF TIME MANAGEMENT

When beginning a longer research paper, it may be tempting to procrastinate until the due date draws closer. However, waiting until the night or even week before the due date will not result in a strong and convincing research paper. It is important to form productive research and writing habits, and give yourself sufficient time to plan, write, and revise.

HOW TO PLAN YOUR WRITING TIME:

1. Write as you read!
2. Start drafting as soon as possible, even before you have all the evidence you might need.
3. Write in regular short periods rather than in marathon bursts that dull your thinking and kill your interest.
4. Set a goal to produce a small number of paragraphs/pages every time you write, even if those pages are not very good.
5. Report your progress to someone else if possible, or on a chart if not.
6. Anticipate that everything will take longer than you think it should.

WRITING-RESEARCH ORGANIZATION STRATEGY

One strategy for managing your time during the writing process is to keep your sources well organized. Consider the BEAM method, which helps you identify types of sources.

B = Background sources: used to provide context, shared facts & information.

E = Exhibits or evidence derived from exhibits: documents, data, field/lab observations, or other artifacts you analyze (these are most often used as evidence within your argument).

A = Argument sources: critical views and relevant scholarship (the “they say”: scholarly conversation) on your research question (mainly these should be scholarly articles).

M = Method or theory sources: references to theories or methods you are employing (critical theories or methods or specific theorists).

HELPFUL HINTS

For more information on how to plan your writing time, see Turabian pgs 24-25.

For more information on taking notes on your sources, see Turabian pgs 58-60.

A well-written research paper depends on organizing sources as you research so that you can easily access them later. Take the time to figure out what organizational method works for you, such as Google Bookmarks or Zotero, to ensure that you will be able to find your sources again when you need them.

Need additional writing help?

The Writing Center is open: Sunday-Thursday 7:00-11:00pm on the ground floor of the library.