1. What’s your subject?
   –too broad/too narrow?
   –what interests you with it?
   –will it hold your interest?

2. What sources will you use?
   –Encyclopedias
   –Survey books/bibliographies
   –Commentaries
   –Bible Dictionaries
   –Journal Articles
   –Books remotely about the subject
   –Internet (make sure it’s reliable)

3. Write it down!
   –Notebook for scribbling
     –mock outline
     –doodling of procedures
   –journal entry for what you did/how long you did it
   –Use 3x5 note cards
     –easy to use
     –easy to carry (easier than carting books!)
   –How to use 3x5 note cards
     –Author card
     –Subject card
     –Write all pertinent information
     –Use quotation marks as needed (note whether it’s direct quote or paraphrase)

4. Formatting the paper
   –Divide the card into the following piles
     –author cards (one pile)
     –subject cards (many piles)
     –not enough? Find more sources/information
   –Create outline
     –start from bottom up, not top down
5. Write rough draft: Hardest thing is going from nothing to rough draft
   –Best to do longhand
   –Have cards in front of you
   –Number for the sake of footnotes (green/red numbering)
   –Finish rough draft on paper; then transfer to computer

6. Edit
   –As many times as necessary
   –Read, set down, read, set down!
   –Have someone else read as well
   –ALWAYS print last edit, just in case!

7. Commands:
   1. Do NOT end a sentence with a preposition.
   2. Do NOT begin a sentence with a conjunction.
   3. Have NO CONTRACTIONS in your paper (other than possessives).
   4. Keep past events in past tense.
   5. Do NOT use first or second person.
   6. Avoid split infinitives.
   7. Edit, *Edit, EDIT!!*
   8. Carefully read and use the department-approved form and study guide.
   9. Know the difference between a footnote and a bibliographical citation.
   10. Quoting a source does not necessarily mean one must use verbatim quotations!
   11. Avoid passive voice.
   12. Know the difference between *its* and *it’s.*
   13. Use only two (2) on-line or CD-ROM materials in your paper.
   14. NO STUDY BIBLES!!!!!!!!!!!!!!!!!!!!!