Three things instructors look for in a term paper
1. Demonstration of originality and effort
2. Demonstration that learning took place
3. Neatness, correctness, and appearance of the presentation

Phases of writing a term paper
1. Pick a topic (45 days in advance)
   - Set a deadline for picking a topic
   - Pick a topic important to the instructor and interesting to you
   - Check with your instructor—Is it important enough? Is the scope about right?
2. Do initial research and develop a preliminary outline (30-45 days in advance)
3. Do your research—Use the library (20-30 days in advance)
4. Sort your notes, revise the outline, and write a first draft (15-20 days in advance)
   - Sort information cards
   - Revise the outline—as you rework the outline, write answers to the questions you have listed
   - Write a thesis statement and a working title (A thesis statement is a concise sentence that defines the purpose of your paper. A working title is a tentative title for your paper.)
   - Write a first draft—Get your ideas down on paper
     a. Write the middle following the outline
     b. Write the beginning
     c. Write the end—do not include new facts or examples. The end should provide the general answer or answers to the main question or questions raised in the beginning of the paper.
5. Revise and proofread your paper while employing critical thinking (7-15 days in advance)
   - Read the paper aloud or get someone else to read it
   - Delete irrelevant material
   - Write transitions and do any reorganizing
   - Do fine tuning and polishing
     i. Write the middle following the outline
     ii. Write the beginning
     iii. Have a thesis statement in introduction
     iv. Guide the reader—by introducing each change in topic and connecting topics with transitions
     v. Present supporting data with examples, quotations, and data
     vi. Check grammar and spelling (with your brain in addition to your computer)