1. Identify the topic.

2. Identify what is known and unknown.
   - KNOWN:
   - UNKNOWN:

3. Create a guiding question or thesis statement for the topic.
   - QUESTION:
   - THESIS:

4. List possible resources.
   - RESOURCES:

5. List related terms and limiters.
   - TERMS:
   - LIMITERS:

6. Use related terms and limiters to search possible resources.

7. Evaluate information using criteria.
   - CRITERIA:
     - Does the information relate to the topic?
     - Does the information relate to the Guiding Question/Thesis?
     - Is the information up-to-date?
     - Is the information credible?
     - Is the information unbiased?
     - Is the information backed by research?
   - Meets criteria?
     - YES
     - NO

8. Go to step 8.
8. Add resource citation to bibliography.

9. Quote, paraphrase, or summarize information from resource in a note.

10. Create in-text citation for quote, summary or paraphrase.

11. Combine old and new knowledge by synthesizing what is already known with the information found in other resources. Use the appropriate style.

12. Check paper for errors.

Is there enough information?

Yes → Go to step 6.

No → Go to step 6.