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## **THE STEPS IN WRITING THE RESEARCH PAPER**

### **SUMMARY**

A research paper is an extended formal composition based on information gathered from a number of sources and on the thinking and judgment of the writer. Since the preparation of such a paper involves the use of reference books, the search for suitable source material in books and periodicals relating to the subject, as well as the skills of planning and writing you studied in connection with shorter compositions. A research paper is a piece of academic writing that provides analysis, interpretation and argument based on in-depth independent research. Research papers are similar to academic essays, but they are usually longer and more detailed assignments, designed to assess not only writing skills but also your skills in scholarly research writing a research paper requires you to demonstrate a strong knowledge of your topic, engage with a variety of sources and make an original contribution to the debate. As it is a more ambitious job, however, each step of the planning, research, and actual writing assumes special importance. A poor choice of subject or faulty organization is a flaw in a composition of any length. In a research paper that may take weeks in the writing, such faults loom larger and become harder to correct. One important difference between the research paper and other compositions is the amount of time the research paper requires. The preparation of research paper takes weeks to complete. To use this time wisely, you will want to plan your work carefully. Make out a definite shedule, that will permit you to work through each stage in a thorough and unhurried way.

Each research paper is different, but all research papers have certain things in common. From the experiences of others facing the same problems, a standard procedure and form has been developed.

Seven Steps in Writing a Research Paper

1. Selecting and limiting the subject
2. Preparing a working bibliography
3. Preparing a preliminary outline
4. Reading and taking notes
5. Assembling notes and writing the final outline
6. Writing the first draft
7. Writing the final draft with footnotes and a final bibliography

**Key words: flaw, rehash, vague, successively, to distort, outright**

While preparing the research paper you should select a subject that is suitable for research and in which you have a genuine interest. Finding the right subject is one of the most crucial steps in the whole process. If you make a poor choice of subject, you will find it almost impossible to write a good paper. Some teachers consider the choice of subject so important that they will assign a subject that they know is manageable. If you are given a choice, these suggestions will help.

1. Choose a subject that interests you. You will be spending a great deal of time and effort on the paper; it is important that the subject you choose is one that you want to learn more about.

2. Avoid straight bibliography. Although it is sometimes possible to write a successful research paper on a person's life, this kind of subject presents problems that you will do well to avoid. If the person is well known, full-scale bibliographies are likely to exist and you will find it hard to avoid rehashing a book or encyclopedia article; if the person is not well known, or if there happen to be no good biographies, the problems of assembling enough material to document the person's life and accomplishments will be difficult.

3. Choose a subject of significance. The hours you spend in research on a subject should add to your stock of knowledge as well as provide the important material for your paper. Avoid topics that do not seem to be of lasting importance.

4. Choose a subject that can be presented objectively. A research paper is not the place for arguments and persuasion. The second step is to limit your subject so it can be handled within the length of your paper. Many students err initially by choosing too broad a subject and soon run into serious problems, either they must spend endless hours producing a paper much too long, or else they do a very superficial job. Once you have settled on a subject, your next step is to begin your search for source material. You will not find an encyclopedia article on your specific subject—at least you won't if you have limited your subject properly. What you will find is a general article on the larger subject of which yours is a part. Such an article will give you a broad view of the whole subject and may suggest related ideas that you will want to bear in mind as your idea gradually takes shape. This introductory article may also suggest a modification in your original subject.

Once you have thought through your general subject and have done some background reading, you are ready to bring your subject into sharper focus. Try to state in one sentence the thesis, or purpose, of your paper. The thesis is a statement of your purpose—what you intend to show in the paper. In a more formal sense it is a proposition to be proved—and the proof is in the rest of your paper. The thesis, or statement of purpose, is to the longer paper what the topic sentence is to the paragraph.

Later on as you work through the paper you may wish to revise your thesis; stating it as sharply as you can at this stage, however, will direct your thinking and

make your note-taking more efficient and productive. At the stage of preparing a preliminary outline as a guide for reading and taking notes you have a stack of cards- your working bibliography- and a clear statement of the purpose of your paper. Your next step is to prepare a rough outline that will suggest the general heading under which you will be taking notes. Begin by thinking through your subject to see what major divisions and subdivisions suggest themselves. Using these as outline topics, make your preliminary outline. Do not worry about matters of style or about the final organization of the topics. As your reading progresses, you will find that some topics turn out to be irrelevant or inadequately covered in the sources. On the other hand, your reading will suggest new topics that you will want to include.

When you are ready to draw up preliminary outline, follow these suggestions:

1. Put the title of your paper at the top.
2. Immediately below the title, write the word purpose followed by a statement of your purpose.
3. Follow standard outline form.
4. Do not include too much detail in your preliminary outline. A three-step outline should be sufficient; more detail will be added as you go along.

The next step is to take notes on your reading classified by topics in the preliminary outline. With your working bibliography and preliminary outline before you, you are ready to continue your reading. Now you have a clear idea of exactly what you are looking for. Never read sources for a research paper without taking notes on your reading. Even for the main points in a paper, your memory is an unreliable guide. When it comes to detailed references and quotations, you must have a full and accurate record of the material you have accumulated. A research paper should not be collection of quotations from various authors on one subject. However, it is outright dishonesty to pass off another person's words as though they were your own. Summarize and paraphrase but do not copy unless you intend to use the quoted material within quotation marks in your paper. With your final outline as complete as possible, you can put your information and ideas on paper. The rules and suggestions for writing a first draft will help you here. Above all, remember that this draft is meant for your eyes alone. Matters of style and form, the mechanics of punctuation- all these can be ignored. Simply set your ideas down fully and freely, in a form that you will be able to follow when the time comes for polishing and revision. Except for the inclusion of footnotes and the preparation of the final bibliography, the final draft of a research paper presents the same problems as the final draft of any composition. Facts and ideas in your research paper should be documented by detailed references to their sources. In your first draft these references took the form of numbers keyed to your note cards and working bibliography. In the final draft these references must be spelled out in footnotes. A footnote is a reference, explanation, or comment placed below the main text on a printed page. Footnotes are identified in the text by numeral or a symbol. In research papers and reports,

footnotes commonly acknowledge the sources of facts and quotations that appear in the text.”Footnotes are the mark of a scholar,” says Bryan A. Garner. “Overabundant, overflowing footnotes are the mark of an insecure scholar –often one who gets lost in the byways of analysis and who wants to show off”. The final bibliography should include only those books and articles that you actually used; that is, the sources referred to in your footnotes plus any additional sources which played an important part in the preparation of your paper. In style and form, your final bibliography will differ from the working bibliography only in certain details, but these details are important. You should remember that the bibliography is your support for every statement in your paper. All items of information should be separated by commas; use a period at the end of each entry. In your reading for the research paper, you will encounter a number of scholarly abbreviations, established by long usage. A short checklist of the most common abbreviations is given below.

- c. or copyright ; used before a date to indicate the year in which copyright was obtained
- c., ca. about (from the Latin confer); always printed in italics or underlined
- ch. chapter, chapters
- e.g. for example (from the Latin exempli gratia)
- i.e. that is (from the Latin id est)
- p., pp. page, pages

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## **ЭТАПЫ НАПИСАНИЯ ИССЛЕДОВАТЕЛЬСКОЙ РАБОТЫ РЕЗЮМЕ**

Исследовательская работа - это развернутое официальное сочинение, основанное на информации, полученной из нескольких источников, а также на размышлениях и суждениях автора. Подготовка такой работы предполагает использование справочной литературы, поиск подходящего исходного материала в книгах и периодических изданиях, относящихся к теме, а также навыки планирования и написания, которые вы изучали в связи с более короткими сочинениями. Исследовательская работа - это научное сочинение, в котором представлены анализ, интерпретация и аргументация, основанные на глубоком самостоятельном исследовании. Исследовательские работы похожи

на академические эссе, но они, как правило, длиннее и подробнее, предназначены для оценки не только навыков письма, но и ваших умений проводить научные исследования. Написание исследовательской работы требует от вас показ глубоких знаний по вашей теме, использование разнообразных источников и вноса оригинального вклада в дискуссию. Однако это более амбициозная работа и каждый этап планирования, исследования и собственно написания приобретает особое значение. Неудачный выбор темы или неправильная организация - это недостаток в написании сочинения. В исследовательской работе, написание которой может уйти несколько недель, таких недостатков больше и их сложнее исправить. Одно из важных отличий исследовательской работы от других сочинений - это количество времени, которое требует исследовательская работа. Подготовка исследовательской работы занимает несколько недель. Чтобы использовать это время с умом, вам нужно тщательно спланировать свою работу. Составьте определенный график, который позволит вам тщательно и неторопливо проработать каждый этап.

Каждая исследовательская работа отличается от другой, но у всех исследовательских работ есть общие черты. На основе опыта других людей, столкнувшихся с теми же проблемами, была разработана стандартная процедура и форма.

Семь этапов написания исследовательской работы:

1. Выбор и ограничение темы
2. Подготовка рабочей библиографии
3. Подготовка предварительного конспекта
4. Чтение и ведение заметок
5. Сбор заметок и написание окончательного конспекта
6. Написание первого черновика
7. Написание окончательного варианта со сносками и окончательной библиографией

**Ключевые слова:** недостаток, пересказ, неясный, последовательно, исказить, откровенный

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## **TƏDQIQAT İŞİNİN YAZILMASI ADDIMLARI XÜLASƏ**

Tədqiqat işi bir sıra mənbələrdən toplanmış məlumatlara və yazının düşüncə və mühakiməsinə əsaslanan geniş formal kompozisiyadır. Belə bir məqalənin hazırlanması istinad kitablarından istifadəni, mövzuya aid kitablarda və dövrü nəşrlərdə uyğun mənbə materialının axtarışını, habelə daha qısa kompozisiyalarla əlaqədar öyrəndiyiniz planlaşdırma və yazı bacarıqlarını əhatə edir.

Tədqiqat işi dərin müstəqil tədqiqata əsaslanan təhlil, şərh və arqument təqdim edən akademik yazıdır. Tədqiqat məqalələri akademik esselərə bənzəyir, lakin onlar adətən daha uzun və təfərrüatlı tapşırıqlardır və onlar tək-cə yazı bacarıqlarını deyil, həm də elmi tədqiqatda sizin bacarıqlarınızı qiymətləndirmək üçün nəzərdə tutulmuşdur. Tədqiqat işinin yazılması sizdən mövzunuz haqqında güclü biliyi nümayiş etdirməyi, bir mütəxəssislə əlaqə saxlamağı tələb edir, müxtəlif mənbələrdən istifadə edir və müzakirəyə orijinal töhfə verir.

Ancaq daha iddialı bir iş olduğu üçün planlaşdırmanın, araşdırmanın və aktual yazının hər bir addımı xüsusi əhəmiyyət kəsb edir. Səhv mövzu seçimi istənilən uzunluqdakı yazıda qüsurdur. Yazıda həftələr çəkmə bilən tədqiqat məqaləsində bu cür səhvlər daha da böyüyür və yazıda düzəlişlər etmək çətinləşir.

Tədqiqat məqaləsi ilə digər yazılar arasındakı mühüm fərq tədqiqat işinin tələb etdiyi vaxtın miqdarıdır. Tədqiqat işinin hazırlanması həftələr çəkir. Bu vaxtdan ağıllı istifadə etmək üçün işinizi diqqətlə planlaşdırmaq istəyəcəksiniz. Hər bir mərhələdə hərtərəfli və tələsmədən işləməyinizə imkan verəcək müəyyən bir cədvəl hazırlayın.

Hər bir tədqiqat işi fərqlidir, lakin bütün tədqiqat sənədlərinin müəyyən ortaq cəhətləri var. Eyni problemlərlə üzləşən başqalarının təcrübəsindən standart prosedür və forma işlənilib hazırlanmışdır.

Tədqiqat məqaləsinin yazılmasında yeddi addım:

1. Mövzunun seçilməsi və məhdudlaşdırılması
  2. İşçi bibliografiyanın hazırlanması
  3. İlk variantın hazırlanması
  4. Oxunulması və qeydlərin aparılması
  5. Qeydlərin yığılması və yekun variantın yazılması
  6. İlk qaralamanın yazılması
  7. Son qeydlərin yığılması və yekun bibliografiya ilə yekun variantın yazılması
- Açar sözlər: qüsur, təkrar, qeyri-müəyyən, ardıcıl, təhrif etmək, açıq-aşkar**

**Rəyçi: Fiologiya elmləri doktoru, dosent Möminat Ömətova  
tərəfindən çapa tövsiyə olunmuşdu**