# Documenting the Research and Writing Process

Every good final draft is the product of careful research, thinking, and writing. For this assignment, you are required to document the work that went into creating your final draft; this will not only to help me, as your instructor, see how your thinking, analysis, and writing developed, but also provide documentation of your work should questions about academic integrity arise.

Source logs can be used alongside various kinds of assignments to document the research and thinking that goes into producing the final product. It is a useful way to document where your information is coming from, how you are thinking about it, and where that information might fit into your assignment.

In addition to keeping a source log, it is also useful to save your drafts of your writing at various stages as you work on your assignment. Keeping records of how your assignment has progressed, from notes, through an outline, to multiple drafts of your assignment, shows both process and progress in your written work.

When you hand in your assignment, I will ask that you document your rough work in the following manner:

* **Create a folder in your Google Drive or OneDrive that is titled with your last name and the words “rough work.” For example, if your last name is Mankad, your folder would be titled Mankad\_Rough Work. In this folder, you should have the following files:**
	+ **A source log (see instructions below)**
	+ **At least \_\_\_ files with different draft versions of your work (see below)**
* **Create a public, shareable link to your folder. Please make sure that you set the permissions to make the link accessible to anyone with the link.**
* **You will include the link to your rough work folder \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

## How do I use a source log?

This source log should be filled out as you complete your assignment. The goal of the source log is to allow you to document your process, methods, and thinking as you complete this assignment. Here is a checklist for the tasks you should complete when using the source log:

1. Download the source log as either a Microsoft Word document, Google Doc, or Excel Spreadsheet.
2. Save source log template to your rough work folder.
3. Assemble the sources you will use in your assignment.
4. For each source, document your response to the following questions or categories:
* **What did you read?**: List source information including author, title, publication date, and page numbers. Link to the source if available.
* **What did it make you think about?**: Does the source connect to something you covered in class? Does the information relate to your other sources?
* **What is your next step?**: How or where might you find out more about this?
* **Where might you use this information in your assignment?**: Is this most useful in the introduction? In a supporting body paragraph?
* **Other notes or comments**: This space is optional; in it you can document any other thoughts or notes you want to preserve from the source.
1. Save your source log to your rough work folder.

## Saving Drafts of your Work

* If you are using Google Docs, your document will save automatically. You can save multiple drafts by downloading a copy of each draft once you are done working on it, at which time it will no longer automatically save changes. Alternatively, previous work on an active Google Doc can be viewed by clicking on “file “and selecting “version history,” which shows each iteration of the assignment as it progressed. You can then save the various versions as separate documents that reflect your different drafts.
* If you are using the desktop app of Microsoft Word, you can choose to manually save your work at particular times by going to “file”; “save” and saving each draft as an individual document.
* If you are using the web app of Microsoft Word, your document will save automatically. You can save multiple drafts by downloading a copy of each draft once you are done with it, at which time it will no longer save changes automatically. Alternatively, previous work on an active Word Document file can be viewed by clicking on the file title and selecting “version history,” which shows each iteration of the assignment as it progressed. You can then save the various versions as separate documents that reflect your different drafts.
* Make sure to save each of your draft files into your rough work folder.

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