

VII. Write the research paper

1. Organization of Information

Now that you have gathered the pertinent information, it is time to organize it. You may look at the organization of your information as if you are organizing your desk drawer or closet. Similar items are grouped together for easy access. In writing your research paper, you may group your information by similar concepts. For example, if you are using the web to gather information, you may bookmark them under a concept. One of the best ways to organize information is to create an outline, kind of a skeleton that you will later fill with information. In an outline information is arranged by hierarchy and sequence. This is done by identifying main topics and subtopics. An outline may look like this:

- I. *Main Topic*
 - A. **Sub-Topic**
 - 1. Detail
 - 2. Detail
 - 3. Detail
 - B. Sub-Topic
 - 1. Detail
 - 2. Detail
 - 3. Detail
 - C. *Sub-Topic*
 - 1. Detail
 - 2. Detail

For example, the book entitled **Rainforests of the World: A Reference Handbook** by Kathlyn Gay, is outlined in the following manner:

- I. Rainforests of the World
 - A. An Overview
 - B. How Forests Affect Precipitation, Climate soil, and the global Carbon Cycle
 - C. Rainforests in North America
 - D. Ancient, or Old-Growth Stands
 - E. Effects of Clear-Cutting
 - F. A “Medicinal Tree”
 - G. Tropical Rainforests of the World
 - H. Biodiversity in Tropical Rainforests
 - I. Tropical Rainforest habitats
 - J. Products from Tropical Forests
 - K. Causes of Deforestation
 - L. Reasons for U.S. Rainforest Destruction
 - M. Reasons for Deforestation in Developing Countries
 - N. The Impacts of Deforestation on Indigenous People
 - O. Effects of Deforestation on Natural Resources

- P. Species Lost
- Q. Impact on Agriculture
- R. Flooding, Erosion, Desertification and Climate Changes
- S. Efforts to Preserve Rainforests

II. Chronology

III. Biographical Sketches

IV. Facts and Statistics

- A. Misconceptions about Rainforests
- B. Temperate Rainforests
- C. North American Rainforest Locations
- D. Precipitation
- E. Harvesting in U.S. Forests
- F. The Value of Temperate Rainforests
- G. Tropical Rainforests
- H. Diverse Images of a Tropical Rainforest
- I. Where Disappearing Rainforests are Located
- J. The Value of Tropical Rainforests
- K. Atmospheric Effects of Carbon Dioxide Emissions
- L. Documents on Rainforests
- M. United Nations Documents
- O. Ongoing Campaigns for Rainforest Protection

V. Directory of Organizations

VI. Selected Print Resources

- A. Atlas, Anthologies, Directories and Guides
- B. Biodiversity and Species Extinction
- C. General Environmental Subjects
- D. Global Warming
- E. Indigenous Peoples
- F. Sustainable Society
- G. Temperate Rainforests
- H. Tropical Rainforests

VII. Selected Nonprint Resources

- A. Online computer databases
- B. Computer Networks.

In This example, the book is entitled **Rainforests of the World: A Reference Handbook**. The author has organized the subject matter into seven main topics. These include **Rainforests of the World, Chronology, Biographical Sketches, Facts and Statistics, Directory of Organizations, Selected Print Resources and Selected Nonprint resources**. Four of these main topics are subtopics which are related to the main topics. For example, the seventh main topic contains two subtopics: *Online computer databases and computer networks*.