

## **Steps in Writing a Paper with Synthesis**

1. Write on top of notes, or type in EndNotes or other software complete reference in APA style, make sure capitalization, punctuation, authors names are in APA format, don't put yourself in a position where you have to go back and hunt references.
2. Take notes on references. Note any important quotes you like and include PAGE NUMBER in notes. Many learners don't take notes and have many books and articles piled around their workspace. When it comes time to write, the learners spend hours and hours sorting through the original documents trying to find what they remembered reading somewhere.
3. Pull the notes from references that seem significant to you.
4. You may want to distill your notes to explicit bullet points from the notes, that seem important to you to remember and that you will want to include in writing.
5. Mind Map all the points from you bullet lists.
6. Draw connections across the mind map. This is SYNTHESIS, where you are seeing what is similar across authors.
7. Outline the sequence of points to write about from the mind map.
8. Write
9. Try to use more than one reference per paragraph. Very important, don't use one reference for three pages.