6. Write a draft
Prepare a draft that can be corrected and expanded. Check the material and organize it. The draft prepared will serve as a guide to begin the draft. Organize your ideas express them in a simple and clear way. Avoid long sentences, be brief and concise.

7. Write your final document
Before writing your final work, read it carefully again. Ask another person to revise it for spelling or punctuation errors. Beware! Do not commit plagiarism. Do not use another person’s words or ideas without giving due credit to that person. Finally, check the document to correct syntax and spelling technical errors, clarify or expand the presentation of ideas and document citations according to the manual of style.

Format of a monograph
1. Cover page: Format for the cover can be at the discretion of the teacher. The cover page must include the student’s name, name of the institution, faculty, subject, name of professor, course, and date.
2. Table of Contents, if required: when the work is divided into different parts, the table of contents indicates the page where each division of the monograph begins.
3. Introduction and/or review: justification of the topic, the objective or purpose of the work and its scope, what it is about.
4. Body: the main part of the work where the topic is developed. It can be divided into sections, topics or subtopics, using a logical order.
5. Conclusion: It summarizes the key points in the work. You can include recommendations for future studies or propose a course of action.
6. Bibliography: List of resources used to do the work. They can be printed, electronic resources, audiovisual material, among others. In general, the bibliography is in alphabetical order by author’s last name, include year of publication, place and publishing house. The reference as well as the organization of the monograph is usually directed by the parameters of a system or manual of style, such as the MLA (Modern Language Association) and APA (American Psychological Association), among others.
What is a monograph?

It is defined as a research work that deals with a particular topic. The information that supports the work comes from published works such as: books, magazines, encyclopedias, dictionaries, electronic sources, data bases, etc. However, the monograph should represent ideas and words of the investigator, not the literal reproduction of the information contained in the sources consulted.

Preparation and process of a monograph

1. Select the topic

Select a topic that interests you and whose research you will enjoy. The Professor may assign the topic or selected by the student. Before making a final decision, ask yourself the following questions. Am I interested in the topic? Is it appropriate for my class? Is it too broad? Is the subject manageable taking into account the time I have to complete the project? Are there resources such as books, periodicals, etc., regarding this topic?

2. Write a question about the topic selected

Select one aspect of this subject that you want to investigate. Limit the scope of your monograph. Almost any subject can be analyzed from a variety of perspectives. What will be the purpose of your work? As you are reading about the subject, think if you want to:

- Criticize the subject.
- Analyze the subject.
- Compare or contrast aspects of the topic.
- Write an informative work on the subject.

3. Search for sources of information

Once you have selected the topic, consult available sources of research. The library is the most important source of information in the preparation of a monograph, and where you can find bibliographic resources to verify the feasibility of the topic. You can prepare a preliminary list of consulted works as this will:

- Help you organize the information you need to write his monograph.
- Help you discern if there is enough material to research your topic.
- The information gathered may be used in the preparation of the final work.
- Sources of information can be books, articles from magazines or newspapers, Internet or other resources that refer to the subject.

4. Prepare an outline

The outline is a provisional guide that helps you think about the topic and how you will present it. As you write down ideas in the form of outline, you will see the format of the monograph taking shape and, also, how the ideas relate to each other. It also helps you to determine/verify the information gathered, spot areas lacking information and organize the material in a logical order.

The draft may be prepared by dividing into sections labeled with numbers and letters that include themes or complete sentences.

II Second topic or Principal topic

Themes or main topics are identified in uppercase Roman numerals.
Subtopics are listed in uppercase letters.
The sub-topics are listed in Arabic numerals.
Try using two subsections by category.
Remember, nothing can be divided into less than two parts.

5. Read and take notes

Review your outline and bibliography, and select the bibliographic sources that you think will be needed for your monograph. Start to read this material and take notes as you read. Compile statistics, quotes, and other details that explain the ideas that you want to use in your monograph. Write legibly and be accurate in your notes so that you do not have to check your notes later. Record all important data. See indexes or periodic publications, guides, encyclopedias, general and specialized dictionaries. Check bibliographies that appear in the texts and journal articles.