

# Research Paper Package

(Rev 9/1/08)



A step-by-step process for producing a  
quality research paper

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# 1

## Instructions for Research Paper

### Products to be submitted:

- a. Subject. If you have a big subject, you might need to narrow your focus (See Section 7).
- b. Five note cards including Bibliography note card (See Section 4)
- c. Ten additional note cards.
- d. Answers to “The Big Questions” (See Section 5)
- e. Title, Thesis and Outline of the paper (See Sections 6 and 7)
- f. Introduction of the paper with thesis statement underlined. (See Section 7)
- g. First Draft: turn in your complete report including introduction, bibliography, three references in the body of the paper, all typed or printed. Include your self-evaluation (Section 8).
- h. Final draft and peer or adult evaluation

**1. Paper length:** 3 to 4 pages in the body of the report. Your report should be a minimum of three full pages and a maximum of four pages, not counting the title page, bibliography, and visual(s). The body of the report will include your introduction, the text of your report, and a conclusion.

**2. Paper format:** Typed or printed, standard type face such as Times or Geneva (not bold or italic), double space, 12 point type, margins of 1” to 1-1/4” on all sides. Number pages except the title page. Do not use contractions such as don’t or can’t; instead use do not or cannot.

**3. Sources:** Minimum of 3 sources (you may use more), and three different kinds of sources: for example: history book, textbook, encyclopedia, Internet, etc. Be careful with Internet sources; they must be reliable and include an author and page publisher except with permission of the teacher. One source should be from primary source material. The *Student’s Friend* does not count as a source. A minimum of three references must be included in the body of the paper and in the bibliography using MLA reference style. (See Section 3, “Guide to References”.)

**4. Bibliography:** A Bibliography is an alphabetical list of sources you used in preparing your paper. The bibliography is a separate sheet of paper that follows the report and does not count toward the 3-4 page report requirement. See Section 3, “Guide to References” for the proper Bibliography format. Do not use source codes in the bibliography; they are for note cards only.

**5. Note cards:** You will hand in 15 note cards to be checked. The first card will be a Bibliography card that lists your sources. Each source will be assigned a source code (see Section 4). Each of the other 14 cards will contain factual information about your subject. See Section 4, “Note card Models” for instructions about writing note cards.

**IMPORTANT:** As you take notes, put quote marks (“”) around information you copy from the source so you will know these are the exact words of the source. This will help you avoid plagiarism (See Section 3).

**When trying to understand a new subject,** build your knowledge gradually. Read about your subject in the *Student’s Friend*, then in a textbook or an encyclopedia. With a general understanding of the subject you will be better equipped to explore longer sources such as articles and books.

**6. Visuals:** At least one good quality visual in the body of your report (photograph, drawing, map, chart, etc.). The visual does not count toward the page requirement. Visuals should relate to your report topic and help to explain it. They must be on standard-size paper. Clearly identify the source and content of each visual.

**7. Title Page:** The front page of the report is a title page. Place the title information in the center of the page (from both directions) using a format similar to the following:

**“Achievements of the Hellenistic World”**

by Leonardo DiCaprio

World History and Geography I

Fall, 2012

**8. Self Evaluation and Peer/Adult Evaluation :** The purpose of these evaluations is to give you a chance to find and fix problems before your paper receives a final grade. So, do not wait until the last moment to have your paper evaluated. If the evaluation identifies a flaw, go back and fix it before handing in the paper (see Section 8).

## **2** Grading for Research Paper

**NOTE: No extra time will be granted for last-minute computer problems. To avoid such problems, don't wait until the last minute.**

**Total Grade Points Available: 300**

Five note cards including bibliography note card*	10 points _____
Ten additional note cards*	15 points _____
The Big Questions	21 points _____
Title, Thesis and Outline of the paper	20 points _____
Introduction of the paper	
<u>Underline</u> the thesis statement in the introduction	10 points _____
First Draft, typed	
All parts including student self-evaluation	24 points _____
Final draft (including adult or peer evaluation)	200 points _____

**TOTAL POINTS EARNED:** \_\_\_\_\_

\* Although you will submit only 15 note cards to be checked by the teacher, you will need additional note cards to have enough information to write your paper.

# 3

## Guide to References

References refer the reader to information about the sources you used to prepare your paper. You will use two kinds of references in your paper, citations and a bibliography, and they will appear in two different places in your paper.

Sources are briefly identified in the body of the paper; this is called an **in-text citation**. At the end of your paper, a **bibliography** provides complete information about each of your sources. A bibliography is an alphabetical list of the sources used to prepare the paper.

References come in several styles. A psychology class might require a different style of reference than a history class. For our purposes, we will use the Modern Language Association (MLA) style.

**PLAGIARISM:** This is very important. When you use words from another person or a publication in your writing, you are using a source that must be identified. If you use someone else's ideas that are not general knowledge, the source must be identified. If you use someone else's words or ideas without giving them credit, you are guilty of plagiarism, which means stealing someone else's work. Using three or more words in a row from another writer may constitute plagiarism. Changing around a few words or sentences will not protect you from plagiarism. Plagiarism is considered scholastic dishonesty, and it is punishable under school district discipline rules. Plagiarism will result in a grade of zero for your paper.

### In-text Citations

When using the MLA style, you will briefly identify each of your sources after you write about them in the body of the paper. In parentheses, give the last name of the author followed by the page number, such as (Jones 84). If you do not know the author, use the first words of the title followed by the page number, such as (Water Temperatures 45). If using an Internet source, you probably will not have a page number, so you may leave that part blank. You will then provide a complete description of the source in your bibliography. The name or title in parenthesis in the body of the report should match the first word or words of the same source in the bibliography, so the reader can easily find the complete information for that source in the bibliography.

Here is an example:

#### In-text citation in the body of the paper:

Large numbers of fish have been observed around artificial reefs near Oahu and Maui. However, according to studies by Hawaii's marine biologists, sharks do not seem to be attracted by these artificial reefs (Tanji 24).

#### In the Bibliography:

Tanji, Edwin. "Big Sharks Eschewing Artificial Reefs." *Honolulu Advertiser* 1 Nov. 1993: 24.

(Note: As you can see from this example, source codes are not used in the bibliography of the paper. They are used only on note cards to help you organize your sources in preparation for writing the paper.)

## **Bibliography**

Information for your paper can come from many kinds of sources such as books, magazines, videotapes, the Internet, or interviews with fellow humans. Each type seems to require a slightly different bibliography format. It can get complicated. Formats for the most common kinds of sources are given below. If you have a source that does not fit these examples, use your best judgment, or ask your teacher.

Put the word Bibliography at the top of the bibliography page. Use the same font and type size as you used in the body of your paper. List your sources alphabetically by last name of author (or title if author is unknown). Book titles should appear in italic type or be underlined. Articles are identified by quotation marks. Double space between sources. If a reference requires more than one line, indent the second line and all additional lines. Do not use source codes in the bibliography. See a sample of a bibliography entry in the example above.

### **Books**

#### Format:

Author. *Title of Book*. Place of Publication: Publisher, Publication year.

#### Example, one author:

Brooks, Charles D. *Eating Smart*. Boulder, CO: Westview Press, 1982.

#### Example, two or three authors:

James, Nancy D., and Mary A. Herbert, eds. *Bringing Up Baby*. New York: Simon and Schuster, 1972.

#### Example, corporate or government author:

Colorado Department of Internal Affairs. *Policing the Regulators*. Denver: Dept. of Business and Economic Development, 1998.

### **Articles from encyclopedias and reference books**

#### Format:

Author of article. "Article Title." *Title of Publication*. Publication year

#### Example:

Lindeman, James J. "Hydrofoils." *Collier's Encyclopedia*. 1996.

### **Articles from periodicals (magazines or newspapers)**

#### Format:

Author. "Title of Article." *Name of Periodical* Publication date: Page(s).

#### Examples:

Bogart, Humphrey. "Just Whistling." *Newsweek* 14 Feb. 1954: 28.

"Shop till you Drop." *Consumer Age*. Jan. 1999: 12-14.

Bekins, Jane. "Terrorism Strikes the City." *New York Times* 14 Feb. 1984: A10.

## **Interviews**

### Format:

Person Interviewed. Type of interview (In person, Telephone, Online, Email, etc.). Date.

### Example:

Gore, Albert. Telephone interview. 2 Jan. 1997.

## **Internet - World Wide Web**

**NOTE:** Be very careful with Internet sources; many are not reliable. For the purposes of this paper, an Internet source is not considered reliable without an author and page publisher (except with permission of the teacher). If you use a source from the Internet that was originally published in a magazine or newspaper, this will NOT be considered a Web source. Use the format appropriate to the original publication.

### Format:

Author/editor (if known) "Title of Web Page." Revision or copyright date (if available). Online.  
Page Publisher. URL (Internet address). Access date.

### Example:

Guffey, Dr. Mary Ellen. "MLA Style Electronic formats." 6 Feb. 1997. Online. Mary Ellen Guffey's Communications Resources. [www.westwords.com/guffey/sections.html](http://www.westwords.com/guffey/sections.html) 5 March 1997.

## **Online Research Service**

### Format:

Author (if known). "Title of Material Accessed." *Title of Publication*. Date of material (if known). Online. Name of Research Service such as ProQuest Direct or Electric Library. Access date.

### Examples:

"Oldfield, Barney, "Stock Market Crash of 1929." *Compton's Encyclopedia*. 1995. Online. Electric Library. 5 March 2000.

Best, Grace and Herman Hankins. "Aiming High." *Journal of Aviation* Jan. 1996. Online. ProQuest Direct. 5 March 1999.

## **CD ROM**

### Format:

Author (if known). "Title of Material Accessed." *Title of Publication* (if various publications are on disc) Date of material (if known). *Title of CD ROM*. CD ROM. Publisher. Publication date.

### Example:

Greer, James. "Relying on the employee." *Tavern Management Journal*. June 1994. *Principals of Tavern Management Ondisc*. CD-ROM. American Society of Tavern Management. 1999.

## **Videotape**

### Format:

*Title*. Videocassette. Author. Director. Publisher. Publication year.

### Example:

*Eating at Rachel's*. Videocassette. Writer and narrator Farley Forsythe. Director John Riser. Mindgate Productions. 1995

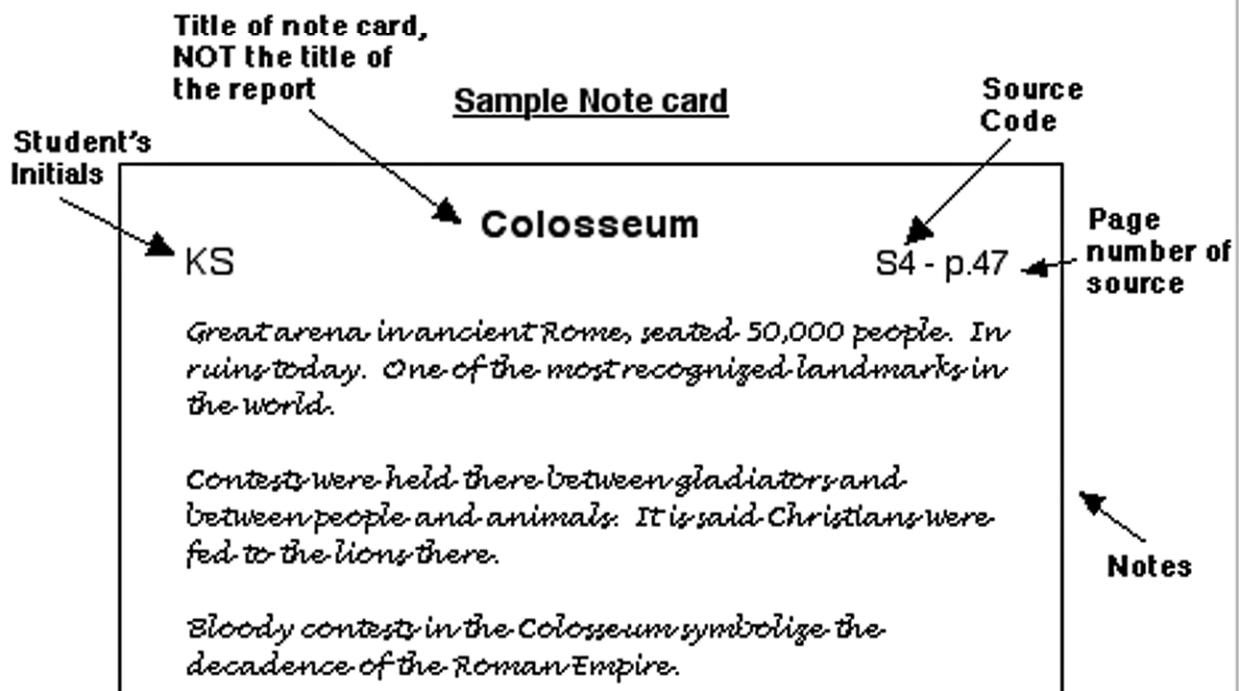
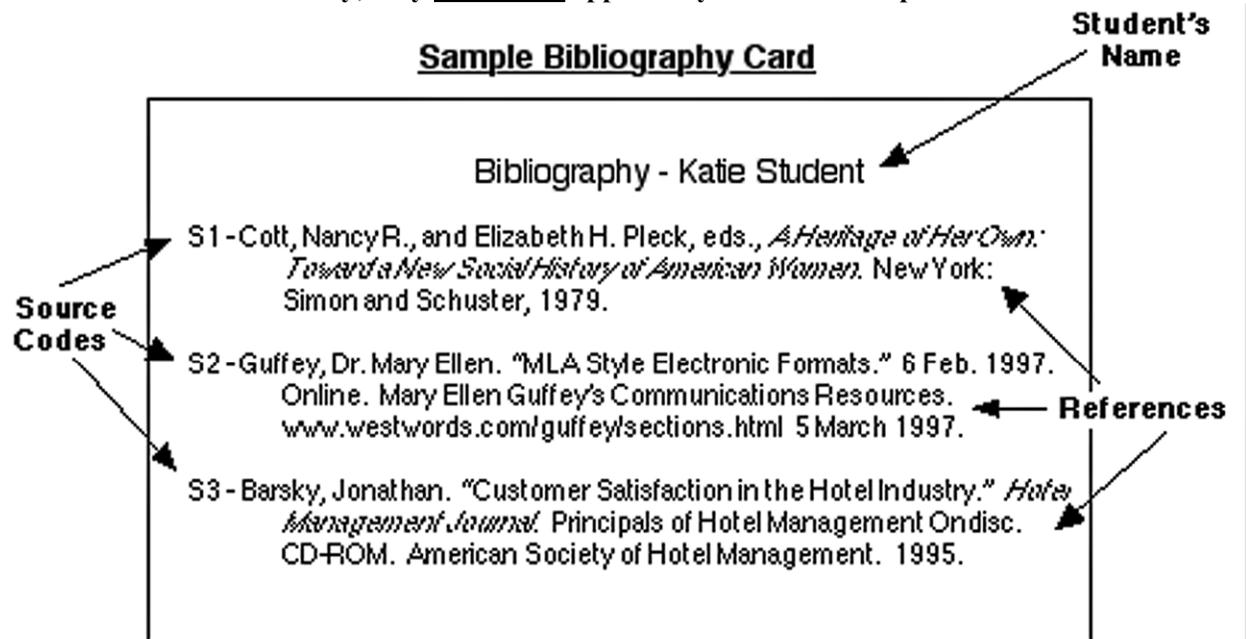
### 3

## Bibliography Card and Note Cards:

You will prepare two kinds of cards: one Bibliography card (more if needed) that lists all of your sources and several Note Cards that contain your notes about your subject. Each source should be identified with a source code on both types of cards. See the samples below for the proper format for Bibliography and Note cards.

### About Source Codes:

On your Bibliography card, assign each of your sources a code such as S1, which stands for Source 1. When you use this source to take notes for a note card, simply write the source code at the top of the card. In this way you will not need to repeat all the bibliography information on each note card. **NOTE: Source codes are used for note cards only; they should not appear anywhere in the report itself.**



**Important: Only take notes about one topic per note card.**

## Checklist for Bibliography and Note Cards:

Check your cards against these lists before handing them in.

### Bibliography Card checklist:

- Be sure the card says “Bibliography” at the top.
- Your name should also be at the top of the card so I can record your grade and return your cards to you.
- Do not forget to put a source code in front of each source.  
**(Source codes are used only to help you organize your note cards. Do not use source codes in the research paper itself.)**
- Use the proper format for each source on the Bibliography card.  
Sample formats are found in Section 3 of this information package.
- Do not write notes about your subject on the Bibliography card.

### Note Cards checklist

- These are the cards where you write factual notes about your subject.
- Write your initials at the top of the card on the left.
- At the top of the card on the right, write the source code and the page number(s) where you found the information.
- Write the title of the card at the top center of the card.
- IMPORTANT:** The title describes only the topic on this card, **not the subject of your research paper.**
- IMPORTANT:** **only one topic per note card.**
- If you cannot fit a big topic on one note card, that is okay. Use more cards, For example, “Colosseum 1” and “Colosseum 2”.
- IMPORTANT:** You may copy the exact words from your source on a note card if you put quotes (“...”) around the copied words to remind you they belong to someone else. This will help you avoid plagiarism when it comes time to write your report



**4. What were the effects?** (How were people or places affected then, later, and now?)

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**5. Why is this subject important?**

(What can it tell us about how the world works and how humans behave?)

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**6. What about the future?**

(How will this affect the future? Does it provide wisdom or warnings for the future?)

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**7. What is interesting about this story?**

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## **6** Guide to Making an Outline

According to Dewitt Scott in his book, *The Secrets of Successful Writing*, you will need a “road map” to help you get to where you want to go. A writer’s road map is the outline. Scott says, “You save yourself work with an outline. With it you can ask yourself about every fact, anecdote or quote you write: Does it relate to a point in my outline? If not, you’re getting off the track (or else you’ve discovered another point you should have included).”\*

Begin your outline by grouping your note cards into several main topics. The most important topic may be the First Main Point in your outline. Or, you may chose to organize your outline chronologically, which means that the First Main Point will be the topic that occurred first in time.

Below is a model of an outline. Notice that there are no correct numbers of letters and numbers for each section of the outline. The sections of the outline will be determined by the number of points you want to make and the length of your paper. This outline covers only the body of the paper. The complete research paper will also include the title page and a Bibliography.

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### **Title of Paper**

#### **I. Introduction**

- A. Thesis statement.
- B. Background information connecting the reader to the subject.
- C. Brief overview of the main points you will make in the paper.

#### **II. First Main Point**

- A. First sub point
  - 1. Supporting information
  - 2. Supporting information
  - 3. Continue with supporting information as needed
- B. Second sub point
  - 1. Supporting information
  - 2. More supporting information as needed.
- C. Third sub point, etc. (continue with sub points as needed)

#### **III. Second Main Point**

- A. First sub point
  - 1. Supporting information
  - 2. Supporting information
  - 3. Continue with supporting information as needed
- B. Second sub point
  - 1. Supporting information
  - 2. More supporting information as needed.
- C. Third sub point, etc. (continue with sub points as needed)

#### **IV. Third Main Point**

- A. First sub point
  - 1. Supporting information
  - 2. Supporting information
  - 3. Continue with supporting information as needed
- B. Second sub point
  - 1. Supporting information
  - 2. More supporting information as needed.
- C. Third sub point, etc. (continue with sub points as needed)

#### **V. Fourth Main Point, etc.**

(continue with main points as needed)

#### **VI. Conclusion**

- A. Review the main point or points made in the paper.
- B. Offer your own ideas or judgments about these events.
- C. Explain why this information is important or useful.

# 7

## Guide to Report Writing

### Choosing a Subject

Narrow your subject to a topic that can be adequately covered in a three to four-page paper. If your chosen subject is very large--the Roman Empire, for example, or India--you will need to narrow your focus. It is not possible to adequately cover huge subjects in only three or four pages.

For example, if your subject is the Roman Empire, you might choose to narrow your focus to a comparison of the types of Roman governments that existed before and after Julius Caesar. Or you might narrow your focus within the subject of India to the Caste System that permanently established at birth each person's place in society.

### The Title

The title of your report should be a brief headline of what your paper is about, probably six words or less. Or, your title might focus on an interesting and important aspect of the subject designed to grab the reader's attention.

### The Thesis Statement

The thesis is a one-sentence statement about the focus of your report. It states the main idea or point-of-view you will support in your paper. You might not discover the thesis until you have completed most of your research. The thesis may change as you continue to research or write your report. Here is an example of a thesis statement: "Julius Caesar was ambitious and power-hungry, but he restored order to the Roman world." The thesis statement should be included in the introduction of the paper.

### The Introduction

The introduction is the first one or two paragraphs of your paper; it provides an overview of the information presented in your paper. Try to begin the introduction by finding a way to connect the reader to your subject; you might mention a modern day situation that relates to your subject. Include the thesis statement in the introduction, and provide a brief preview of the main points you will cover in the report.

### Main Body of the Report

#### Keep to the subject

The main body of the paper will contain paragraphs explaining the points you wish to make about your subject. These paragraphs should stick to the main subject of the paper and make clear the title and thesis of the paper. Discard information that does not help to explain the subject of the paper.

#### Use logical organization

Do not jump around! Paragraphs dealing with similar information should be grouped together. (Using note cards makes this easy.) You might wish to organize your paper chronologically; that is, those events that happened first are described first, and later developments are described later in the paper. Or you might choose to cover ideas in their order of importance.

#### Explain terms and ideas

Clearly explain terms and concepts used in your paper. You will probably have a good explanation if you tell what it is and why it is important.

#### Sources

Remember, sources appear in two places, in-text citations in the main body of the report (at least three times), and they are listed in the Bibliography at the end. Your paper should have a minimum of three sources, one of which is from primary source material. Before writing your paper, review the first page of Section 3 in this package, "Guide to References."

## **Use Your Own Words**

While it is good to include quotes from reliable sources in your paper, most of the paper should be written in your own words. Do not copy directly from any source unless you put quotes (“ ”) around the material and identify the source. When paraphrasing another person’s work, do not use quotes, but still make it clear where the information came from. Otherwise, you are guilty of plagiarism. Although your paper should be written in your own words, it should be based on solid research and historical fact. Your paper should not include unsupported opinions. Your opinions matter only if you back them up with factual information.

## **Do not use contractions; avoid “I” and “you.”**

Contractions such as don’t and can’t are generally not used in formal writing such as a research report or a journalism article. Contractions may be used as part of a direct quote, however. Try not to refer to yourself in the paper as “I” or to the reader as “you,” as in: “In this paper I will tell you about the Roman Colosseum.” Instead write something like: This paper is about the Roman Colosseum.”

## **Include the Human Perspective**

A report that is nothing but facts will be less interesting than a report that describes how people reacted to events. Try to tell your reader how people felt about what happened to them. This is a good place to use some quotes.

## **Conclusion**

The conclusion is probably the best place to offer your own ideas and judgments about the historical events described in your paper. First, restate the main point or points you have made in the body of the paper. State any conclusions you have reached. If historians have conflicting views of the historical event, you might wish to support one of them and state your reasons. You might also wish to suggest why the information presented in your paper is beneficial or how it might be used in the future. The conclusion should be approximately one or two paragraphs in length.

## **Writing Style - What makes good writing?**

### **Clear Thinking**

Much has been said and written about writing style, but the most important element of good writing occurs before any words are placed on paper. You must have a clear idea of what you want to say. Dewitt Scott begins his book on writing with these words of advice: “Think it through first...Your report may make many points, but it should focus on one main idea or theme.”\* Can you sum up the theme of your report in a one-sentence thesis? An outline can be very helpful in clarifying your thinking.

### **Simplicity**

In his book on good writing, newspaperman, editor, critic, and university professor William Zinsser emphasizes simplicity. He says we should get rid of, “Every word that serves no function, every long word that could be a short word, every adverb that carries the same meaning that’s already in the verb...the secret of good writing is to strip every sentence to its cleanest components. Simplify, simplify.”\*\*

\*Scott, Dewitt. *Secrets of Successful Writing*. San Francisco, CA: Reference Software International, 1989.

\*\*Zinsser, William. *On Writing Well*. New York: Harper & Row, 1985.