Honors English I – Research Paper   Name _____

Topic due: _____
3x5 note cards / Working Bibliography with MLA Template due: _____
4x6 note cards (minimum of 30) due: _____
Rough Outline due: _____
Typed Rough Draft due: _____
Final Typed Draft due: _____

REQUIREMENTS
    Length: Minimum 1300 words (4-6 typed pages)
    Minimum references: **FOUR** sources or more (no more than <u>one</u> encyclopedia – **NO** Wikipedia)
    - At least **one** electronic source (Gale databases – preferred; Internet – last resort)
    - At least **one** print source - books, magazines, newspapers, pamphlets
    - Optional sources - interviews with an expert in the field, TV, polls/surveys, etc.
Research Paper = a compiling of information from experts which is organized and **written in 3rd person**

STEPS IN WRITING THE PAPER:

 I. Select and limit the topic.
    A. Does the topic interest you?
    B. Is there enough material available?
    C. Is the topic successfully limited? = THESIS

 II. Prepare the working bibliography (compiling of titles of all possible sources of info).
    A. Use the library
        1. Online Card Catalog (books)
        2. Gale Databases (See library website)
        3. Reference books (general and special dictionaries, encyclopedias, atlases, gazetteers, yearbooks, biography, and literature)
        4. Internet (credible sources ONLY)
        5. Pamphlets
        6. Interview
    B. Place each source on a separate MLA template and transfer citation to a **3x5** note card.
    C. Include all <u>possible</u> sources.
    D. Include this information IN THE CORRECT FORM (See "Documenting Your Research" or https://style.mla.org/ or http://owl.english.purdue.edu/owl/ for formatting examples).
    E. Alphabetize (author's last name OR 1st word of title) and <u>number</u> the cards <u>alphabetically</u>.

III. Prepare a preliminary outline to guide note-taking.
    A. Read an encyclopedia account to find general information.
    B. Anticipate the important questions about your topic.
        1. These become the major divisions in your outline.
        2. They are subject to change as your research continues.
    C. See attached page for a sample preliminary outline or see this info outline for the format.

IV. <u>Read</u> and <u>take notes</u> on cards. Use **4x6** <u>lined</u> note cards. Use at least four sources from the working bibliography.
    A. Form of note cards
        1. Write the <u>topic</u> label that sums up the basic subject of the information on the card. This topic label should correspond with a topic from your preliminary outline. Place topic label at the <u>top left</u> of the note card.

2. Write the number of working bibliography card AND page number where information was found at the <u>top right</u>.
3. Write the notes on the major part of the note card. Leave a margin on all sides of notes. All notes on the card should pertain to the topic label listed on the card.
4. Use a separate card for each source.
5. Take notes <u>in your **own** words</u> unless quoting and develop your own shorthand.
   a. Abbreviate as much as possible.
   b. Use symbols for short words.
   c. Write phrases, <u>not</u> sentences (unless quoting).
   d. Write legibly.
6. Fill in preliminary outline from notes and make it a final accurate outline by assembling notes.
B. **Avoid plagiarism** = a failure to acknowledge borrowed material (This is a cardinal sin in writing!)
C. Follow this sample format for a note card. (The following is taken from Beatrice Edgerly's book *From the Hunter's Bow*.)

"In Saxon times horns were used by the huntsmen and in battle, and carried by the peaceful traveler as well, to make known his presence. An ancient law stated that if a man come from afar or a stranger go out of the highway, and he neither shout or blow a horn, he is to be accounted a thief, either to be slain or to be redeemed."

Early Horns – Saxon	6 – p. 263

- Early Saxons – uses of horns
    1. Battle
    2. Hunters
    3. Traveling
- Ancient law = stranger off highway must cry out or sound horn
    - if not – taken as thief or slain	

(The following is taken from Cecil Forsyth's book *Orchestration*.)
"Thus we find the ancient Romans in the centuries immediately preceding our era with a varied assortment of what we should call 'Military Brass'."

Early Horns – Roman	12 – p. 6
- Anct. Romans – varied horns of brass - thus "Military Brass" - 1st Century B.C.	

V. Use outline, bibliography, and notes to write the paper.
   A. Fill in outline by use of notes.
      1. Complete outline (follow parallel structure).
      2. Prepare as many subtopics as you feel necessary for clarity.
   B. Arrange notes in order of outline – section by section. (Some people desire to number topics as they are in outline.)
   C. Expand some parts, cut others, and provide TRANSITIONAL sentences and paragraphs.
   D. Write introductory paragraphs and conclusion in your own words, ideas, and conclusions.
   E. Give proper credit to sources since the bulk of the notes are taken from others. (This is where the parenthetical in-text citations are needed.)

VI. Citing sources
    A. Each quotation MUST be directly cited.
    B. All material which is not your own idea or thought, even though it is in your own words, is to be cited by paragraphs or ideas.
    C. See attached page on Citing Sources and Using Parenthetical Citations.

VII. Works Cited page – represents your final bibliography
    A. Arrange all entries alphabetically using the same format as on the bibliography cards.
    (See handout "Documenting Your Research" for formats.)
    B. Include only those you actually used in writing the paper.
    C. Write the first line of the entry even with the left margin; second and following lines of that same entry are indented (Use Special Hanging indent). Place a period at the end of each entry.
    D. Books do not need pages included.

VIII. Final paper order – First listed = top; Last listed = bottom
    A. Appropriate folder
    B. Outline – should identify title of paper, introduction (in bullet points), main points and sub-points (with proper Roman numerals and letters), and conclusion (in bullet points) = first pages
    C. Text of the paper including citations = middle pages
    D. Works Cited – numbered as part of the paper = last pages

Research Topic/Thesis: Making a Figure Skating Champion

I. Physical characteristics of a skater

II. Training of a skater

III. American performers
  A. Male
      1. Scott Hamilton
      2. Brian Boitano
      3. Todd Eldridge
      4. Evan Lysacek
      5. Nathan Chen
  B. Female
      1. Elaine Zayak
          a. Physical characteristics
          b. Early training
          c. Feats
      2. Kristi Yamaguchi
      3. Michelle Kwan
      4. Sasha Cohen
      5. Ashley Wagner

Note card Samples

Zayak – Early Life	3 – p. 85
- 5'2" – 103 lbs. – 15 yrs old - daughter of bar owner in Paramus, NJ - started skating at age 4 (Tots on Ice) - began jumping on family trampoline - private lessons by Mme. Frazier at Ice Capades, Inc.	

Zayak – Feats	5 – p. 87
- best known for <u>TRIPLE</u> jumps - 3 jumps (new in World Competition) - her pgm = 7 triples - age 14 – 4th in Nat'l Championships - also in World Championships - Feb '86 – won Nat'l Women's Champ	

Sample Outline

Jack London's Writing Background

Attention getter/hook:

Thesis: Jack London's superb ability as a storyteller and his understanding of dogs and
            human nature made him the best selling author of his time.

Preview of Points:

I. Background gave him "total" education
  A. Poor 1890 society
      1. Worked in San Francisco canning factory
      2. Worked 10 hours/day – 10 cents an hour
      3. Had poverty-stricken family
  B. Worldly experiences
      1. 1893
          a. Shipped out for five months
              (1). On *Sophie Sutherland*, 80-ton schooner
              (2). On sealing expedition
          b. Endured many stormy days
          c. Grew up rapidly
          d. Known as a thieving oyster pirate
      2. 1894
          a. Joined Coxey's Ohio Army of Compassion for the unemployed
              (1). Marched on Washington
              (2). Lived life of a hobo
              (3). Jailed in Erie County Penitentiary
          b.

Citing Sources and Using Parenthetical Citations

Even though you have written the paper in your own words, a research paper is based primarily upon the works of others; therefore, you <u>must</u> give credit to the original source of the information. However, it is impractical to acknowledge every single idea used. This means you must use good judgment in deciding when a citation is necessary. If the information seems to be general knowledge of authorities in the field, naming the source of the information is not necessary, unless the material is quoted directly.

In general, sources MUST always be cited for the following reasons:
1. For a direct quotation
2. For statistics, figures, definitions, illustrations, or diagrams
3. For an original or unusually interesting opinion or finding that you have stated in your own words

When citing sources, you should use parenthetical citations rather than footnotes. Usually, the last name of the author and the page number are enough information for the reader to identify the source clearly. The author's name may be included within the sentence itself and then the page number given in the parenthetical citation, or both the author and the page may be given in the parentheses.

The following examples for citing sources may be used as a guide for writing parenthetical citations.

<u>Author included within the sentence</u>:

Mary Davies describes the animals at East Mountain Reservation as "unlike any known to previous civilizations, strange and exotic to the human explorers" (176).

<u>Author and page at the end of the sentence</u>:

The animals at East Mountain Reservation are "unlike any known to previous civilizations, strange and exotic to the human explorers" (Davies 176).

<u>No author given</u>:

The results of these studies refute the theory that bacteria build up resistance to antibiotics ("Bacteriological" 67).

<u>Two authors in a single source:</u>

The authors claim that surface reading looks at what is "evident, perceptible, apprehensible in texts" (Best and Marcus 9).

<u>Three or more authors in a single source</u>:

The authors maintain that college students who actively participate in extracurricular activities achieve greater academic excellence because they learn how to manage their time more effectively (Richards et al. 185).

More than one work by the same author(s):

"No two countries that both had McDonald's had fought a war against each other since each got its McDonald's" (Friedman, *Lexus* 195).

No page numbers:

Some articles or Websites may not have page numbers. In those cases, list the author's last name (or if not given, a brief reference to the title). If there is no author, then use the next piece of significant information.

"Friedman realized early that to write intelligently about world economics he needed to make himself an expert in six tightly integrated domains that are usually reported separately: financial markets, politics, culture, national security, technology, and the environment" (Brand).

Quoted in another work:

If you use an indirect quotation (a quotation that you found in another source that was quoting from or citing the original), use the following method of in-text citation. This quote from Ravitch is on page 259 of the Weisman book. This is called an indirect citation. Responsible researchers always attempt to find the original, or primary, source rather than citing an indirect source.

Ravitch argues that high schools are pressured to act as "social service centers, and they don't do that well" (qtd. in Weisman 259).

Hints

- The first time you refer to a source, it is generally considered a good idea to introduce the borrowed material with the full name(s) of the author(s). You may also include credentials to stress the source's authority.
- When paraphrasing and summarizing, make certain readers can tell where your ideas stop and the borrowed material begins. You can avoid problems by introducing paraphrases or summaries with the name(s) of the author(s).
- Do **NOT** use "p." or "pp." to indicate page numbers in citations.
- Do **NOT** use any punctuation to separate the name from the page number inside a parenthetical reference.
- Note that the period follows the parenthetical reference.
- Quotes of more than four typed lines are handled differently than shorter quotes. Instead of quotation marks, long quotes are set off from the text, and the entire quote, which is still double-spaced, is indented 10 spaces from the left hand margin. In this case, the parenthetical reference goes outside of the final period. http://karn.ohiolink.edu/~sg-ysu/mlaguide.html

Important: The first word of the citation is **always the same as the corresponding first word in the bibliography.**

Final Draft

1. Header
   - Create a Header with your last name and the page number placed at the top <u>right</u> margin. **Be sure to space down to ½ inch so that name will show when printed.**
   - Be sure to check the box for "Different first page header/footer" so that the page number will not appear on the first page.

2. Heading – Type information in this order at the <u>left</u> margin
   - Your Name
   - Teacher's Name (Mrs. Kyger)
   - Class Name (Honors English I)
   - Military Style Date (20 March 2020)

3. Outline perfected to follow the paper. Use parallel structure.

4. Single space Outline (if handwritten); double space outline if typed
   - **Use one side of paper only if handwritten**.

5. Double space the body and all sections of the paper.

6. Be sure <u>all</u> paragraphs (except introduction and conclusion) include proper citations.

7. Include Works Cited page at the end. Number it as part of the paper <u>in the same file</u>.
   - List all sources actually used in the paper. Remove unused sources.
   - Alphabetize list properly. Use author's last name. If there is no author, then use the next piece of significant information.
   - Use hanging indent for Works Cited entries.

8. Do **NOT** staple paper together. Simply organize the pages in the order shown below.

9. Include <u>highlighted</u> photocopies or printouts of any materials used as sources in the paper.

10. Include any books that you used as sources.

11. Submit paper to **<u>turnitin.com</u>**.

Place report in a <u>pocket</u> folder. Organize the pieces <u>neatly</u> in the following order:

        Right hand side = grading rubric (on top)
                          Research Checklist – completed by student
                          Outline
                          Paper itself
                          Works Cited (on bottom)

        Left hand side = Bibliography cards (on top)
                          Note cards
                          All rough drafts, especially those checked by teacher
                          Any photocopied or printed sources used in paper (on bottom)