

# Information

WS# 1.3

## What is Research?

When you are researching, you are personally involved in gathering facts, finding examples, and organizing ideas on a daily basis. A research paper begins much the same way but involves using quotations and ideas from other writers combined with your own ideas. The main goal of a research paper starts when an individual is curious about something. The student then sets out to find information and answers through different sources. Through this "searching adventure," you naturally begin to formulate original thoughts toward a subject matter.

## How do I Start?

Research is a cyclical process. The entire process is designed to make the actual writing of your report easier. The more you complete at each step, the easier the following steps become. Here is an approach to getting you started on a research paper:

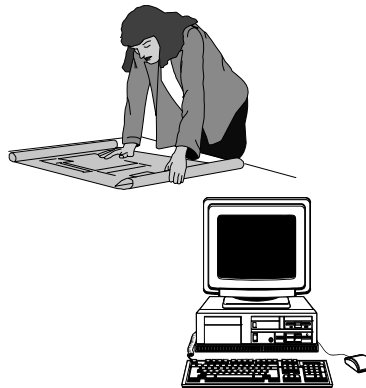
### RESEARCH

Meaningful research projects start with a personal desire to "know." If you are not sure, think about the subjects you have studied in school, materials you have read, and television or movies you have seen for inspiration.

### OUTLINING

Personalize the information by considering a new twist on your

What else do I need to know?  
Look gaps in your information and go back and research for further information.



### INFORMATION

Research the subject using primary and secondary sources. Talk with people about your subject and use the variety of available resources (Internet, magazines, encyclopedias, etc.) in your library media center.

### UNDERSTANDING

After taking notes from a source, reflect on the information gathered and evaluate the importance of the new information to your search in writing.

## Preparing Source Cards

Keeping track of your sources is essential. Source cards represent your research. It is important that you follow the format provided for each type of source so that the integrity of your research can be maintained. Also, you'll need accurate and complete information in order to prepare your Works Cited list, the list of sources at the end of your paper. The best system for collecting information is to put each source on an index card.

**NOTE: Give each source card a number. Every source you use for information should have a different source number. This number should be placed in the upper right-hand corner of the source card.**

### Sample "Print" Source Cards

- \* Author's last name, first name. [if available]
- \* "Article Title."
- \* *Title of Encyclopedia.*
- \* Year Published.
- \* Print.

↓

#### General Encyclopedia Article (w/author)

1
<p>Krutch, Joseph Wood. "Poe, Edgar Allan." <i>Encyclopedia Americana</i>. 1994. Print.</p>

- \* Author's last name, first name.
- \* *Title of Book.*
- \* City of publication:
- \* Publisher,
- \* Date published.
- \* Print.

↓

#### Book (one author)

2
<p>Meyers, Jeffrey. <i>Edgar Allan Poe</i>. New York: Scribner's, 1992. Print.</p>

- \* Editor's last name, first name, ed. **Book w/editor instead of author**
- \* *Title of Book.*
- \* City of publication:
- \* Publisher,
- \* Date published.
- \* Print.

3
<p>Richler, Mordecai, ed. <i>The Best of Modern Humor</i>. New York: Knopf, 1983. Print.</p>

**For other types of sources, see the Works Cited sample entries.**

## Sample “Electronic” Source Cards

Entries for electronic sources should contain as many items from the lists below as possible. To locate some of this information, scan the Website (check bottom of page) and click on “About” or “Contact Us.”

### Entire Website

- \* Author’s or Editor’s last name, first name [if given].
- \* *Title of Website.*
- \* Name of sponsoring institution or publisher [if none, use *N.p.*],
- \* Last update or original publication date [if none, use *n .d.*].
- \* Web.
- \* Date accessed.
- \* <URL>. [**optional**]

4

Gould, Stephen, ed. *Edgar Allan Poe’s Life*. Poe Historical Society, 3 Mar. 2009. Web. 24 June 2010.  
<<http://www.historicalsoc.com.html>>.

### Article from a Website

5

Meyers, Jeffrey. “Beyond Poe’s Imagination.” *Edgar Allan Poe on the Web*. *N.p.* June 1999. Web. 27 June 2000. <[http://www.poeonline.com/literature\\_resources](http://www.poeonline.com/literature_resources)>.

- \* Author’s or Editor’s last name, first name [if given].
- \* “Title of Article.”
- \* *Title of Website.*
- \* Name of sponsoring institution or publisher [if none, use *N.p.*],
- \* Date of last update or original publication date [if none listed, use *n .d.*].
- \* Web.
- \* Date accessed.
- \* <URL>. [**optional**]

### Online Database Encyclopedia Article

- \* Author’s or Editor’s last name, first name [if given].
- \* “Article Title.”
- \* *Title of Encyclopedia.*
- \* Edition [if given].
- \* Volume [if given].
- \* City : Publisher, Copyright date.
- \* *Online Publisher or sponsoring institution.*
- \* Web.
- \* Date accessed .
- \* <URL>. [**optional**]

6

“Edgar Allan Poe.” *Encyclopedia of World Biography*. 2nd ed. Vol. 12. Detroit: Gale, 2004. 363-365. *Gale Virtual Reference Library*. Web. 29 Mar. 2010.  
<<http://find.galegroup.com/gps/infomark.do?>>.

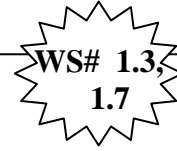
### Online Database Magazine or Journal Article

7

Connery, William. “The Mysterious Death of E.A. Poe.” *World and I* Oct. 1999: 210. *Student Resource Center - Gold*. Web. 27 Apr. 2010.  
<<http://find.galegroup.com/gps/infomark.do?>>.

- \* Author’s or Editor’s last name, first name [if given].
- \* “Article Title.”
- \* *Title of Magazine or Journal* [no period]
- \* Date of Publication: page number(s).
- \* *Online Publisher or sponsoring institution .*
- \* Web.
- \* Date accessed.
- \* <URL>. [**optional**].

## Completing Note Cards



If you take good notes, you will have a record of information when drafting your report. Follow these guidelines in preparing note cards:

- (1) Use an index card or a half-sheet of paper for each item of information.
- (2) Write a key word or phrase in the upper left-hand corner.
- (3) Place the **source card number** in the upper right-hand corner.
- (4) Place the page number(s) of the source information in the lower right-hand corner. For electronic sources, you may write the page number if available in a print or PDF version. Otherwise, write n. pag., the abbreviation for “no pagination.”

### Sample Note Card

Key Word or  
Phrase

Source Card  
Number

Martin Luther's Speech

1

Motivated people from all over the  
United States to stand up for other  
people's rights.

p. 119

Notes

Page #

[Use **n.pag.** if pages  
are not numbered]

## Types of Notes

As you take notes, you will **summarize**, **paraphrase**, or **directly quote** directly from the source material. Look at how the information is taken from the paragraph below:

I have a dream, too – that the literary merits of Martin Luther King’s “I have a Dream” speech will be thoroughly appreciated in every speech class in the nation. It is, quite frankly, one of the finest examples of rhetoric in this century. The speech positively rings with genuine sincerity, conviction, and purpose. King’s use of repetition to stir the audience and his use of biblical allusions are masterful. The speech was given on August 28, 1963, before a quarter of a million people in Washington, D.C. It moved people then, and it continues to move us today (*Elements of Literature* 206).

### King’s Speech

1

**“I have a dream, too – that the literary merits of Martin Luther King’s “I have a Dream” speech will be thoroughly appreciated in every speech class in the nation.”**

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- **Directly quote** only when it is important to know the author’s exact words.
- Copy the source material word for word, including punctuation marks.

- **Paraphrase** when you need to remember the detailed information.
- Restate the material using your own words and sentence structure.
- Begin by identifying the writer whose words you’re paraphrasing.

### Merits of King’s Speech

1

**James Wisdom claims that the “I Have a Dream Speech” by Martin Luther King Jr., is one of the century’s best examples of Rhetoric. King uses repetition and biblical allusions well and is sincere and purposeful. King made the speech August 28, 1963, in Washington D.C., in front of a quarter of million people.**

p. 206

### About King’s Speech

1

**The “I Have a Dream” speech by Martin Luther King, Jr., delivered August 28, 1963, in Washington D.C., before a quarter of a million people, is one of this century’s best examples of rhetoric.**

p. 206

- **Summarize** when you need to remember only the main idea.
- Read the material first and write the note in your own words.

## Plagiarism



Plagiarism is the use of another person's words or ideas without acknowledging the source of those ideas or words. Like all other forms of theft, **plagiarism is illegal and ethically wrong.**

### Examples of Plagiarism

- ◆ Copying word for word without quotation marks.
  - ◆ Failure to cite the source of the material after quoting and in the Works Cited list.
  - ◆ Paraphrasing without giving the source credit.
  - ◆ Using key words or phrases without quotation marks or acknowledging the source of the material.
  - ◆ Using an author's idea without giving credit.
- 
- 

### Guidelines for Avoiding Plagiarism

1. When you use anything from another writer's work (including phrases or a single word), always use quotation marks.
2. Give credit to the author by citing his/her name and source.
3. When writing a research paper, clearly distinguish where the ideas of others end and your own comments begin.
4. Include a Works Cited page with correctly formatted entries.

**WHEN IN DOUBT, GIVE CREDIT TO YOUR SOURCE!!!**

# Writing

WS# 1.5

## Outlining Guidelines

### Organization of the Outline Information

- (1) Carefully consider your report thesis and the ideas you will use to develop your thesis argument.
- (2) Gather notes, or evidence.
- (3) Use key words / phrases to physically sort notes into related ideas and information based upon your thesis.
- (3) Label each pile with a phrase that describes it.
- (4) Think about the possible ways to organize the ideas. *Should the ideas in pile #1 be presented first, or those in pile #3 go first?*
- (5) Prepare a rough topic sentence outline that shows the flow of your ideas.

Supporting ideas develop the thesis.

Ideas must relate to those that precede and follow.

### Structural Guidelines

#### **I. Introduction**

- A. Topic Sentence/Hook
- B. Transitional Supporting Sentences (main points)
  1. reference to each key idea in the body paragraphs
- C. Thesis Statement

#### **II - IV. Body Paragraph (s)**

- A. Topic Sentence
- B. Evidence (Research)
  1. explain evidence (research)
- C. Concluding Statement
  1. connect / refer to the next topic sentence
  2. connect / refer to the thesis statement

There must be logic in the argumentation.

#### **V. Concluding Paragraph**

- A. Topic Sentence
- B. Restatement of thesis
- C. Restatement of supporting sentences (main points)
- D. Clincher Statement – a final thought

For additional body paragraphs, use the same body paragraph structure.

## Preparing Parenthetical Citations

WS# 1.6,  
1.7

You must give credit to your sources of information by including the appropriate information (usually the author and the page number) in parentheses after the words or ideas taken from that source. Preparing parenthetical citations to document your sources is fairly simple, and by creating them you make your sources easily accessible to your reader. The following guidelines will help you to cite your sources properly.

### Using Paraphrases

#### Basic Citation

After entering the Army, trainees undergo basic training at an Army training center. They learn such fundamental military skills as marksmanship, drill, first aid, and land navigation (Spencer 145). Trainees also undergo intensive ....

#### Citation with Author in Text

Assuming the presidency after the assassination of James A. Garfield, Chester A. Arthur was the fourth Vice-President to succeed to the presidency upon the death of the Chief Executive. Thomas C. Reeves writes that most Americans regarded Chester as a machine politician, someone who would do little while in office (76). The president forcefully supported civil service reform, however, and ....

#### Multiple Citations

Animals and plants are linked in a basic pattern of nature that is often called the “web of life” (Harper 146). This vital pattern can easily be seen in a garden or backyard. There, many kinds of animals keep themselves alive by eating some plants. Thus, animals destroy plant life; however, as Laurence notes, much of the food that plants need come from the body wastes of animals and from their decayed bodies after the animals die (123). This basic pattern of nature also keeps the total number of living things in balance.

#### Other Citations

- **WORKS BY TWO OR THREE AUTHORS:** (Hughes and Blevins 102)  
or (Hughes, Blevins, and Demers 102)
- **MORE THAN THREE AUTHORS:** (Kim, et al. 427) [From the Latin, *et alii*, which means *and others*]
- **QUOTATION FROM OTHER SOURCE:** (qtd. in Stein 219)
- **NO AUTHOR GIVEN:** (“New Uses for Old Cars” 14)

See p. 41 for  
documenting  
Electronic  
Sources



## **Using Direct Quotations**

### **Basic Citation**

1. Combine a paraphrase and a quotation when connecting a partial quote with a sentence of your own.

The Oklahoma migrants found “not a Promised Land but a man-blighted Eden” (Crockett 195).

- ◆ **The first word of the quotation begins with a lower case letter.**
- ◆ **A comma is not required (unless stylistically) to offset the quote.**

2. Use a phrase, clause, or words from the quoted material as part of your own sentence.

Sea slugs are covered bodily with "fringe-like gills" that swish around like the tentacles of a squid (Alvarez 16).

- ◆ **A comma is not required (unless stylistically) to offset the quote.**

### **Citation with an Author’s Name in the Text**

1. Use the author's name within the statement.

As historian H. Kelly Crockett has pointed out, the Oklahoma migrants found “not a Promised Land but a man-blighted Eden” (195).

- ◆ **When citing the source in this style, do not include the author's last name in the parenthesis.**

2. Use a *he said, she said* type of quotation when introducing a complete statement that is **less than three** typed lines in length.

Concerned about the Oklahoma migrants, Mencken commented, "All that is written about the migrants does not stack up to the hardships they have had to endure" (75).

- ◆ **The first word of the quotation begins with a capital case letter.**
- ◆ **A comma is required to offset the quote.**

## **Citation of a Long Quotation**

Use a colon to connect a statement with its corresponding quotation when the quotation is **longer than three** typed lines in length.

No one is really certain about the origins of the term “Dust Bowl”:

H. L. Mencken, in a footnote to the first supplement of his monumental *The American Language*, traces the term ... to an Associated Press dispatch sent by staff writer Robert Geiger from Guymon, Oklahoma, on April 15, 1935. (French, *Companion* 3)

It was not the associated press, however, that...

Notice that the period is placed before the parenthesis in this type of citation.

- ◆ **Do not use quotation marks when offsetting a quotation.**
- ◆ **Never end a paragraph with a quotation.**

## **Citation with an Author’s Name and Title in the Text**

Use the author's name and the source title if you are using more than one source by the same author.

In “The Commonplace and the Grotesque,” critic Edwin Bowdin points out that Steinbeck’s novel contains people who are isolated, lonely, and even “grotesque” (16).

- ◆ **When citing the source in this style, do not include the author's last name in the parenthesis.**

### **6 RULES TO KEEP IN MIND**

1. Introduce the quotation with your own words and integrate it grammatically into the sentence.
2. Reproduce the exact wording, punctuation, capitalization, and spelling of the original word, including errors.
3. Supplementary information should be enclosed in square brackets if within the quotation.
4. Use the proper punctuation to introduce and end quotations.
5. Separate longer quotations (more than 3 lines) from the text.
6. Use single quotation marks for a quotation within a quotation.

## **Electronic Citations**



### **A Word of Caution:**

While the World Wide Web has dramatically increased the amount of information available, caution must be exercised in the use of this information.

### **Please note:**

- (1) The accuracy, authenticity, and currency of the material obtained online must be evaluated before it is utilized as a source in a paper. Many of the materials published online are of dubious quality.
- (2) The transience of the information online requires that one indicate the date the material was accessed.
- (3) Avoid using electronic sources such as email, discussions on bulletin boards, or discussion groups. These are regarded as personal communication because the information is not retrievable.

### **Other Citations:**

**ONLINE ARTICLE (no author or editor)**  
("Entry Title")

### **Examples**

("Motion Pictures")

**ENTIRE WEBSITE (no author or editor)**  
(*Title of Website*)

(*Newsweek*)

[Use only one or two key words if the title is long.]

(*Greek*) for *Greek Legends of Ancient Rome*

**DICTIONARY DEFINITION:** ("Entry Title")

("Laser")

## Formatting Checklist

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It is very important that you follow the proper format when preparing your final draft of a research paper. The appearance of your work and the amount of effort you put into doing your research paper can be achieved by following the following guidelines:

- ❑ 1-inch margins left, right, top, and bottom on each page.
- ❑ Use 8 1/2 x 11 inch white paper.
- ❑ Use 12-point font (Times New Roman) on all typed work.
- ❑ Indent each paragraph one tab or five (5) spaces.
- ❑ Type your paper, double-spaced.
- ❑ Use one side of the page only.
- ❑ Number all pages. Place your last name and the number in the top right corner of each page starting with page one (**see sample paper**).
- ❑ Turn in work without any cross-outs, major revisions, or other unsightly marks on the paper.

### Sample First Page

	Smith 1
John Smith	
Mrs. Juarez	← Double Space Heading
English 101	
8 May 2009	
	Title ( <i>centered</i> )
_____	
_____	
_____	
_____	
_____	

### Sample Body Page 1

	Smith 2
_____	
_____	
_____	
_____	
_____	
	<ul style="list-style-type: none"><li>• Last name and page number on <u>all</u> pages</li><li>• 1/2 inch indent for paragraphs</li><li>• All double-spaced</li><li>• 1 inch margin left, right, top, and bottom</li></ul>

# Works Cited

## Works Cited Example Entries and Patterns



### PRINT SOURCES

#### **BOOK BY ONE AUTHOR**

Last Name, First Name of Author. *Title of Book*. City of Publication: Publishing Company, copyright date. Print.

Hall, David. *Days of Our Lives*. New York: Scribner's, 1981. Print.

#### **BOOK BY TWO OR MORE AUTHORS**

King, Stephen, and Peter Straub. *Talisman*. New York: Doubleday, 1985. Print.

#### **BOOK WITH EDITOR INSTEAD OF AUTHOR**

Richler, Mordecai, ed. *The Best of Modern Humor*. New York: Knopf, 1983. Print.

#### **BOOK WITH EDITOR AND VARIOUS AUTHORS (Anthology)**

Keillor, Garrison. "Shy Rights: Why Not Pretty Soon?" *The Best of Modern Humor*. Ed. Mordecai Richler. 2<sup>nd</sup> ed. New York: Knopf, 1983. Print.

#### **BOOK WITH NO AUTHOR**

*Webster's Biographical Dictionary*. New York: Merriam, 1961. Print.

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#### **SPECIALIZED ENCYCLOPEDIA OR REFERENCE BOOK ARTICLE**

Last Name, First Name of Author of Article (if available). "Title of Article." *Title of Reference Book*. Editor. Vol. # (if applicable). City of Publication: Publishing Company, copyright date. Pages Used. Print.

Holder, Angela Roddey. "Adolescents." *Encyclopedia of Bioethics*. Ed. Warren Thomas Reich. Vol. 1. New York: Macmillan, 1995. 63-71. Print.

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#### **GENERAL ENCYCLOPEDIA ARTICLE**

Last Name, First Name of Author of Article (if available). "Title of Article." *Title of Encyclopedia*. Edition (if available). Date. Print.

Day, Janet. "Denver." *The World Book Encyclopedia*. 2005. Print.

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#### **DICTIONARY ARTICLE**

"Laser." Entry 1. *Merriam-Webster's Collegiate Dictionary*. 11<sup>th</sup> ed. 2008. Print.

## **MAGAZINE ARTICLE**

Last Name, First Name of author. "Title of Article." *Title of Magazine* Day Month Year:  
Pages. Print.

Safire, Williams. "My Way." *Sports Illustrated* 9 Mar. 1988: 10-15. Print.

## **MAGAZINE ARTICLE WITH NO AUTHOR**

"Be a Vintage Vulture." *Glamour* Aug. 1999: 20. Print.

**Note:** *If the magazine is published monthly, list without the specific day.*

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## **NEWSPAPER**

Last Name, First Name of Author. "Title of Article." *Title of Newspaper* Day Month Year:  
Pages. Print.

Collins, Glenn. "Single Parent Survey: Where Are The Children?" *New York Times* 15  
Nov. 1983: B2. Print.

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## **ELECTRONIC SOURCES**

**NOTE:** If you cannot find some information, cite as much as you can, but **you should always question the reliability of a source if too much information is missing.** The URL is optional, but ALWAYS check with your teacher.

### **ARTICLE FROM A WEBSITE**

Author's (or Editor's) Last name, First name. "Title of Article." *Title of Website*. Publisher or sponsor of site, Day Month Year published or updated. Web. Day Month Year accessed. <URL>.

Barclay, Kathy. "Supporting Young Researchers as They Write to Learn." *Childhood Education*. N.p., July 1999. Web. 29 June 2000. <<http://www.childhoodeduc.org/supp.infolearningresearch>>.

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### **ENTIRE WEBSITE**

Author's (or Editor's) Last name, First name. *Title of Website*. Publisher or sponsor of site, Day Month Year published or updated. Web. Day Month Year accessed. <URL>.

Juarez, Connie, ed. *Saugus High School-Library Media Center*. Saugus High School, Nov. 2009. Web. 3 Dec. 2009. <<http://www.sauguscenturions.com/library/>>.

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## ONLINE DATABASE ARTICLE

Follow the format for the print version, but instead of ending with *Print*, add the following: *Title of Database*. Web. Day Month Year accessed. <URL>.

"Autism." *World of Health*. Detroit: Gale, 2007. *Student Resource Center Gold*. Web. 30 July 2009.<<http://find.galegroup.com/ips/start.do?prodId=IPS>>.

Amstad, Cori. "Jenny McCarthy: actress, author, activist. (readers speak out)(Letter to the editor)." *Shape* 28.11 (July 2009): 16(1). *Student Resource Center Gold*. Web. 30 July 2009. <<http://find.galegroup.com/ips/start.do?prodId=IPS>>.

**NOTE:** Some databases, such as *Student Resource Center*, provide a citation that you may copy and paste into your Works Cited page. Remember to adjust the spacing, indent 5 spaces after the first line, and close the entry with a period.

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## CD-ROM/DVD-ROM

Author's Last Name, First Name (if given). "Entry Title." *Title of Source*. Publisher, Version, and copyright. CD-ROM or DVD-ROM.

"Table Tennis." *Compton's Encyclopedia*. Compton's Interactive Publishing, Vers. 3.6, 1999. CD-ROM.

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## FILM or VIDEO RECORDING

*Title of Film*. Director's First and Last Name. Perf. Main Actors. Producing Company, Year. Film.

*It's A Wonderful Life*. Dir. Frank Capra. Perf. James Stewart and Donna Reed. Miramax, 1946. Film.

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## INTERVIEW (unpublished)

Last Name, First Name of Person Being Interviewed. Personal or Telephone Interview. Day Month Year.

Juarez, Elena. Personal Interview. 30 July 2009.

## Sample Works Cited

Entries are arranged  
alphabetically

Smith 5

### Works Cited

*Autism Speaks*. Autism Speaks, Inc., 2009. Web. 19 Aug. 2009.

Entire Web  
Site

<<http://www.autismspeaks.org/>>.

“Autism Spectrum Disorders.” *National Institute of Child Health and Human Development*.

National Institutes of Health, 6 Aug. 2008. Web. 18 Aug. 2009.

Article  
from Web  
Site

<<http://www.nichd.nih.gov/health/topics/asd.cfm>>.

Benaron, Lisa D. *Autism*. Connecticut: Greenwood, 2009. Print.

Book

Fergus, Kathleen. "Autism." *Gale Encyclopedia of Genetic Disorders*. Ed. Brigham

Narins. Vol. 1. 2nd ed. Detroit: Gale, 2005. 6 pp. 2 vols. *Gale Virtual Reference*

*Library*. Gale. Saugus High School. Web. 20 Mar. 2009.

Online  
Database  
Encyclopedia  
Article

<<http://find.galegroup.com/ips/start.do?prodId=IPS>>.

Rodier, Patricia. "Autism." *The World Book Encyclopedia*. 2005. Print.

General  
Encyclopedia  
Article

Sternberg, Barbara S. "Autism." *The Gale Encyclopedia of Mental Disorders*. Eds. Ellen

Thackery and Madeline Harris. Vol. 1. Detroit: Gale, 2003. 97-102. Print.

Specialized  
Encyclopedia  
Article

**Important:**  
**DO NOT** list sources  
if they are not used  
**OR** cited within your  
paper.

### Works Cited Page Checklist

- Double space throughout.
- Entries are in alphabetical order by the first word of the entry.
- Do not number entries.**
- If no author is listed, start entry with title.  
\*\*\*Remember to ignore *the*, *a*, *an* at the start of a title when alphabetizing.
- First line of entry is aligned with the left margin.
- All subsequent lines are indented 1/2" or 5 spaces.
- Subsequent books by the same author begin with 3 hyphens and a period to indicate a book by the same author.
- One inch margins
- Typing guidelines:
  - 2 spaces after periods (.)
  - 1 space after commas (,)
  - 1 space after colons (:)

Ask your teacher  
about **URLs** for  
Web sources.