

Community Christian School

English Department

Research Paper Handbook for Students Grades 8-12



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Research Paper Guidelines by Grade Level

12th Grade Checklist

- Topic related to capstone project (approved by teacher)
- 2,000 Words
- 4-6 sources
- Note taking (Note cards or photocopies)
- Thesis
- Outline
- Rough draft with works cited
- Final Copy
- Presentation/capstone/community service

11th Grade Checklist

- Topic: Critical analysis over approved American Literature Novel/author
- 1,800 Words
- Minimum of 5 Sources (2 print sources, 3 other sources)
- Note cards and copies of sources
- Thesis
- Outline
- Rough draft/peer editing with works cited
- Final

10th Grade Checklist

- Topic: Career Interest
- 1,600 Words
- 3 print Sources, 1 Interview (no Wiki source)
- Bibliography cards and Note cards or photocopies of sources
- Thesis
- Outline
- Rough draft with works cited
- Two adults check
- Final Copy

9th Grade checklist

- Topic: Noteworthy topic or person in science
- 1,400 Words
- 5 Sources (3 Books 2 Other (no Wiki source))
- Bibliography cards and note cards
- Thesis
- Outline
- Rough draft with works cited
- Two adults check
- Final Copy

8th Grade checklist

- Topic: History or Science Book Topic
- 1,200-1,500 Words (5-6 pages)
- 5 Sources (2 Books min, 2 internet max, 1 encyclopedia (no Wiki) 5 sources cited in paper)
- Bibliography cards and note cards
- Thesis
- Outline
- Rough draft with works cited
- Two adults check
- Final Copy

English Department Research Paper Late Policy

Final research papers are due by the end of the class period. Any paper turned in after the class period will receive a grade of zero.

Research Paper Handbook Disclaimer

The contents of this research paper handbook are designed to be a guideline for students and parents to help clarify the research process. Specific assignment details may vary by grade level or teacher. Students are expected to follow all the guidelines detailed in this handbook and by each individual teacher. All students are expected to complete a research paper in their respective English class for all grade levels. Rubrics will be used to evaluate research papers.

Basic MLA Style Formatting Guidelines for a Research Paper

- Double-space all text, including the outline, titles, headings, pages, block quotations, and the Works Cited page.

- The Title page should include the following information.

Topic

Student first name and last name

Teacher's name

Hour

Date (day month year) Example: 12 August 2008

- On the first page of text, type and center the title of your paper.
- Place your last name and appropriate page number in the right header of each page (1/2 inch from the top of each page).
- Use one-inch margins around the entire paper.
- Type using Times New Roman or Courier font.
- Use 12-point font.
- The entire research paper must be typed.
- Follow all MLA style guidelines.

Plagiarism

Definition of Plagiarism

According to *Writer's Inc: A Student Handbook for Learning*, plagiarism is the “Act of presenting someone else’s ideas as your own” (275).

Examples of possible plagiarism

- Rewording someone else’s work and not giving credit for the ideas (failure to acknowledge paraphrased material).
- Improperly citing works, pictures, music, video, or any other form of communication in your research paper or presentation.
- Using information obtained from an interview without documentation.
- Taking a file from an e-mail or Internet document and using it as your own.
- Paying someone to write a paper or project for you.
- Downloading a paper or work from the Internet and passing it off as your own, or copying and pasting portions or concepts without documentations.
- Copying homework, a paper, or a project from another student, past or present.
- Allowing your partner to do all the work in a group paper/project and submitting the work with your name on it.
- Failure to include a works cited page.
- Turning in a former student’s or one’s own previously-submitted paper/project.
- Not using quotation marks correctly.
- Students may use **no more than** two (2) direct quotes per typed page and quotes must be less than three (3) lines.

Reasons Not to Plagiarize

- A person’s work is his or her own intellectual property. You cannot take someone else’s property.
- All plagiarism violates school rules, state and federal laws.
- If you plagiarize, you will not acquire the skills needed for other classes, college, or the workplace. You will not learn how to write completely, form conclusions, think critically, or generate innovative ideas.
- Keep in mind that with modern technology, as easy as it is for you to obtain another’s work, it is equally simple for a teacher to detect plagiarism.

Detecting plagiarism

- Attempts by students to plagiarize any assignment will be researched, documented, and determined by the teacher. All papers **MUST** be submitted via Turnitin to be checked for plagiarism. **This is not optional.** Students that fail to submit papers to Turnitin will receive a grade of zero.

Consequences for plagiarism

- Students will fail any plagiarized assignment with no opportunity for revision or redemption. Students may also be suspended.

Research Vocabulary

1. A **Parenthetical citation** provides the reader the exact source of your research; it appears immediately following the words you are documenting, and it usually consists of the author's last name and page number of the location of the original information. This information is also known as **internal documentation** or "**to cite a source**"; examples will appear later in this handbook.
2. A **paraphrase** is a passage from a source that you rewrite **using your own words** and is cited in your paper.
3. A **direct quotation** is the exact written or spoken words of others, including spelling, punctuation, and capitalization. Students may use **no more than** two (2) direct quotes per typed page and quotes must be less than three (3) lines.
4. A **summary** is a significantly shortened version of the original direct quotation that captures the main ideas(s) of the passage in your own words.
5. A **combination note** is a summary or paraphrase that includes a directly quoted word or phrase from the original source.
6. An **ellipsis** (. . .) is used to indicate that some original language is missing from the passage you have included.
7. To **credit** or **document** means to acknowledge the source from which you obtained the information.
8. A **source** or a **passage** is information that you acquired from someone other than yourself. The source could be a book, a magazine article, an Internet resource, interview, etc.
9. A **working bibliography** is the list of resources you gather to read and obtain research about the subject of your paper.
10. A **Works Cited** page is the page at the end of your paper that gives all the information about the sources you utilized.
11. A **thesis statement** is a sentence that determines the content of the paper, makes a concise declarative statement that gives the main idea of the paper, controls unity, and provides direction and focus. It is typically at the end of the first paragraph.
12. **MLA** is the Modern Language Association and is one of many types of formatting styles used when writing research papers.

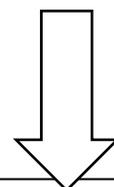
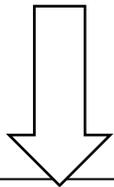
Guidelines for Preparing Bibliography Cards and Note Cards

Bibliography cards and note cards must match the information that you include on your Works Cited page.

Preparing bibliography cards:

- Upper left corner:** location of source and if available, the call number of book
- Upper right corner:** source code to identify source (A, B, C, D, etc.)
- Double space the bibliographic entry so you remember to type it double-spaced in the Works Cited page
- Indent the second and subsequent lines one tab (five spaces)

(Note: Bibliography cards may not be required by every teacher. Specific assignment details will be provided in each class.)



Location of source

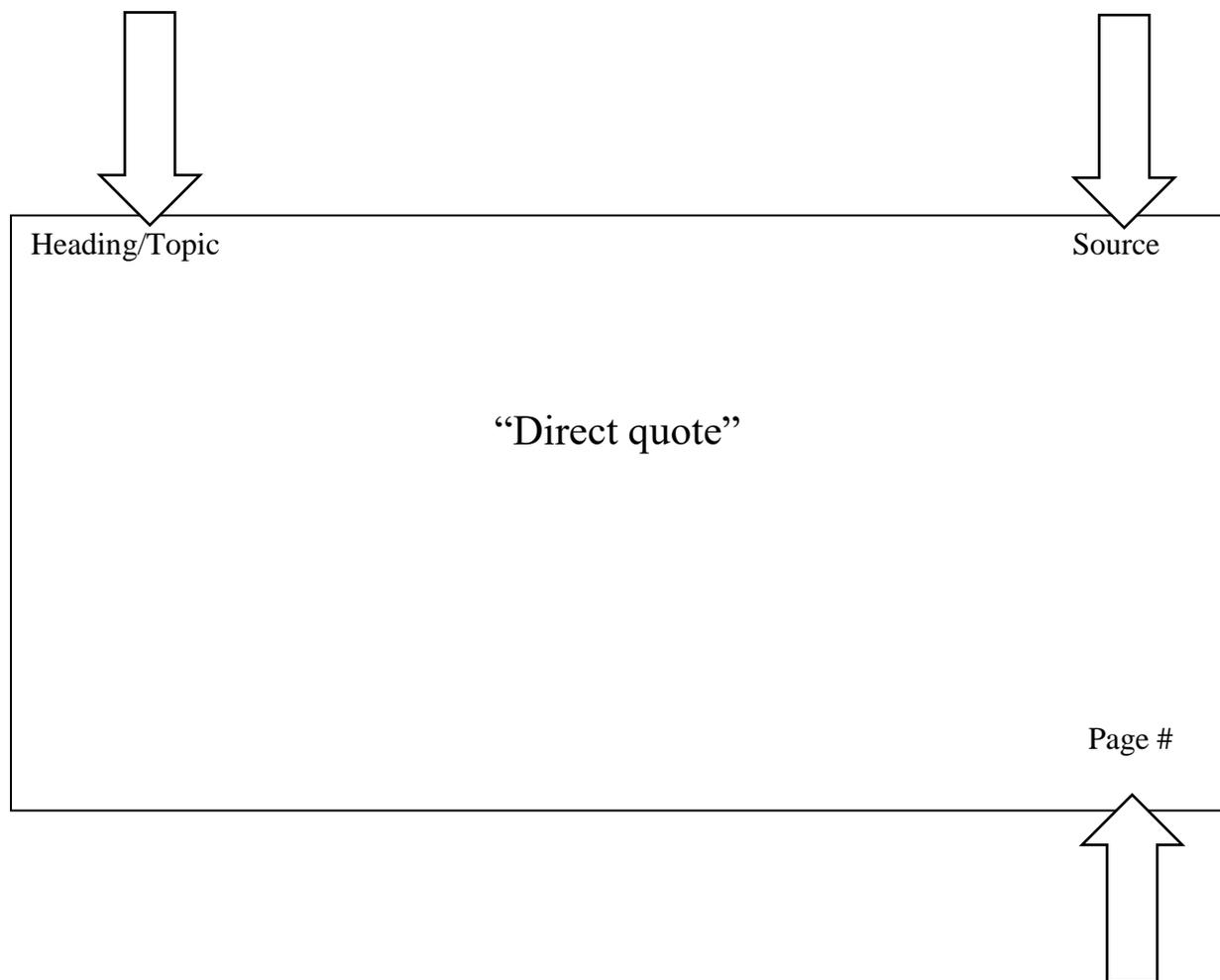
Source Code

Scott, Roberta. *When Art and Science Meet: Writing Excellent Research Papers*. Canton: GlenOak Publishing, 2008

Writing your note cards:

- Upper left corner:** heading or topic of your quote
- Upper right corner:** source
- Bottom right corner:** page number
- Center:** direct quote
- On the back:** paraphrase your direct quote
- Include only one idea per note card

(Note: The process of using note cards may be replaced by highlighting sources ONLY when it is approved by the teacher of the class.)



Tips for Searching the Internet

1. DO brainstorm all the possible words under which information could be found before you begin your search. For example, if your topic is “eating disorders”, do not just limit yourself to searching those words. Instead, search words such as “anorexia nervosa”, “extreme dieting”, “bulimia”, etc.
2. DO use more than one search engine (Google, Yahoo, etc.). If you do, you will get different results and additional links than using only one search engine may not provide.
3. DO place your search words in quotation marks. This helps narrow the search to the exact phrase in the quotation marks. If you do not put your search in quotation marks, then the search engine provides links to websites with any one of the words in your search.
4. DO check for reliability. Sites related to encyclopedias, museums, universities, or other certified sources are usually the best. Also, look for the suffixes of .org, .edu, or .gov. The suffix .com stands for a commercial website, and therefore, it may not be very reliable. Wikipedia, for example, is a .com wherein the information can be changed by anyone; therefore, it **may not** be used. Remember that just because someone said it or wrote it, it is not necessarily true. Always make sure the information is from a credible source.
5. DO search beyond the sponsored links. Most search engines place paid results at the top of the list. These results, however, are usually not helpful to you because they are selling something. Scroll past the sponsored results list; this will help you find more relevant information.
6. DO use results that are on the first couple pages given by the search engine, unless you use quotation marks for a search. This action will provide more information on the desired topic; the results toward the end of a search are usually not specific.
7. DO make sure that the page contains the author or sponsoring organization. The site is much more credible with a specific writer.
8. DO utilize all the sources the search provides. Always check out the other links on the websites because they might contain more information related to that topic.
9. DO record the sources. When you use someone else’s words or thoughts, you will need to give that source credit. It is less time-consuming to record the necessary information from each source as you research, rather than trying to find the Website again later. **Note the date information is retrieved from the internet, as the information is required for your work cited page.**
10. DO note if the website is written for a professional in the subject matter. If so, make sure that you understand the findings well enough so that you can clarify them in your report or paper at a reading level appropriate for your audience.

Review these points when considering sources:

Credibility:

Is the author or sponsoring organization credible and qualified to provide information about the topic? Is the name of a sponsor or organization given? Is a link or email address given? Are other links included that may be valuable? Are the links current? **DO NOT USE WIKIPEDIA!**

Content:

If the information seems questionable, can it be substantiated by other sources? Is the information useful and easy to understand? Is it free of grammatical and spelling errors? Is the content appropriate and well-rounded for its intended audience? Is there a minimum of bias? Is the information presented in an objective manner? Are advertisements and pop-ups kept to a minimum?

Technical:

Do all links work? Is information available for viewing within 30 seconds? Are alternative text pages offered when heavy graphics are used?

Design:

Is the site easy to navigate? Are links clearly labeled and grouped in some type of logical order? Can a visitor move easily from page to page? Is information easy to find? Is the site aesthetically pleasing?

Some helpful online sources:

- The Owl at Purdue: <http://owl.english.purdue.edu>
- A Research Guide for Students: www.aresearchguide.com
- Internet Public Library: www.ipl.org
- Virtual Salt: www.virtualsalt.com
- MLA Style www.mla.org

The Thesis Statement

What is a thesis?

A thesis statement determines the content of the paper, presents the main idea of the paper, controls unity, and provides focus and direction for the writer. The thesis statement you create should appear at the end of your first paragraph. The thesis statement should be a declarative sentence.

For example:

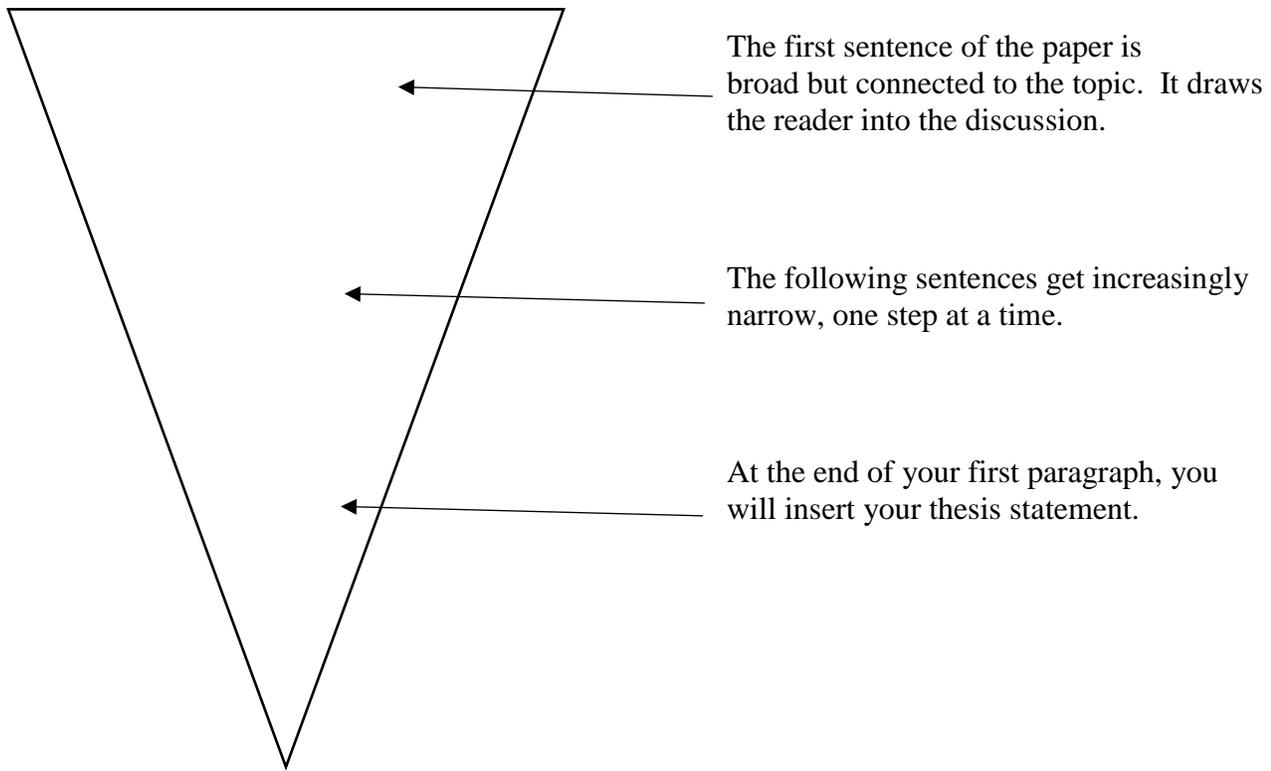
Hip-hop is as relevant to the literary scene today as sonnets were in Shakespeare's era.

On some campuses, speech codes have had the effect of stifling political discussion of sensitive topics.

Questions to ask when drafting a thesis:

- What point do I want to make?
- Is my issue a significant one that readers will care about?
- Is it a debatable issue, one in which there may be diverse opinions?
- Can I support my thesis with significant details?
- Is my thesis a complete declarative sentence that makes an assertion, not just a question or a topic phrase?
- Is my thesis unified and presents only one idea?

Your introductory paragraph should reflect the following diagram:



The Outline

What is an outline?

An outline is the organizational plan for your paper. Its purpose is:

- To aid in the process of writing
- To construct an ordered overview of your writing
- To help organize your ideas and present them in a logical form

Some points to remember when making an outline:

- Create a sentence outline or a topic outline
- Have at least two sub-topics for each topic

Sample Outline Format

Your own title (no underlining, bold, italics, larger font, etc.)

Thesis statement:

I.

A.

1.

2.

B.

1.

2.

II.

A.

1.

2.

B.

1.

2.

III.

A.

B.

Works Cited Guidelines

The works cited section lists all sources used in the text. It **does not include** sources you may have read but did not use in your paper.

- Type the page number in the upper-right corner, one-half inch from the top of the page, with your last name before it.
- Center the title Works Cited (not in italics or underlined) one inch from the top; then double space the first entry.
- Begin each entry flush with the left margin. If the entry runs more than one line, indent additional lines one-half inch or use the hanging indent function on your computer.
- Double-space lines within each entry and between entries.
- List each entry alphabetically by author's last name. If there is no author, use the first word of the title (disregard A, An, The).
- If you are using Word, simply go to the Reference tab, Citations and Bibliography section. First select "Insert Citation" and enter information for all sources. Next Select "Bibliography" and in the drop-down box, select Work Cited. Word will then create your work cited page including format for you. Word will not correct for capitalization errors.

Examples of Common MLA Style Documentation

Book: One Author (Works Cited)

Author's last name, first name. *Title of the Book*. City: Publisher, Year.

Example:

Frank, Damon. *Modernist Heresies: British Literary History, 1883-1924*. Columbus: Ohio State UP, 2008.

Parenthetical citation (in the paper)

(Author's last name page #).

Example: (Smith 4).

Two or More Authors

- List the names in the order they appear on the title page.
- Only the first author's name should be reversed: Last Name, First Name.
- Use a comma between the authors' names. Place a period after the last author's name.

Examples:

Rowe, Richard, and Larry Jeffus. *The Essential Welder: Gas Metal Arc Welding Classroom Manual*. Albany: Delmar, 2000.

- If there are more than three authors, name only the first and add et al., or include all the names.

Randall, John E., Gerald R. Allen, and Roger C. Steene. *Fishes of the Great Barrier Reef and Coral Sea*. Honolulu: U of Hawaii P, 1997.

Parenthetical citation (in the paper)

(Last name of Each Author, page #).

Two Authors: (Rowe and Jeffus 9).

Three or More Authors (Rowe et al. 327)

Two or More Books by the Same Author

- List works alphabetically by title.
- Provide the author's name using the last name, first name format for the first entry only.
- For each subsequent entry by the same author, use three hyphens and a period.

Palmer, William J. *Dickens and New Historicism*. St. Martin's, 1997.

---. *The Films of the Eighties: A Social History*. Southern Illinois UP, 1993.

Parenthetical citation (in the paper): If the author's name is not mentioned in the sentence, you would format your citation with the author's name followed by a comma, followed by a shortened title of the work, followed, when appropriate, by page numbers:

Example: (Palmer, "The Films" 63).

Citing the Bible

- In your first parenthetical citation, you want to make clear which Bible you are using (and underline or italicize the title), as each version varies in its translation, followed by book (do not italicize or underline), chapter and verse. For example:

Ezekiel saw "what seemed to be four living creatures," each with faces of a man, a lion, an ox, and an eagle (*New Jerusalem Bible*, Ezek. 1:5-10).

- If future references employ the same edition of the Bible you are using, list only the book, chapter, and verse in the parenthetical citation.

Book with No Author

- List by title of the book.
- Incorporate these entries alphabetically just as you would with works that include an author name.
- For example, the following entry might appear between entries of works written by Dean, Shaun and Forsythe, Jonathan.

Encyclopedia of Indiana. Somerset, 1993.

Periodical (Works Cited)

Author's last name, first name. "Title of the Article." *Title of the Journal*. Volume, issue number (if available), Date of publication, Inclusive page numbers, medium of publication consulted (Print).

Example:

McEnvoy, Dermot. "Little Books, Big Success." *Publishers Weekly* 30 OCT. 2006: 26-28.
Print

Parenthetical citation (in the paper)

(Author's last name page #).

Example: (McEnvoy 17).

Internet sources (Works Cited)

Citing an Entire Website: Editor, author, or compiler name (if available). *Name of Site*. Version number, Name of institution/organization affiliated with the site (sponsor or publisher), date of resource creation (if available), URL, DOI or permalink. Date of access (if applicable).

Example:

The Purdue OWL Family of Sites. The Writing Lab and OWL at Purdue and Purdue U, 2008, owl.english.purdue.edu/owl. Accessed 23 Apr. 2008.

Citing a Page on a Website: For an individual page on a Website, list the author or alias if known, followed by the information covered above for the entire Website. If the publisher is the same as the website name, only list it once.

Example:

"Athlete's Foot - Topic Overview." *WebMD*, 25 Sept. 2014, www.webmd.com/skin-problems-and-treatments/tc/athletes-foot-topic-overview. Accessed 6 July 2015.

Citing an Article in a Web Magazine: Provide the author name, article name in quotation marks, title of the web magazine in italics, publisher name, publication date, URL, and the date of access.

Example:

Bernstein, Mark. "10 Tips on Writing the Living Web." *A List Apart: For People Who Make Websites*, 16 Aug. 2002, alistapart.com/article/writeliving. Accessed 4 May 2009.

An Article in an Online Scholarly Journal

For all online scholarly journals, provide the author(s) name(s), the name of the article in quotation marks, the title of the publication in italics, all volume and issue numbers, and the year of publication. Include a URL, DOI, or permalink to help readers locate the source.

Example:

Dolby, Nadine. "Research in Youth Culture and Policy: Current Conditions and Future Directions." *Social Work and Society: The International Online-Only Journal*, vol. 6, no. 2, 2008, www.socwork.net/sws/article/view/60/362. Accessed 20 May 2009.

For additional format information for other internet sources, visit Purdue Owl.

Newspaper Articles

Author. "Title of Article." *Name of Newspaper*, Date, edition: Page(s).

- Take the name of the newspaper from the masthead, but omit any introductory article: Honolulu Advertiser, not The Honolulu Advertiser.
- If the city of publication is not part of the newspaper's name, add it in square brackets: News and Observer [Raleigh, NC]
- Give the complete date, but not the volume and issue numbers.
- Specify the edition of the newspaper, if one is given on the masthead.
- If the article is not on consecutive pages, write the first page number and a plus sign: B1+.

Example:

Daranciang, Nelson. "Sex Offender Web Site Debated." *Honolulu Star-Bulletin*, 8 Apr. 2004, night final ed.: A3.

Interview Conducted by the Researcher

Person Interviewed. Type of Interview (personal, telephone, email, etc.). Date.

Example: Nakamura, Michael. Personal interview. 23, July 2004.

Works Cited (sample page)

Bernstein, Mark. "10 Tips on Writing the Living Web." *A List Apart: For People Who Make Websites*, 16 Aug. 2002, alistapart.com/article/writeliving. Accessed 4 May 2009.

Daranciang, Nelson. "Sex Offender Web Site Debated." *Honolulu Star-Bulletin*, 8 Apr. 2004, night final ed.: A3.

Dolby, Nadine. "Research in Youth Culture and Policy: Current Conditions and Future Directions." *Social Work and Society: The International Online-Only Journal*, vol. 6, no. 2, 2008, www.socwork.net/sws/article/view/60/362. Accessed 20 May 2009.

Encyclopedia of Indiana. Somerset, 1993.

Frank, Damon. *Modernist Heresies: British Literary History, 1883-1924*. Columbus: Ohio State UP, 2008.

McEnvoy, Dermot. "Little Books, Big Success." *Publishers Weekly* 30 OCT. 2006: 26-28.
Print

Nakamura, Michael. Personal interview. 23, July 2004.

Palmer, William J. *Dickens and New Historicism*. St. Martin's, 1997.

---. *The Films of the Eighties: A Social History*. Southern Illinois UP, 1993.

The Purdue OWL Family of Sites. The Writing Lab and OWL at Purdue and Purdue U, 2008, owl.english.purdue.edu/owl. Accessed 23 Apr. 2008.

Randall, John E., Gerald R. Allen, and Roger C. Steene. *Fishes of the Great Barrier Reef and Coral Sea*. Honolulu: U of Hawaii P, 1997.

Rowe, Richard, and Larry Jeffus. *The Essential Welder: Gas Metal Arc Welding Classroom Manual*. Albany: Delmar, 2000.