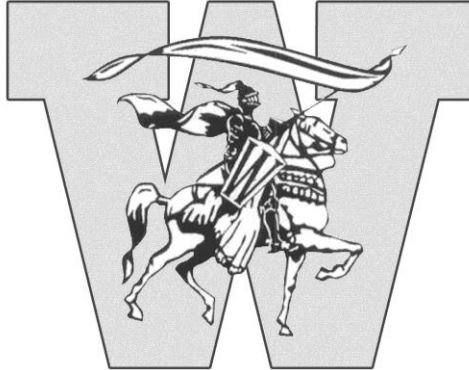# *Windsor Central High School*

Format Guide

for

Research Papers

Originally created by Calvin Fenton, MLS

This manual belongs to:

Windsor Central High School
1191 State Route 79
Windsor, NY 13865

TABLE OF CONTENTS

INTRODUCTION

Correct Format (how to write a note card, etc.) and proper documentation (how to prepare parenthetical references and a list of works cited) are important parts of your research project. The examples shown in this research guide show the specific way in which all materials should be organized, based upon the Modern Language Association (MLA) format that is widely used in colleges and universities in the United States.

Three books available in the Windsor Central High School Library that you will find valuable in preparing your research paper are:

- Everhart, Nancy. *How to Write a Term Paper*. New York: Franklin Watts, 1994. Print. (808/EVE)

- Gibaldi, Joseph. *MLA Handbook for Writers of Research Papers*. 7th ed. New York: MLA, 2009. Print. (808/MLA)

- Lipson, Charles. *Cite Right: A Quick Guide to Citation Styles - MLA, APA, Chicago, the Sciences, Professions, and More.* Chicago: The University of Chicago Press, 2006. Print. (808/LIP)

DEFINITION OF A RESEARCH PAPER

A research paper is a specific type of written work that presents and evaluates information from a number of different sources. The primary objective of writing a research paper is to familiarize you with a variety of print materials and electronic resources that provide information on your topic so that you can reach your own conclusions and explain them in your finished paper.

PLAGIARISM

Be very careful not to plagiarize when you are writing a research paper or any other assignment. Plagiarism, which is a form of stealing, is defined as using the language, ideas, or thoughts of another person and representing them as your own.

You are guilty of plagiarizing if you:

- Fail to use quotation marks around a direct quotation (the exact words of another person);

- Fail to cite the source of the words, thoughts, or ideas of another person (where you found them);

- Fail to cite the source of material that you have paraphrased (re-worked or re-worded).

If you plagiarize *any* part of your

research paper, you can receive a zero

as the grade on your paper.

STEPS IN WRITING A RESEARCH PAPER

1.   **Choose a topic** (if not assigned by your teacher).

2.   **Do some background reading in a general encyclopedia, either a print version or some other online version, to get an overview of your subject and its subdivisions** (if not supplied by your teacher.) (This is the only acceptable time to use Wikipedia.org but it still not one of your counted sources.) From the encyclopedia article, jot down main ideas and pick out keywords to use in your preliminary outline.

3.   **Write a thesis statement (if required by your teacher), and make a preliminary or working outline of the main topics to be included in your paper.** (See page 4 for further information.)

4.   **Search for potential sources and write each source that you located on a separate index card.** Try to locate a wide variety of sources including books, magazine and newspaper articles, either in print or online, and electronic resources such as e-books, and online databases. (See pages 5-6 for further information.)

5.   **Read and take notes from the sources that you have selected.** Remember to put only information on one topic on a note card. (See pages 7-8 for further information.)

6.   **Organize your notes and prepare the final outline.** Use the headings at the top of the note cards to arrange the notes in the most logical way. Once you have done this, you will need to revise your preliminary outline. Take additional notes, if necessary, to fill any gaps in the information you have accumulated. (See page 4 for further information.)

7.   **Write the rough draft.** Using your note cards and following your final outline, concentrate on getting your ideas down on paper in an orderly way. Make sure to add parenthetical citations in the appropriate places (also called in-text citations) as you write your rough draft. . (See page 9 and page 20 for further information.)

8.   **Prepare the Works Cited page.** (See pages 10 and 21 for further information.)

9.   **Revise and write the final draft based upon your teacher's comments on your rough draft.** *Make sure you thoroughly proofread your paper.*

PREPARING THE OUTLINE

An outline is used to guide you in your reading and note-taking and to help organize your notes for writing an effective paper.

Before you can begin to take notes, you need to formulate a list of topics on which you will need information. This is your preliminary outline, and it will help you plan your research. One way to do this is to read a background article on your topic in an encyclopedia. As your research progresses and you find information in other areas, you will need to revise your outline.

Once you have finished taking notes and organized your note cards by topic, you are ready to prepare the final outline. Use Roman numerals for main topics, letters for subtopics and Arabic numbers for details. Notice that letters and numbers of the same kind are indented to come directly under one another. Capitalize the first word of each topic and subtopic. No periods are used at the end of topics in a topic outline.

SAMPLE TOPIC OUTLINE

Steps in Writing a Research Paper

The purpose: To explain how to write a
            research paper
The plan: To execute the purpose by
            discussing:
    1. Getting started
    2. Researching the report
    3. Preparing the report

I.   Introduction
II.   Getting Started
III.   Researching the Report
IV.   Preparing the report
V.   Conclusion

Final Outline

Preliminary Outline

Steps in Writing a Research Paper

The purpose: To explain how to write a research paper
The plan: To execute the purpose by discussing:
            1.   Getting started
            2.   Researching the report
            3.   Preparing the report

I.   Introduction
II.   Getting Started
        A. Choosing and limiting the topic
        B. Reading for background
        C. Preparing a preliminary outline
        D. Preparing a working bibliography
III.   Researching the Report
        A. Finding sources of information
            1.   Library catalog
            2.   Online databases
            3.   Other internet resources
        B. Reading and taking notes
IV.   Preparing the report
        A. Assembling the notes and writing the final
            outline
        B. Writing the first draft and revising
        C. Writing the final draft
        D.   Documenting the report
            1.   Parenthetical citations
            2.   Works cited
V.   Conclusion

Title (Name of Person You're Researching)
The purpose: To explain how this person
            affected history
The plan: To execute the purpose by discussing:
    1. What was going on in this person's
       nation and why this person wanted to
       change the situation
    2. What actions your person took
    3. The impact of these actions

I.   Introduction
II.   What was going on in this person's nation
        and why this person wanted to change the
        situation
III.   What actions your person took
IV.   The impact of these actions
V.   Conclusion

Example Outline

MAKING SOURCE (BIBLIOGRAPHY) CARDS

Using a separate 3x5 index card (or an online note-taking source) for each source, list all of the books, magazine and newspaper articles, electronic resources and any other materials you find during your search for sources. Include all the information on each card that you will need for your paper's Works Cited page as shown below: author, title, publication details, etc. Always take the title of a book from the title page, not the cover. Assign the cards alphabetically (A, B, C …) for easy reference later. Be sure to include call numbers for books so that you can locate them on the library shelves. See pages 11-18 for information to include on source cards not shown here. Check the Online Writing Lab (OWL) by Purdue University for more assistance.

Book – One Author

Label each source card for easy reference on your note cards.

A

Cooper, Henry S. *The Search for Life on Mars.* New York: Holt, 1980. Print.

Be sure to include call numbers for books so that you can locate them on the library shelves.

Use the Online Writing Lab (OWL) for proper source citation.

574.999
Coo

Give each source a different letter so you don't have to write the title of every source on each note card. .

The online databases provide the MLA citation for you. Look for the "Cite This," "Citation Tools" or "How to Cite this Article" button.

Article – No Author Given, From a Database

B

"An Updated Background Check System Will Help Prevent Gun Violence." *Guns and Crime*. Ed. Christine Watkins. Detroit: Greenhaven Press, 2012. At Issue. Rpt. from "A Plan to Prevent Future Tragedies."M*ayorsAgainstIllegalGuns.org*. 2011. *Opposing Viewpoints in Context*. Web. 22 Jan. 2014.

Encyclopedia Article – Author Given

C

Upjohn, Everard M. "Gothic Art and Architecture."
    Encyclopedia Americana. 2001 ed. Print.

.

An Anthology

D

Ullman, Montague. "Can You Communicate with Others
    in Your Dreams:" *The Psychic Scene.* Ed. John
    Waite. New York: New American Library, 1995.
    120-32. Print.

An Online Source

E

Langhamer, Claire. "Love and Courtship in Mid-
    Twentieth-Century England." *Historical Journal*
    50.1 (2007): 173-96. *ProQuest.* Web. 16 Jan
    2014.

HOW TO TAKE NOTES

Taking notes is the most important part of the research process. Writing a good paper depends upon having good notes. The three most common types of notes are:

- A paraphrase that restates the author's ideas in your own words.

- A summary that condenses in your own words the main ideas of an article, a chapter in a book, or other work.

- A direct quotation that repeats the author's exact words, word for word. All direct quotations must be enclosed in quotation marks.

Notes help you remember and organize the information and ideas you find as well as document your sources. Although you will find that some sources are more valuable than others, relying too heavily on one or two sources often shows that you haven't made good use of the sources or that you haven't done enough research. Take notes from as many sources as possible. Too many notes are better than too few. Use the following guidelines when taking notes using normal 3x5 cards or an online note-taking web site.

- First, make sure you have numbered your source (bibliography) cards.

- Use 3x5 cards, writing only on one side of each card.

- Write the letter of the source from which you are taking notes in the upper right-hand corner of the card.

- Using your preliminary outline as a guide, write a topic on the top of each note card.

- Each note card should have information on only one specific idea or topic based upon your preliminary outline. Later, you will sort your note cards by topic before writing your paper.

- In the lower right-hand corner of each note card, write the specific page number where you found the information. **You will need the page number to cite the source in your paper.**

SAMPLE NOTE CARDS

Topic from Outline

Note Card (Information paraphrased)

Notes on this card came from the source you labeled A

Background   A
_____

Born in 1857 – Berdyczew, Poland

Father part of the landed gentry and a patriot

Family exiled to Russia in 1862

These notes came from page 506 of source A.

506

Note Card (Information paraphrased)

Notes on this card came from the source you labeled C

Background   C
_____

Served in French maritime service 1874-1878

Served in British Merchant Marine 1886

Became British citizen in 1888

These notes came from page 24 of source C.

24

Topic from Outline

Note Card (Direct Quotation)

Literary Criticism   E
_____

Lord Jim "remains one of the greatest novels about a cowardly act and its consequences for a man of conscience."

Words inside of quotation marks are copied word for word from the source.

Remember to note the page number as you'll need it for your in-text citation.

586

USING PARENTHETICAL (IN-TEXT) CITATIONS

You must tell the reader where you found any information you use from a print or electronic source. Every paraphrase, summary, or direct quotation must be cited. If you do not cite the source document, you are plagiarizing. Only original thoughts of your own and information that is so well known that it is common knowledge ("Mark Twain is a famous American author.") need not be documented. If in doubt, cite the source.

Brief parenthetical references in the text of your paper giving the author's last name and the page numbers are usually the only information required to identify the source. Complete information about each source cited will be found on the Works Cited page at the end of your paper. Use the following guidelines and the sample citations on pages 11- 18 when preparing your citations.

- Put the citation for a paraphrase, summary, or direct quotation in parentheses just before a point of punctuation at the end of the information being cited.

- Skip a space after the last word or the quotation mark, put the citation, and then add the period.

  Paraphrase:
  Many people consider The Great Gatsby to be the best novel that Fitzgerald ever wrote (Mizener 183).

  Direct quotation:
  "In February 1878, the Bland-Allison Act was passed, permitting coinage of silver and increasing the value of paper money" (Clark 59).

- Note in the above examples that there is no punctuation within the parentheses. Do not put a comma after the author's name, and do not put the word "page" or the abbreviation "p." before the page number.

- Page numbers are not necessary when citing works arranged alphabetically (like general encyclopedias), for articles of one page or less, or for Internet sources.

- If there is no author, use the title, shortened if possible. Webster's New Biographical Dictionary, for example, could be shortened to Webster's.

- If you use more than one work by the same author, you must identify both the author and the work you are citing, separating the author and title with a comma, as in the following example: (Mizener, *Twelve* 23).

- **Each source listed on the Works Cited page must be cited at least once in the body of your paper.**

GUIDELINES FOR PREPARING THE WORKS CITED PAGE

One of the most important parts of your completed research project is a Works Cited page (also known as a bibliography). This page lists all of your sources and must be attached to the end of your paper.

- Center the title "Works Cited" one inch from the top of the paper. Do not underline or place the title in quotations marks. Capitalize only the first letter of each word.

- Double space the entire page.

- Arrange all entries alphabetically by the author's last name, or, if no author is given, by the first word of the title, disregarding A, An, and The. Do not number the entries.

- Begin each new entry at the margin. If an entry uses more than one line, indent all other lines one-half inch. (This is called a hanging indention.) Hint: In Microsoft Word, go to Format.Paragraph.Special.Hanging.OK.

- **Every parenthetical citation in your paper must have a corresponding entry listed on the Works Cited page.**

- List only the print and online materials that you actually used in writing your paper.

- There is a prescribed format for arranging and punctuating the elements of each entry. Use the examples on the following pages to compile your list of works cited. Other examples can be found in the MLA Handbook for Writers of Research Papers, 7th ed. (MLA, 2009) and online at the Online Writing Lab.

- A sample Works Cited page is shown on page 21 of this guide.

SAMPLE DOCUMENTATION

The three essential items in any source that you cite are (1) author, (2) title, and (3) publication information. Look for the author on the title page of the book or at the beginning or end of the article. The title will be on the title page or at the beginning of the article; and, for a book, the publication information (place of publication, publisher, and date of publication) will be found on the title page and the back of the title page. If an item is missing (no author, for example), skip to the next item. Note: In the following examples, the left column shows how the source appears on the Works Cited page; the right column shows how a parenthetical citation for that source appears in the text.

BOOKS

In Works Cited	Parenthetical Citation
A Book by a Single Author Clark, Judith Freeman. *America's Gilded Age: An Eyewitness* 　　*History*. New York: Facts on File, 1992. Print.	(Clark 104)
A Book by Two or Three Authors **Note:** Reverse the name of only the first author, add a comma, and give the other name or names in normal form. List each author in the parenthetical citation. Villee, Claude A., Warren F. Walker, and Robert D. Barnes. 　　*General Zoology*. Philadelphia: Saunders, 1973. Print.	(Villee, Walker, and Barnes 53)
A Book by More Than Three Authors **Note:** If there are more than three authors, name only the first one and add "et al" (and others). Moschovitis, Christos, et al. *History of the Internet: A* 　　*Chronology*. Santa Barbara: ABC-CLIO, 1999. Print.	(Moschovitis et al 267)

SAMPLE DOCUMENTATION *(CONTINUED)*

In Works Cited	Parenthetical Citation
A Book with an Editor or Compiler Instead of an Author Morrill, John, ed. *The Oxford Illustrated History of Tudor &* *Stuart Britain*. New York: Oxford UP, 1966. Print.	(Morrill 379)

An Individual Work in an Anthology
 	
Note: An anthology is a compilation of works (essays, articles, PRO/CON arguments, short stories, etc.) by different authors or a selection of writings by the same author. To cite one specific work in an anthology, give the name of the selection first, then the title of the book that it appears in as shown below.
 	
Ullman, Montague. "Can You Communicate with Others in Your
 	
    Dreams?" *The Psychic Scene*. Ed. John Waite. New
 	
    York: New American Library, 1974. 120-32. Print.
 	
Note: When cross-referencing Several Items from One Anthology: If you cite more than one essay from the same edited collection, MLA indicates you *may* cross-reference within your works cited list in order to avoid writing out the publishing information for each separate essay. You should consider this option if you have several references from a single text. To do so, include a separate entry for the entire collection listed by the editor's name as below:
 	
Rose, Shirley K., and Irwin Weiser, eds. *The Writing Program*
 	
    Administrator as Researcher. Portsmouth: Heinemann,
 	
    1999. Print.
 	
Then, for each individual essay from the collection, list the author's name in last name, first name format, the title of the essay, the editor's last name, and the page range:
 	
L'Eplattenier, Barbara. "Finding Ourselves in the Past: An
 	
    Argument for Historical Work on WPAs." Rose and
 	
    Weiser 131-40.
 	
Peeples, Tim. "Seeing' the WPA With/Through Postmodern
 	
    Mapping." Rose and Weiser 153-67.
	(Ullman 129)
	
	(Rose and Weiser 131-40)
	
	(L'Eplattenier 131-40)
	
	(Peeples 153-67)

SAMPLE DOCUMENTATION *(CONTINUED)*

In Works Cited	Parenthetical Citation
Two or More Books by the Same Author(s) **Note:** Give the name of the author in the first entry only. In subsequent entries, type three hyphens to represent the author's name, add a period, and then type the rest of the citation as usual. Mizener, Arthur. *The Far Side of Paradise*: *A Biography of F. Scott Fitzgerald.* Boston: Houghton Mifflin, 1965. Print. ---. *Twelve Great American Novels*. New York: New American Library, 1967. Print.	(Mizener, *Far* 173) or (Mizener, *Twelve* 125)
An Anonymous Book **(No Author or Editor on Title Page)** *Webster's New Biographical Dictionary*. Springfield: Merriam-Webster, 1988. Print.	(*Webster's* 225)
Books with More Than One Volume Laurence, D. H. *The Letters of D. H. Laurence.* Ed. James T. Boulton. Vol. 8. New York: Cambridge UP, 2000. Print.	(Laurence 685)
One Volume of a Multivolume Set Daiches, David. *A Critical History of English Literature*. Vol. 2. New York: Ronald, 1960. Print.	(Daiches, vol. 2)
An Encyclopedia Article Upjohn, Everard M. "Gothic Art and Architecture." *Encyclopedia Americana.* 2001 ed. Print. "World Health Organization (WHO)." *Collier's Encyclopedia*. 1995 ed. Print.	(Upjohn, vol. 15) ("World")

SAMPLE DOCUMENTATION *(CONTINUED)*

In Works Cited	Parenthetical Citation
Other Reference Books Heller, Terry. "Edgar Allan Poe." *Short Story Writers.* Ed. Frank N. Magill. Vol. 3. Pasadena: Salem Press, 1997. 743-754. Print. "Whitman, Christine Todd." *Current Biography Yearbook 1995.* Ed. Judith Graham. New York: Wilson, 1995. 560-94. Print.	(Heller 104) ("Whitman" 592)
Pamphlet **Note:** Treat pamphlets as you would books. Robertson, James I. *The Civil War.* Washington: U.S. Civil War Centennial Commission, 1963. Print.	(Robertson 36)

PERIODICALS

Magazine Article – Author Given **Note:** Give the name of the author in the first entry only. In subsequent entries, type three hyphens to represent the author's name, add a period, and then type the rest of the citation as usual Fincher, Jack. "The Bug Wars." *Science Digest* Aug. 1985: 56-69. Print. Rosen, Jeffrey. "A Majority of One." *New York Times Magazine* 3 June 2001: 32+. Print.	(Fincher 57) (Rosen 38)
Magazine Article – No Author Given "For Love of Money." *Sports Illustrated* 11 Mar. 1996: 34-37. Print.	("For Love" 37)

SAMPLE DOCUMENTATION *(CONTINUED)*

In Works Cited	Parenthetical Citation

A Newspaper Article
 	
Crossette, Barbara. "Effort to Recast Iraq Oil Sanctions Is Halted
 	
    for Now." *New York Times* 3 July 2001, late ed: A1+.
 	
    Print.
	(Crossette A1)

AUDIO-VISUAL SOURCES

Personal Interviews **Note:** Include the name of the person being interviewed, the type of interview, and the date of the interview. Williams, Robert. Telephone Interview. 17 Feb. 1999. Young, Susan. Personal Interview. 22 May 1996.	(Williams) (Young)

Videotapes
Know the SAT 1: Verbal Test Prep. Pred. The College Board.
 	
    College Entrance Examination Board, 2000.
 	
    Videocassette.
	(*Know*)

Television or Radio Programs
 	
Note: Include as many of these items about the program as are available in the following order: title of episode (in quotation marks); title of program (italicized); title of series; narrator, writer, producer (if available); name of network; call letters and city (if any); and broadcast date.
 	
"Mississippi: River Out of Control." *Wrath of God*. Narr. Pete
 	
    Stacker. Writ. Ginny Weissman. Prod. Towers
 	
    Productions. History Channel. 19 July 2000. Television.
	("Mississippi")

SAMPLE DOCUMENTATION *(CONTINUED)*

ELECTRONIC RESOURCES

In Works Cited	Parenthetical Citation
CD-ROM	
Note: For original material published in CD-ROM format, cite the author (if available), the title of the article, in quotation marks), the name of the product (italicized), the edition or version (if available), the city of publication, the publisher, and the publication date, the publication medium (CD-ROM).	
"Abraham Lincoln." *DISCovering Biography*. New York: Gale Research, 1997. CD-ROM.	("Abraham")
Note: For sources that originally appeared elsewhere in print, cite the print source first, then the CD product on which it appears.	
Blanton, Thomas and David C. Balch. "Telemedicine: The Health System of Tomorrow." *Futurist* Sept./Oct. 1995: 14-17. CD-ROM. *SIRS Researcher. Social Issues Resources Series.* Winter 2000	(Blanton and Balch)
Greenhouse, Linda. "Election Case a Test or a Trauma for Justices." *New York Times* 20 Feb. 2001, late ed.: A1. *New York Times Ondisc*. CD-ROM. UMI-ProQuest. 2001.	(Greenhouse)

SAMPLE DOCUMENTATION *(CONTINUED)*

INTERNET SOURCES

Note: For original material published in CD-ROM format, cite the author (if available), the title of the article, in quotation marks), the name of the product (italicized), the edition or version (if available), the city of publication, the publisher, and the publication date, the publication medium (CD-ROM).	
<u>In Works Cited</u> **Online Encyclopedia** "Manifest Destiny." *Encyclopedia Britannica Online.* 2004. Web. 8 July 2004	<u>Parenthetical Citation</u> ("Manifest")

Article from an Online Database
 	
Boyer, Peter J. "DNA on Trial." *New Yorker* 17 Jan. 2000: 42+.
 	
  EBSCOhost. Web. 6 Apr. 2000.
 	
Markel, Howard. "Weighing Medical Ethics for Many Years to
 	
  Come." *New York Times* 2 July 2002: F6. InfoTrac. Web.
 	
  7 July 2004.
	
	(Boyer)
	
	(Markel)

SAMPLE DOCUMENTATION *(CONTINUED)*

In Works Cited	Parenthetical Citation
Article from a Magazine or Newspaper on the Web **Note:** Use the following examples when citing magazines and newspapers on their own websites, not from a subscription service (online database). Pringle, Heather. "Secrets of the Alpaca Mummies." *Discover* Apr. 2001. Web. 13 July 2001. Weiss, Rick. "Scientists Use Embryos Made Only for Research." *Washington Post Online* 11 July 2001. Web. 13 July 2001.	(Pringle) (Weiss)
Professional or Personal Site Hoemann, George H. *The American Civil War Homepage.* Web. 22 June 2001.	(Hoemann)
Professional or Personal Site Arnet, Bill. *The Nine Planets: A Multimedia Tour of the Solar System.* 3 July 2004. Web. 8 July 2004. "Frequently Asked Questions: The Bermuda Triangle." *Naval Historical Center.* Dept. of the Navy. 8 Aug. 2001. Web. 8 July 2004.	(Arnet) ("Frequently")

HOW TO ACCESS THE ONLINE DATABASES

1. Go to the Windsor High School Library by typing http://www.windsor-csd.org/highschoollibrary.aspx
2. In the left hand column, click on "Online Databases"
3. The first Database, "Gale/Cengage" is a collection of different resources. Here you will find the US History, World History, and Opposing Viewpoint articles for pro and con arguments.
4. The next database listed is Grolier, which is a collection of Encyclopedia articles.
5. Two other good databases of articles are CQ Researcher and eLibrary. Although eLibrary looks elementary, it contains articles of high school difficulty.
6. Regardless of which database you select, you will see a search bar. Enter the topic you are looking for information on. The first couple of entries probably have the best information, but you have to decide based on the actual assignment.
7. Look for the link that says "Citation Tools", "Cite This", or "How to Cite this Article" to access the MLA citation completed for you.

HOW TO ACCESS THE ONLINE CATALOG

1. Go to the Windsor High School Library by typing http://www.windsor-csd.org/highschoollibrary.aspx
2. In the left hand column, click on "HS Online Catalog" http://opalswra.stier.org/bin/home
3. In the search bar, enter the topic you are looking for information on. It is important to change the second box from "Title" to "Anywhere" using the drop down box to get the most results.
4. Pay attention to the call numbers. If you are looking for information on the country Ireland, a fiction book (Call number starts with FIC) will not help you. Call numbers in the 300s (398.24) will not help you as they are books about fairy tales. You need books from the Geography and History section, the 900s.
5. The non-fiction books start at 000 by the desktop computers and go around the outside of the library to the other exit doors by the other glass case (not the one with the dolls). If the call number starts with REF, those books start at the glass case and go around the low cases by the doors and back into the corner by the desktop computers.

FORMATTING THE BODY OF THE PAPER

Specific rules govern every aspect of a research paper. Follow the guidelines below in preparing the body of your text. If your teacher has given you different instructions, follow them, otherwise these are the MLA specifications.

- All research papers must be typed and double-spaced throughout.

- Only use Times New Roman 12-point font, if available.

- Use one-inch margins all around, except on page one, which should have a two-inch top margin (see example below).

- Your last name and page number should appear in the upper right-hand corner of each page, ½" from the top (Use your computer's running header feature to set this up). The Works Cited page is included in the pagination, but the title page and outline are not.

SAMPLE FIRST PAGE OF RESEARCH PAPER

Smith 12

Running heard with your last name and page number flush right.

Set your line spacing to double spacing.

Your Name

Your teacher's name

The class

21 Jan.2014

The date should be day month year format.

Joseph Conrad

Title should be centered. No underlining, no italics, no quotes..

When evaluating great literature, the reader is constantly amazed by the well-developed writing techniques of world-class authors. One would never guess when reading the mesmerizing novels of Joseph Conrad that he was born in Poland and only became an English citizen and learned English as a second language when he was in his thirties. Joseph Conrad was a fascinating author because of his background, writing career, and the literary criticism written about him. One reason Joseph Conrad was such an outstanding author was his background. Conrad whose given name was Josef Korzeniowski (Walton 54) was born in Berdyczew, Poland, in 1857 (Findlay 108). His father, who was a member of the landed gentry and a patriot, was eventually forced to leave his native country, and the family relocated to Russia in 1862 (Walton 56).

Parenthetical (in-text) citation.

Parenthetical citation.

SAMPLE WORKS CITED PAGE

Double space between and within all entries.

Type title one inch from top and ~~center it~~

Arrange entries alphabetically. <u>Do not number them.</u>

Indent second and subsequent lines of each entry (hanging indentation)

Start each new entry at left margin.

Alphabetize an unsigned article by title.

Two books by the same author.

Reverse only the first author's name in a book by three authors.

Smith 12

Works Cited

"Abraham Lincoln." DISCovering Biography. Gale Research, 1997. CDROM.

Boyer, Peter J. "DNA on Trial." *New Yorker* 17 Jan. 2000: 42+.

EBSCOhost. Web. 6 Apr. 2000.

Clark, Judith Freeman. *America's Gilded Age: An Eyewitness History.*

New York: Facts on File, 1992. Print.

Crossette, Barbara. "Effort To Recast Iraq Oil Sanctions Is Halted for

Now." *New York Times.* 3 July 2001, late ed.: A1+. Print.

Fincher, Jack. "The Bug Wars." *Science Digest.* Aug. 1985: 56-59. Print.

"For Love of Money." *Sports Illustrated.* 11 Mar. 1996: 34-37. Print.

Hoemann, George H. *The American Civil War Homepage.* Web. 22 June

2001.

"Manifest Destiny." *Encyclopædia Britannica Online.* 2004. Web. 8 July

2004.

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STEPS IN WRITING A RESEARCH PAPER IN SUMMARY

1. **Choose a topic** (if not assigned by your teacher).

2. **Do some background reading in a general encyclopedia, either a print version or some other online version, to get an overview of your subject and its subdivisions to generate a preliminary outline.**

3. **Write a thesis statement.**

4. **Search for potential sources and write each source that you located on a separate index card.**

> A
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>
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Steps in Writing a Research Paper
The purpose: To explain how to write a research paper
The plan: To execute the purpose by discussing:
1. Getting started
2. Researching the report
3. Preparing the report

I.   Introduction
II. Getting Started
III. Researching the Report
IV. Preparing the report
V.   Conclusion99

5. **Read and take notes from the sources that you have selected.**

> Literary Criticism   E
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> Lord Jim "remains one of the greatest novels about a cowardly act and its consequences for a man of conscience."
>
>   586

Steps in Writing a Research Paper
The purpose: To explain how to write a research paper
The plan: To execute the purpose by discussing:
1. Getting started
2. Researching the report
3. Preparing the report

I.   Introduction
II. Getting Started
   A. Choosing and limiting the topic
   B. Reading for background
   C. Preparing a preliminary outline
   D. Preparing a working bibliography
III. Researching the Report
   A. Finding sources of information
      1. Library catalog
      2. Online databases
      3. Other internet resources
   B. Reading and taking notes
IV. Preparing the report
   A. Assembling the notes and writing the final outline
   B. Writing the first draft and revising
   C. Writing the final draft
   D. Documenting the report
      1. Parenthetical citations
      2. Works cited
V.   Conclusion

6. **Organize your notes and prepare the final outline.**

7. **Write the rough draft.**

8. **Prepare the Works Cited page.**

9. **Revise and write the final draft based upon your teacher's comments on your rough draft.**

> Smith 12
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>   *The Psychic Scene*. Ed. John Waite. New York: New American
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> Smith 12
>
> Your Name
> Your teacher's name
> The class
> 21 Jan.2014
>   Joseph Conrad
>   When evaluating great literature, the reader is constantly amazed by the well-developed writing techniques of world-class authors. One would never guess when reading the mesmerizing novels of Joseph Conrad that he was born in Poland and only became an English citizen and learned English as a second language when he was in his thirties. Joseph Conrad was a fascinating author because of his background, writing career, and the literary criticism written about him. One reason Joseph Conrad was such an outstanding author was his background. Conrad, whose given name was Josef Korzeniowski (Walton 54) was born in Berdyczew, Poland, in 1857 (Findlay 108). His father, who was a member of the landed gentry and a patriot, was eventually forced to leave his native country, and the family relocated to Russia in 1862 (Walton 56).