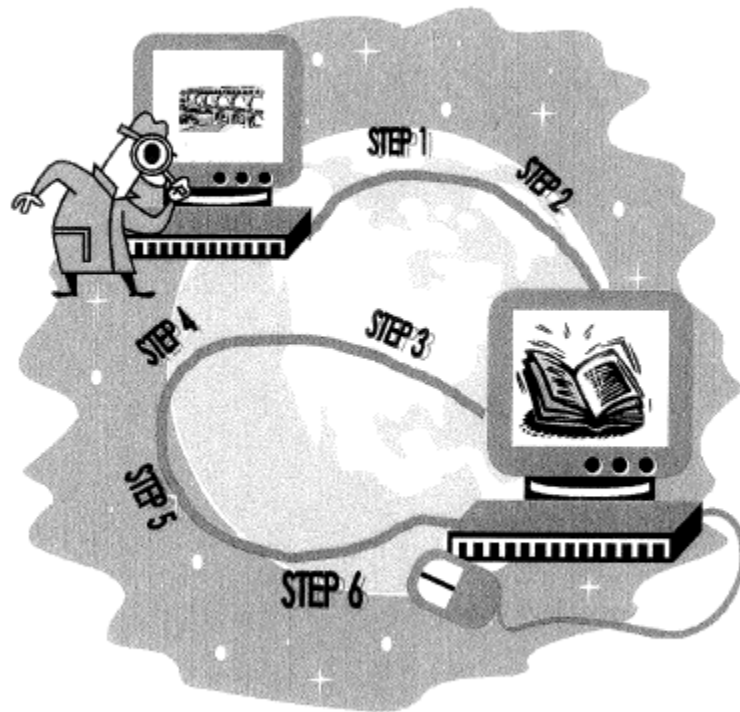


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Southern Regional Middle School



Research Booklet

As a Southern Regional Middle School student, you have been given the task to write a research paper for one of your classes. This handy dandy little book may be the tool you are looking for to complete such a task. Within the pages of this document you will find guidelines to help you organize and write your paper with success.

SO LET'S BEGIN...

What do you have to research?

Is this a subject you know something about?

What are some possible topics within this subject?

But the BIG question is . . .

WILL THIS TOPIC WORK FOR YOU?

Before you dedicate yourself to a specific topic, answer the following questions to help determine if you have chosen a topic that you will find interesting for your project.

1. Will this topic hold your interest over a period of weeks? Yes No
2. Is there enough information available on your topic for you to write a research paper of the length required by your teacher? Yes No
3. Do you plan to dedicate yourself to researching your topic by giving 100% of your efforts? Yes No

GREAT! Now you have your topic the next step is...

1) Brainstorm a list of three subtopics that relate to your topic.

TOPIC : _____

Subtopic

1) _____

Subtopic

2) _____

Subtopic

3) _____

2) Brainstorm three questions you could ask about your topic and subtopics.

SUBTOPIC : _____

Question

1) _____

Question

2) _____

Question

3) _____

Take a look at the examples in the two boxes on the next page. . .

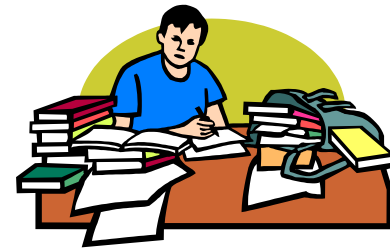
MODEL RESEARCH QUESTIONS

Topic:	Pollution
Subtopics:	Acid Rain Toxic Waste Ocean Dumping
Research Question:	Does ocean dumping threaten our survival?

Topic:	Health and Physical Fitness
Subtopics:	Alcoholism Anorexia and Bulimia Crash Diets Smoking
Research Question:	Can alcoholism be cured?

YOUR TURN!

Topic:
Subtopics:
Research Questions



THESIS STATEMENT

The research questions are not the final step. There is one more exercise you need to do. You must take that question and design a sentence of proof for it. This is called a thesis statement.

A thesis statement is a sentence that must be proven.

Let's look at the example in the first box.

Does ocean dumping threaten our survival?

Your thesis statement could be:

Ocean dumping threatens our survival due to the overabundance of chemicals added to the ocean.

OR

Ocean dumping does not threaten our survival due to the volume of ocean water compared to the percentage of added substances.

YOU select the point you want to prove. You design the thesis.

Now you must find the research to support your claim.

RESEARCHING YOUR THESIS STATEMENT

Before you start your search, look over your topics and begin making some notes so you can organize your ideas. A trip to the library to use the computerized card catalog will help you find information that pertains to your thesis. Try and use a variety of sources. Books, magazines, newspapers and databases are great sources many students jump over to head straight to the Internet. Try some of these other sources. If you need help your librarian will be more than happy to be of assistance.



WHAT IS COMMON KNOWLEDGE?

COMMON KNOWLEDGE:

Facts that can be found in numerous places and are likely to be known by many people.

EXAMPLE: John F. Kennedy was elected President of the United States in 1960.

This is generally known information. You do not need to document this fact.

However, you must document facts that are not generally known and ideas that interpret facts.

EXAMPLE: Many people feel that courts should recognize students' constitutional rights to express themselves on religious, political and social issues while at school (Fossey 3).

This information is not generally known; therefore you need to cite your source. You will learn how to do it later in this booklet.

But first, let's talk about taking notes on your topic.

NOTE TAKING

There are a variety of ways to take notes. Some teachers want you to make note cards with the bibliographical information on the card to keep you organized – with only the key points of information listed.

Some teachers would like you to use the summary method of reading, then writing down a summary of the article.

Others allow you to use an electronic note pad to cut and paste information, then use the important elements. Whatever method you use, be very careful of plagiarism.

Southern Regional Middle School has adopted a Note Taking System that you will be using in your classes. You should have the accepted format in your notebook or be able to obtain it from your classroom teacher.

PLAGIARISM:

What It is and How to Recognize and Avoid It

WHAT IS PLAGIARISM?

We are continually engaged with other people's ideas: we read them in texts, discuss them in class, and incorporate them into our own writing. One HUGE misunderstanding that students have is that rewriting something is not plagiarism, because they are "putting it in their own words."

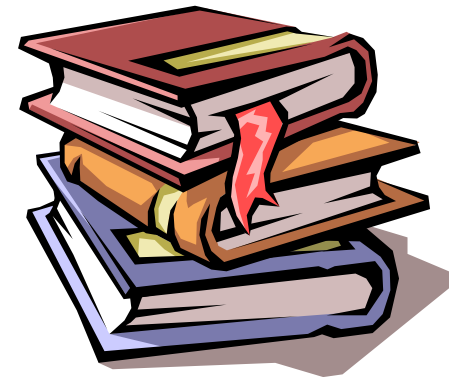
Anytime you quote, summarize or paraphrase, you must acknowledge the original source. Even if you summarize or paraphrase, if you do not directly credit your source through a citation - **YOU ARE PLAGIARIZING!!!** The accessibility of the Internet makes plagiarizing very tempting.

PLAGIARISM IS:

1. **Copying and pasting text from any source.**
2. Retyping text from any printed material like books or magazines.
3. Modifying text by changing a few words or word order from any of the above sources.
4. Replacing a few selected words by using a thesaurus.
5. Using someone else's ideas and claiming them as your own.

WHY IS PLAGIARISM BAD?

1. It is **LYING**. If you have been asked to write something to show understanding of a given task, offering someone else's work as evidence is a lie. It is no different from having someone else take a test in your name.
2. It is an **INSULT** to your fellow students. When you plagiarize, just as when you cheat on a test, you are not being fair to those who play by the rules. You seek an unfair advantage over them.
3. When you use other people's words and ideas without their permission, it is **STEALING!**



IN-TEXT CITATIONS

The purpose of an in-text citation is to document where you found your information. You give credit to the authors for using their works. You must use a citation for quotations, ideas that are not common knowledge, statistics, figures and/or graphs. In-text citations refer the reader to your Works Cited page at the end of your paper.

Using In-Text Citations

There are a number of ways in which you can easily give an author credit for his ideas or words. Here are some examples:

Using the Author's Name

If the author's name is known, it must be used for in-text citations.

- 1) Chester L. Murray states, "Only the first group to take the test is surprised by the questions. After that, the secret is out." (30)
- 2) "Only the first group to take the test is surprised by the questions. After that, the secret is out" (Murray 30). Be sure to place the name and page number inside the period.

IF AUTHOR IS UNKNOWN

Use an easily identified work from the article or book title.

In The National Enquirer, a report indicated that, "a three month old child weighing 140 pounds was discovered in Portland, Oregon last May" ("Baby, Oh, Baby!").

or

In the article "Baby, Oh, Baby!" a report indicated that, "a three month old child weighing 140 pounds was discovered in Portland, Oregon last May" (The National Enquirer).

Multiple Works

If using more than one work by the same author, provide additional information such as a shortened title. For example: (Magill Short Fiction 33)

Computer Sources

Internet, online databases and CD-ROMs usually do not have page numbers; sometimes these sources will use paragraph notations.

Punctuation

The in-text citation is always placed before the period. (Smith). If using quotation marks, the citation is placed outside the quotes, but before the period...Oregon last May" (Smith).

TIPS

Organization and good note taking will make writing the draft so much easier. Be sure you know where you found your information so you can go back to the source if you need clarification or more information. Copy and paste web addresses because the Internet changes every minute, and it is important to document when you did your research, as well as where you found your research.

WORKS CITED

This comes to one of the most important pages of your paper and that is the Works Cited Page. Some people call it a Bibliography, which is a list of the sources you have used as resources to write your paper. You must give credit to these sources. To make this job easier for you, the next few pages show how to create a Works Cited entry for your special source. Treat this booklet as a workbook and write your information in the spaces provided so it makes it easier to write your own final Works Cited page.

CITING A BOOK

EXAMPLE

Author	Last Name, First Name	Goleman, Daniel
Title of Book	Title	Emotional Intelligence
City of Publication	City	NY
Publisher's Name	Publisher	Bantam
Year of Publication	Year	1995

Example:

Goleman, Daniel. Emotional Intelligence. New York: Bantam, 1995.

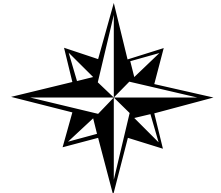
YOUR TURN!

Author	Last Name, First Name
Title of Book	Title
City of Publication	City
Publisher's Name	Publisher
Year of Publication	Year

TRY IT!! 😊

Last Name, First Name. Title of Book. Place of Publication: Publisher's Name, Copyright Date.

*Just a note: Titles may be italicized or underlined. You choose. But once you do, be consistent throughout the rest of the paper.



CITING AN ENCYCLOPEDIA ARTICLE

EXAMPLE

Author	Last Name, First Name	Minch, Edwin
Title of Article	Title	Spiders
Title of Encyclopedia	Title	The World Book Encyclopedia
Year	Year	2003
Volume number	Page number	Vol. 3, 174.

Example:

Minch, Edwin. "Spiders." The World Book Encyclopedia. 2003 ed. (Vol. 3 p.174).

YOUR TURN!

Author	Last Name, First Name
Title of Article	Title
Title of Encyclopedia	Title
Year	Year
Volume number	Page number

TRY IT!! 😊

Last Name, First Name. Title of Article. Title of Encyclopedia. Year. (Vol. page. number).



CITING AN ONLINE ENCYCLOPEDIA ARTICLE

EXAMPLE

Author	Last Name, First Name	Paulson, William
Article Title	Title of Article	Earth
Encyclopedia Title	Title	World Book Online
Access Date	Day Month Year	20 June 2003
Address	Address	http://www.wbonline.com

Example:

Paulson, William. "Earth." World Book Online.
20 June 2003. <http://www.wbonline.com>.

YOUR TURN!

Author	Last Name, First Name
Article Title	Title Of Article
Encyclopedia Title	Title of Encyclopedia
Access Date	Day Month Year
Address	Address

TRY IT!! 😊

Last Name, First Name. "Title of Article." Title of Encyclopedia. Day Month Year. <URL>.



CITING A NEWSPAPER ARTICLE

EXAMPLE

Author	Last Name, First Name	Broder, John M.
Article Title	Title of Article	Clinton Adamant on 3D World Role in Climate Control
Newspaper	Name of Newspaper	New York Times
Edition	Natl. ed. OR Late ed.	Natl. ed.
Pages	#-# or #+ (if pages skip)	A1+

Example:

Broder, John M. "Clinton Adamant on 3D World Role in Climate Accord." New York Times. 12 Dec. 1997, Natl. ed.: A1+.



YOUR TURN!

Author	Last Name, First Name
Article Title	Title of Article
Newspaper	Name of Newspaper
Date of publication	Day Month Year
Edition	Natl. ed. OR Late ed.
Page(s)	#-# OR #+ (if pages skip)

TRY IT!! 😊

Last name, First name. "Title of Article." Name of Newspaper Date of day Month. Year, ed. : page(s).

CITING AN ONLINE NEWSPAPER ARTICLE

EXAMPLE

Author	Last Name, First Name	Stevens, William K.
Article Title	Title of Article	Computers Model World's Climate, but How Well?
Online Newspaper	Name of Newspaper	New York Times on the Web
Date of Publication	Day Month Year	4 Nov. 1997
Section (if available)	Name of Section	Cyber Times
Access date	Day Month Year	31 Dec. 1997
Address	URL	http://www.nytimes.com

Example:

Stevens, William K. "Computers Model World's Climate, but How Well?" New York Times On the Web. 4 Nov. 1997. Cyber Times. 31 Dec. 1997. <http://www.nytimes.com>.

YOUR TURN!

Author	Last Name, First Name
Article Title	Title of Article
Online Newspaper	Name of Paper
Date of Publication	Day Month Year
Section (if available)	Name of Section
Access date	Day Month Year
Address	URL

TRY IT!! 😊

Last Name, First Name. "Title of Article." Name of Newspaper. Day Month Year. Section Day Month Year.<URL>.



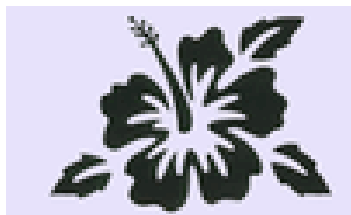
CITING A MAGAZINE ARTICLE

EXAMPLE

Author	Last Name, First Name	Wilkins, Kevin
Article Title	Title of Article	Any One Thing
Magazine	Name of Magazine	Transworld Skateboarding
Date of Publication	Day Month Year	April 2003
Page Numbers of the Articles	# - #	104-106

Example:

Wilkins, Kevin. "Any One Thing." Transworld Skateboarding. April. 2003: 104-106.



YOUR TURN!

Author	Last Name, First Name
Article Title	Title of Article
Name of Magazine	Name of Magazine
Date of Publication	Day Month Year
Page Numbers	# - #

TRY IT!! 😊

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

CITING AN ONLINE MAGAZINE ARTICLE

EXAMPLE

Author	Last Name, First Name	Abilock, Debbie
Article Title	Title of Article	The Gestalt of Online Searching
Journal	Name of Magazine	MultiMedia Schools
Date	Day Month Year	Nov.-Dec. 1997
Access date	Day Month Year	31 Dec. 1996
Address	URL	http://www.infotoday.com

Example:

Abilock, Debbie. "The Gestalt of Online Searching."
MultiMedia Schools. Nov. – Dec. 1997. 31
 Dec. 1997. <http://www.infotoday.com>.

YOUR TURN!

Author	Last Name, First Name
Article Title	Title Of Article
Name of Magazine	Name of Magazine
Date of Publication	Day Month Year
Access date	Day Month Year
Address	URL

TRY IT! 😊

Last Name, First Name. "Title of Article." Name of Magazine. Day Month Year. Day Month Year.<URL>.



CITING A PROFESSIONAL WEB PAGE

EXAMPLE

Author	Last Name, First Name	Abilock, Debi
Title of Web Page	Title	Research Advice: Developing Depth of Research: The Invisible Web Databases
Title	Group Title	Noodle Teach: 21 st Century Literacies
Date created or last revised	Day Month Year	1 Oct. 2002
Sponsoring or associated institution	Institution	Noodle Tools, Inc.
Access date	Day Month Year	9 Sept. 2002
Address	URL	http://www.noodletools.com

Example:

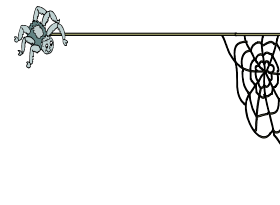
Abilock, Debbie. "Research Advice: Developing Depth of Research: The Invisible Web of Databases." Noodle Teach: 21st Century Literacies. 1 Oct. 2002. Noodle Tools, Inc. 9 Sept. 2002. <http://www.noodletools.com>.

Your turn! YOUR TURN!

Author	Last Name, First Name
Title of Web Page	Title
Part of a group of documents entitled	Group Title
Date created or last revised	Day Month Year
Sponsoring or associated institute	Institution
Access date	Day Month Year
Address	URL

TRY IT!! 😊

Last Name, First Name. "Title." Group Title. Day Month Year. Institution. Day Month Year. <URL>.



CITING AN E-MAIL

EXAMPLE

Author of Message	Last Name, First Name	Kosutm Cynthia
Authors E-Mail address	<u>username@hostname</u>	<u>ckosut@nuevaschool.org</u>
Subject	Subject Line of the Message	It's Greek to Me
Date it was written	Day Month Year	4 Sept. 1997
Type of Communication	Personal E-Mail	Personal E-Mail

Example:

Kosut, Cynthia. ckosut@nuevaschool.org. "It's Greek to Me." 4 Sept. 1997. Personal E-Mail.

YOUR TURN!

Author of Message	Last Name, First Name
Author's E-Mail address	<u>username@hostname</u>
Subject	Copy the Subject Line
Date it was written	Day Month Year
Type of Communication	Personal E-Mail

TRY IT!! 😊

Last Name, First Name. username@hostname.
"Subject Line of Message." Day Month Year.
Personal E-Mail.

CITING A VIDEO

EXAMPLE

Title of Video	Title	Beware of the Flare (skate video)
Distributor	Name	Lakai Videos
Year	Year	2003

Example:

Beware of the Flare. Lakai Videos, 2002.



YOUR TURN!

Title of Video	Title
Distributor	Name
Year	Year

TRY IT!! 😊

Title of Video. Distributor, Year.



CITING A PICTURE OR WORK OF ART

EXAMPLE

Artist/Photographer	Last Name, First Name	Pound, John
Title of Art	Title	Surf Punk
Date	Day Month Year	3 Jan. 2002
Location of artwork	Online/book	www.shorty's.com
Access date	Day Month Year	31 March 2003

Example:

Pound, John. "Surf Punk." 3 Jan.2002.
<http://www.shorty's.com>. 31 March 2003.



YOUR TURN!

Artist/Photographer	Last Name, First Name
Title of Art	Title
Date	Day Month Year
Location of artwork	List book or URL.
Access date	Day Month Year

TRY IT!! 😊

Last Name, First Name. Title. Day Month Year.
Book/<URL>. Day Month Year.

CITING AN INTERVIEW CONDUCTED BY YOU

EXAMPLE

Name of person interviewed	Last Name, First Name	Goodkind, Mary
Type of interview	Personal interview or telephone interview	Personal interview
Date of interview	Day Month Year	4 Sept. 1996

Example:

Goodkind, Mary. Personal interview. 4 Sept. 1996.



YOUR TURN!

Name of person interviewed	Last Name, First Name
Type of interview	Personal interview or telephone interview
Date of interview	Day Month Year

TRY IT! 😊

Last Name, First Name. Type of interview.
Day Month Year.

CITING A MAP

EXAMPLE

Title of map	Title	Peru
Scale of map	Scale	150 km
Date map created	Year(if known)	1999
Place found	Book/internet	www.maps.com
Date found	Day Month Year	31 March, 2003

Example:

Peru, 150 km. 1999. <http://www.maps.com>. 31 March 2003.



YOUR TURN!

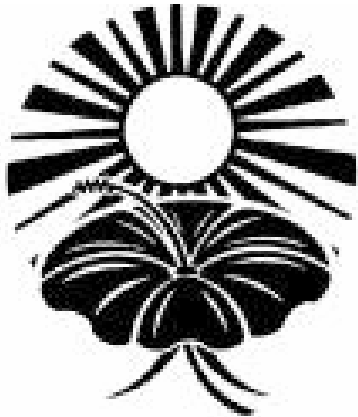
Title of map	Title
Scale of map	Scale
Date map created	Year (if known)
Place found	Book/<URL>
Date found	Day Month Year

TRY IT! 😊

Title, Scale. Year. Book/<URL>. Day Month Year.

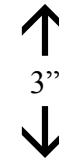
TITLE PAGE

After all of your research, writing, editing and rewriting have been done, the easiest job is yet to come. You need to design a title page. We have selected an example for you to follow if this is the format your teacher wants you to use.



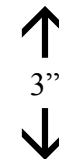
SAMPLE TITLE PAGE

(All text on Title Page is centered)



The Value of Dress Codes in School

Janine Johnson
Honors English – Period 5
Ms. English
March 20, 2003



WHEN IN DOUBT...

If the examples you have been given still don't fit your source, go to <http://www.easybib.com>. You can plug in your type of citation.

- 1) Type in <http://www.easybib.com>.
- 2) Choose your type of source.
- 3) Type your information in the boxes provided.
- 4) Click finish, and there you have it! A perfect work cited.

More sites to explore:

Guide for Writing Research papers – APA

<http://webster.commnet.edu/apa/apa>

Guide for Writing Research Papers – MLA

<http://wester.commnet.edu/mla>

How to Correctly Cite Sources in a Bibliography

http://library.stockton.edu/Citation_Workshop/Citations-Index.htm

Guide to Grammar and Writing

<http://cctc2.commnet.edu/grammar/>

Internet Public Library – Style and Writing Guides

<http://www.ipl.org/div/subject/browse/ref73.00.00/te>

YOU'RE DONE!!!

If you followed the directions in this booklet, researched your topic, developed a thesis statement with support and really focused on proving it with well-written documentation, it should be a WINNER!



**Special thanks for this handbook publication
go to the following:**

Research & Contributions

Johanna McCauley
Caroline Murphy
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Kendra Stefanski
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Cover & Design

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Danielle Sorrentino

Research Websites Used

<http://www.noodletools.com/quickcite>
http://www.wtsp.org/wths/imc/MLA_Style