

# LIBERTY CHRISTIAN'S JH/HS RESEARCH PAPER PACKET

## What is a Research Paper?

In their book, *Writing the Research and Term Paper*, Hauser and Gray explain, "A research assignment requires you to develop a subject in depth by drawing from outside resources and acknowledging these sources properly." You, as the author, will research a given topic, then write an expository (to report, explain, or analyze the subject) research paper on it.

Your research paper is your factual presentation of other people's findings on a given subject. Its purpose is two fold: (1) to provide others with an organized, thorough summary of information on your subject and (2) to help you master the basic techniques of scholarship by doing a research paper you will learn where and how to locate information quickly; how to use your research resources; how to take fast, accurate notes; how to cite sources and make work cited pages so others can use your sources and, most importantly, how to organize your thoughts.

## Academic Honesty

Students are expected to abide by ethical standards in preparing and presenting material which demonstrates their level of knowledge and which is used to determine grades. Such standards are founded on basic concepts of integrity and honesty. These include, but are not limited to the following areas:

1. Students will not plagiarize, which is defined as stealing or passing off as one's own ideas or words of another and as using a creative production without crediting the source.

The following cases constitute plagiarism:

- Paraphrasing or summarizing published material without acknowledging the source
- Writing a paper after consulting with persons who provide suitable ideas and incorporating these ideas into the paper without acknowledging the debt.
- Submitting under one's own name term papers or other reports which have been prepared by others.
- Quoting passages without proper quotation marks, in effect, passing off someone else's words for your own.

2. Students will not cheat, which is defined as misreporting or altering the data in research projects involving data.

3. Students will not submit an original paper or project to more than one class without approval from the second instructor. Instructors who do not accept previously submitted papers should so inform the students. This does not apply to cross-curricular papers. The same paper will be turned in to both classes.

### **Maintaining academic honesty while summarizing, paraphrasing, and quoting**

In research writing, sources are cited for two reasons: to alert readers to the sources of your information and to give credit to the writers from whom you have borrowed words and ideas. To borrow another writer's words or ideas without proper acknowledgment is a form of dishonesty known as plagiarism. To avoid plagiarism, you must cite all quotations, summaries, paraphrases, and any facts that are not common knowledge. In addition, you must be careful to put paraphrases and summaries into your own words. Direct quotations must be copied accurately, word-for-word, and they must be placed in quotation marks unless they have been formally set off from the rest of the text (and extra indented) because of length. The benefits of using and documenting sources are many, including added credibility to your paper and further proof of the effort put in. A teacher is looking for you to show off the research you have been working on finding for the RESEARCH paper you are writing.

A summary condenses information from a source, perhaps capitalizing a chapter in a short paragraph or a paragraph in a single sentence. A paraphrase reports information in roughly the same number of words used by the source. **Neither a summary nor a paraphrase borrows extensive language from a source.** When you summarize or paraphrase, it is not enough to name the source; you must restate the source's meaning using only your words. You still cite after paraphrases or summarizes because those are not your original ideas. They are only your original words- which is why you didn't need to place quote marks around it. You are guilty of plagiarism **if you half copy the author's sentences -- either by mixing the author's well-chosen words without using quotation marks or by plugging in your own synonyms into the author's sentence structure.**

In addition to citing summaries and paraphrases, cite any other specific borrowing from a source: statistics, little-known facts, controversial data, charts, graphs, diagrams, and original ideas. The only exception is common knowledge - information that readers could find in any number of general sources because it is commonly known. For example, the dates of the Civil War are common knowledge and do not need documentation.

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## Paper Requirements

### **6th Grade (topic is on an expert project)**

- 1 1/2-2 pages
- 5 note cards
- At least 1 source

### **7th Grade (cross-curricular with History class)**

- 2-3 pages
- 10 note cards
- At least 2 sources taken from 2 types

### **8th Grade (topic is on careers)**

- 3-4 pages
- 15 note cards
- At least 3 sources taken from 2 types

### **Freshman (topic is on controversial issues)**

- 4-6 pages
- 20 note cards
- At least 4 sources taken from 3 types

### **Sophomores (cross-curricular with Biology class)**

- 6-8 pages
- 25 note cards
- At least 5 sources taken from 3 or more types

### **Juniors (cross-curricular with Bible class) or Honors English Juniors (topic is on an American author's style)**

- 8-10 pages
- 30 note cards
- At least 6 sources taken from 3 or more types

### **Seniors (cross-curricular with Government class) or AP English Seniors (topic is on a British author's style)**

- 10-12 pages
- 35 note cards
- At least 7 sources taken from 4 or more types

\*Examples of various types of sources are: Books, Encyclopedias, Dictionaries, Magazines, Newspapers, Journals, Internet, Media (film, audio) etc.

\* All sources used by the student are subject to the approval of the teacher (Wikipedia will not be accepted as a source).

\*Websites that a student wants to use must be pre-approved by the teacher before you start to use it. All websites will need to be considered "academic" to be approved. Academic websites are *generally* a .org, .edu, .gov, domain.

## Parts of the Research Paper

### **Thesis Statement and Topic Sentences**

The thesis is the foundation and focal point for any type of writing. Without this foundation, the writing cannot hold together as a whole. The thesis should answer the question "What is the major point I want to share in my writing?" In longer compositions such as essays or research papers, the thesis idea appears as the last sentence of the introduction paragraph. It represents the main idea of your paper. Please do not begin your thesis with "this paper will". An example of a more general thesis would be: *There are many solid reasons why some Americans are against the death penalty*. An example of a more specific thesis would be: *The career of a lawyer has a rich history, a varied job description, an assortment of requirements, and multiple reasons why people choose to pick this career path*. Find the type of thesis that works best for your paper.

Once you have stated your thesis, all other sentences and paragraphs in your paper will be related in some way to this thesis sentence. Each following paragraph will have a topic sentence, which points back to the thesis statement. The topic sentence should be the first sentence of every paragraph. Make sure to get rid of any extra information in a paragraph that does not connect to topic sentence.

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## Outline

On the top of your outline place your name, class, teacher, and date (2 November 2010) in the upper left hand corner. Your outline should be done early on in the research paper process, as it helps serve as your map for what you need to research, and then how you will write about it. Keep in mind you may always update and change around your outline; perhaps you will find a more logical order down the road, or find new areas that need to be included, or you might even need to delete some of your outline because you couldn't find anything on that area. That's fine. Your outline will be a working outline up until you are on the final draft of your paper. Just make sure that after you have written your final draft, your paper matches your outline order.

Each Roman numeral of your outline represents a major section (not necessarily paragraph...especially for longer papers) of the paper and essential steps in the developments to the thesis.

Golden Rule of an Outline: Under each Roman numeral if you have an A you have to have a B. If you have a 1 in a section you have to have a 2 in that section. If you have an a in a section then you have to have a b as well in that same section. Do not use complete sentences on your outline, simply use phrases, hence there will be no need for ending punctuation, since they will not be complete sentences).

Descending order of an outline

I. (Roman numeral)

A. (uppercase letter)

B.

1. (number)

2.

a. (lowercase letter)

b.

II. Job description of a teacher

A. Meetings

B. Teaching

1. Lecturing

a. Use of instructional aids such as white board, handouts, and realia

b. Incorporating technology

2. One on one assisting students

C. Planning or prepping

..... ETC.

You outline should appear neat and structured. All Roman numerals should line up. All capital letters should line up. All numbers should line up. And all lower case letters should line up. Use the tab button to help with is. All first letters in any section will need to be capitalized.

## Note Cards

Note cards help you in your research process. Note cards are used to write down key ideas from your sources. The notes on your note card will be brief, but give enough detail for you to write your paper with. Write down a direct quote, paraphrase, or summary of notes from your source that you will potentially use in your research paper. The top of the note card should have all of the source's information to assist you on your work cited page and for when you provide an in-paper citation. Be sure to include the author(s), title, and all copyright information (year, publication, city of publication). Some sources, such as the Internet, may not have all the information available as listed below. Write down as much information as possible and refer to

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your MLA reference sheet provided by your teacher.

|   |
|---|
| Author Last Name, First. Title. City of Publication: Publisher's Name, Year published.  |
| Page number information found on    Section of paper this note card's information to be used in.  |
| Options for information taken from source:<br><b>Direct quote</b> (make sure you put quote marks around it)<br>or<br><b>Paraphrase</b> (Reports info in your own words, but in about the same <u>amount</u> of info as the original)<br>or<br><b>Summary</b> (Reports info in your own words, but takes a larger amount of original information and compacts it down) |

## Drafting

You now what your researching (thesis statements), your plan for researching and writing your paper (outline, and have done the research (notecards). You are now ready to write your first draft. Sit down with your outline and note cards in front of you. As you begin to write the body of your paper, you will need to rely heavily on your note cards, which is why it is so important to get them done well in advance of actually writing, or drafting, your paper. Find the corresponding note cards to match the section you are writing. You are going to write an introduction, the body or main part of you paper, and a conclusion. As you work on your first draft, write rapidly and do not ponder over words at this point. Write a page quickly and then set it aside. Later, read and revise it. After the whole paper is written, let it "rest" for several days; then come back to it and edit it carefully. You may cross things out and write in something else. You may find new information that you could jot into the margin. Or you may just like to change the wording of something. Make sure your paper follows your outline.

There are three parts to the introduction: the hook, the bridge sentence(s) and the thesis. The hook draws the reader into your paper. It is broad and general in nature. Some suggestions for hooks are a significant quote, a historical fact or incident, a bold or startling quote, a historical fact or incident, a bold or a startling statistic, or an anecdote. The next step is to write some sentences to bridge your hook to your thesis statement. Oftentimes basic background information is helpful here. This serves to draw the reader from the hook to the thesis in a natural, logical way. Finally, you will end your introduction with your thesis statement. Remember, for longer papers, the introduction will be longer too.

The key to keeping the body of your research paper on track is to work on the topic sentence, which begins each paragraph, and your outline will help you with this. This topic sentence must reflect your outline and develop your thesis. Each of the topic sentences needs to be thoroughly developed with research information, examples, facts, details and quotes. Remember, a Roman numeral on your outline doesn't necessarily equate to one paragraph, especially for longer research papers.

The conclusion should pull together the argument of your paper. It restates the thesis, summarizes the major points, and leaves the reader with a satisfying close. The conclusion emphasizes the unity of your entire paper. Reuse key words to emphasize the main ideas from your paragraphs and thesis. Do not introduce anything new in your conclusion. Remember, for longer papers, the introduction will be longer too.

## MLA Work Citing Documentation

This is the recommended form because it is used by most schools and colleges today, and is the least demanding for both reader and writer, allowing readers to read without interruption. To document in this way, simply follow the quote or other information with the **author's last name** and **page number** in parentheses **within the body of the paper**. If the author's name has just been mentioned in or around the sentence, or, your last citation came from the same source and therefore you mentioned it there, then only the page number is given in the parentheses.

Examples:

**Citation of a quote:** Alexander Pope believed in the idea that the universe is a whole, a totally unified body, which provide a "viable benevolent system for the salvation of everyone who does good" (Kallich 24). ← **How you cite!**

**Citation of a paraphrase or summary:** Martin Kallich draws attention to Alexander Pope's belief in the idea that the universe is a whole, a totally unified body (24). Note how the name is mentioned in the sentence which is why it doesn't have to be mentioned in the citation.

# LIBERTY CHRISTIAN'S JH/HS RESEARCH PAPER PACKET

## Helpful Ideas about citing

- Start parentheses. Author's last name. Page number. End parentheses. Period.
- Only use exclamation points or question marks within the quote. You still put a period after the closing parentheses though.
- If you do not have an author for a website citation, use the primary URL (www.careerbuilder.org).
- Do not start paragraphs off with a (cited) quote, summary, or paraphrase, and similarly, do not end paragraphs those ways either.
- Before you insert a quote make sure you have at least a sentence leading into it. Quotes need to feel like they are a natural part of the paper, and not an insert. EX: Alexander Pope believed in the idea that the universe is a whole, a totally unified body, which provide a "viable benevolent system for the salvation of everyone who does good" (Kallich 24).
- Do not end a thought with a quote. Use your own ideas to tie it all together.
- Make sure all of the sources you (cite) are found on your works-cited page.
- Cite all statistics.
- Papers should have 15%-30% of cited ( ). material. The rest of your paper will be you talking about, explaining, analyzing, connecting, etc. THAT research.
- If you have a cite that exceeds 3 regular typed lines, then you will need to indent it an extra inch (2 inches total) the entire cite. The font and spacing stays the same. Because it has already been formally set off from the rest of the text, you do not need to put quote marks around it now, and the period will go in front of the citation. Keep in mind that for these longer citations, you will be expected to spend quite a bit of time talking about them.

## **Works Cited Page**

- List ALL sources that you used for your paper, regardless of how much you got from that source. Even if you only use a source for one citation in your paper, that source must appear on the Works Cited page.
- Put them in alphabetical order based off of the author's last name
- Indent the SECOND line of a source if it goes down to two lines
- Double space your works cited page.
- List your sources according to the MLA format sheet given to you by your teacher. Do not use easybib.org.**
- Below is a basic example of what will appear on your work cited page for a book with one author.

Kasson, John F. Civilizing the Machine: Technology and Republican Values in America 1776-1900. New York: Penguin, 1976.

## **Title Page**

Still use 12 point Times New Roman font.  
Title should be specific pointing to your main point, not your topic!  
Space down two inches (12 spaces) before you start typing

THE LIFE AND STYLE OF ERNEST HEMINGWAY

by

Mike Smith

Presented to Mrs. Coffee

Honors English 11

1 May 2010

## **Final Draft**

Once a finished product, papers should be proofread by at least two other people before being turned in for a grade. Final mechanical and spelling corrections should be made before presentation of the paper. It is recommended that you take the finished product of your final draft *a few days before it is due* to the school's Writing Center for a proofread.

# LIBERTY CHRISTIAN'S JH/HS RESEARCH PAPER PACKET

## Important Information That You Need to Remember to Check For

-Every page of the research paper should include your heading (in the upper left hand corner with author's last name and page number....Smith 2). This should also be on your outline and works cited pages.

-Do not type the terms "outline," "body," "Works Cited" on your papers.

-Your final draft should be typed continuously from the introduction through the conclusion.

-Be sure to write out numbers from one to ninety-nine. All other numbers are written as Arabic numerals. (ex: 103)

-Commas and periods always go inside quotation marks. Semicolons go outside quotation marks.

-Question marks or exclamation points go either inside or outside quotation marks, depending on the meaning of the sentence.

-Papers should be presented in a secure folder, organized in the following order:

Title page

Outline

Paper

Works Cited Page

Rough Draft packet

-Do you not use first (I, my) or second (you, your) person in your research paper; only use third person (their, them, it, he, she).

-Do not use contractions.

-Do not use slang.

-Use only black ink.

-Do not include no photos, clip art, designs, etc. on any component of your research paper.

-All areas of the research paper will be double-spaced.

-All areas of the research paper will be done in Times New Roman/size 12 font.

-Margins of all components of the research paper will be one inch (top, bottom, and sides).

-Print on one side of the paper only.

## Research Paper Rubric

| Description  | Points              |
|--|---------------------|
| 6-Traits of Writing                                    | _____ 36 (x4) = 144 |
| Title Page (Format)                                    | _____ 10            |
| Outline (Format & Follows Paper Order)                 | _____ 25            |
| Cited Correctly Within                                 | _____ 30            |
| Double Spaced/Times/12 font/1 inch Margin              | _____ 25            |
| Works Cited Page (Format & Required Number of Sources) | _____ 30            |
| Use of 3rd person Point of View                        | _____ 20            |
| Thesis/Restatement of Thesis                           | _____ 25            |
| Balance of Research & Your Comments                    | _____ 50            |
| Page Numbers Included properly                         | _____ 1             |
|  | Total               |
|  | _____ 360 points    |

\*\*20 point deduction for not turning in your Rough Draft (the copy that your teacher looked at and edited) with Final Draft

\*\*20 point deduction for every page under your grade's page number requirement. Credit is given to a page when the typing goes all the way down to the very bottom of that page.