

## RESEARCH PAPER GUIDELINES

**Length:** Eight pages minimum

**Paper Submission:** All students must submit a hard copy accompanied by an electronic copy in Microsoft Word saved to your shared network folder (any issues regarding that are not excuses – if you have a problem saving a file, you must tell Mr. Janes in advance of your deadline so he may remedy it).

**Format:** MLA format, 12 point font, Times New Roman, all double-spaced. Use the format of heading and title when no title page is required.

Upper left-hand corner after margin

Your name

English Teacher's name

Course

Date (month day, year)

**Works Cited:** This is an alphabetical listing of the sources cited in the paper to prove, support, or disprove the thesis statement. A minimum of five sources is required. One must be an interview.

**Parenthetical Documentation:** Any fact you use to back up the central point of your paper must be documented, *whether the fact is directly quoted or in your own words*. Paraphrasing does not mean changing every third word of the original language of the source. If you do not document a fact that supports your central point, you are guilty of **plagiarism**. If you use a writer's exact words but do not give credit and/or do not place the exact words in quotation marks, you have committed **plagiarism**.

**Quotations:** The only reason you need to use exact quotations is if the language of the original resource is very unusual and cannot be paraphrased or the exact quote supports or gives an example of the thesis statement already established. **If you think the original language must be used, please follow these guidelines:**

Never use a quotation without introducing who gave the quote and/or the significance of the quote. A quote by itself, even punctuated correctly, makes little sense if it is not worked smoothly into the context of your own sentence structure and into what your paper is trying to prove.

For quotations that are **four** lines long or longer, **indent** each line of the **entire** quote **one inch** and double space the material. **Do not use quotation marks.**

## “YES” CHECKLIST – SAMPLE

Before your English teacher will read and grade your research paper, it must pass the YES list test below. If any category earns a “NO” check, your paper will be returned. Since there are no papers accepted late, it is imperative that you turn your paper in before the final date, so that if needed you have time to complete revisions to your paper.

YES		NO
_____	Eight pages minimum	_____
_____	Word processed in Microsoft Word	_____
_____	Parenthetical documentation	_____
_____	Works cited page	_____
_____	Five sources minimum (including interview)	_____
_____	Pages are numbered	_____
_____	Rough draft	_____
_____	Note cards and source cards	_____
_____	Outline and thesis page	_____
_____	Saved to shared folder	_____

# ASSEMBLING RESEARCH INFORMATION

## Checklist for a Research Paper

- Construct a working bibliography
- Make note cards
- Organize the note cards and make an outline
- Write rough draft
- Revise to final draft
- Complete final paper

## Making Note Cards

- Use a separate note card for each source
- Place the source number in the upper right corner of each card
- Use a separate note card for each main idea
- Write a label in the upper left corner of the card
- Write the page number at the bottom of each card
- Use only one side of the card
- Be sure to indicate quoted or paraphrased materials
- Be sure all notes exist within context and are accurately recorded
- Reread the notes to make sure you understand them

## Organizing Note Cards

- Use label topics (from upper left corner) to organize the cards
- Discriminate between main and subordinate ideas
- Arrange cards in the order they will appear in the paper
- Write an outline that indicates the order

## Writing a Rough Draft

*An introductory paragraph is:*

- A general statement of information
- A transition sentence using works directly related to the thesis
- **A thesis statement and explanation that:**
  1. **Contains a one-sentence statement of the topic being examined**
  2. **States an opinion**
  3. **Narrows the topic so it may be adequately supported in research**

*The body of the paper contains:*

- The weakest pro-argument or least important reason/example in support of the thesis
- Secondary strongest point
- The strongest pro-argument or most important reason/example in the support of the thesis
- Proper documentation of the sources

*The conclusion:*

- Restates the thesis

- Paraphrases or summarizes ideas supporting the thesis
- Takes the topic one step beyond and predicts the future of the problem

*The bibliography:*

- Is an alphabetical list
- Contains all sources used in the paper

*Miscellaneous:*

- Follow either MLA style
- Avoid plagiarism - presenting someone else's words or ideas as your own
  1. Borrowing someone's words or ideas is acceptable as long as you give appropriate credit.
  2. Common knowledge does not require documentation

**Writing the Final Paper**

- Revise and edit the evaluated rough draft.

**Deadlines**

January 10, 2007 – Proposal and research paper thesis due

April 20, 2007 – Presentations and research paper final draft due