

Research Paper Note Guide

NAME: _____

PART ONE: RELIABLE SOURCES

- Only use reliable sources while conducting research.
- Reliable sources include:
 - www.mel.org
 - Any valid news organization's website (EX: www.cnn.com, www.time.com)
 - Websites for any valid organization (EX: the American Cancer Society)
- DO NOT use sources that may not be reliable. Also, do not search for sources through search engines that may take you to unreliable sources. These include:
 - www.wikipedia.com
 - Anyone's personal website or blog
 - Google, Yahoo, Bing, ask.com or other search engines
- If a source has an author, a title, a publication date, a larger source (i.e., it's an article from a magazine or newspaper), etc., then the chances are good that it is a reliable source. If you cannot find the majority of the information needed to write up a bibliography card, then it is probably not a reliable source.
- Using unreliable sources will not only give you bad information, but also they weaken your argument. Your essay will be stronger and more persuasive if you have solid, reliable sources to back up your points.

PART TWO: BIBLIOGRAPHY CARDS

- Please put your initials on all of your bibliography cards!
- A bibliography card contains the following information: publication information, numbered source, type of source, and location of the source.
- DO NOT label your cards with the A, B, C, etc. from the example. Those letters are there to identify the different parts of the card.
- The bibliography card will be in the exact same format as a works cited entry. You will use your bibliography cards to create a works cited page.
- When you've found seven sources, alphabetize the bibliography cards by authors' last names and number each card.
- You must find ALL of your sources before alphabetizing and numbering the bibliography card. Do this BEFORE beginning any note cards!
- If you should happen to find any additional sources after numbering your bibliography cards, just number the new bibliography card(s) wherever you left off (these additional cards won't be in alphabetical order).
- Please be very careful about the placement of punctuation when creating your bibliography cards. Mistakes on the bibliography cards can translate to mistakes on the works cited page, and then you would be marked down twice.
- Use neat, legible handwriting when creating your bibliography cards to avoid these mistakes.
- When underlining the title of a book, place the period AFTER the underlined title; the period is NOT underlined.
- In many of the examples, the titles are italicized. You may underline these titles on your written note cards. You need to italicize them when you type the information.

SAMPLE BIBLIOGRAPHY CARD:

A. Alphabetize and number the cards	F JK A 7
B. Author	B
C. Title	C
D. Essential publication data: city, publisher, copyright date	D
E. Type/location	Carson, Rachel. <u>The Edge of the Sea</u> . Boston: Houghton Mifflin, 1955. Print.
F. Your initials	G
G. Medium of publication	E Book at ICHS library

→ **SOURCES FOUND ONLINE:**

- If you find your source on the Internet, first write out the regular publication information (as much as you can find) and then include:
 - The search engine used (EX: InfoTrac) followed by a period
 - The medium (in this case, Web, followed by a period.
 - The date you found the source (done in European style; use three letter abbreviations for the months); the date is NOT followed by a period
 - Electronic address or URL of the source in angle brackets followed by a period
 - Number all of the pages of your computer-printed sources by hand if the computer did not number them for you. You may use these numbers on your note cards, or you may use the abbreviation for *no page* (n.pag.) if your source doesn't have page numbers.
 - Always print your article/source and record the publication information IMMEDIATELY. Often students don't do this and then they have trouble finding the publication information or the article later! Plus you will need to have access to the articles on days when we cannot work in the library/computer lab. (Scan the article first to be sure that it's something you might want to use as a source—save a tree and don't waste paper!)
- When publication information is missing, use the following abbreviations:
- n. p. (no place of publication)
 - n. d. (no date of publication)
 - n. p. (no publisher)
 - n. pag. (no page numbers)
- Always ask the teacher if you have a type of source that is not listed on the note guide!
- Alphabetize your cards by the first word in the entry, ignoring the articles *a*, *an*, and *the*
- Do not include titles, such as Ph.D. in the author information. A suffix, such as Jr., should go after the Last Name, First Name.

SAMPLES OF BIBLIOGRAPHY CARD ENTRIES

ONLINE SOURCES:

ONLINE JOURNAL ARTICLE FROM MeL:

Last name, First name. "Title of Article." *Title of Journal* Date of Publication: Page Numbers.
Title of Database Where You Found the Article. Web. Date of Access <the url of the article>.

EXAMPLES:

Anthony, John. "He Will Win." *Times* 6 Feb. 1998: 6-7. *InfoTrac Student Edition*. Web. 5 Apr. 1998 <<http://gogalegroup.com>>.

Dolby, Nadine. "Research in Youth Culture and Policy: Current Conditions and Future Directions." *Social Work and Society: The International Online-Only Journal* 6.2 (2008): n. pag. Web. 20 May 2009.

WEBSITES:

When citing websites from the Internet, try adding as much of the following information in the same sequence:

1. Contributor information 2. Title of work (quotes) 3. Title of overall website (italicized) 4. Version/Edition 5. Publisher or sponsor of website 6. Date of electronic publication 7. Medium of publication (web) 8. Date accessed 9. URL (in angled brackets)

EXAMPLES:

Peterson, Susan Lynn. *The Life of Martin Luther*. Susan Lynn Peterson, 2005. Web. 24 Jan. 2009. <http://www.susanlynnpeterson.com/index_files/luther.htm>.

"How to Make Vegetarian Chili." *eHow*. Demand Media, n.d. Web. 24 Feb. 2009.

BOOKS:

Last Name, First Name. *Title of Book*. City of Publication: Name of Publisher, Year of Publication. Print.

EXAMPLES:

BOOK BY ONE AUTHOR:

Tannen, Deborah. *The Argument Culture: Moving from Debate to Dialogue*. New York: Random, 1998. Print.

BOOK BY TWO OR THREE AUTHORS:

Rosenfeld, Louis, Joseph Janes, and Martha Vander Holk. *The Internet Compendium: Subject Guides to Humanities Resources*. New York: Neal, 1995. Print.

BOOK BY FOUR OR MORE AUTHORS:

Holloway, Susan D., et al. *Through My Own Eyes: Single Mothers and the Cultures of Poverty*. Cambridge: Harvard UP, 1997. Print.

AN ESSAY OR CHAPTER OF AN ANTHOLOGY (i.e. *TAKING SIDES*)

Smith, John K. "Who Will Fight For the Elderly?" Ed. Bill McCoy. *The Assisted Suicide Debate*. Boston: Stonebridge, 2001. 24-37. Print.

Note: The first title, in quotation marks, is the title of the chapter. The second title, which is italicized, is the title of the book. The first name is the author of the chapter. The second name is the editor of the entire book.

EDITORS (please note- if there's only one editor, use the abbreviation *ed.*):

Kitchen, Judith, and Mary Paumier Jones, eds. *In Short: A Collection of Brief Creative Nonfiction*. New York: Norton, 1996. Print.

ENCYCLOPEDIA OR DICTIONARY:

"Sonata." *Encyclopedia Britannica*. 15th ed. 1997. Print.

MAGAZINE/NEWSPAPER ARTICLES:

(Note: If you find articles online, you will indicate Web. instead of Print.)

ARTICLE IN A MONTHLY MAGAZINE:

Kaplan, Robert D. "History Moving North." *Atlantic Monthly* June 1997: 21-23. Print.

ARTICLE IN A WEEKLY MAGAZINE:

Pierpont, Claudia Roth. "A Society of One: Zora Neale Hurston, American Contrarian." *New Yorker* 17 Feb. 1997: 80-86. Print.

ARTICLE IN A DAILY NEWSPAPER:

Knox, Richard A. "Please Don't Dial and Drive, Study Suggests." *Boston Globe* 13 Feb. 1997: A1+. Print.

For information on how to format bibliography info for other types of sources, consult the following website: owl.english.purdue.edu/owl/resource/747/01/

(For your convenience I have included a link to this website on my website. This is a great tool to help you with your questions.)

PART THREE: TAKING NOTES

- In researched writing, you will be drawing on the work of other writers, and you must acknowledge their contributions by citing your sources. It is very important that you take notes with the following format so that you can keep track of where your information originated.
- You can take notes in three different ways: summarizing/paraphrasing, direct quotations, facts/statistics/ideas.
- Summarizing/Paraphrasing:
 - When you summarize/paraphrase, you must restate the source's meaning by using your own language.
 - HINT: To avoid plagiarizing an author's language, set the source aside, write from memory, and consult the source later to check for accuracy.

EXAMPLE:

Original Source-

The park [Caspers Wilderness Park] was closed to minors in 1992 after the family of a girl severely mauled there in 1986 won a suit against the county. The award of \$2.1 million for the mountain lion attack on Laura Small, who was 5 at the time, was later reduced to \$1.5 million.

-Reyes and Messina, "More Warning Signs," p. B1

Plagiarism Example-

Caspers Wilderness Park was closed to children in 1992 after the family of a girl brutally mauled there in 1986 sued the county. The family was ultimately awarded \$1.5 million for the mountain lion assault on Laura Small, who was 5 at the time.

Please note how much of the original source has been copied word for word; that makes this an example of plagiarism.

Acceptable Paraphrase-

In 1992, officials banned minors from Caspers Wilderness Park. Park officials took this measure after a mountain lion attack on a child led to a lawsuit. The child, five-year-old Laura Small, had been severely mauled by a lion in 1986, and her parents sued the county. Eventually they received an award of \$1.5 million.

→ Direct quotations:

- Be sure to copy the original quotation EXACTLY as it is found in the source. This includes numbers. If the author spells out a number, you should spell it out, too.
- Place the quotation in quotation marks.
- A quotation does not mean that it is found in quotation marks in the original source; a quotation just means that you've gotten it exactly from somewhere else.
- If you cut out unnecessary words, use the ellipses (...) to indicate what has been removed.
- If you edit for clarity or capitalization, put the edited word(s) in brackets. [He]

EXAMPLE:

“The boldness displayed by mountain lions just doesn’t square with the shy, retiring behavior familiar to those of us who have studied these animals.”

→ Facts/Statistics/Ideas:

- You may not need to use a direct quotation or a summary when taking notes. Sometimes all you need is the fact or statistic.
- You may also use an idea for a note.

EXAMPLE:

70% of all wild animal attacks in southern California are mountain lion attacks

PART FOUR: NOTE CARDS

- Please put your initials on all of your note cards!
- DO NOT label your cards with the A, B, C, etc. from the example. Those letters are there to identify the different parts of the card.
- You should have ONE note per card.
- Do NOT write too much on one note card. It is better to spread out your information.
- The purpose of note cards is to help you organize your thoughts when it’s time to write the essay. You will be able to make piles of the note cards according to body paragraphs. This will be harder if you have too much written on each card.
- The heading should be a word or two to remind you what info is on the card or what point this card might support.
- REMEMBER TO INCLUDE THE BIBLIOGRAPHY CARD NUMBER ON THE NOTE CARDS! THIS IS ESSENTIAL INFORMATION!

SAMPLE NOTE CARD:

A. Bib card #	E JK - 17	A 3
B. Heading	B Ocean Pollution	
C. The note	C “The oceans are at an all time high level of toxic pollution. Fifty million tons of fish die each day.”	
D. Page #		
E. Your initials and card number (keep a running total from 1-30+)	D 39	F Q
F. Type of note: S = summary or paraphrase Q = quotation I = idea (or fact/statistic)		

PART FIVE: THESIS STATEMENT

- The thesis statement is one sentence that states the purpose of the essay.
- Everything in the body paragraphs relates back to supporting the thesis statement.
- The thesis should be the last sentence in the introduction and the first sentence in the conclusion. The restatement of the thesis in the conclusion should be worded differently from the introduction's thesis (same idea in different words).
- A thesis statement usually takes a stand and expresses a specific feeling about, or feature of, your topic. Write as many versions as it takes to hit upon the statement that sets the right tone for your writing.
- Use the following formula to create a thesis: a specific topic + a particular stand, feeling, or feature + three general reasons = an effective thesis statement
- The thesis statement should NOT contain the phrases "I think," "I believe," or "This essay will prove."
- If you have more than three points, see me for instructions.
- Your three points should be written in parallel structure (same sentence pattern, same parts of speech, etc.)
- **EXAMPLE:** Performance-enhancing drugs should not be allowed in sports because they are dangerous to the athlete's health, they are unfair to other competitors, and they decrease the integrity of sports.

PART SIX: COUNTERARGUMENT

- Because you are writing a persuasive essay, it is important to acknowledge that there are two sides to the argument. The majority of your essay should focus on the side that you are supporting; however, briefly acknowledge the opposition.
- Anticipate what the opposition's strongest points are and think about how to refute (knock down!) those points with your own research.
- Refutation is most effective when done with research rather than opinion.
- **EXAMPLE:** *There are many people who are opposed to the death penalty because it is considered cruel and unusual punishment. However, the victims of these criminals were brutally beaten, raped, and/or killed. Weren't they subjected to cruel and unusual punishment? It is only fair to retaliate with a punishment that is equal to the severity of the crime. (Here you would include specific statistics or facts about a brutal crime, for example.)*

PART SEVEN: OUTLINE

- It is very important to create an outline before beginning the rough draft.
- Organize your note cards in piles. Each pile can represent a body paragraph.
- If you write out your topic and concluding sentences for each body paragraph, it will be easier to begin writing the actual rough draft.
- You will receive an additional handout and instructions to help you create your outline.

PART EIGHT: INCORPORATING NOTES INTO THE ESSAY

WHAT IS A CITATION?

- Citation= a passage cited; a quotation

WHEN DO I USE CITATIONS?

- Quote from a source
- Summary or paraphrase from a source
- Borrowed facts or ideas from a source (EXCEPT for common knowledge)

HOW DO I USE CITATIONS?

- The source is introduced by a SIGNAL PHRASE that names its author (you may also use the title of the book or the article).
- The signal phrase tells the reader that a quotation, fact, or paraphrase is coming.
- Introduce summaries/paraphrases with a signal phrase that names the author and places the material in context. Readers will then understand that everything between the signal phrase and the parenthetical citation (page number in parentheses) summarizes or paraphrases the original source.
- The material being cited is always followed by a page number in parentheses. Use the abbreviation for *no page* (n.pag.) if you do not know the page number.
- If you are using titles inside your in-text citations, and those titles are long, you may shorten them to the first 2-3 words of the title. Just make sure they are different enough from other titles so that they can be distinguished.
- Readers need to move from your words to the words of a source without feeling a jolt. Avoid dropping quotations in to the essay without warning. Instead, provide clear signal phrases, usually including the author's name, to prepare the readers for a quotation.
- You don't always have to quote full sentences from a source. To reduce your reliance on the words of others, you can often integrate a phrase from a source into your own sentence structure.
- If you have used several facts/quotes/ paraphrases from the same source in the same paragraph, you do not need to include the author's last name/title after the first one. You will need to keep including the page numbers.
- HOWEVER, if you are switching between two or more different sources, you will need to include the last name/title. When you go to a new paragraph, you must include the last name/title again.

DIRECT QUOTATION EXAMPLE:

As lion authority John Seidensticker remarks, "The boldness displayed by mountain lions just doesn't square with the shy, retiring behavior familiar to those of us who have studied these animals" (117).

Please note the placement of the parentheses and end punctuation!

SUMMARY/PARAPHRASE EXAMPLE:

In 1992, officials banned minors from Caspers Wilderness Park. Reyes and Messina explain that park officials took this measure after a mountain lion attack on a child led to a lawsuit. The child, five-year-old Laura Small, had been severely mauled by a lion in 1986, and her parents sued the county. Eventually they received an award of \$1.5 million (B1).

Please take note of the signal phrase, the page number in parentheses at the end, and the placement of end punctuation.

PARTIAL QUOTATION EXAMPLE:

Uncommon as lion sightings may be, they are highly publicized. As George Laycock points out, a lion sighting in southern California “can push Pope, President, or the Los Angeles Dodgers off the front page” (88).

Please note that the quotation doesn’t begin until the middle of the sentence. The first part of the sentence is in your words. Also note that there is NOT a comma after “California” and there is still a signal phrase.

HOW DO I USE A LONG QUOTATION?

The following is both a description of the process as well as an example of what to do:

When you quote more than four typed lines of prose, set off the quotation by indenting it one inch (or ten spaces) from the left margin. Use the normal right margin and do not single space. Long quotations should be introduced by an informative sentence, usually followed by a colon. Quotation marks are unnecessary because the indented format tells the reader that the words are taken directly from the source. (116)

Notice that at the end of an indented quotation the parenthetical citation goes OUTSIDE of the final period.

WHAT ABOUT USING FACTS OR STATISTICS?

- When you are citing a statistic or other fact, a signal phrase is often not necessary. In most cases, readers will understand that the citation refers to the statistic or fact (not the whole paragraph).
- If you haven’t used a signal phrase, include the author’s last name with the page number in parentheses.
- If you have used several facts from the same source and page within one paragraph, place a signal phrase at the beginning and the page number at the end.

EXAMPLE:

Mountain lion attacks make up seventy percent of all wild animal attacks in Southern California (Schmoe 67).

Please note that this is not in quotation marks because it's not a direct quote. Because it is a fact or statistic, there was no signal phrase at the beginning. Also note that there is NOT a comma between the author's name and the page number.

EXAMPLE:

Joe Schmoe has collected data that shows mountain lion attacks tend to happen when people invade the animals' territory. In fact, mountain lion attacks make up seventy percent of all wild animal attacks in Southern California. There were twenty incidents in 2001 and twenty-four incidents in 2002 (67).

Please note that there is a signal phrase at the beginning and a parenthetical citation at the end. This indicates that all of the material between the two is information from that particular source on that particular page.

The following chart shows what your in-text citations should look like, depending on the type of source.

In-text Citations Guidelines (MLA Style)

Type of Source	Citation Style
Author named in text * Could be a corporate author	Page number in parentheses at the end of the sentence According to John Doe, "seventy percent of students take the ACT two times" (52). According to the Food and Drug Administration, "..." (123).
Author not named in text * Could be a corporate author	Author's last name and page number in parentheses at the end of the sentence "Seventy percent of students take the ACT two times" (Doe 52). (Food and Drug Administration 123).
More than one author is cited *See me if you have a work by four or more authors.	Name all in text OR put all names in parentheses at the end of the sentence According to Lee, Sanford, and Cline, students who take the ACT a second time generally increase their scores by an average of two points (23). Students who take the ACT a second time generally increase their scores by an average of two points (Lee, Sanford, and Cline 23).
No author is listed	Title and page number in parentheses It is helpful for students to prepare for the ACT before the test (<i>ACT Guide</i> 2).
No page number	Use the following abbreviation. You must mention the author/source. According to John Doe, "seventy percent of students take the ACT two times" (n. pag.).
Website with no author	Use title of website or web address (shorten if long)

Indirect source (source quoted in another source)	Give the name of the person who said the quote, and the author of the book you found the quote in in the parentheses. According to Richard Retting, "As the comforts of home and the efficiency of the office creep into the automobile, it is becoming increasingly attractive as a work space" (qtd. in Kilgannon A23).
Work from anthology	Cite the author, not the editor
More than one work in list by same author	Include words from the title in your reference (Sutford <i>ACT Success</i> 4).
For another situation not listed above	See me for help

PART NINE: BANNED PHRASES AND PRONOUNS

- DO NOT use any of the following pronouns in your essay: I, me, my, mine, you, your, yours
- DO NOT use phrases such as "This essay will prove that..." or "Thank you for reading my essay" or "That's what I think. What do you think?"
- Show—don't tell—your readers what you're trying to prove!

PART TEN: USAGE

- Spell out all numbers 1-10 and any that can be written in 2 words. For example, 21 should be twenty-one.
- You do not need to spell out numbers that are in dollar amounts or percentages UNLESS the number is the first word of the sentence.
- If you have a complicated number at the start of the sentence, try to figure out a way to reword it so the sentence doesn't start with that number.
Example: Fifty-five percent of people prefer peanut butter and jelly to ham sandwiches.
- Please do not use contractions in your essay.
Wrong: People can't make informed decisions.
Correct: People cannot make informed decisions.
- If you use an acronym, please be sure to define it at least once.
MADD, Mothers Against Drunk Driving, is against lowering the drinking age.

REMINDER:

Your paper must be typed with the following specifications: double-spaced, 12 point, Times New Roman font, and one-inch margins. You will put a header on your paper with your last name and the page number in the upper right hand corner.

PART ELEVEN: WORKS CITED PAGE

- Use the information from your bibliography cards to create the works cited page.
 - A works cited page includes ONLY the sources that have been cited in the essay; a bibliography includes any sources that may have been read during the course of research. You will be doing a works cited page, not a bibliography page, for this assignment. That means if you didn't cite a source in your paper, do not include the information on your works cited page.
 - The works cited page is part of your paper and should have the same header on it as the rest of your paper. The page number should be a continuation.
 - The entries should be in alphabetical order, ignoring the words *a*, *an*, and *the*.
 - DO NOT number, bullet, or bold your works cited entries.
 - The entries themselves should be double spaced, and there should be one space between entries (see the sample page below).
 - The title of the page should say *Works Cited* and should be centered in twelve-point, Times New Roman font. (It is italicized here only for emphasis.) It should not be bold, italicized, or "fancy" in any way!
 - Your works cited page should look EXACTLY like the sample provided in the note guide, only yours will start at the top of the page.
 - If your entry goes longer than one line, the second line (and any subsequent lines) is indented. To do this easily, type your entire works cited page without worrying about spacing or indenting. When you are finished, highlight all the entries. Right click and select paragraph from the menu. Under indentation, you will have the option of choosing "hanging." Under spacing you will have the option to change line spacing to "double." If you select both of these, your works cited page should format itself perfectly!
 - NOTE: When it's time to type up your works cited page, you may find that the computer automatically changes your URL once you type the period. When this happens, click the *Undo* button and it should be fixed.
-