



Briarcliff Middle School

Research Paper Style Guide

Writing a Research Paper

<u>Topic</u>	<u>Page</u>
Style	2 – 5
First Page Format	5
Parenthetical Documentation	6
Plagiarism	6 - 7
Sample Works Cited Page	8
Sample MLA Entries for Works Cited Page	9 - 16
Source Card Format	17
Note Card Format	18
Writing an Outline	19 - 20

Style

Punctuation

The rules listed below are not exhaustive, but rather selected for their common misuse by students. All the rules and examples documented below come from *Write Source 2000* by Patrick Sebranek (et. al.); this title may be checked out from the library for more rules and details.

Ellipsis ... (p.388)

An ellipsis (three periods) is used to show a pause in dialogue or to show that words or sentences have been left out.

- **Used to show a pause in dialogue**
 - “My report,” said John, “is on . . . ah . . . planes . . . of the future!”
- **To show Omitted Words** – Read this from www.futurist.com:
“The human life span has nearly tripled in the last 200 years, from an average of 30 years to nearly 85 years. If you reach 65 and are healthy, you can expect to live another 20 years.”

What it might look like after leaving some words out.

- *“The human life span has nearly tripled . . . from an average of 30 years to nearly 85 years.”*
- **At the end of a sentence** – If the words left out are at the end of a sentence, use a period followed by three dots.
 - *“The human life span has nearly tripled in the last 200 years. . . . If you reach 65 and are healthy, you can expect to live another 20 years.”*

Commas (p.389&390)

Commas are used to indicate a pause or change in thought. Commas are used to keep words and ideas from running together, making writing easier to read.

- **Between Items in a Series** – Commas are used between words, phrases, or clauses in a series. A series contains at least three items.
 - *“Sam needed to buy milk, cheese, and bread at the store.”*
- **To Set off Dialogue** – Commas are used to set off the exact words of the speaker from the rest of the sentence.
 - *The teacher said, “Please turn in your homework now.”*
- **To Set off Interruptions** – Commas are used to set off a word, phrase, or clause that interrupts the main thought of a sentence. Such expressions usually can be identified through the following tests:
 - 1) they may be omitted without changing the meaning of the sentence.
 - 2) they may be placed nearly anywhere in the sentence without changing the meaning of the sentence.
 - *Computers, as we all know, are getting smaller. You may someday, for example, own a wristwatch computer.*

Semicolon (p.393)

A semicolon is a cross between a period and a comma. It is sometimes used in place of a period; other times it serves the same function as a comma.

- **To Join Two Independent Clauses** – A semicolon is used to join two independent clauses that are not connected with a coordinate conjunction. This means the two sentences could stand-alone.
 - **My dad bought a robot-operated lawn mover; I was anxious to see the thing work.**
- **To Separate Groups That Contain Commas** – A semicolon is used to distinguish groups of items within a list.
 - **Here’s a list of things we should be recycling: aluminum cans; cardboard, newspapers, and other paper products; glass bottles, jars, and other glass items.**

Colon (p.394)

A colon may be used to introduce a letter, a list, or an important point. Colons are also used between the numbers in time.

- **As a Formal Introduction** – A colon may be used to formally introduce a sentence, a question, or a quotation.
 - **One scientist explained why it’s important to protect the environment: “It’s like pulling bricks from a wall; everything will seem fine until the wall suddenly collapses.”**
- **To Introduce a List** – A colon is used to introduce a list.
 - **We produce enough foam cups annually to circle the earth 436 times. Here’s how we can begin to control this problem: use paper picnic products, buy eggs in paper cartons, and ask for paper food containers at fast food restaurants.**

Note: When introducing a list, the colon usually comes after summary words – *the following*, *these things* – or after words describing the subject of the list.

Quotation Marks (p.399&400)

Quotation marks are used to set off the exact words of a speaker, to show what a writer has “borrowed” from another book or magazine, to set off the titles of certain publications, and to show that certain words are used in a special way.

- **To Set Off Direct Quotations** – Quotation marks are placed before and after direct quotations. Only the exact words quoted are placed within the quotation marks.
 - **Futurist Don Reynolds says, “Today’s students will go through an average of four careers in one life span.”**
- **For Quoting a Quotation** – Single quotation marks are used to punctuate a quotation within a quotation.
 - **“When Mr. Kurt said, ‘Read this book by tomorrow,’ I was stunned.” said Kim.**
- **For Long Quotations** – If more than one paragraph is quoted, quotation marks are placed before each paragraph and at the end of the last paragraph.

“

_____.”

“

_____.”

“ _____.”
_____.

In research papers or reports, quotations that are more than four lines on a page are usually set off from the rest of the paper by indenting 10 spaces (two tabs) from the left.

_____.

Note: Longer quotations that are set off require no quotation marks either before or after the quoted material, unless quotation marks appear in the original copy.

- **Placement of Punctuation – Periods and commas** are always placed **inside** quotation marks. An **exclamation point** or a **question mark** is placed inside the quotation marks where it punctuates the quotation; it is placed **outside** when it punctuates the main sentence.
 - Ms. Wiley asked, “Can you actually tour the Smithsonian on the Internet?”
 - Did I hear you say, “Now we can tour the Smithsonian on the Internet”?
- **To Punctuate Titles** – Quotation marks are used to punctuate titles of songs, poems, short stories, lectures, episodes of radio or television programs, chapters of books, and articles found in magazines, newspapers, and encyclopedias.

Capitalization (p.404-407)

- **Historical Events** – Capitalize the names of historical events, documents, and periods of time.
 - World War I, the Bill of Rights, the Middle Ages
- **Names of Subjects** – Capitalize the name of specific course but not the name of a general subject. (Exception—the names of all languages are proper nouns and are always capitalized: French, Hindu, German, Spanish.)
 - Our summer recreation program offers an art course called Paint a Pet Dish.
- **Capitalize Geographic Names**
- **Official Names** – Capitalize the names of businesses and the official names of their products. Do not, however, capitalize a general, descriptive word like *toothpaste* when it follows the trade name.
 - The Gap, Microsoft, Reebok, Tombstone pizza, Crest toothpaste
- **Titles** – Capitalize the first word of a title, the last word, and every word in between **except** articles (a, an, the), short prepositions, and coordinate conjunctions. Follow this rule for titles of books, newspapers, magazines, poems, plays, songs, articles, movies, works of art, pictures, stories, and essays.
 - Where the Red Fern Grows [book]
 - “Bridge over Troubled Water” [song]

Numbers (p. 410)

- **Numbers Under 10** – Numbers from one to nine are usually written as words; all numbers 10 and over are usually written as numerals.
- **Very Large Numbers** – You may use a combination of numerals and words for very large numbers (**1.3 million; 17 million**). You may spell out large numbers that can be written as two words (**two thousand; but 2001**).
- **Sentence Beginnings** – Use words, not numerals, to begin a sentence.
- **Numerals Only** – Use numerals to express money, decimals, percentages, chapters, pages, time, telephone numbers, dates, identification numbers, zip codes, addresses, and statistics.
 - **\$2.39, 2115 Briarcliff Rd., 8 percent, chapter 7, a vote of 2 to 1.**
- **Numbers in Compound Modifiers** – Numbers that come before a compound modifier that includes a numeral should be written as words.
 - **We need twelve 10-foot lengths to finish the floor.**

First Page Format Sample

1"	<p data-bbox="337 814 370 846">1"</p> <p data-bbox="1230 772 1333 846">Smith 1^{1/2"}</p> <p data-bbox="298 890 444 921">John Smith</p> <p data-bbox="298 963 418 995">Ms. Dam</p> <p data-bbox="298 1037 607 1068">Language Arts, period 3</p> <p data-bbox="298 1110 461 1142">May 5, 2008</p> <p data-bbox="516 1184 1122 1215">Center the Title: Do not Underline Your Words</p> <p data-bbox="298 1260 1338 1669">^{1/2"} A research paper does not require a title page. Paragraphs are indented ^{1/2"} (<i>Tab</i> space). Leave 1" margins on the sides and bottom of each page and ^{1/2"} margin above the name and page number. Double-space throughout the paper; do not quadruple-space between paragraphs (or anywhere in paper). The left margin is justified, but the right margin is never justified. Use a standard, 12-point font, such as <i>Times-Roman</i>.</p> <p data-bbox="802 1711 834 1743">1"</p>	1"
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Parenthetical Documentation

All quotations **must** be attributed to the author or source in the text of your paper. Using quotes helps to add validity to your research. However, too many quotes means that the writer has not done enough original or independent thinking. You should use quotes that are interesting, revealing, or support your thesis or ideas.

“Use **parenthetical citations** to indicate exactly which one of the sources listed on the works cited page is the source of any quoted or paraphrased passage” (Writing a Research Paper 7).

“You can do this by placing (*in parentheses*) the author’s last name and the page number(s) on which you found the information. This reference is placed at the end of the quote or idea taken from the author” (Writing a Research Paper 7).

For example:

“I included under thirteen names of virtues all that at the time occurred to me as necessary or desirable”
(Franklin 135).

If you name the author within the sentence, **signal phrase (in blue)**, (*in parentheses*) just put page number.

Example:

In his Autobiography, Benjamin Franklin states that he prepared a list of thirteen virtues **(135)**.

OR

Franklin said, I am pleased with the list of thirteen virtues I produced, but I am embarrassed that I could not master them all” **(135)**.

When the author is unknown, in the signal phrase, use the complete title or give a short form of the title in parentheses. Titles of books are underlined; titles of articles and other short works are put in quotations marks.

Example:

“As of 2001, at least three hundred towns and municipalities had considered legislation regulating use of cell phones while driving” (“Lawmakers” 2).

Plagiarism

Plagiarism is using another writer’s ideas or words as if they were your own, without giving credit. According to A Pocket Style Manual by Diana Hacker, there are three different acts that are considered plagiarism:

1. failing to cite quotations and borrowed ideas
2. failing to enclose borrowed language in quotations marks, and
3. failing to put summaries and paraphrases in your own words (115).

To avoid plagiarism, Write Source 2000 offers these guidelines:

- **Using New Information** – Give credit in your paper (list an author and page number) for the following kinds of information;
 - Information that is copied directly from another source
 - Information that is written in your own words but contains key words or ideas taken from another source.
- **Copy and Paste** - Do not copy and paste information found on websites and databases into your paper or notes without quotation marks or citing your sources.
- **Using Common Knowledge** – It not necessary to list an author and a page number for information that is considered common knowledge – knowledge already known by most people. As a rule of thumb if you read/see the same information in **three different sources** you can consider it common knowledge and do not have to cite.
- **Check with your teacher if you are uncertain about your use of sources.**
- **When in doubt, always cite source!**

Short Quotations

Prose (spoken or written language) quotations of **four lines or fewer** and **verse** (writing arranged with a metrical rhythm) quotations of **three lines or fewer** are included in the body of the paper, with quotation marks. Document your source with a parenthetical citation:

When conducting book talks, Lucy Schall says, “Read every book, booktalk only the books you respect, and include books from several genres” (xvi).

Long Quotations

Prose (spoken or written language) quotations of **four lines or more** and **verse** (writing arranged with a metrical rhythm) quotations of **three lines or more**, indent each line 1 inch. Continue **double spacing** between the lines. Do **not** use quotation marks. Do **not** right-justify.

Lucy Schall, in her book titled Booktalks and Beyond, provides more practical advice in conducting well-planned booktalks:

If your planning a full program of booktalks, invite your audience to select the books they want to hear about from the books that you bring. Display the books so that the covers hold the audience’s attention. Hand out an annotated list at the beginning of the program for the audience to refer to and visit later. In any booktalk situation, keep the booktalk short. Hold the book while you speak. Have extra copies Involve your audience, if only with a rhetorical question, at least every five minutes. (xvi)

Paraphrasing

If you use another person's words, facts, or ideas without using exact quotations be sure to cite the source of your information:

When conducting a booktalk, you should allow the audience to select books they want to hear about, display them, involve your audience and keep it short (Schall xvi).

Sample Works Cited Page

Below are the standards for a Works Cited page:

- 12-point Times-Roman font
- 1 inch margins on sides and bottom
- Half inch margin above name and page
- "Works Cited" title centered
- Alphabetize entries by the last names of the authors (or editors); if a work has no author or editor, alphabetize it by the first word of the title
- Do not indent the first line of each works cited entry, but indent any additional lines one-half inch (or five space/Tab)
- Double-space throughout
- When citing a website, turn off the automatic hot link feature of your word processing program.

	^{1/2"} Smith 8	
	1"	
	Works Cited	
	<u>An Inconvenient Truth</u> . Dir. Davis Guggenheim. Perf. Al Gore and Billy West. DVD. Paramount, 2006.	
1"	Chorlian, Meg. "The Other Signers." <u>Cobblestone</u> Sep. 2002: 26-27. "Declaration of Independence." <u>World Book Encyclopedia</u> . 2005 ed. Schleifer, Jay. <u>Our Declaration of Independence</u> . Brookfield: Millbrook Press, ^{1/2"} 1992. "Writing the Declaration of Independence, 1776." <u>EyeWitness to History.com</u> . 18 May 2005. 20 May 2005 < http://www.eyewitnesstohistory.com >.	1"
	1"	



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Example MLA Citations

- Do not indent the first line of each works cited entry, but indent any additional lines one-half inch (or five space/Tab)
- Double-space throughout
- Must be in **alphabetical order** by authors last name. If there is no author use title, articles like *A, An, The* do not count.
- **All punctuation, underlining, and quotation marks must be included!!!**

To save space, examples are not double-spaced.

Print Materials

Anthology

Example:

Cafiero, Dennis. "Scholar and Gypsy." The Oxford Book of Travel Stories. Ed. Joseph Foster. Oxford: Oxford UP, 2005. 253-78.

Components:

Author's Last Name, First Name. "Title of the Selection." Title of Anthology. Ed. (Name of Editor First Name Last Name). City of Publication: Publishing Company, Copyright Year. Pages.

Book (one author)

Example:

Bradbury, Ray. Fahrenheit 451. New York: The Ballantine Publishing Group, 1981.

Components:

Author's Last Name, First Name. Title of Book. City of Publication: Publishing Company, Copyright Year.

Book (no author)

Example:

Walking Tours of Mountain Lakes. Boston: Posner Publishers, 2007.

Components:

Title of Book. City of Publication: Publishing Company, Copyright Year.

Print Materials continued...

Book (two authors)

Example:

Hogg, Ian V., and John H. Batchelor. Armies of the American Revolution. Englewood Cliffs, NJ: Prentice-Hall Inc, 1975.

Components:

Author's Last Name, First Name, and Author2's First Name Last Name. Title of Book.
City of Publication: Publishing Company, Copyright Year.

Note: If city of publication is not a major city include the state.

Book (three or more authors)

Example:

Dam, Christine, et al. Language Arts and You. New York: Briarcliff Press, 2005.

Components:

Author's Last Name, First Name, et al. Title of Book. City of Publication: Publishing Company, Copyright Year.

Book (author and illustrator)

Example:

Thomson, Pay. The Squeaky, Creaky Bed. Illus. Niki Daly. New York: Doubleday, 2003.

Components:

Author's Last Name, First Name. Title of Book. Illustrator (Illus). First Name Last Name.
City of Publication: Publishing Company, Copyright Year.

Book (one editor)

Example:

Mendello, James, ed. Speak Spanish like You Can. London: Loco Publishers, 1924.

Components:

Editor's Last Name, First Name, ed. Title of Book. City of Publication: Publishing Company, Copyright Year.

Book (two editors)

Example:

Posner, Dennis Raymond, and Irene Muca, eds. No Dust on this Jacket: 7 Short Stories from the Library. San Francisco: Happy Books, 2005.

Components:

Editor's Last Name, First Name, and Editor2's First Name Last Name, eds. Title of Book. City of Publication: Publishing Company, Copyright Year.

Print Materials continued...

Book (author with an editor)

Example:

Dewitt, John. Lunch with Henry: How to Deal with Crazy People. Ed. Henry Finkelstein. Los Angeles: A-Duh Books, 2004.

Components:

Author's Last Name, First Name. Title of Book. Ed. Editor's First Name Last Name. City of Publication: Publishing Company, Copyright Year.

Encyclopedia or Dictionary Article

Example with author:

Usselman, Melvyn C. "Chemistry." World Book Encyclopedia. 2006 ed.

Example without author:

"Sonata." The American Heritage Dictionary of the English Language. 4th ed. 2000.

Components:

Author's Last Name, First Name. "Title of Article." Encyclopedia Title. Edition ed. Copyright Year.

Note: Often an author's name is found on the last page of the topic article in very small print. If no author is given, start entry with the title of the article.

Magazine/Journal Article

Example:

Kaplan, Robert D. "History Moving North." Atlantic Monthly Feb. 1997: 21.

Components:

Author's Last Name, First Name. "Title of Article." Magazine Title Date of Magazine (day month year): Pages.

Note: Include the day if it is part of the magazine date, for example: 29 Sep. 2002.

Newspaper Article

Example:

Mucci, Anne. "Building Community Support for Schools." New York Times 15 Dec. 2006: C3.

Components:

Author's Last Name, First Name. "Title of Article." Name of Newspaper [City if local and not in Newspapers Name] Date: Section and Page.

Electronic Sources

DVD and Video

Example:

An Inconvenient Truth. Dir. Davis Guggenheim. Perf. Al Gore and Billy West. DVD.
Paramount, 2006.

Components:

Title. Dir. Director's First Name Last Name. Perf. Performers's Frist Name Last Name.
(Medium)DVD. Name of Distributor, Year of Release.

Note: If your source is a videocassette, write in "Videocassette" instead of DVD.

CD-ROM Encyclopedia Article

Example:

"Big Bad Dinosaurs." The Complete National Geographic. CD-ROM. Washington, DC:
National Geographic Interactive, 1998.

Components:

"Title of Article." Title of CD-ROM. CD-ROM. City: Publisher, Year.

World Wide Web

Sometimes an article is housed on a website available to everyone (think of information found via Google) or you may get your article from a subscription online database (think of EBSCO or Facts on File) paid for by your school library or public library. These are two very different sources.

For subscription Databases follow these guidelines:

- When citing an online subscription service, the name and the location of the library where you retrieved the article should be listed right after the name of the service and before the date of access. For us you would document BCLMC, Mountain Lakes, NJ.
- For articles from an online database, the URL of the online service should be cited **NOT** the URL of the specific article. For example, [<http://web.ebscohost.com>](http://web.ebscohost.com) or [<http://worldbookonline.com/>](http://worldbookonline.com/).
- If the database is known, it needs to be included and underlined, for example, Student Research Center or Kids Search followed by the database service, EBSCOhost. If the database is not known simply list the database service without underlining it. Another example: American History Online (name of Database) and Facts on File (Database Service).

Online Database

Section of a Book – Online Database

Example:

Gleason, Bill. "Studying Real Hard." The Art of Teaching Study Skills. New York: BC Publishers, 2009. 24-49. Study Skill Online. Facts on File. BCLMC, Mountain Lakes, NJ. 3 March 2009 [<http://web.fof.org/>](http://web.fof.org/).

Components:

Author's Last Name, First Name. "Title of Article." Title of Book. City of Publication: Publishing Company, Copyright Year. Pages. Database Title. Name of Service Provider. Name and Location of Subscribing Library. Date of Visit to Site [<URL of Article>](http://web.fof.org/).

Online Database continued...

Encyclopedia Article on the Web – Online Database

Example:

Usselman, Melvyn C. "Chemistry." World Book Online. BCLMC, Mountain Lakes, NJ. 10 Jan. 2007 <<http://worldbookonline.com/>>.

Components:

Author's Last Name, First Name. "Title of Article." Encyclopedia Title. City of Publication: Publishing Company, Copyright Year. Pages Database Title. Name of Service Provider. Name and Location of Subscribing Library. Date of Visit to Site <URL of Article>.

Note:

- For name and location of subscribing library use "BCLMC, Mountain Lakes, NJ." If no author is given, start entry with the title of the article.
- Supply as much publication information as possible.

Magazine/Journal Article on the Web – Online Database

Example:

Klein, Andrew. "Tigers' Last Stand." Science World 12 Mar. 2007: 8-11. Student Research Center. EBSCOhost. BCLMC, Mountain Lakes, NJ. 10 Jan. 2007 <<http://web.ebscohost.com>>.

Components:

Author's Last Name, First Name. "Title of Article." Original Source of Article Date of Original Source (day month year): Pages. Database Title. Name of Service Provider. Name and Location of Subscribing Library. Date of Visit to Site(day month year) <URL of Article>.

Newspaper Article on the Web – Online Database

Example (two authors):

Dorning, Mike, and John McCormick. "New York Senator Tears Up, Then Tears into Front-Runner." Chicago Tribune 08 Jan. 2008. Student Research Center. EBSCOhost. BCLMC, Mountain Lakes, NJ. 10 Jan. 2007 <<http://web.ebscohost.com>>.

Components:

Author's Last Name, First Name, and Author2's First name Last Name. "Title of Article." Name of Newspaper [City if local and not in Newspaper Name] Date of Original Source (day month year). Database Title. Name of Service Provider. Name and Location of Subscribing Library. Date of Visit to Site (day month year) <URL of Article>.

The Web — Think Google

Note: If URL's are extremely long and go on to a second or third line break them at a “/”.

Magazine/Journal Article on the Web

Example:

Gearan, Anne. “Bush Predicts Middle East Peace.” Time 10 Jan. 2007. 12 Jan. 2007
< <http://www.time.com/time/world/article/0,8599,1702131,00.html>>.

Components:

Author's Last Name, First Name. “Title of Article.” Title of Magazine Date of Article
(day month year). Date of Visit to Site (day month year) <URL>.

Newspaper Article on the Web

Example:

Zeleny, Jeff. “Kerry Endorses Obama as Campaign Goes Nationwide.” New York Times
10 Jan. 2008. 11 Jan. 2008 <http://www.nytimes.com/2008/01/10/us/politics/10cnd-campaign.html?_r=1&hp&oref=slogin>.

Components:

Author's Last Name, First Name. “Title of Article.” Name of Newspaper [City, State (if
local and not in Newspapers Name)] Date of Article (day month year). Date of
Visit to Site (day month year) <URL>.

An Entire Web Site

Example:

Peterson, Sam. The Life of Butterflies. 2 Jan. 2006. Butterflies International. 4 Feb. 2008
<<http://www.butterflies.org>>.

Components:

Author's Last Name, First Name (if given). Title of the Site. Date of Publication or Last
Update (day month year). Name of Institution or Sponsoring Organization. Date
of Visit to Site (day month year) <URL of Page>.

Note: Include as many components as you can for this entry.

Short Work from a Web Site

Example:

Shiva, Vandana. “Bioethics: A Third World Issue.” Native Web. 15 Sept. 2002.
Third World Watch. 16 Feb. 2007
<<http://www.nativeweb.org/pages/legal/shive/html>>.

Components:

Author's Last Name, First Name (if given). “Title of the Short Work.” Title of the Site.
Date of Publication or Last Update (day month year). Name of Institution or
Sponsoring Organization. Date of Visit to Site (day month year)
<URL of Page>.

Note: Include as many components as you can for this entry.

Other

Cartoon

Example:

Conley, Darby. "Get Fuzzy." Comic Strip. Express-News [San Antonio] 6 May 2004: D4.

Components:

Artist Last Name, First Name. "Title of Comic Strip." Format. Publication Name
[City Name if necessary] Date of Publication: Section and Page.

- **In-text citation format:** (Last Name)

Note Exceptions: If the text is a single cartoon and not a part of a long running series, the title is not necessary and the format would be "Cartoon." For example:

Chast, Roz. Cartoon. New Yorker 4 Feb. 2002: 53.

Advertisement in a magazine

Example:

Polo Blue, Ralph Lauren. Advertisement. GQ 4 May 2003: 112.

Components:

Name of Product, Company, or Institution. Descriptive Label. Title of Magazine Date:
Page.

- **In-text citation format:** (Name of Product, Company, or Institution)

Map or Chart

Example:

Michigan. Map. Chicago: Rand, 2000.

Hunger in America. Chart. USA Today 2 Jan. 2007: 1A.

Components:

Name of Map or Chart. Form of document. Location of Publisher: Publisher, Date
Year (.): Page.

- **In-text citation format:** (Title)

Source Cards Format

The information and examples below are taken from "Research skills." World Book Online Reference Center. 2008. [BCLMC, Mountain Lakes, NJ. 11 Jan. 2008 <<http://www.worldbookonline.com/>>].

Source Cards

When you identified the sources you are going to consult (books, magazines, websites, etc.) for your research project, you should create source cards. You will use this information for your note cards as well as for your works cited page or bibliography. To make a source card:

- Use a standard 4x6 note card (ruled or un-ruled)
- Write in ink on one side.
- Use one card for each source you use.
- Number or code each source

Sample Source Card

<p>3</p> <p>Hogg, Ian V., and John H. Batchelor. <u>Armies of the American Revolution</u>. Englewood Cliffs, NJ: Prentice-Hall Inc, 1975.</p>	<p>→ Number each source card.</p> <p>→ Cite your source here and use MLA citation style.</p> <p><i>Source cards will be used later for organizing your note cards and bibliography or works cited page.</i></p>
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Note Cards Format

Taking good notes is critical to good research. Information you locate in sources, that helps your research, must be clearly and accurately recorded in your notes. For each note card...

- Write in ink, on one side
- Put only 1 item – fact, quotation, or idea on each side.
- Write the source number (from source card) in upper right-hand corner
- Include page number(s) of the source (in case you need to cite it later.)
- Write a short heading – called a **slug**– at top of the card to identify the topic or subtopic.
- Use can add personal notes at the bottom of the card. Circle them or write in different ink to distinguish them from your notes.

Sample Note Card

<p>Weapons of Rev. War</p> <p style="text-align: right; margin-right: 100px;">3</p> <p>The rifles use by soldier were not that accurate.</p> <p style="color: #800080; margin-top: 20px;">Note: Follow this with information found in chart on page 76.</p> <div style="display: flex; justify-content: space-around; margin-top: 10px;"> <div style="text-align: center;"> <p>Hogg</p> <p>↓</p> <p>Authors; names</p> </div> <div style="text-align: center;"> <p>p.75</p> <p>↓</p> <p>page #</p> </div> </div>	<p>The topic or subtopic (the slug)</p> <p>Matches source card.</p> <p>Limit each card to one idea and use own words.</p> <p>Write notes to yourself in different color or circle them.</p>
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Writing an Outline

The information and examples for this section are taken from Write Source 2000 and Research Paper Handbook.

An outline is an organized list of the information you will use for the main part of your research paper or essay. In an outline you list details from general to specific. There are two types of outline styles and each is used for a specific type of writing assignment; for a short essay you would write a **Topic Outline** and for a research paper you would write a **Sentence Outline**.

With both types, once you have finished gathering research, it is time to turn all your notes into a well-organized essay or research paper. You will present your own ideas, thoughts and analysis of the topic and blend it in with the facts and data that you have researched. By writing an outline you may also discover weakness in your research and areas that need more exploration.

- **Format of Your Outline** – the traditional outline numbering follows a specific format of letters and numbers. First, number the main sections or topics with Roman numerals (I, II, III, and so on) Use capital Letters (A, B, C and so on) for the first level of subsection under the Roman numerals. If there is a further level of subsections after that, use Arabic numerals (1, 2, 3 and so on). If there is still another level after that, use lowercase letters (a, b, c and so on).
- **Indenting Your Outline** – to make the outline more clear and easy to follow, align each section to the left of the paper. Indent each subsection; with every subsequent subsection indent more.

For example:

I. First major heading

A. Subheading of first degree

1. Subheading of second degree

2.

a. Subheading of third degree

b.

(1) Subheading of fourth degree

(2)

(a) Subheading of fifth degree

(b)

B. Subheading of first degree

II. Second major heading

Note:

1. Each division must be in two parts. If you have a **I**, you must have a **II**. If have a **A**, you must have a **B**. If you have a **1**, you must have a **2**, and so on.
2. The lettering and numbering rules above apply to both types of outlines.

In a **Topic Outline** you list the main ideas to be covered in your writing. These ideas are stated in words and phrases rather than in sentences. The topic outline is useful for short essays.

Example:

Subject: The automobile has become the American Nightmare.

- I. Main means of transportation
 - A. Creates dependency
 - B. Causes congestion and too many roads
- II. Leading source of air pollution
 - A. Gives off huge amounts of carbon dioxide
 - B. Contributes to acid rain and smog problems
- III. Leading cause of death and injury
 - A. Kills 265,000 and injures millions annually
 - B. Adds danger with two developments
 - 1. Large sport utility vehicles
 - 2. Road Rage

A **Sentence Outline** organizes ideas using complete thoughts. This means you can include more information and details. These are typically used for longer reports and research papers.

Subject: The automobile has become the American Nightmare.

- I. Cars are the main means of transportation.
 - A. But too many of us have become too dependent on the car.
 - B. More cars and more roads mean more congestion.
- II. Our need for the automobile has made it a leading source of air pollution.
 - A. The average car gives off more than five tons of carbon dioxide every year.
 - B. The emissions from cars also contribute to the problems of acid rain and smog.
- III. Auto accidents are the leading cause of death and serious injury.
 - A. Accidents kill 265,000 each year and injure another 10 million individuals.
 - B. Two developments are contributing to the dangers of car travel.
 - 1. Large sport utility vehicles make highways more dangerous for people in smaller cars.
 - 2. Incidents of road rage, angry and reckless driving, have risen.

Acknowledgements

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