

Starline Press

Research Guide And Style Sheet

*Compiled in accordance with the MLA Style sheet
and recommended as a standard for students using Starline Press Materials*

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Preface

In order to provide a modern, clear and concise, readily accessible style sheet for all students, Starline Press has chosen to use the Modern Language Association (MLA) Handbook for Writers of Research Papers as its guide. By patterning research after MLA, students will be able to use a consistent, acceptable research format in their writing assignments.

Despite the fact that several research standards exist in the academic world, Starline Press students will use this Research Guide and Style Sheet in all assignments and are strongly encouraged to do so for writings in all disciplines.

Philosophy

Starline Press recognizes the importance of correct documentation in research. Thus in high school, the aim will be to encourage proper thesis formulation, correct documentation, and logical development of critical analyses.

Research papers use information from a number of sources (never just one source) to prove a point or provide information about a subject.

Although all research papers will use the criteria of style, form, and requirements contained in this packet, more detailed instructions regarding style and content may be provided in general classroom discussions.

We ask that all students retain a copy of this Research Guide and Style Sheet during their academic journey through Starline Press Materials. Additional copies may be obtained from your teacher.

A Word about Plagiarism

Plagiarism, according to Webster's International Dictionary, is *the act or instance of taking and passing off as one's own someone else's work*. Essentially, to plagiarize is to steal one another person's idea in order to call it your own. As you begin your research career, it is best to "over cite" than "under cite." Remember to cite your sources and give credit where credit's due.

Avoid plagiarizing by

- using quotation marks around a direct quotation
- paraphrasing ideas that you have learned from a book
- citing each specific source

Any plagiarism --- intentional or not --- casts doubt on the honesty of all your statements. Plagiarism will result in the rejection of your research paper. Suspicion of plagiarism will be handled among student, parent, and teacher.

More detailed instructions about proper citations and paraphrasing, along with detailed instructions regarding the actual writing of your research paper, will be provided in general classroom discussion.

General Notes about Research

Initial impressions are important. Therefore, remember that the research paper should be neatly typed or word-processed on a machine with a new ribbon or ink cartridge.

The body of the paper should have one inch margins on the top and both sides; 1.5 inches at bottom.

The text of the paper should be double spaced.

Corrections should be made before your final draft is printed. If, however, a mistake is discovered after the final printing, neatly cross out the error with one single line. If additions must be included, use a caret (^) to show where the text should appear.

Order of pages in a research paper

1. Cover Page
2. Outline or Table of Contents
3. Title Page: First page of text, complete with title and heading
4. Body of Paper (numbered)
5. Works Cited Page (Works Consulted list may appear here)
6. End Sheet: blank sheet of white paper stapled to back of report

Parenthetical Referencing

As you proceed to study the research format in this guide, you will become familiar with the modern manner of citing references within your work...

This type of referencing, commonly known as **Parenthetical Referencing**, will be considered the standard for all research papers in Starline Press materials. Instructors may refuse to accept any research paper not prepared in accordance with the MLA style sheet and this guide.

At the discretion of the instructor, students may be required to include a **Works Consulted** list along with their **Works Cited** page. **Works Consulted** are those books, magazines, pamphlets, etc. that you read for background material or general information and although important to your research, have not been cited in your paper.

Students who change schools or move to other districts are advised to learn if there is a required research style at their new schools. Starline Press has adopted the MLA style because it is the form used at most colleges and universities and is approved by the National Council of Teachers of English. Although there are other correct research styles, MLA's parenthetical referencing has become the standard with Starline Press.

Direct Quotations vs. Paraphrasing

Often in writing research papers you'll be asked to document specific information. A general rule of thumb is that any new information, statistic, or fact other than material considered general knowledge should be directly quoted. Direct quotations strengthen your paper and help you avoid plagiarizing another's work.

Direct Quotations...

There are several times when Direct Quotations are necessary. **Quote directly (word for word)** if the original wording is:

- briefer than your paraphrasing would be
- more pointed than paraphrasing would be
- necessary for accurate understanding
- in any way more insightful, beautiful, or clever than your paraphrasing would be.

Direct Quotations may appear in your paper in one of two ways..

Short Quotations (fewer than 30 words) **appear within your text...**

According to ABC Tonight, modern media devotes "too much time to bad news about teens" (Cranshaw 73).

Although this may be an interesting theory, my research suggests the opposite.

Long Quotations (more than 30 words) should be set apart from the rest of the text by beginning a new paragraph and by using indentations of 10 spaces. Poems and lyrics are often written this way, too.

Geoffrey Chaucer's Canterbury Tales is a remarkable description of life as it was during the fourteenth century in England. As a matter of fact, Chaucer's work became known as one of the only accurate source books for England during that century.

It is the concise portrait of an entire nation, low and high; old and young; male and female; lay and clerical; learned and ignorant; rogue and righteous; land and sea; town and country. (Daley 90) Daley goes on to say that Chaucer's individual tales are so complete that scholars need...

Note the wider margins, how the direct quote is set apart from the rest of the written text, and the omission of quotation marks around the lengthy quote.

PARAPHRASING

Sometimes you may decide that an idea you find is not in need of a direct quotation. Perhaps it is a piece of general knowledge or information that you have found in a variety of sources. Rather than using a direct quotation, consider paraphrasing the material.

A paraphrased idea is achieved by taking an idea from a specific source but writing it in your own words and sentence structure. A paraphrase should sound like you, not like the source. To shuffle sentences does not mean that you have successfully paraphrased. Your teacher will help you understand the differences between paraphrasing and summarizing.

Some rules about paraphrasing:

1. Whereas long, direct quotations are set apart from the text, paraphrases are not
2. Paraphrased sections never use quotation marks.
3. Sources are cited for paraphrases, even though you've used your own words.

Note the differences in the following statements:

This is a **direct quotation** about plagiarism, found on page 153 in a book written by Richard Jones. In your paper you say:

"Plagiarism often carries severe penalties, ranging from failure in a course to expulsion from school" (Jones 153).

To **paraphrase** this statement, that is to **rewrite it in your own words**, the same statement might sound like this:

Plagiarism is a form of cheating punished by a failing grade on the paper, a failure for the course, or by being dropped from the course (Jones 153).

Reminder:

Although no quotation marks are needed in the paraphrased version of the direct quotation, the author is still cited as your source. This indicates to your teacher that the ideas about plagiarism came from Richard Jones, but the words used in your paper are yours, not his.

Use quotation marks only when citing an author directly.

... Now that you have a general idea about research, it's time to begin to

Write the Research Paper

1. Get Started

Review the directions you've received from your teacher. Make a list of possible subjects. List DUE DATES, acceptable format, length of paper, and the required number of citations and sources.

2. Select a Topic

and make sure that the topic is not too broad: Causes and Results of the Vietnam War or not too narrow: The Z100 Hubcap

3. Search for Information

Use Notecards or Note Sheets for your research Prepare Author-Page Citation cards Prepare Work-Cited Cards Determine whether you need **Primary** (First-hand material) or **Secondary** (Material written about primary sources)

4. Develop a Thesis statement.

Considerable time must be spent creating a valid thesis statement. Be sure to have your teacher approve your thesis statement before you write your final draft.

Consider possible ways to approach researching a topic (left column).

CHRONOLOGICAL	COMPARISONS	LITERARY
PROCEDURAL	SIMILARITIES	PRO
CAUSE/EFFECT	DIFFERENCES	CON
PROBLEMS	RELATIONSHIPS	CATEGORIES
SOLUTIONS	ANALYSIS	SPATIAL

A thesis statement is your **statement of purpose** for writing...something you intend to prove in your paper.

Note the above column of thesis statements. Before you actually write your own thesis for your paper, practice writing different statements for each of the listed approaches. The stronger your thesis statement is, the stronger your paper will be.

5. Develop your Outline

(see instructions for writing the Formal Outline)

6. Gather your Notes

7. Revise your initial outline

to reflect all of your research materials

8. Write your first draft

9. Revise your first draft.

Use these checklists to make sure you've done the best possible job.

I. CONTENT

- Paper follows outline

- Material is logically developed
- Thesis is clearly stated
- Thesis is proved
- Sources are cited correctly

II. GRAMMAR AND STYLE

- Topic sentence appears in all paragraphs
- Sentences support topic sentences
- No fragments or run-ons appear
- Sentence openings vary
- Sentence length varies
- Same tense is used throughout
- Subjects and verbs agree
- Strong subjects and verbs appear
- Language is smooth and appropriate for topic and grade level
- Effective transitions appear
- Short and long quotes are used correctly
- Paraphrasing is cited, yet personalized
- Spelling and punctuation are perfect

10. Type or word process the Final Draft

11. Proofread

12. Submit for grade

Note to students:

The Cover Page

This is a requirement for all research papers written for Starline Press Materials.

Although you have read about the theory of writing a research paper, perhaps you've never actually written a formal paper. In the information that follows, several samples of the various pages within your paper will be presented. You will be able to recognize the **models** easily because **they will appear in *ITALICS***.

Remember the Order of Pages in a Formal Research Paper? Here's a reminder before we go any further...

Cover Page

Outline or Table of Contents

Title Page Rest of the paper, numbered

Works Cited Page (*Works Consulted may appear here*)

End Sheet

[Sample Cover Page]

[Title, centered and capitalized:] (1/3 of the way down)
WORLD HISTORY RESEARCH
CIVILIZATIONS OF THE ANCIENT WORLD

[Author] Sandy Student

[Class] History 10

[Instructor] Mrs. Teacher

December 8, 2007

The Formal Outline

An outline lists the points you will use in your research paper in the order you will present them. An outline serves as an organizational plan for both writer and reader of the paper. Main points are usually original thoughts; details are supporting references from your notes...

Some general reminders...

- Begin with roman numerals
- Avoid using an "A" without a "B"
- Avoid using "1" without a "2"
- Use phrases rather than sentences

The Title Page

Actually, the title page is the first page of the body of your paper. It appears after the cover sheet and outline and must include:

1. Your name
2. Your teacher's name
3. Your class or subject
4. The date
5. The title of your project
6. The beginning paragraphs (usually the introduction and thesis statements) of your text

The Middle Pages, or pages 2, 3, 4... to the end of your report

After your first page of text (page one is really your title page), the remaining pages of your research paper look rather ordinary.

The Parenthetical Reference

Author - Page Citations

Throughout this guide several comments have been made about **parenthetical references** or **author - page citations**. The following pages will show how to document your sources using parentheses.

Cite the source of any information you take from a book, magazine, pamphlet, record, video, compact disk, computer disk, etc.

Remember, if you do not cite, you may be guilty of plagiarizing. Only original thoughts and well-known information need not be cited. If in doubt, cite the source.

Author-Page citations give the source of your material immediately after you present it. The *author's last name and page on which the information was found* are the only references needed in your text. Complete source references will be placed on the Works-Cited page.

The 9 General Instructions for Author - Page Citations

1. Cite the source for each paraphrase or direct quotation used.
2. Place the citations for paraphrases in parentheses *before* the period at the end of the information.

Skip a space after the last word of the quotation, put the citation, add a period...

He prepared a list of thirteen virtues (Franklin 135-137).

NOTE: The page reference above indicates that you read pages 135-137 and paraphrased the info into one line

3. **Direct quotes that are fewer than 30 words** are written within the body of your text.

The "highly spiritual view of the world presented in the Bible exercised its appeal in the West and East alike" (Rose 2).

NOTE: Direct Quotes use quotation marks. The Parenthetical Reference here says that these exact words can be found in the book or article by Rose on page 2.

4. Place citation at a point of punctuation if possible. This avoids interrupting the natural flow of your writing. Your teacher will help you find samples of this type of citation in your literature or history text book.

5. QUOTATIONS OF MORE THAN 30 WORDS:

Conclude your own text, add any punctuation that is needed, and double space:

Use no quotation marks

Indent 10 spaces rather than 5 to offset the citation from the text

Double space the citations

Include end punctuation

Cite source parenthetically

Geoffrey Chaucer's Canterbury Tales is a remarkable description of life as it was during the fourteenth century in England. It is the concise portrait of an entire nation, low and high; old and young; male and female; lay and clerical; learned and ignorant; rogue and righteous; land and sea; town and country (Daley 90).

6. Citing Articles

If article has only one page, do not include page number, use only author's name in parentheses

Cranshaw has argued that point before (Markham).

If article has no author, use title of article instead.

7. Underline titles of books.

8. Use quotes around pamphlets.

9. Make citations as comprehensive as possible and become sophisticated...

If you use the author's name in the text of your paper, it is only necessary to cite the page number:

Daley says Chaucer's characters are "learned and ignorant" (23).

In order to give the reader complete information about your cited sources, you must attach a Works Cited page, an alphabetical list of all sources you actually used in your research.

Works Cited Page, General Rules

1. **Alphabetize** by author's last name. If no author is listed, titles of books or articles should be used for alphabetical purposes. Remember: Only one list of alphabetical sources is required. Do not create separate, lists for authored and unauthored sources.

2. When entries occupy more than one line, the second and each line thereafter should be indented 5 spaces.

3. Since sources are alphabetical, they should not be numbered.

4. Entries on the Works Cited page should be double spaced.

5. Lists showing order of information follow. Start with the first available item and give each following available item. Most entries will not have all possible information. Check the ORDER OF INFORMATION list for clarification.

6. If more than one author is given, only the first author's name is given last name first.

EX: Charles Jones and William Smith would appear on the Works Cited page as:

Jones, Charles, and William Smith.

Works Cited

Crenshaw, Richard. Poems of the English. Ed. L. C. Martin. 2nd ed. Oxford University Press, 1987.

Donne, John. Poems of John Donne. Ed. Herbert H. Grierson. Harper and Row, 1955.

Garth, Helen, and Carol Jones. *Medieval Literature*. Baltimore: Johns Hopkins University Press, 1950.
 ----- . *Saints in Literature*. New York: Schuster, 1989.
 Grove, Robert. *Personal Interview*. 28 May 1989.
 Hershel, Simon, et al. *The History of the World*. 3 vols. Chicago: Mason Publishers, 1978. 1: 247-257.
 "Pee Wee Herman." *Encyclopedia Americana*. 1981 ed.

Note that the entire Works Cited page is alphabetical.

Do not number your entries. Punctuation of the entries is accurate. Review this format with your teacher.

Sample Entries: Works Cited Page

These next pages give models of how to write out the sources for your Works Cited page.

Anthology With Editor	Gunn, Giles, ed. <i>Literature and Religion</i> . New York: Harper and Row, 1971.
Article In Weekly Magazine	Borcoran, Elizabeth. "Space and the Arts." <i>Space World</i> . 4 Oct. 1982: 12+. Note: in weekly periodicals which include week dates, the order of presentation is Day of month, Month, Year.
Article In Monthly Magazine	Begley, Marcia. "Laughter." <i>Newsweek</i> Oct. 1990: 75-76.
Book By One Author	Clark, Kenneth. <i>This Is Life</i> . London: Thames, 1978.
Book By 2 Or More Authors	Scholes, Robert, and Eric Rabkin. <i>Science Fiction</i> . New York: Oxford University Press, 1989. Note: If there are more than three authors, name only the first and put "et al." EX: Smith, Kevin, et al.
Book With No Author	<i>The Times Atlas of the World</i> . 5th ed. New York: New York Times Press, 1915.
Book By Corporate Author	<i>The Yearly Report</i> . American Council on Education. Washington: American University Press, 1994.
(Online) Computer Service	Barton, Harry. "Television: Losing on the Superhighway." <i>Chicago Tribune</i> Online. America Online, 15 July 1995.
Encyclopedia With Author	Candle, Jay. "Columbus." <i>World Book Encyclopedia</i> . 1985 ed.
Encyclopedia, No Author	"Dying Bull." <i>Encyclopedia Britannica</i> . 1976 ed.
Computer Software. Diskette. Author Given	Kilmer, Robert G. <i>Computerese</i> . Computer software. Tandy, 1981.
Computer Software. CD ROM	Kohn, Q. <i>Trees</i> . CD-ROM. New York: Tandy, 1991.
Computer Software, No Author	As above; just begin with the title of the diskette or CD-ROM and repeat information.
Government Publications	United States. Department of Labor. Bureau of Statistics. <i>Dictionary of Occupational Titles</i> . 4th ed. Washington: Government Printing Office, 1984.

Sample Interviews: Personal	Varnes, Carl. Personal Interview. 27 July 1977.
Microforms	Zarin, Joe. "General Contracting." <u>New York Times</u> . 5 June 1987, MF: MF13. READ NOTE BELOW:
NOTE:	Microfiche and microfilm are not cited as sources. The original source from which the information actually came (i.e. Newsweek) serves as the citation. If information regarding publication is missing, put MF in place of missing items. Since edition is missing, MF appears. Since Section Letter is missing, MF appears.
Newspapers	Collins, Daniel S. "Amazing Amazon Animals." <u>New York Times</u> . 21 Nov. 1983, late ed.: B17. Note: Many newspapers do not have an edition given. In such cases place the colon after the year and then put the page number.
Pamphlets	Treat pamphlets as you would books or articles
Work Cited From An Anthology	Connor, Flannery. "The Life You Save May Be Your Own." <u>The Realm of Fiction: Seventy-four Stories</u> . Ed. James B. Hall and Elizabeth C. Hall. 3rd ed. New York: McGraw and Hill, 1989. 479-85.
Who's Who	"Graham, Martha." <u>Who's Who in American Women</u> . 12 ed. 1987.
SIRS	Townsend, Bickley. "America's Changing Face," <u>State Legislatures (Nov./Dec. 1987)</u> : 14-16. Reported in <u>Population</u> , Vol. 4. Ed. Eleanor Goldstein, Boca Raton, Fla.: Social Issues Resources Series, Inc. 1987. Art. 59. Remember: When citing a reference to this type of article within the body of the text, the author and page numbers are placed in parentheses within the body of the text: (Townsend 14). If the author name is not available, cite the name of the article and page: (America's Changing Face 14).
2 Or More Books By The Same Author (First Has The Name, Second Has "-----")	Frye, Northrop. <u>Anatomy of Criticism: Four Essays</u> . Princeton: Princeton University Press, 1988.
	------. A Study of English Romance. New York: Random House, 1988. Note: For the second book written by the same author, the author's name is omitted. Instead, -----. is used.
A Footnote From A Text	Conway, Thomas. "The Romantic Era," page 34, as noted in <u>Henry Garvey's The World of Romantic Poetry</u> , Chicago: Oxford Press, 1921.
Films	<u>The Doors</u> . Dir. Oliver Stone. Carolco Pictures, 1991.
Recordings	Slick, Grace. <u>Manhole</u> . Grunt Records, 1974.
Shakespearean Plays	Shakespeare, William. <u>Macbeth</u> . New York: Bantam, 1976.
Television Or Radio	"Zoology." Narr. Barbara Walters. <u>20/20</u> , ABC New York. 6 March 1990.

WWW.com

Citing Internet Addresses

a how-guide for referencing online sources in student bibliographies

This article was downloaded from the internet. When you download materials, be sure to cite your source (see below). As the media changes, so will citation forms; however, this is the most up-to-date information available at publication of our Research Guide and Style Sheet.

Classroom Connect: Revised: "How to Cite Internet Resources."

MLA-Style Citations of Electronic Resources

Department of English

University of South Florida

Courtesy of: Janice R. Walker

Works Cited

Bud's Easy Term Paper Kit. 8th ed. New York: Lawrence House, 1988.

Classroom Connect: "Revised: How to Cite Internet Resources." URL:

<http://www.classroom.net/classroom/CitingNetResources.html>

September 26, 1996.

Gibaldi, Joseph. MLA Handbook for Writers of Research Papers. 4th ed. New York: Modern Language Association of

America, 1995

Gibaldi, Joseph, and Walter S. Achert. MLA Handbook for Writers of Research Papers. 2nd ed. New York: Modern

Language Association of America, 1984.

Newburgh District MLA Research Guide. Ed. Judith McAfee. Newburgh Free Academy Print Shop, 1986.