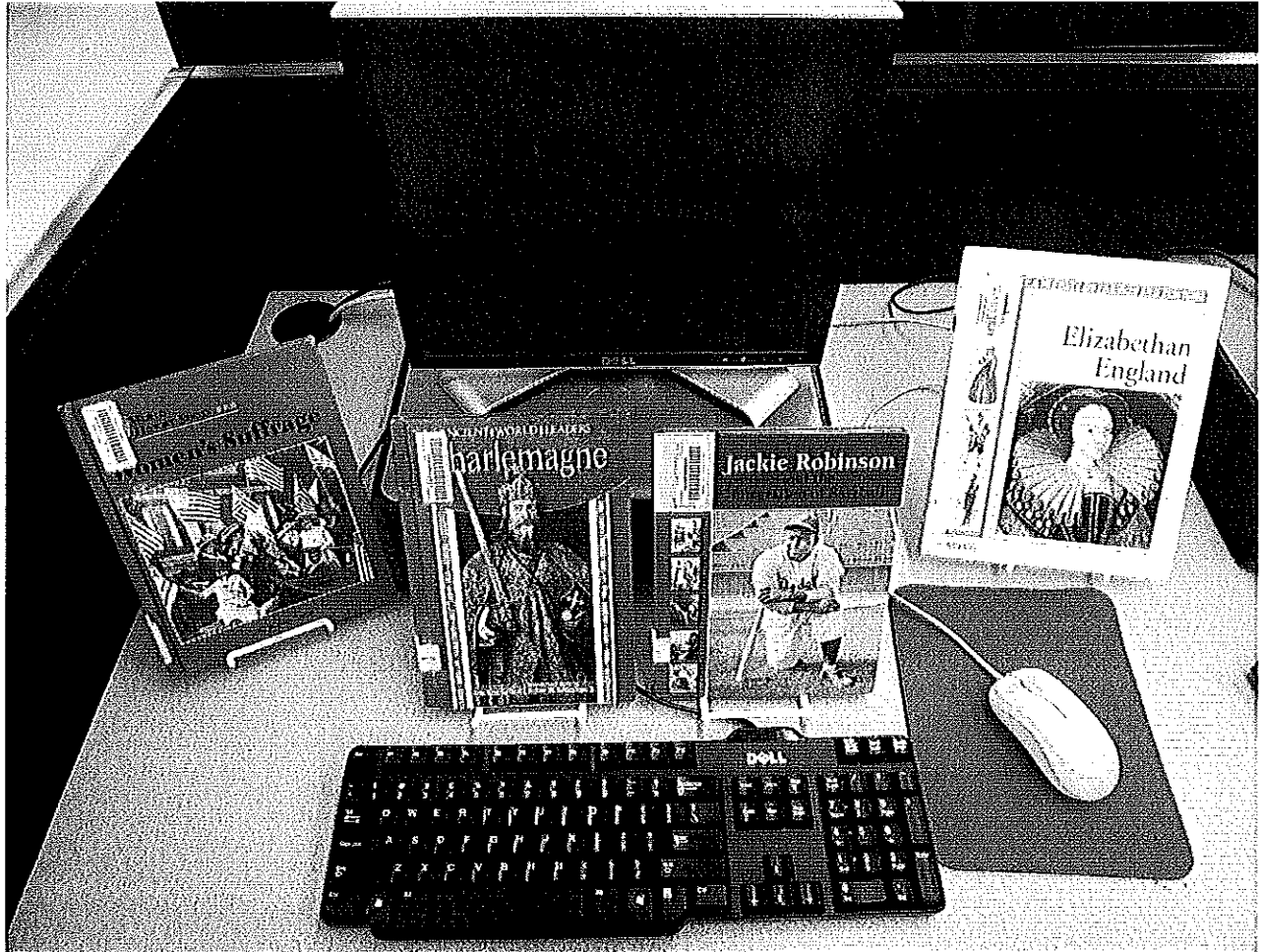# Baldwin Union Free School District

Style Manual
Grades 9-12
Revised May 2015

Please keep as a reference for all future research papers

TABLE OF CONTENTS

> ## A NOTE TO STUDENTS:
> This style manual reflects the accepted format for presentation of
> research for the Baldwin Union Free School District. It should be
> noted, however, the format for research may vary from one
> educational institution to another.

LIBRARY STYLE MANUAL

<u>WHAT IS RESEARCH?</u>

Research is the process by which information is gathered, analyzed, and organized in order to create an original piece of work.

Your first approach may begin with a general topic. After exploring for available sources, it may be best to narrow your topic to a more specific issue. Your goal is to explore a topic that interests you and to acquire sufficient information.

A variety of sources is needed to support the focus. Sources may consist of books, periodicals (magazines, newspapers, journals), technology (library databases, videos, Internet), interviews, and people.

We live in the Age of Information. Data can be found in numerous places and in different forms. You will need to manage your sources, but also be sure your information is reliable.

During your research, it will be necessary to take notes and document all sources. This process needs to be consistent and organized. Always remember to keep your notes and bibliographical information unified in case further information is needed in the future.

Your final product may be presented in an assortment of forms. It may be a written research paper, oral or multimedia presentation, drama performance, interview, or art exhibition. The possibilities are endless.

The product of your research represents your original work. Plagiarism is the act of representing as your own work the published or unpublished thoughts, ideas, and/or writings of another person. All information from computer programs, drawings, art work, print and non-print references must be cited in your bibliography. You must document what you write whether it is exact copying word for word, rearrangement or rewording, or paraphrasing. The product of your research is an example of academic integrity - giving credit for work that is not yours.

DEVELOPING A FOCUS
## FOR A REPORT/PRESENTATION/PAPER

When you receive an assignment, choosing an aspect of a topic is the most important and time-consuming task. This is called developing a focus. You must understand the difference between a topic and a focus. Examples of topics are pollution, World War One, the explorers, and the presidency of Franklin Delano Roosevelt. Each of these topics is too broad. There are too many subtopics that you can list under each one. You must narrow your topic to something you can manage. However, if you make the topic too narrow, you will have difficulty finding information. You can take certain steps to help in your selection of a workable focus for your topic.

Am I interested in the topic? Read about the topic for background information. You can use a general encyclopedia or specialized reference encyclopedia such as *The New Book of Popular Science, The Great War and the Shaping of the 20th Century, Modern American Women Writers,* or *Debatable Issues in US History.*

Are there enough sources? Explore the library for other materials. Check the availability of materials in books, library databases, online, videos, and other types of materials. At this point you are doing an exploratory search. You are not taking notes, but you are noting the sources that have good information. It is a good idea to start a list of these materials. Such a list is called a working bibliography. It lists possible sources.

Is the topic too broad or too narrow? You can use a visual aid to test your topic. One way is to envision an upside down pyramid. Place the general topic at the top and then refine the topic until you have narrowed it down. The point of the upside down pyramid will be the focus of your topic.

Example 1:	Pollution → Environmental pollution → Ozone layer → Ozone depletion
Example 2:	World War One → New warfare technology → Artillery and Tanks
Example 3:	Explorers → Spanish explorers in the western hemisphere → Mexico → Cortez and the fall of the Aztecs
Example 4:	The Presidency of FDR → New Deal → WPA → Projects

World War One
new warfare
technology
artillery
and
tanks
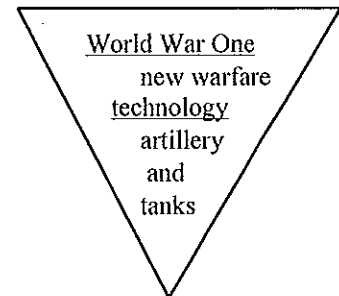
What do I do once I decide on a focus? You read and read and read; you take notes; you keep a record of works cited. You develop a statement about the focus. As you read you may modify or change this statement. This statement (thesis) becomes the guiding point for all your research. Your statement is supported by the facts you collect as a house is supported by its foundation.

NOTE TAKING

Good note taking facilitates the process of writing the first draft. Notes should be concise and easy to read. Various methods can be used: a set of index cards, a notebook with each entry on a separate page, a legal pad, a computer notepad, or a highlighted computer printout. It is essential that each new note or page includes bibliographical information including page numbers. It is very important to identify whether your note card contains a paraphrase or a direct quotation. As you take notes, you will be asked to read, choose, understand, and evaluate the specific information that will be the basis of your paper.

It is important to read as much as you can about the subject. It might be easier to start with the simpler texts and to proceed to the most advanced. An important goal of note taking is learning more about your topic at a higher level. You will be able to discriminate between the main ideas and the subordinate details. You will then be able to use these innovative ideas to solve new problems in the future.

Notes
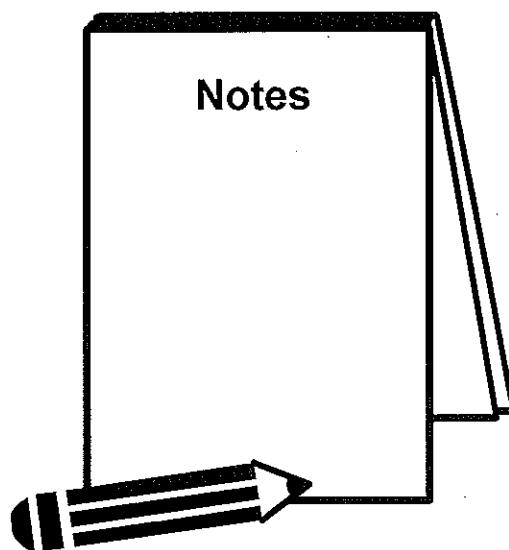
DOCUMENTATION

Documentation refers to giving credit for ideas or information that came from someone else that you use in your research paper. One of the assumptions which people make when reading your research is that the ideas expressed in your paper are your own. Whenever someone else's ideas are quoted, summarized, or paraphrased, it is necessary to cite the source of those ideas. When you mislead the reader into thinking that the ideas or words are your own, it is called plagiarism. This can be avoided by citing the sources of your information.

Whether plagiarism is intentional or unintentional, it is a serious offense. You can avoid plagiarism by following these guidelines:

1. A summary condenses the meaning of text into your own words. Because the words of the summary are your own, they are **not** enclosed in quotation marks. But, because the ideas are someone else's, you must cite the source.
2. Paraphrasing restates the author's ideas. Once again, because the words are your own, quotation marks are unnecessary. However, like the summary, the ideas are someone else's and therefore you must cite the source.
3. Quoting is using the exact words of the author. In this case, use quotations and you must cite the source.

It is important to note that it is still considered plagiarism when you:

1. Change or omit an occasional word when paraphrasing or summarizing.
2. Copy information word for word, citing the source, but not using quotations.

To avoid plagiarism you must:

1. Give credit if you are using someone else's ideas.
2. Give credit if you are using someone else's words (use quotation marks).

It should be noted that quotations should be used sparingly and only when it is necessary to emphasize a point in the exact form that it is stated. If you choose to omit part of a quote, it is necessary to use ellipsis points to indicate an omission.

RELIABILITY OF SOURCES

When finding information sources to use while writing your paper, it is important to make sure that they are reliable. You should pay close attention to the origin of internet sources, as there are some websites that are created by people who are not experts in the given subject. Here are some questions you should ask yourself about any information source:

1. Is the information well organized and presented? Is it free of grammatical errors?
2. Is the publishing organization reputable, and are the people publishing the information certified?
3. Is the website domain "edu," "gov," "org," or "com" applicable to your assignment?
4. Is the information truly valuable to your assignment?

If your answer to any of these questions is "no," you might want to consider using another information source. Commercial websites (or any other websites) may not always be fully reliable.

THE OUTLINE

Developing an outline is particularly helpful after you have done the majority of your research and have formulated a thesis statement. Obviously, you can never know exactly what you will say in your final paper until all the research has been done. However, a tentative or working outline can help you plan the paper by imagining what its divisions will be. For example, if you are researching how the life and times of William Wordsworth shaped his poetry, a tentative division of your materials might be as follows:

I.   The influence of Wordsworth's family
II.   The influence of the French Revolution
III.   The influence of contemporary poets

Formulating a tentative outline will help remind you what you are looking for as you read through your research and organize your notes.

After you have formulated the thesis statement, you can easily transform the tentative or working outline into a final outline. Depending on your teacher's requirements, the final outline may be either in full sentence form or in topic form. Depending on the nature of the research, the outline may utilize one or more of several organizing patterns:

- chronological order
- logical order
- spatial order
- comparison
- cause/effect
- classification
- greater-to-lesser

You should indicate specifically what quotations and reference sources you will use in various segments of the outline.

A final outline is typically formal in nature and follows definite guidelines:

1. Use capital Roman numerals for main topics (I, II, etc.).
2. Use capital letters for first level subdivisions (A, B, etc.).
3. Use Arabic numerals for second level subdivisions (1, 2, etc.).
4. Use lower case letters for third level subdivisions (a, b, etc.).
5. Parallel structure must be maintained for parallel headings. For example, if "I" begins with an infinitive, so must II"; if "A" begins with a gerund, so must "B", etc.

In the outline on the following page, the order of the main divisions (I, II and III) is both logical and chronological (since the parks are arranged in the order they were built): that of the first, second and third level subdivisions is logical. Only the early part of the outline carries through to the third level subdivisions to give you a sample of proper organization.

SAMPLE OUTLINE

Controlling idea: Whether one is looking for entertainment, education, or epicurean delights, the three "worlds" of Disney World (The Magic Kingdom, EPCOT, and Disney-MGM Studios) are the places to be.

The Worlds of Disney World

I. The Magic Kingdom
    A. Fantasyland
        1. Attractions
            a. Peter Pan's Flight
            b. It's a Small world
            c. Cinderella's Castle
        2. Attractions of educational interest
        3. Restaurants and "quick bites"
    B. Tomorrowland
    C. Adventureland

II. EPCOT
    A. Future World
        1. Horizons
        2. Universe of Energy
        3. Spaceship Earth
        4. The Living Seas
        5. The Land
        6. Journey into Imagination
    B. World Showcases
        1. Mexico
        2. Norway
        3. China
        4. Germany
        5. Italy
        6. The American Adventure

III. Disney-MGM Studios
    A. Jim Henson's Muppet*Vision 3-D
    B. Star Tours
    C. Monster Sound Show
    D. Indiana Jones Stunt Spectacular
    E. The Great Movie Ride

WRITING YOUR FIRST DRAFT

Now that you have your notes and outline, it is time to start writing your paper. This will be your first step in putting your outline and notes into sentences and words. <u>Do not expect to start your first draft the day before the paper is due</u>. Don't be surprised if you need to revise or make changes several times before writing your final report.

Use your outline to keep your paper organized with an introduction, supporting paragraphs, and a conclusion. Whether you are using a word processor or a notebook, it may be helpful to double space when writing your draft. You will have many opportunities to edit and revise your work. When editing, you may wish to read your paper aloud to check for clarity and fluency.

Don't forget to use your own words with proper documentation, citing all sources. As you write your drafts, leave some time in between readings. This will allow for a fresh start and a new outlook.
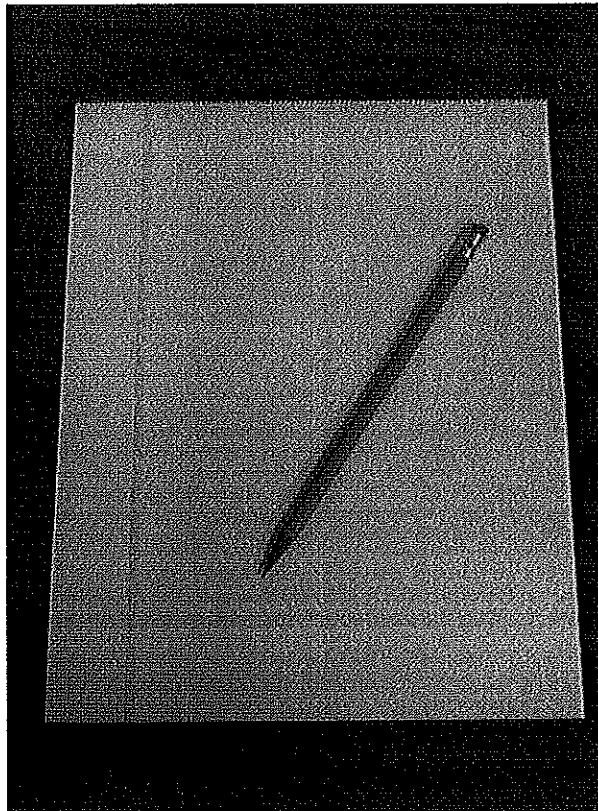
<u>PARENTHETICAL CITATIONS</u>

The purpose of your research paper is to harvest information from reliable sources to demonstrate your thesis to be correct. However, you must, as previously noted, be sure to give credit where credit is due. Such credit is noted in the form of parenthetical citations throughout your paper. A parenthetical citation usually includes the author's name and the page from which the reference is taken. The following situations warrant that you document a source in the form of a parenthetical citation:

1. If you quote a source verbatim, you must not only provide a parenthetical citation, but you must use quotation marks around the statement(s). You should limit this type of quotation and use ellipses when excluding unnecessary material from your quotation.

2. If you paraphrase a source, you must provide a parenthetical citation.

3. If you use special terms coined by a source, you must provide a parenthetical citation.

4. If you present a source's ideas, you must provide a parenthetical citation.

You should not provide a parenthetical citation when presenting facts that are regarded as general knowledge. For example, everyone knows that the Bastille was stormed in 1789, that Washington was our first President, and that the Civil War was fought between 1861 and 1865. These facts do not require a parenthetical citation.

If the material cited comprises a maximum of three lines, it should appear within the text. If it exceeds three lines, it should be in block format. This means that the material is indented one inch, single-spaced, and right and left justified. The source directly follows the terminal punctuation of the quotation.

The parenthetical citation should be placed as close as possible to the documented material, preferably at the end of a sentence.

Below are samples of parenthetical documentation, based on *MLA Handbook for Writers of Research Papers*, Seventh Edition, 2009.

1) AUTHOR NAMED IN A SIGNAL
Include only the page number(s).

>*Example:* Throughout *Shakespearean Tragedy*, A.C. Bradley suggests that Shakespeare's tragedies are far more significant than his comedies (35).

2) AUTHOR NOT NAMED IN A SIGNAL PHRASE
Include the author's last name in the parenthesis along with the page(s).

>*Example:* *Shakespearean Tragedy* suggests that Shakespeare's tragedies are far more significant than his comedies (Bradley 38).

3) *TWO OR THREE* AUTHORS
Name all the authors in the signal phrase or include them in the parenthetical reference.

>*Example:* The emotional interaction between Macbeth and Lady Macbeth is comparable to the development of a musical score (Chute and Perrie 8).

4) UNKNOWN AUTHOR
Use the title or a shortened version of the title, if necessary.

>*Example:* Although the author of this diary died, her losing battle with drug addiction still sends an important message (*Go Ask Alice* 185).

5) A MULTIVOLUME WORK
When using more than one volume of a multivolume set, cite the volume and page.

>*Example:* Asimov's literary evaluation of *Julius Caesar* (1: 253-315) and *Macbeth* (2: 149-203) includes an explanation of each play's historical and geographic roots.

6) VERSE PLAYS AND POEMS
List the act, scene, and line numbers separated by periods. Use Arabic numerals.

>*Example:* The first act of *Hamlet* ends with Hamlet's frustration at what he must do to right the wrongs of the world: "The time is out of joint. O, cursed spite,/That ever I was born to set it right!" (1.5.184-185).

7) A LITERARY WORK (PROSE)
Use the page number first then, the chapter or section.

> *Example*: In *A Tale of Two Cities*, Dickens describes the social and political climate of Paris
>
> and London through a series of comparisons and contrasts (1; ch.1).

8) THE BIBLE
Designate the version of the Bible, the book of the Bible, and the chapter and verse numbers either in the signal phrase or in the parenthesis.

> *Example*: Many writers have written about the power of love. St. Paul describes love as all
>
> encompassing:
>
>> Love is patient; love is kind and envies no one. Love is never boastful,
>> nor conceited, nor rude; never selfish, not quick to take offence. Love
>> keeps no score of wrongs, does not gloat over other men's sins, but
>> delights in the truth. There is nothing love cannot face; there is no limit ;
>> to its faith, its hope, and its endurance. (*The New English Bible*, I
>> Corinthians 13.4-7)

9) A WORK IN AN ANTHOLOGY
Use the name of the author of the work in the signal phrase or in the parenthesis. Do not use the editor of the anthology.

> *Example*: In the poem "I, Too," Langston Hughes extols his black identity: "Besides,/They'll
>
> see how beautiful I am/And be ashamed—/I, too, am America" (15-19).

10) AN ARTICLE ON A WEBSITE OR ELECTRONIC SOURCE
Follow the same rules as for print sources. If no author is given, use the complete title in a single phrase or use a short form of the title in parenthesis.

> *Example*: According to the conditions of the Geneva Peace Conference in 1954, French rule in
>
> Indochina was terminated and Vietnam was politically divided ("The Vietnam War").

GUIDELINES FOR TYPING YOUR WORKS CITED

Your Works Cited appears at the end of your research paper. It includes all the sources cited in the text of your report. Always write this section beforehand in order to write your parenthetical citations. The following guidelines will help you write your Works Cited correctly.

1. Be consistent in your format.
2. Alphabetize entries by author; if no author is given, begin with the title.
3. Double-space within and between entries. If a second line is needed to complete the entry, indent 5 spaces on the second line.
4. Leave only one space after periods or other punctuation marks.
5. Begin typing your works cited on a separate page continuing the page numbers of your research paper. Create a header with the page numbers in the upper-right corner, ½ inch from the top and flush with the right margin. Your teacher may have you start numbering on the second page of your paper.
6. Begin typing 1 inch from the top of the page and center the title, Works Cited.
7. For each source, you must determine the Medium of Publication. Most will likely be listed as Print or Web sources, but may include Film, CD-ROM, or DVD.
8. When listing an online source originally published in another format (e.g. a book or journal), use the rules for citing the print form followed by the online citation.
9. To cite a web site include the following information (if given): author, title of document in quotes, title of web site underlined, date of publication or update, name of organization or institution sponsoring or associated with the web site, medium of publication, and date of access.
10. Including the web address (URL) is optional but might be required by your teacher.
11. To cite an online database service include the same information for the print version with the addition of the database italicized, the name of the service, the medium of publication, and the date of access.
12. When citing a work from a library subscription service, if the start page is only given, write the page number followed by a hyphen a space, and a period (e.g., "192- .").
13. Consult your librarian or subject teacher for exceptions to example formats in this style manual.

HOW TO CITE YOUR SOURCES

SECTION ONE - CITING PRINT SOURCES

1) A BOOK BY ONE AUTHOR
Format:
Author's Last Name, First Name. *Title*. Place of Publication: Publisher, Date. Medium of Publication.

Example:
Bradley, A. C. *Shakespearean Tragedy: Lectures on Hamlet, Othello, King Lear and Macbeth*. New

      York: Viking Penguin, 1991. Print.

2) A BOOK WITH TWO OR MORE AUTHORS
Format:
Author's Last Name, First Name, and Co-Author's First Name and Last Name.

      Title. Place of Publication: Publisher, Date. Medium of Publication.

Example:
Chute, Marchette and Ernestine Perrie. The Worlds of Shakespeare. New York: Dutton, 1963. Print.

3) A BOOK WITH AN EDITOR
Format:
Editor's Last Name, First Name, ed. *Title*. Place of Publication: Publisher, Date. Medium of

      Publication.

Example:
Bloom, Harold, ed. *The Tales of Poe*. New York: Chelsea, 1987. Print.

4) A BOOK WITH NO AUTHOR
Format:
Title. Place of Publication: Publisher, Date. Medium of Publication.

Example:
Go Ask Alice. New York: Simon, 1971. Print.

5) CORPORATE AUTHOR
Format:
The Name of the Organization. *Title*. Place of Publication: Publisher, Date. Medium of Publication.

Example:
Museum of Modern Art. *The Family of Man*. New York: Museum of Modern Art, 1983. Print.

6) ENCYCLOPEDIAS
Format:
Author's Last Name, First Name (if given). "Article Title." *Encyclopedia Title.*

       Edition. Year. Medium of Publication.
Example
Jones, Norman L. "Elizabeth I." *Encyclopedia of the Renaissance.* First Edition. 1999. Print.

7) REPRINT [Essay or chapter or story reprinted in another source]
Format:
Author's Last Name, First Name. <u>Title</u>. Place of Publication: Publisher, Date,

       Page(s). Rpt. in Author's Last Name, First Name (if given). *Title.* Editors (if given). Place of

       Publication, Publisher, Date. Medium of Publication.
Example:
Felperin, Howard. "A Painted Devil: Macbeth." *Shakespearean Representation: Mimesis and*

       Modernity in Elizabethan Tragedy. Princeton: Princeton UP, 1977. 91-111. Rpt. in *Willliam*

       Shakespeare's Macbeth. Ed. Harold Bloom. New York: Chelsea, 1987. Print.

8) A WORK [Essay, short story, poem in an anthology]
Format:
Author's Last Name, First Name (if given). "Work Title." *Title.* Editors. Place of

       Publication: Publisher, Date. Page(s). Medium of Publication.

Example:
Hughes, Langston. "I Too." *The Norton Anthology of African American Literature.* Eds. Henry Louis

       Gates, Jr. and Nellie Y. McKay. New York: Norton, 1997. 1258. Print.

9) PERIODICALS - MAGAZINES
Format:
Author's Last Name, First Name (if given). "Article Title." *Magazine Title* Day Month Year: Page(s).

       Medium of Publication.

Example:
Hammer, Joshua. "War in the Mideast: The Battle of Jenin." *Newsweek* 22 April 2002: 22- 27. Print.

10) PERIODICALS - NEWSPAPERS
Format:
Author's Last Name, First Name (if given). "Article Title." *Newspaper Title* Day

       Month Year: Section Page(s). Medium of Publication.

Example:
Browning, E. D. "Stock Recovery May Take Time." *Wall Street Journal* 15 April 2002: C1.Print.

SECTION TWO - CITING COMPUTER SOURCES

12) PAGE ON A WEBSITE
Format:
Editor, author, or compiler name (if available). *Name of Site.* Version number. Name of

institution/organization affiliated with the site (sponsor or publisher), date of resource creation

(if available). Medium of publication. Date of access.

Example:
Leed, Drea. "Queen Elizabeth's Influence on Elizabethan Dress." *The Elizabethan Costuming*

Page. 2000. Dayton, Ohio. Web. 26 April 2002.

13) EBSCO [MAS Ultra-School Edition, Newspaper Source, ERIC, Professional Development Collection, TOPICsearch, MagillOnLiterature, Health Source-Consumer Edition]
Format:
Author Last Name, First Name. "Article Title." *Source of Article* Day Month Year: Page Number(s).

Name of Database. EBSCO. Medium of Publication. Date of Access.

Example:
Schell, Jonathan. "The Empire Backfires." *Nation* 29 March 2004: 11- . *MAS Ultra-School Edition.*

EBSCO. Web. 16 May 2005.

14) FACTS ON FILE ONLINE
[Issues and Controversies or Today's Science]
Format:
"Article Title." *Name of Database* Day Month Year. Publisher. Medium of Publication.

Date of Access.

Example:
"National Sales Tax." *Issues and Controversies* 15 April 2005. Facts on File News Services.

Web. 16 May 2005.

16) GALE RESEARCH DATABASES [Student Resources in Context, History Resource Center: U.S., History Resource Center: World History, Literature Resource Center, Science Resource Center]

Format:
Author (if listed). "Article Title." *Original Source.* Place of Publication, Date Published (if listed).

Name of Database. Medium. Day Month Year. Date of Access.

Example - Proprietary material (Original article published by another publisher):

"Edward Franklin Albee, III." *DISCovering Biography*. Detroit: Gale, 2003. *Student Resources in*

    Context. Web. 19 May 2015.

Example - Scholarly Journal:
McCue, Clifford P. and Dorothy Norris-Tirrell. "The Impact of Immigration Policy on Communities:

    an Introduction to the Symposium." *Policy Studies Journal* 30.1 (2002): 53+. *US History*

    in Context. Web. 19 May 2015.

17) New York Times Online
Format:
Author's Last Name, First Name. "Article Title." *Newspaper Title* Day Month Year,

    edition: section page(s). *Name of Database*. Publisher. Web. Date of

    Access.

Example:
Andrews, Edmund L. "Beware the Easy Fix for Social Security." *New York Times* 15 May 2005,

    late ed.: 3.6. *ProQuest Newspapers*. ProQuest *Information and Learning*. Web.

    16 May 2005.

18) ONLINE MAGAZINE
Format:
Author's Last Name, First Name (if given). "Article Title." *Title of Magazine*

    or Newspaper. Date of Internet Publication. Medium of Publication. Date of Access.

Example:
Hammer, Joshua. "Saddam's Game." *Newsweek*. 29 April 2002. Web. 29 April 2002.

19) GOVERNMENT PUBLICATION
Format:
Name of Government. Name of Agency. *Title of Publication*. Author preceded by

    By or *Ed.* or *Comp.* Place of Publication, Publisher, Date. Medium of Publication. Date of

    Access.

Example:

United States. Dept. of State. *Dominica Country Report on Human Rights Practices for 1996*. Bureau

    of Democracy, Human Rights, and Labor, 30 January 1997. Web. 7 June 2002.

SECTION THREE - CITING OTHER FORMATS

20) VIDEO PRODUCTION

Format:
Title. Format. Director. Publication Information, Date. Medium of Publication.

Example:
Romeo and Juliet. Videotape. Dir. Franco Zeffirelli. Paramount Pictures, 1985. Film.

21) PERSONAL INTERVIEW
Format:
Name of Interviewee. Personal Interview. Date of Interview.

Example:
Smith, H. Personal Interview. 10 Oct. 1997.

22) PUBLISHED INTERVIEW - JOURNAL
Format:
Name of Interviewee. "Title." *Journal Title* Volume (Date): Page(s).Medium of Publication.

Example:
Rushdie, Salman. "An Interview with Salaman Rushdie." *The New York Review of Books* XL.5

(4 March 1993): 34-6. Print.

For additional information consult the *MLA Handbook for Writers of Research Papers*, Seventh Edition.

SAMPLE WORKS CITED

Works Cited

Andrews, Edmund L. "Beware the Easy Fix for Social Security." *New York Times*. 15 May 2005, late

    ed.: 3.6. *ProQuest Newspapers*. ProQuest Information and Learning. Web. 16 May 2005.

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Bloom, Harold, ed. *The Tales of Poe*. New York: Chelsea, 1987. Print.

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    New York: Viking Penguin, 1991.Print.

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Dickens, Charles. *A Tale of Two Cities*. New York: Vintage Books, 1990. Print.

Felperin, Howard. "A Painted Devil: Macbeth." *Shakespearean Representation: Mimesis and*

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    William Shakespeare's Macbeth. Ed. Harold Bloom. New York: Chelsea, 1987. Print.

Go Ask Alice. New York: Simon, 1971. Print.

Hammer, Joshua. "Saddam's Game." *Newsweek* 29 April 2002. Web. 29 April 2002.

Hughes, Langston. "I Too." *The Norton Anthology of African American Literature*. Eds. Henry

    Louis Gates, Jr. and Nellie Y. McKay. New York: Norton, 1997. 1258. Print.

Jones, Norman L. "Elizabeth I." *Encyclopedia of the Renaissance*. First Edition. 1999. Print.

Leed, Drea. "Queen Elizabeth's Influence on Elizabethan Dress." *The Elizabethan Costuming*

    Page. 2000. Dayton, Ohio. Web. 26 April 2002.

McCue, Clifford P. and Dorothy Norris-Tirrell. "The Impact of Immigration Policy on Communities:

    an Introduction to the Symposium." *Policy Studies Journal* 30.1 (2002): 53+. *US History*

    in Context. Web. 19 May 2015.

Museum of Modern Art. *The Family of Man*. New York: Museum of Modern Art, 1983. Print.

"National Sales Tax." *Issues and Controversies* 15 April 2005. Facts on File News Services. Web. 16

    May 2005.

The New English Bible. New York: Oxford University Press, 1961. Print.

"Proportional Representation." *Issues and Controversies on File* (29 March 2002): 105-112.

    Print.

Romeo and Juliet. Dir. Franco Zeffirelli. Paramount Pictures, 1985. DVD.

Rushdie, Salman. "An Interview with Salaman Rushdie." *The New York Review of Books*

    XL.5 (4 March 1993): 34-6. Print.

Schell, Jonathan. "The Empire Backfires." *Nation* 29 March 2004: 11- . *MAS Ultra-School Edition*.

    EBSCO. Web. 16 May 2005.

Shakespeare, William. *Hamlet*. New York: Bantam Books, 1988. Print.

Smith, H. Personal Interview. 10 Oct. 1997.

United States. Dept. of State. *Dominica Country Report on Human Rights Practices for 1996*.

    Bureau of Democracy, Human Rights, and Labor, 30 January 1997. Web. 7 June 2002.

WRITING YOUR FINAL RESEARCH PAPER

Once your notes and outline are complete, you are ready to begin writing your final paper. Begin by creating an interesting title, which reflects the main idea of the paper.

Next, write an introduction which includes your thesis statement and which clearly states the purpose of your research paper.

Sort your note cards by each main topic in your outline. Beginning with the first main topic, gather together all the cards that support that topic. Do the same for the second, third, and additional main topics.

Write a generalization (topic sentence) that supports the main idea of that group of cards. Then select cards, which contain the best information to support that generalization. If you find that you do not have enough information to support the topic sentence, either find more information or delete that point from your outline. This process should be repeated for each of the main topics of your outline.

The bulk of your research paper should be in your own words. Use direct quotes sparingly and give credit for information that came from someone else. Be certain that the information stated in the body of the report makes sense, relates to the topic, and supports the main idea of the paper.

The final paragraph of your report should be the conclusion, which connects all of the important points and draws a final conclusion about what has been written.

Because the body of the paper will require much revision and editing, set aside enough time for rewrites.

Keep your paper formal, avoiding abbreviations, slang, or sub-standard language. Read your draft twice - once for meaning and clarity and a second time for proper spelling, punctuation, capitalization, and grammar.

The final report should be typed with standard typeface and with one-inch margins on all sides.

Review the guidelines established by your teacher to ensure that you have included all of the items requested. These may include: a cover, illustrations, charts, etc.

When completing any research assignment, it is important to save your work periodically. A recommended time frame would be to save your file every ten minutes. Therefore, in the event of a power or equipment failure, you will prevent the loss of a significant amount of work.

Baldwin Public School District

Notes and Works Cited Form

Name:
_____

Topic:
_____

_____

Source of information: (Check one)   ___ Book   ___Magazine

___Newspaper   ___Library Database   ___Internet   ___Other

Title of Source (e.g. Book Title, Magazine Title, Database Title)
_____

Author/Editor:
_____

If a magazine: Title of Article:
_____

Volume: _____   Pages: _____

Place of Publication, Publisher, Copyright Date:

_____

Internet Address:

_____

NOTES

_____

_____

_____

_____

_____

(duplicate as needed)

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ADDITIONAL NOTES
(Use this page to jot down notes, reminders, dates, etc.)