

Research Paper Packet

English IV, Ms. Gold

NAME _____
PERIOD _____

February 23, 2011

Dear Students/Parents,

As a graduation requirement from Steinmetz Academic Centre, all senior students must complete a research project in their English classes. Students cannot pass their senior English (and therefore cannot graduate) unless they submit this project. I am very excited to walk you/your child through the entire process of completing this research paper, but I need your help. I need your assurance that you, as students, will work as hard as you can to do the best paper you can. And, I ask that you, as parents, support your students, most directly by following their progress as the unit goes along. Such guidance can make all the difference in a successful paper.

Below, you will find a brief outline of the requirements for this project. In the packet to follow, your child will receive detailed information that he/she should use daily in class and as a guide in completing the project.

Paper Requirements (all will be explained in class and in the paper packet)

- 6 – 8 page body
- 1 title page
- 1 page paper outline
- Documentation in the body of the paper
- Works cited list
- Papers must be typed in Times New Roman font, 12 point, with 1 inch margins
- Students must use at least 5 sources, no more than 3 from the Internet
- Students will be required to do a 4 minute Power Point presentation for the class based on what they learned in doing their research. Students will be given time in class to work on computers for this part of the project, time permitting, in case they do not have computer access at home.

NOTE:

- **Any student who is caught plagiarizing any part of their paper, whether they submit someone else's work or do not document their research, will receive a failing grade and may be subject to disciplinary action.**

As many students have not done a large scale research paper before, we will be spending more than a month in class learning the process. The due date is Friday, April 8, 2011, with an absolute final date of Monday, April 11, 2011. Papers may be submitted early, but no papers will be accepted after that date. In addition, there will be many homework assignments along the way; therefore, it is important that the students keep up with the work as we go along.

Students already have access to my email address and cell phone number in case they need help. You may feel free to use these contacts as well. There will be a contract that both parents and students are expected to sign when the students receive the entire research paper packet. In this way I can be assured that all persons involved in this project - students and parents - are aware of the requirements and due date.

I am looking forward to outstanding projects from each and every student!

Sincerely,

Ms. Gold

Research Paper Contract

I acknowledge that I have received the research paper contract complete with requirements and contact information and have seen the class information packet for the project. I understand that this is a requirement for passing senior English and that passing senior English is a requirement for graduation. I understand that the paper is due on April 8th with an absolute deadline of April 11th and that no papers will be accepted after that date.

Student Signature

Student Name Printed

Parent Signature

Parent Name Printed

Parent Contact Number

Parent Email Address (if available)

Questions or Comments: Please feel free to make any comments about your child and his/her needs in the space below. I will do my best to respond to these issues and make accommodations, if possible.

STUDENT _____

Research Paper Grade Scale World Literature – Ms. Gold

| | | |
|---|------------|-------|
| Title Page | 10 | _____ |
| Outline | 50 | |
| Correct Form | 25 | _____ |
| Organization | 25 | _____ |
| Body | 160 | |
| Thesis Statement | 20 | _____ |
| Page Requirement | 20 | _____ |
| Focus | 50 | _____ |
| Support | 50 | _____ |
| Use of Quotations | 20 | _____ |
| Documentation** | 60 | |
| Appropriate Use | 30 | _____ |
| Appropriate Form | 30 | _____ |
| ** If student does not document information in the paper, the paper will not be accepted. | | |
| Works Cited List** | 70 | |
| Number of Sources | 25 | _____ |
| Form | 25 | _____ |
| Appropriate Sources (type and date) | 20 | _____ |
| ** If student does not include a works cited list, the paper will not be accepted. | | |
| Conventions | 50 | |
| Spelling | 10 | _____ |
| Paragraph form | 10 | _____ |
| Font size (12 point) | 10 | _____ |
| Page numbers | 10 | _____ |
| Margins (1 inch) | 10 | _____ |
| Note Cards | 70 | _____ |
| Bibliography Cards | 30 | _____ |
| Total | 500 | _____ |

Comments:

Research Paper Guidelines World Literature, Ms. Gold

Basic Guidelines:

ALL senior students are required to write a research paper in order to graduate. You WILL NOT be able to pass this class without submitting this paper and all the accompanying work.

- Your research paper will be 6 – 8 pages in length. This page requirement is for the body of the work; it does not include the title page, outline or bibliography (which are also required for the paper).
- A research paper, like a normal essay, requires an introduction, body and conclusion. This type of paper is written in formal, standard English. Avoid using slang and casual language. Be sure to proofread and use spell check.
- The paper **MUST** be typed, double spaced in 12 point Times New Roman font. The paper must have 1 inch margins all the way around.
- The paper **MUST** have page numbers in the upper right hand corner/lower center.
- The research paper **MUST** (I cannot stress this enough!!!) have a works cited list and correct documentation or it **WILL NOT** be accepted.
- ***Your research paper due date is by 3:00 P.M. on Friday, April 8, 2011, however the last date the paper will be accepted is Monday, April 11th in class. There will be no exceptions or extensions. Remember, you cannot pass senior English without submitting this paper.***

WHAT IS A RESEARCH PAPER?

A research paper is an in-depth expository essay in which you investigate, analyze and evaluate a particular problem or question. The problem or question is often related to a larger issue, which may be historical, social, literary, or scientific in scope.

Two important qualities distinguish the research paper from an ordinary composition. First, the research paper is longer than your average composition. Second, it is a more formal paper and requires looking into reliable sources.

There are nine steps that you will follow in writing your research paper. They are:

- Choose and limit your topic.
- Prepare a working bibliography and bibliography cards.
- Prepare a preliminary outline.
- Read and take notes.
- Organize your notes and write the final outline.
- Write the first draft.
- Revise the first draft.
- Write the final draft with documentation.
- Write the final bibliography (Works Cited List).

Library Visitation #1 – Harold Washington Library –

Saturday, March 5, 12:00 – 2:30 p.m.

Directions by public transportation to the Harold Washington Library from Steinmetz:

Take the #77 Belmont bus east to the Blue Line Station at Belmont and Kimball (3400 West). Take the Blue Line train (either the #54 Cermak or the Forest Park) to the Jackson stop. This will let you out at Jackson and Dearborn. Walk 2 blocks southeast (east to State street then south to the library).

Harold Washington Library
400 S. State Street
312-747-4300

Hours:

Monday – Thursday 9:00 a.m. – 7:00 p.m.
Friday – Saturday 9:00 a.m. – 5:00 p.m.
Sunday 1:00 p.m. – 5:00 p.m.

Library Visitation #2 – Sulzer Library –

Sunday, March 13, 1:00 – 3:30 p.m.

Driving Instructions:

Drive North down Narragansett to Montrose. Turn right (head east) to Lincoln Avenue (just past Western). You cannot turn left on Lincoln from Montrose, but you will be able to see the library. There is plenty of parking on the street and in the neighborhood.

4455 N. Lincoln
(312)744-7616

Monday – Thursday 9 AM – 9 PM
Friday and Saturday 9 AM – 5 PM
Sunday 1 PM – 5 PM

Public Transportation

Take the Belmont E Bus to Belmont and Western
Take the X-49 North to Montrose and Western
Walk 2 blocks EAST on Montrose
Make a LEFT on Lincoln

If you are near the train, the brown line Western station is only 2 blocks NORTH of the library.

Library Visitation #3 – Austin/Irving Library -

Saturday, April 2, 3:00 – 5:00 p.m.

6100 W. Irving Park
312-744-6222

Monday – Thursday 9 AM – 9 PM
Friday and Saturday 9 AM – 5 PM

Ms. Russo's Cell – 312-213-2328

Topic Selection Sheet

The best way to pick a topic is to begin with something that interests you. Below is a list of some questions that may give you some ideas of what to write about.

What is your favorite subject in school?

Why does it interest you?

What is your cultural background?

Do you speak a language other than English?

Do you have a favorite sport?

What kind of music do you listen to?

What kind of problems do you see in the world today? How can these problems be solved?

Name a historical event that interests you.

Name something you saw on the news that interested you.

Name an invention you consider to be important or fascinating.

Name a place that you would like to visit or know more about.

Name 3 things you like to do in your spare time.

Name three careers that you have considered for your future.

**TOPIC #1- General Area
of Interest**

**TOPIC #2- General Area
of Interest**

Evaluating Different Sources

Primary Sources

Primary sources give firsthand information. Primary sources are useful in historical and biographical research, as well as in journalism. They lend authenticity to your work, and they can often provide a unique perspective on your topic. Examples: letters, journals, diaries, questionnaires and interviews.

Original Research – Material that you gather yourself from individuals and groups (NOT from books). This can be done by conducting interviews, questionnaires, and surveys.

Secondary Sources

Secondary sources provide interpretations of, explanations of, and comments on material from other sources. Most nonfiction books are secondary sources, as are many newspaper and magazine articles. Examples: Encyclopedias World Wide Web sites, textbooks, newspapers, magazines, biographies and other nonfiction books.

Evaluating Sources

Book

- *Look at the table of contents.* Does it seem to have information you need? Does the information answer your research questions?
- *Who is that author?* What are his/her credentials?
- *Note the publication date.* Is it recent or up-to-date?
- *Read the preface or introduction to find out the author's intent.* Does it relate to yours?
- *Look at the bibliography.* What kind of sources did the author use?

Newspaper/Magazine

- Is the article relevant to your research?
- Check the credibility of the publication.
- Is the general level of writing and information suitable to your needs?

Web Sites

- Who provided the information, and what are his/her credentials?
- What is the site's purpose, and who is its intended audience?
- Is the information current? When was it last revised?
- Does the information appear biased? Is it based on fact or opinion?
- Does the site document its sources? Is so, are they current and reliable?
- Is an e-mail address provided for the site administrator?

Checklist for using information resources.

Ask yourself the following:

Have I . . .

- determined what information I need?
- decided which reference work to use?
- consulted both primary and secondary sources?
- consulted reliable online sources?
- considered doing original research?
- compiled my findings in an intelligent fashion?

Bibliography Cards

Keep track of your sources by assigning a card to each one. Give each source a number so that you can refer back to that source by that number (rather than the entire title) when you are taking your notes. Below are samples of bibliography cards for three different types of sources. It is very important to include all the information listed on the samples below for later use in your bibliography. You do not want to make a trip back to the library to get this information again once you have returned your sources.

| | |
|---|---------------|
| BOOK | Source Number |
| Author (Last name, first name) | |
| Title of book (underlined or italicized) | |
| Publishing Information – (City: Publishing Company, year) | |
| Call number | |
| Location | |

| | |
|-------------------------------------|---------------|
| MAGAZINE | Source Number |
| Author | |
| "Title of Article" | |
| Magazine (underlined or italicized) | |
| Date of publication: pages | |
| Location | |

| | |
|--|---------------|
| INTERNET/WEB SOURCE | Source Number |
| Author (Last name, first name) - if available | |
| Title of article or document (in quotation marks) - if available | |
| Web address | |
| Date of access | |

| | |
|-------------------|---------------|
| Interview | Source Number |
| Interview subject | |
| Date of interview | |

Note Taking Tips

- Keep all notes on the same size cards (4 X 6).
- Write main ideas, significant details, and quotations on your cards along with the page numbers where this information can be found. Also place the number of the related bibliography entry in the upper right-hand corner.
- Use abbreviations and short phrases. Be sure, however, that you can understand these notes when you go to look at them later.
- Place quotation marks around word-for-word quotes.
- Use the ellipsis (. . .) when you leave words out of a quotation. Use brackets around words you add to a quotation.
- Look up unfamiliar words in your reading. If you find that a particular word is important, copy its definition onto a note card.
- Give each card a descriptive heading, a word or phrase to highlight the main idea of that note card.
- Avoid writing down information that does not specifically relate to your topic.
- Use only the front side of the card. If you have more than one or two lines on the backside, you probably have too much information for one card.
- Double check statistics, facts and names to make sure you have them correct. Be sure you understand the information you are paraphrasing.

Sample Note Card

| | |
|--------------|----------|
| HEADING | SOURCE # |
| NOTES: _____ | |
| _____ | |
| _____ | |
| _____ | |
| Page Number | |

Note Taking Worksheet –
What are the causes and effects of obesity in America?

| | |
|--------------|----------|
| HEADING | SOURCE # |
| NOTES: _____ | |
| _____ | |
| _____ | |
| _____ | |
| Page Number | |

| | |
|--------------|----------|
| HEADING | SOURCE # |
| NOTES: _____ | |
| _____ | |
| _____ | |
| _____ | |
| Page Number | |

| | |
|--------------|----------|
| HEADING | SOURCE # |
| NOTES: _____ | |
| _____ | |
| _____ | |
| _____ | |
| Page Number | |

Note Card Worksheet –

Topic:
Thesis:

| | |
|--------------|----------|
| HEADING | SOURCE # |
| NOTES: _____ | |
| _____ | |
| _____ | |
| _____ | |
| Page Number | |

| | |
|--------------|----------|
| HEADING | SOURCE # |
| NOTES: _____ | |
| _____ | |
| _____ | |
| _____ | |
| Page Number | |

| | |
|--------------|----------|
| HEADING | SOURCE # |
| NOTES: _____ | |
| _____ | |
| _____ | |
| _____ | |
| Page Number | |

Outlining Review Sheet

An outline is required for your research paper. The outline is the skeleton of what your paper is about. Main ideas from your paper should be in your outline. Information not in your outline should not be in your paper. Also, information in your outline **MUST** be included in your paper. Use the outline as a means of helping you organize the order in which your information will appear in the final draft.

Thesis Statement

I. First Main Idea

A. First Example

1. Detail

2. Detail

B. Second Example

1. Detail

2. Detail

II. Second Main Idea

A. First Example

1. Detail

2. Detail

B. Second Example

1. Detail

2. Detail

IMPORTANT RULES:

If you have a Roman numeral I, you **MUST** have a Roman numeral II!
If you have a capital A, you must have a B. If you have a 1, there must be a 2. These are the rules!!!

Also, you cannot mix phrases and sentences in your outlining.
Keep your form consistent.

Outline Worksheet

Sample Topic: High School vs. College

Thesis Statement: Though high schools claim to prepare students for college, many students are shocked when they begin college. There are many differences between high school and college.

I.

A.

- 1.
- 2.

B.

- 1.
- 2.

C.

- 1.
- 2.

II.

A.

- 1.
- 2.

B.

- 1.
- 2.

C.

- 1.
- 2.

III.

A.

- 1.
- 2.

B.

- 1.
- 2.

C.

- 1.
- 2.

IV.

A.

- 1.
- 2.

B.

- 1.
- 2.

C.

- 1.
- 2.

Outline Worksheet

Your Topic:
Thesis Statement:

I.

A.

- 1.
- 2.

B.

- 1.
- 2.

C.

- 1.
- 2.

II.

A.

- 1.
- 2.

B.

- 1.
- 2.

C.

- 1.
- 2.

III.

A.

- 1.
- 2.

B.

- 1.
- 2.

C.

- 1.
- 2.

IV.

A.

- 1.
- 2.

B.

- 1.
- 2.

C.

- 1.
- 2.

Plagiarism

Even when it is unintentional, presenting someone else's thoughts, ideas, expressions, or information without proper acknowledgement if the source is an act of academic dishonesty.

Five simple rules for plagiarism:

Rule 1: A fact that is not common knowledge must have a citation.

Rule 2: When you write about an idea, you must make clear whose idea it is. If it is your own idea, you do not cite the source.

Rule 3: If you are writing about someone else's idea, you must cite your source.

Rule 4: If you use someone else's exact words, you must put them in quotation marks and cite the source.

Rule 5: When you use an author's idea without quoting exactly, you must write the idea in your own words, not just rearrange or change a few of his/her words, and you must cite the source.

In writing your paper, remember to:

1. Take word for word notes.
2. Cite as you write.
3. Check your paper to make sure you have included all documentation, and that all information is accurate. Make sure that your list of sources and your citations match up.

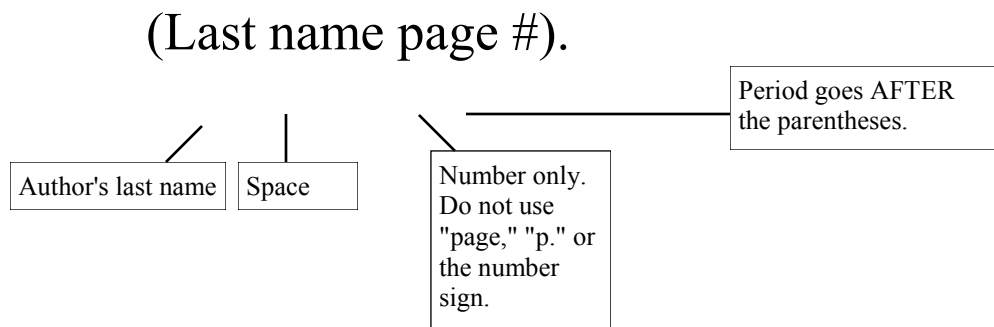
Three more varieties of plagiarism to avoid are:

1. Self-plagiarism
2. Copying part of all of another student's paper
3. Collaborative efforts except where the teacher explicitly permits and encourages cooperation

Documentation

Every time you use information in your paper that came from another source you must document it in your paper. This means that you must give credit to the author of that material. It does not matter if the information was paraphrased (put in your own words) or if it is a direct quote. If the information is not original by you, you **MUST** document it. Failure to document this information is **PLAGIARISM**.

Documenting information is very simple. At the end of the section of information that you used from a source, you simply put the last name of the author and the page number from the publication where it was found in parentheses. Note the samples below.



Samples:

Paraphrase

Forty percent of all students fail one or more classes each quarter. Seventy percent of freshmen fail one or more classes (Borges 106).

Quote:

"I can't ever imagine leaving Steinmetz," said Ms. Russo (36).

If the author is named in the quote, you need only indicate the page number.

If there is no author, use the title of the article and the page number.

"Football isn't just a game; it's a way of life," says Coach Kern ("The Importance of Sports in Schools" 86).

If there is no title, as in a web site, use the web address.

Studies show that there are both academic and emotional benefits to studying music in school (www.urbanstudies.com/research/music/2006).

IMPORTANT - All names that are cited in the body of your paper **MUST** be listed in your works cited list at the end of the paper!!

Sample Works Cited Entries

Entry for a book with one author

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

Example: Vazquez, Aurelio. *Journalism is Fun*. Chicago: Steinmetz Press, 2004.

Entry for a book with two or three authors

Last Name, First Name, and First Name Last Name. *Title of Book*. City of Publication:

Publisher, Year.

Entry for a book with no author but an editor

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

Entry for website

When citing on-line sources, record the necessary information in the following format. If certain items do not apply or are not available, simply skip those and go on to the next.

Last Name, First Name. "Title of article or document." *Title of journal, newsletter, conference*

document, or file volume number.issue number/or other identifying number (year or date of

publication): number of pages or paragraphs if given/or n.pag. On-line. Name of computer

network. Date of Access. Available: specify electronic address.

Entry for interview (conducted by you)

Last Name, First name. Personal interview. Date.

(Name of person being interviewed.)

Entry for a film

Title of Film. Dir. First Name Last Name. With main actors. Studio, Year.

Entry for a Videotape

Title of Videotape. Videocassette. Production Company, Year. Time in minutes.

Entry for signed newspaper or magazine article

Last Name, First Name. "Title of Article." *Title of Magazine or Newspaper* Date:

page numbers.

Entry for unsigned newspaper or magazine article

"Title of Article." *Title of Newspaper or Magazine* Date: Page numbers.

Entry for a signed pamphlet

Last Name, First Name. *Title of Pamphlet*. City: Name of Publisher, Year.

Entry for unsigned pamphlet

Title of Pamphlet. Country of publication: Publisher, date.

(Use n.p. if no publisher is given, and n.d. if no date is given.)

Works Cited Worksheet

So, you have just finished writing your paper about the importance and impact of extracurricular activities in high school. It is now time for you to list your sources in the works cited list. Remember that the sources are listed in alphabetical order by author's name. Be sure to EXACTLY follow the punctuation as listed in the handout.

1. An article in the *Chicago Sun-Times* by Steinmetz Athletic Director Robin Russo entitled "The Importance of Athletics in High School" printed on pages 103-4 on November 28, 2009.
2. A book written by Dr. Eunice Madon entitled *When Students Don't Want to Go Home*, published by Chase House Publishers in River Forest, Illinois in 2010.
3. A website – www.Steinmetzartdepartment.com, created by the Steinmetz art department, written by Ms. Gina Szulkowski, with an article entitled, "The Advantages of Art Education" last updated on December 17, 2004.
4. A personal interview with assistant principal Donald Mendro conducted by you on December 28, 2008 about the effect participation in clubs, teams and other events has on student grades, attendance and attitude at Steinmetz.
5. An article in *Extracurricular Education* about the benefits of extracurricular activities for high school students entitled "Beyond the Classroom: What Steinmetz Has to Offer Its Students" printed in May 2005 on pages 67– 74.
6. A 62 minute long videotape documentary entitled *SLAM!* This documentary was produced by Hood Films, Limited in 2009.

Write the correct Works Cited list below. You do NOT need to number the entries.

(Sample Title Page)

Title of Paper

Last name, First Name
English IV, Period ____
Ms. Gold
Date turned in
(ex. April 8, 2011)