

Research Tips:

Bibliography help—Go to Ms. Pitts' Library page. Click on NoodleTools.

- A bibliography is a list of the sources that helped you in the process of completing a research project. (A works cited is a list of works or sources that you cite in your product/paper.)
- The title is Bibliography. Center the title.
- Don't forget to alphabetize the entries by the first word. If there is an author, then the author's last name will be first. If there is no author, then the title will be first. Don't alphabetize by "a," "an," or "the."
- Double-space the entire bibliography.
- You don't need extra lines between entries.
- Don't hyperlink the website. After you type the website it typically formats it automatically. You can click undo to undo the formatting. Or you can right click on the website and remove the hyperlink.

MLA Formatting for a WEBSITE:

Last Name, First Name of Author (If Given). "Title of Article." Title of Website.

Associated Organization or University. Published or Updated Date. Web. Access

Date <web address>.

Stolley, Karl. "MLA Formatting and Style Guide." The OWL at Purdue. Purdue

University Writing Lab. 10 May 2006. Web. 12 May 2006

<<http://owl.english.purdue.edu/owl/resource/557/01/>>.

*If there is no publisher, use n.p. If there is no published date, use n.d.

Note card—Front

- The idea is to have a few facts grouped by a specific topic/subject for easy reference.
- Select a topic/subject for the facts on the note card. Write that topic/subject toward the top.
- Each note card should have no more than 3-5 facts.
- All included facts should relate to the topic/subject written at the top of the note card.

Types of Notes:

- You may copy a sentence word for word with quotation marks (**quotation**).
- You may rewrite a sentence in your own words (**paraphrase**).
- You may read a section and then write a **summary**.

Note Card—Back

It's important to group note cards by their source (where you found the information).

- All of your facts need to be from one source.
- On the back of the first note card, write the publishing information: author, title(s), publisher, date published, date accessed, and the URL. If you used an entire website (not just one part), then write the title of the website. Then add the website URL. In my example, there is no author. I only used one part of the website. The title of that part was "Poe's Life."
- For the other note cards just include the core information on the back: author (if included) and title(s).

Example of the back of the first note card:

No author

“Poe’s Life”

Poe Museum

Poe Museum

2010

5 January 2012

<http://www.poemuseum.org/life.php>

Example of the back of additional note cards:

No author

“Poe’s Life”

Poe Museum

Possible Research Topics:

- ✓ Student Welcoming Club
- ✓ Welcoming strategies
- ✓ How to be a greeter
- ✓ Types of clubs
- ✓ Interests of teenagers—determine various interests; explore one or more specific interests
- ✓ New student programs in other schools
- ✓ Being a new student
- ✓ Communication skills—helping teenagers learn how to introduce themselves, greeting others, start conversations, include others in conversations, etc.
- ✓ Leadership—helping teenagers learn how to be leaders in school and the community
- ✓ Social Skills—helping smooth over awkward moments, making others feel more comfortable, manners
- ✓ Team Building—helping teenagers work together effectively for a purpose

- ✓ Forming friendships—how to be a friend to others, how to make friends, finding an interest group so that you can make new friends
- ✓ Communication Methods—newsflash, flyers, newsletters, announcements, bulletin board, etc.
- ✓ Peer Buddies
- ✓ Local Businesses and Organizations
- ✓ How to Adjust