

Name \_\_\_\_\_ Period \_\_\_\_\_

## Research Paper Specific Requirements

### ***Step one: Selecting and Limiting the topic***

Mr. Henry will specify exactly what the paper must include. No students within the same class are permitted to choose the same topic for the paper. If multiple students ask for the same topic, assignments will be made on a first come, first served basis.

### ***Step two: Preparing a working bibliography***

There is no magic number for how many “possible” sources are required. To complete a paper of this limited scoop, ten (10) possible sources are required for the working bibliography. One purpose of this project is for students to broaden awareness of possible sources. For this reason, 3 of the sources must be from “printed” materials (i.e. books, magazines); only 5 maybe from the internet, and the remaining 2 must be from “other” sources (i.e. interviews, videos). If you have more than the minimum 10 required sources, the extras may come from any category.

### ***Step three: Preliminary outline***

Outlining form will be taught as part of this step. The preliminary outline will become (with modifications) the Table of Contents for the paper. Specific instructions for this step will be given at the appropriate time.

### ***Step four: Reading and taking notes***

This is the research part of the Research Paper. Most of the time will be spent completing this step. We stress again and again that plagiarism can be eliminated if students follow the procedure discussed on the general form. Read the material, turn away from the source, write what is remembered. Of course, for technical terms and specifics this can’t always be followed. Place in quotation marks material used from other people. Plagiarism includes calling another’s “ideas” one’s own - it doesn’t have to be the exact words. So thinking that changing one word changes the idea, does not eliminate plagiarism. Research papers will be submitted using Turn-It-In.com so plagiarism will be identified and handled appropriately.

Again there is no magic number of note cards required. The paper is written from these cards only to eliminate plagiarism, so keep in mind that you must have enough to complete a 3-5 page paper.

### ***Step five: Assemble notes and write the final outline***

The preliminary outline is finalized in this step. Assemble the note cards using the “slugs” and from that you can write the outline. Outlining form will again be reinforced.

***Step six: Write the first draft***

The important part of this step is to make sure that you have completed enough research to write the required length of paper. You will be able to assess where gaps occur or if you have completed the task well thus far . If the outline has been sufficiently written, simply follow the form and complete the information in that order. To eliminate the possibility of plagiarism, the paper is written exclusively from the note cards. If the information is not included on a note card, it is not permitted to be included in the paper. This will be verified when this draft is submitted. Cards will be turned in with this draft and must be placed in the order that the paper flows. Any information in the paper not included on a card will be crossed out and will not be allowed in the final paper unless it is documented as to source. Keep in mind that for this draft, a minimum of five sources must be used (2 printed, 2 internet and 1 from the “other” category). These must all be from your Working Bibliography . In the final draft documentation of these sources must be included in the Works Cited page following the MLA (Modern Language Association) guidelines. These will be provided to you. The Works Cited page and Bibliography cannot be completed without correct and complete cards in the Working Bibliography.

***Step seven: The final draft***

If the other steps have been followed, this step is very easy. The first draft must be edited for grammatical errors. In addition to the research paper itself the final draft must include Title page, Table of Contents, Works Cited, and Bibliography. The format and instructions will be given at the appropriate time.

A frequently asked question is “May I use pictures?” Pictures are not required and will not count as part of the 3-5 page written requirement. If you wish to include pictures, place them at the conclusion of the paper. An exception to this are charts or tables which illustrate a point you are making in the paper. Charts or tables do not count as part of the written requirement. All illustrations which are not generated by the student must be cited to source the same as any words or concepts used. Professional pictures are copyrighted and often may not be reprinted without the photographer’s permission.