

Pinkerton Academy

Guide to Preparing the Research Paper

Glossary of Research Terms

- Plagiarism:** Plagiarism is using someone else's *words* or *ideas* and presenting them as your own. Many students do not understand that the source must be acknowledged not only for direct quotations and paraphrases, but also for facts and summaries of information, unless they are general knowledge. The most obvious form of plagiarism is copying someone else's work almost word for word, but it is also dishonest to paraphrase or summarize another's ideas without documenting them. Documenting material is not only a matter of honesty, but also a matter of common sense.
- Bibliography:** literally, a list of books you use to write your paper; an older, increasingly disused title, the term *works cited* is now more applicable and preferred.
- Works cited:** the list, properly formatted, that contains all the works cited in an essay. The term is more appropriate than *bibliography* because research papers draw not only on books and articles but also on films, recordings, television, the Internet, and other non-print sources.
- Works consulted:** a list of sources not confined just to the works cited in the paper. It includes sources used for general reference and background information.
- Parenthetical documentation:** a method of internally documenting sources within a research paper that has replaced footnotes and endnotes.
- Direct quotation:** inserting verbatim into the research paper a quotation or a section from a source. Direct quotations must be enclosed in quotation marks and must be parenthetically documented.
- Indirect quotation:** material from a source that is paraphrased or summarized in your own words. Indirect quotations are not put within quotation marks, but they must be documented as carefully as direct quotations.
- Primary research:** the investigation of a topic through your firsthand observation, such as interviews, surveys, experiments, etc.
- Secondary research:** using material from studies that others have made on your topic, traditionally books, magazine articles, the Internet, etc. The successful research paper usually includes a combination of both primary and secondary research.
- Source card:** formerly referred to as a bibliography card, it is an index card which contains all the information you will need to construct the entry for that source on your works cited page. You number your cards to use as a code for your note cards. (See example on page 10.)
- Note card:** an index card like the source card which contains the source number from the source card, the slug, the researched information, and the page number on which the information is found. (See example on page 10.)
- Slug:** a word or phrase on your note card that indicates the area of your topic that the information on the card concerns.

Sample Works Cited Entries

Based upon the MLA Handbook for Writers of Research Papers (6th Edition)

1. A book by one author or editor

Mankoff, Bob, ed. The New Yorker 75th Anniversary Cartoon Collection. New York: Pocket, 1999.
Schultz, Jeffrey D. Presidential Scandals. Washington: CQ Press, 2000.
Smith, Hedrick. The New Russians. New York: Random, 1990.

2. A book by two or more authors or editors, such as a textbook

Keach, William, ed., et al. Adventures in English Literature. Athena Edition. Austin: Holt, 1996.
Newton, Lisa H., and Maureen M. Ford, eds. Taking Sides: Clashing Views on Controversial Issues in Business Ethics and Society. 4th ed. Guilford, CT: Dushkin, 1996.
Prentice Hall Literature: The American Experience. Englewood Cliffs, NJ: Prentice, 1989.

3. A book by a corporate author

American Library Association. Intellectual Freedom Manual. 2nd ed. Chicago: ALA, 1983.

4. A work in an anthology or compilation

Miller, Arthur. Death of a Salesman. Best American Plays: Third Series—1945-1951. Ed. John Gassner. New York: Crown, 1952. 1-48.
O'Toole, John. "The Trouble with Advertising." from The Trouble with Advertising. John O'Toole. Broomhall, PA: Chelsea House. Rpt. in Taking Sides: Clashing Views on Controversial Issues in Business Ethics and Society. Lisa H. Newman and Maureen M. Ford, ed. 4th edition. Guilford, CT: Dushkin, 1996. 234-243.

5. A multivolume work

Blotner, Joseph. Faulkner: A Biography. 2 vols. New York: Random, 1974.

6. Encyclopedia: a signed or unsigned entry in a traditional encyclopedia, dictionary, or similar reference work, such as a specialized encyclopedia

"Angelou, Maya." American Women Writers. 2000 ed.
Bregman, J. I. "Environmental Impact Statements." Encyclopedia of Environmental Pollution and Cleanup. 1999 ed.
Yeazell, Ruth Bernard. "Henry James." Columbia Literary History of the United States. 1988 ed.

7. A book in a series

Gerber, Philip L. Robert Frost. Rev. ed. Twayne's US Authors Ser. 107. Boston: Twayne, 1982.

8. Newspaper: signed or unsigned article

Blair, Jayson. "Tire Recall Brings Some Panic and a Large Need for Patience." New York Times 11 Aug. 2000, New England ed.: C1-2.
"New Hampshire State Quarters are Here." The Derry (NH) News 11 Aug. 2000: 13.

9. Magazine: a signed or unsigned article

Gorman, Christine. "Face Lift in a Jar?" Time 14 Aug. 2000: 48-52.
"When to Give Up on Your Clunker." Consumer Reports Aug. 2000: 12-15.

10. An editorial

Gergen, David R. "The Making of a President." Editorial. U.S. News and World Report 14 Aug. 2000: 60.

11. Sources from the Internet

If entries A through H below do not provide you with a model to cite your particular Internet source, refer to the generic information in entry I. Remember that the ultimate goal of an Internet works cited entry, as with any entry, is to provide sufficient information to allow your reader to access the source.

A. Professional or Personal site

Dawe, James. Jane Austen Page. 21 Aug. 2000 <<http://nyquist.ee.ualberta.ca/~dawe/austen.html>>. Batchelder, David. Home page. 23 Sept. 2000 <<http://www.alum.dartcoll/~batchdav/index.html>>.

B. Book

Hawthorne, Nathaniel. Twice-Told Tales. Ed. George Parsons Lathrop. Boston: Houghton, 1883. 20 Aug. 2000 <<http://eldred.ne.mediaone.net/nh/ttt.html>>.

C. Article in a reference database

"Education." Britannica.com. Encyclopædia Britannica. 21 Aug. 2000 <<http://www.britannica.com/brit/0,8532,170,00.html>>.

D. Magazine or newspaper article

Stephenson, Wen. "The Rest Is Silence." Atlantic Unbound 16 Aug. 2000. 21 Aug. 2000 <<http://www.theatlantic.com/unbound/crosscurrents/cc2000-08-16.htm>>.

E. Work from a service

The Saltmarsh Library subscribes to a variety of online services and databases. To ensure proper documentation, please refer to the library's web page or the documentation handout produced by the librarians. Sources available on the Internet to you at home might be documented as follows:

"Psychology." Compton's Encyclopedia Online. America Online. 16 Aug. 2000. Keyword: Compton's.

F. Posting to a discussion list

Merrian, Joanne. "Spinoff: Monsterpiece Theatre." Online posting. 30 Apr. 1994. Shaksper: The Global Electronic Shakespeare Conf. 27 Aug. 1997 <<http://www.arts.ubc.ca/english/iemls/MONSTERP-SPINOFF.txt>>.

G. Chat rooms

Note: The MLA Handbook clearly states that although online chat rooms and discussion lists can be useful for informally sharing ideas, they are rarely deemed acceptable resources for scholarly research papers.

H. E-mail communications

Sheffield, Robert. "Re: Senior Essay." E-mail to Sharon Cutler. 13 Nov. 2000.

I. Other sources

When confronted by a unique situation in documenting Internet resources, remember to identify the source of the material, including author, title, and website, if available; the date accessed; and the URL. If the URL is long and complicated, it is acceptable to give the URL of the home page or search page from which you accessed the source.

12. CD-ROM

"Genetic Engineering." The Grolier Multimedia Encyclopedia. CD-ROM. Danbury, CT: Grolier, 1995. Magnuson, Ed. "Earthquake." Time 30 Oct. 1989: 30+. 1995 Time Almanac. CD-ROM. Cambridge, MA: Softkey, 1995.

13. Interviews

Jones, Patricia. On-line interview. 14 Oct. 2000.

Nader, Ralph. Interview with Ted Koppel. Nightline. ABC. WCVB, Boston. 6 June 1996.

Smith, John. Telephone interview. 25 Sept. 2000.

14. Television and radio

"Agnes, the Indomitable de Mille." Narr. Agnes de Mille. Prod. Judy Kinberg. Dir. Merrill Brockway. Dance in America. Exec. Producer Jack Venza. Great Performances. PBS. WGBH, Boston. 8 May 1987.
"The Big Dig: Boston's Central Artery Project." On the Inside. Discovery Channel. 11 Aug. 2000.

15. Films and videotapes

It's A Wonderful Life. Dir. Frank Capra. With James Stewart, Donna Reed, and Lionel Barrymore. RKO, 1946.
It's A Wonderful Life. Videocassette. Dir. Frank Capra. With James Stewart, Donna Reed, and Lionel Barrymore. RKO, 1946.

16. Sound recordings

Which person is cited first (e.g. the composer, artist, or conductor) depends upon the desired emphasis. If you are citing a specific song as opposed to an album, put its title in quotation marks.

Elizabeth. Original Motion Picture Soundtrack. London, 1998.
Horowitz, Vladimir. Mozart. Deutsche Grammophon, 1989.
Martin, Ricky. "The Cup of Life." Ricky Martin. Columbia, 1999.

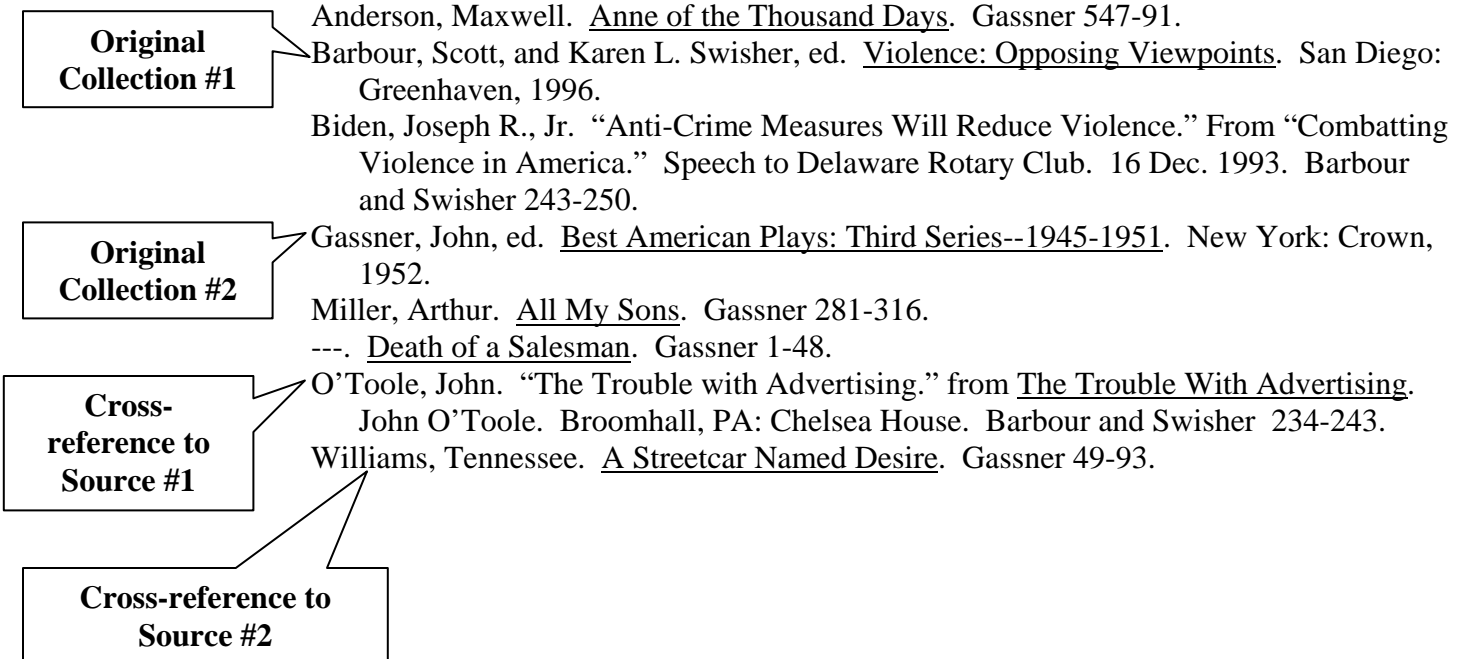
17. Class notes/lectures

Smith, Sylvia. "The Economics of the Civil War." US History class lecture. Pinkerton Academy, Derry, NH. 13 Mar. 2000.

18. Cross-references

If you are using two or more works from the same collection, then you do not have to repeat the full entry for each source. List the collection itself as you normally would; then cross-reference the individual sources to that entry.

Cross-references from two collections in the order they would appear on the works cited page:



Works Cited

- Barbour, Scott, and Karen L. Swisher, ed. Violence: Opposing Viewpoints. San Diego: Greenhaven, 1996.
- Biden, Joseph R., Jr. "Anti-Crime Measures Will Reduce Violence." From "Combatting Violence in America." Speech to Delaware Rotary Club. 16 Dec. 1993. Barbour and Swisher 243-250.
- "The Big Dig: Boston's Central Artery Project." On the Inside. Discovery Channel. 11 Aug. 2000.
- Blair, Jayson. "Tire Recall Brings Some Panic and a Large Need for Patience." New York Times 11 Aug. 2000, New England ed.: C1-2.
- Blotner, Joseph. Faulkner: A Biography. 2 vols. New York: Random, 1974.
- Canady, Robert Lynn, and Michael D. Rettig. "The Power of Innovative Scheduling." Educational Leadership Nov. 1995: 4-10.
- Gassner, John, ed. Best American Plays: Third Series--1945-1951. New York: Crown, 1952.
- Gergen, David R. "The Making of a President." Editorial. U.S. News and World Report 14 Aug. 2000: 60.
- Hawthorne, Nathaniel. Twice-Told Tales. Ed. George Parsons Lathrop. Boston: Houghton, 1883. 20 Aug. 2000 <<http://eldred.ne.mediaone.net/nh/ttt.html>>.
- Miller, Arthur. All My Sons. Gassner 281-316.
- . Death of a Salesman. Gassner 1-48.
- O'Toole, John. "The Trouble with Advertising." from The Trouble With Advertising. John O'Toole. Broomhall, PA: Chelsea House. Barbour and Swisher 234-243.
- Sheffield, Robert. "Re: Senior Essay." E-mail to Sharon Cutler. 13 Nov. 2000.
- Smith, Hedrick. The New Russians. New York: Random, 1990.
- Steele, John. Telephone interview. 25 Sept. 2001.
- Thomas, Sylvia. "The Economics of the Civil War." US History class lecture. Pinkerton Academy, Derry, NH. 13 Mar. 2002.
- "When to Give Up on Your Clunker." Consumer Reports Aug. 2000: 12-15.

(Please note that the entries on the works cited page are not numbered! Also remember that this pamphlet was created to be as compact as possible; therefore, double-spacing was not used. Remember to adhere to all MLA format guidelines in terms of font, margins, and double-spacing throughout your entire document. Refer to page 8 of this pamphlet.)

Rules for Preparing a Works Cited Page

1. The works cited page is a separate, numbered page at the end of your essay, before any appendices.
2. The entries on the works cited page are not numbered.
3. The entries are listed alphabetically according to the last names of the authors.
4. If there is no author, the first word in the title is used, excluding the articles *a*, *an*, and *the*. Refer to the sample works cited page on page 5.
5. When the entry takes more than one line, the second line must be indented a half inch or 5 spaces. Use the hanging indent function on your computer.
6. When a source has multiple authors, only the first author's name is listed with the last name first; see the example in number 2 on page 2.
7. When one author has more than one work listed in the works cited, replace the author's name with three dashes followed by a period for the entries after the first one. Refer to the entries for Arthur Miller in the sample works cited page on page 5.

Rules for Preparing an Outline

1. Each entry in the outline indicates a section of the essay.
2. The Roman numerals are main divisions of the topic; the alternating letters and Arabic numerals are subdivisions of the category above.
3. Because no topic can be divided into fewer than two parts, it is **impossible** to have a *I* without a *II* or an *A* without a *B* and so on.
4. Unless the label contains parentheses, it is followed by a period and two spaces:
I. Personal privacy A. Definition 1. Is an implied Constitutional right
5. The labels with parentheses are **not** followed by a period, just two spaces:
(1) Strict Scrutiny Test (a) Personal
6. A proper outline **never** uses a single parenthesis followed by a period: 1).
7. The first word in an entry is always capitalized; other words are capitalized only if they are proper nouns.
8. A period does not follow the entry in a topic outline because it is not a complete thought.
9. The main entries (Roman numerals) of a topic outline and the entries within any particular subdivision must be parallel in structure.

Parenthetical Documentation

The works cited page lists the works you have used to write your paper. However, you must also indicate the specific locations within those works of the material you quote, paraphrase, or summarize. The MLA clearly dictates two important guidelines in determining what needs to be included in the parentheses:

1. The parenthetical notation must clearly indicate the specific source on the works cited page.
2. The actual location of the material within that source must be identified as clearly as possible.

The following examples cite material from sources on the sample works cited page.

1. Citing part of a source

“By the end of the decade, the economy had quite clearly lost momentum. Four bad agricultural harvests, from 1979 through 1982, made food shortages endemic. There was rationing of meat and milk in some regions” (Smith 23).

In a four year period starting in 1979, Russia suffered from agricultural setbacks. Poor harvests resulted in food rationing (Smith 23).

2. Citing a source without an author or editor

"Older vehicles lack much of the safety equipment now widely available on newer models" ("When" 13).

3. Citing two or more sources by the same author

When you have two or more works by the same author in your works cited, it is necessary to include the author's last name followed by a comma, a shortened version of the title, and the page number. If, however, you refer to the author or the author and title within the text, that information may be omitted from the parenthetical reference.

The play immediately establishes its setting as contemporary New York City (Miller, Price 3).

Miller's production notes for The Price emphasize that "a fine balance of sympathy should be maintained in the playing of the roles of Victor and Walter" (119).

Linda's haunting chant, "We're free," ends this tragic American drama (Miller, Salesman 48).

4. Sample parenthetical references

The following items from the sample works cited are paired with what might be typical parenthetical references for the works. Refer back to page 5 to match the reference with the original works cited entry.

Reference	Note
(Biden 248)	Entry involves cross-referencing; the reference is to the original author, but the page reference is to the actual source, cross-referenced in the works cited.
("Big Dig")	Works cited entry begins with title of work; reference uses shortened form of title with key words, punctuated like original title.
(Blair C2)	Parenthetical reference with author and page reference for newspaper article
(Canady and Rettig 9)	Reference for a source having multiple authors
(Gergen)	No page number is required because source is only one page.
(Hawthorne)	Internet sources typically do not have page references.
(Miller, <u>Salesman</u> 48)	Title is required because author has more than one work listed in works cited; note the placement of the comma; see #3 above.
(O'Toole 238)	Another entry involving cross-referencing
(Sheffield)	No page numbers are included in the original source.
(Steele)	Typical reference to an interview; multiple interviews with same source would include a date reference.
(Thomas)	Class lectures would not involve page numbers.

Preparing the Final Draft

A. Components

You should be prepared to submit all prewriting work, source cards, note cards, preliminary drafts, and associated materials with the final draft if required. The final draft of the essay should include the title page (if required), outline, body of the essay, and works cited, in that order. Insert any charts, diagrams, or pictures as close as possible to the text that they illustrate or include in the appendix after the works cited. If the teacher also requires the paper to be submitted on a computer disk, check the disk on a school computer to verify that all data is retrievable.

B. Format

Leave one-inch margins on all four sides, whether writing or typing the paper. However, leave a two-inch margin at the top of the first page of the actual essay. Indent the first word of each paragraph five spaces from the left margin. Do not leave extra lines between paragraphs or indented long quotations. Use 12 point Times New Roman; do not use script, italic, or bold font except where required. Double space **everything** in the essay, including the works cited page. Number the pages consecutively, starting on the first page of the body of the essay; place numbers in the upper right hand corner flush with the margin and one-half inch from the top of the page; do not place a *p.* before the page number. Standard MLA format is to number the pages with your last name followed by the page number. See the examples in your student planner for submitting essays or responses and shorter writings.

C. Indented Quotations

Set off long quotations (5 lines or more) from the main body of the essay by starting a new line and indenting the entire quotation ten spaces from the left margin only. The parenthetical documentation for indented quotations, unlike normal quotations incorporated into the text, is placed *after* the period.

D. Title Page

If your teacher asks for a title page, the title of the essay should be centered in the middle of the page. Never underline your own title or place it in quotation marks. However, if another title appears in your own title, it must be punctuated. The main words should be capitalized as necessary, but you should never type the title in all capitals.

America's Role in the European Recession

Privacy Rights on the Internet

Images of Darkness in Macbeth

In the lower right hand corner of the title page, maintaining the required one-inch margins, place your name, the course name, your teacher's name, and the date of submission.

E. Ellipsis

The ellipsis is used when you omit part of a quotation. It indicates that what is quoted in the paper does not completely reproduce the original quotation. The ellipsis consists of three spaced periods (. . .) inserted where the omission has occurred. In the middle of the quotation the ellipsis is preceded and followed by a space: "A library visit can also reveal . . . whether the pertinent source materials are readily available." At the end of a quotation, an ellipsis is placed as follows: "A library visit can also reveal whether enough serious work has been done on the subject. . . ."

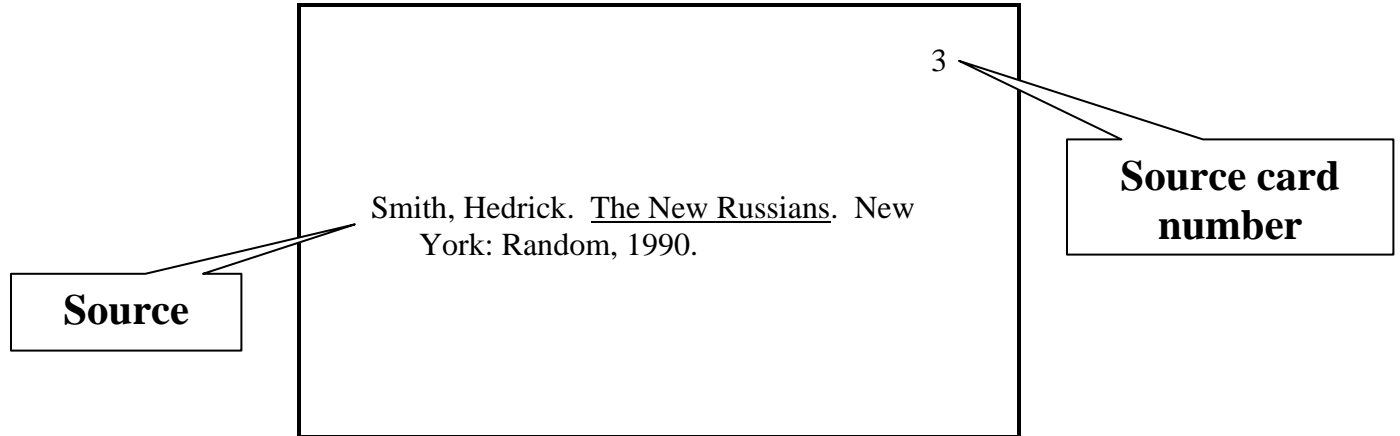
F. Presentation

The final draft should be neat and correct. There should be no cross-outs. Resist the temptation to submit the final draft in a flashy plastic folder or some other type of attractive binding. Simply staple the components together in the upper left-hand corner and submit.

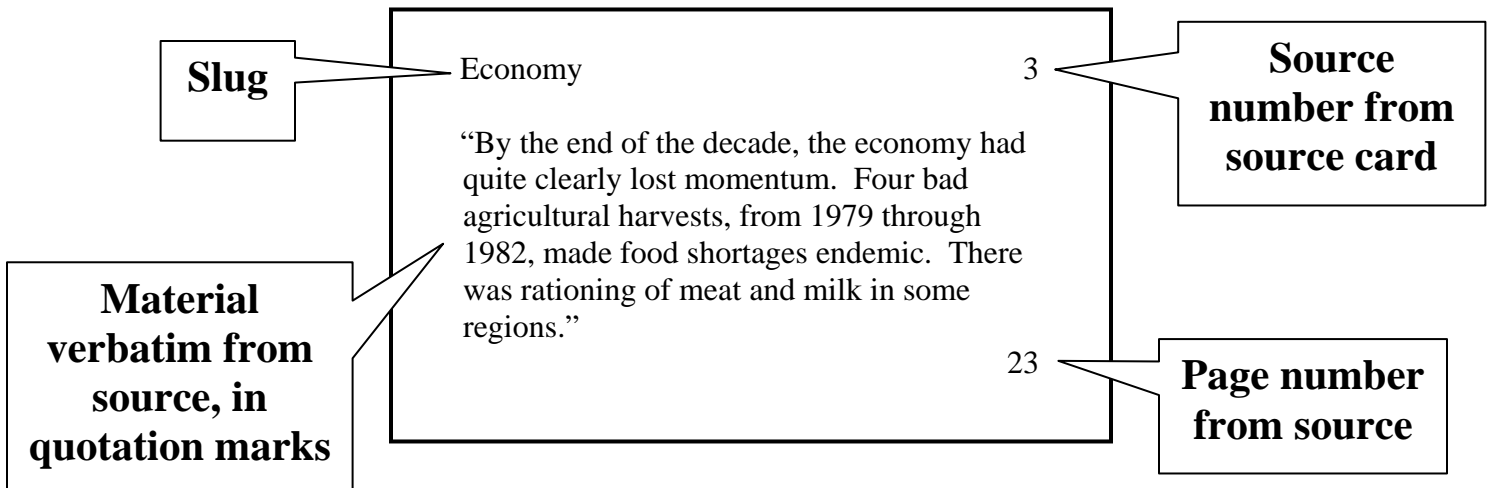
G. Abbreviations

Standard abbreviations are used in the parenthetical documentation and works cited page of a paper. Shortened forms of publishers' names are used in a works cited list. For example, *Holt, Rinehart, and Winston* is abbreviated as *Holt*. *Charles Scribner's Sons* is simply *Scribner's*; *Random House, Inc.* is simply *Random*.

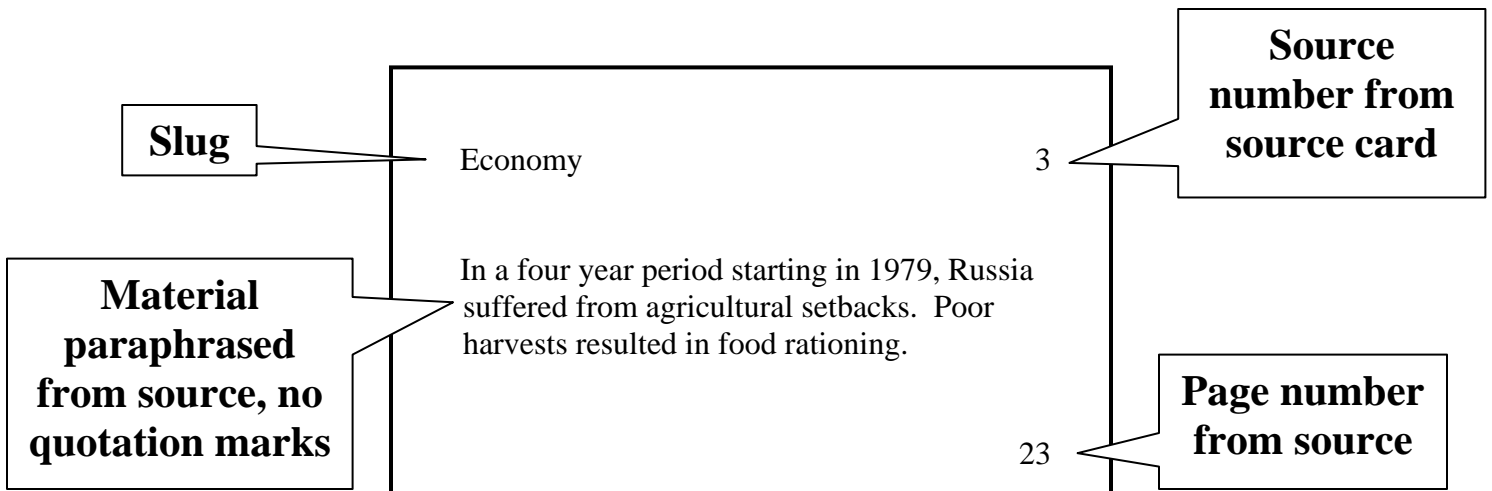
SOURCE CARD



NOTE CARD: DIRECT QUOTATION



NOTE CARD: SUMMARY



Sample Topic Outline

Privacy Rights on the Internet

Introduction—the issue of protecting personal privacy rights on the Internet

- I. Personal privacy
 - A. Definition
 - B. History
 1. Is an implied Constitutional right
 2. Exists from precedent cases
 - a. Roe v. Wade
 - (1) Strict Scrutiny Test
 - (2) “Fundamental rights”
 - (a) Personal
 - (b) Universal
 - b. Griswold v. Connecticut
 - c. Planned Parenthood v. Casey
- II. Privacy invasions on the Internet
 - A. Corporation
 - B. Third part interception
 1. Statistics
 2. Evidence
 - C. Government invasion of privacy
 1. Statistics
 2. Government agencies
 - a. National Security Agency
 - (1) Most powerful agency
 - (2) Clipper Chip
 - b. Department of Motor Vehicles
 - c. Internal Revenue Service
 - d. Social Security Administration
 - D. Medical information
 - E. “Cookies”
 1. Reveal information
 2. Disable ability
- III. Internet privacy laws
 - A. Efforts
 1. Telecommunications Act of 1996
 2. Children’s Online Privacy Protection Act
 3. European example
 - B. Needs
 1. Demands
 - a. By parents
 - b. By schools
 2. Goals
 - a. New software
 - b. Commerce Department

Conclusion—the need for more laws to be enacted to protect privacy on the Internet