

12th Grade Eng. 102 Research Paper REQUIREMENTS (adapted from Mrs. B. Bateman):

1. An approved literary topic
2. The BODY of the paper should be 5-7 double-spaced, typed pages using font size 12 and Times New Roman script. Your paper should have one-inch margins on each side. **four full pages and a partial fifth page will not meet the minimum requirements for this paper.**
3. Follow the format in the MLA HANDBOOK FOR WRITERS OF RESEARCH PAPERS. The library has several copies. You can also visit the MLA web site for help: www.dianahacker.com/pdf/Hacker-MLAupdates.pdf or you can visit owl.english.purdue.edu and search the tabs for MLA research.
4. **Minimum of 4 sources**, including at least one book, two critical article reviews, and misc. periodicals. (Periodicals: Publications issued on a regular or periodic basis. Newspapers, magazines, newsletter, scholarly professional, trade, critical article reviews [typically in journals], and popular academic journals are examples of periodicals. Also known as a serial because it is published on an ongoing basis.)

Acceptable Sources:

Peer reviewed academic journal articles
Newspapers
Magazines
Books

Unacceptable Sources:

Wikipedia
Book Reviews
Free online student essays
Book Summaries/Analysis

- a. Remember that your paper should have a balance of your **OWN** thoughts and ideas and that they should be sufficiently supported with parenthetical documentation. You do not want a paper full of citations; you want the paper to be your thoughts and your words; however, you do want to have sufficient research and/or claims from other literary critics who either support or oppose your view, and that research should be addressed within your paper.
- b. Remember to introduce your cited research (quote, summary, or paraphrase) by discussing your thoughts and leading into the evidence that supports it.
- c. Remember to discuss your cited research by commenting on its relevance or significance to your overall thesis or message. Don't just cite an example and expect the reader to know why it's significant. Tell us why. Tell us how your example proves your point. Explain, and then continue on in your discussion in the paper.
- d. Do not list sources on the works cited page that you do not actually cite in your paper.

5. Items to be turned in for teacher grading:

- a. Formal research proposal letter explaining the selected topic and including an academic honesty paragraph.
- b. Thesis Statement
- c. Annotated Bibliography, properly formatted in MLA style. TYPED
- d. Photocopies of all print sources cited in the paper (such as books, magazines, etc. anything not found online) — no exceptions to this requirement. Highlight information you use for your paper.
- e. Topic sentence outline
- f. Formal sentence outline
- g. Rough draft
- h. Final copy (including parenthetical documentation, works cited page, and revision check-list)

I will grade each of these items. Keep all graded items in your folder as they will be turned in with your final copy as evidence of your drafting process.

6. Your working product will be worth **425** points: Academic Honesty / Informative Letter, 25 points; Annotated bibliography, 100 points; Thesis statement, 50 points; Topic sentence outline, 100 points; Rough draft, 150 points.

7. The final paper is worth **300** points total on the rubric; if you want to convert these points to figure out your letter grade you will divide the number of points earned by the total number of points possible; for example, if you earn 290 points, your grade will be a 96. You will also do a Power Point Research Presentation worth **100** points.
POINTS WILL BE DEDUCTED FROM THE PAPER IF IT IS LATE!

HINTS FOR WRITING A RESEARCH PAPER (DO'S AND DON'TS)

1. Understand the process (overall and individual steps)
2. Do not hesitate to ask questions!
3. Listen and read carefully
4. Do not miss a step. Keep up and meet deadlines. All parts will be late until the previous part is turned in. Late work gets a zero, but must still be turned in.
5. Be organized.

THE PROCESS OF WRITING A RESEARCH PAPER

1. Decide on the topic
2. Decide exactly what the arguable/provable point of your paper will be (thesis statement)
3. Either begin finding and photocopying reliable sources first and then create a topic outline or create a topic outline that helps you guide your research paper.
4. Collect information about your topic from the sources you have. Use a different color of highlighter for each source.
5. Organize this information into a logical, detailed form (formal sentence outline)
6. Write your rough draft and type it. Save it on the computer.
7. Revise, make corrections, proofread, and check your paper against the grading rubric at the end of the packet.
8. Turn in your final paper with highlighted sources and be ready to tell the teacher what your paper should earn according to the grading rubric standards. All cited material in the paper should be highlighted in the same color that you highlighted the source information in your photocopied sources.

The most important aspect of your paper is to give credit where credit is due. Since the information you write comes from other places (sources), you must tell the teacher exactly which information comes from which source. You do this by using parenthetical citations. We will use parenthetical citations instead of footnotes or endnotes. With parenthetical citations, you simply give the bibliographic information by using parentheses after the given information. You cite the author's last name and page number in the parenthesis. Plagiarism will result in an "F" and reported to the Administration for further action.

ANNOTATED BIBLIOGRAPHY

An annotated bibliography is where you list each source that you are consulting during the research process. It is basically a working reference page. You need to list each source in the same typed format that you will use for an MLA WORKS CITED page. The annotated bibliography is broken down as follows: The bibliography is basically where you cite the source correctly using standard MLA and the hanging indent. The annotation is the summary that you include about each source. Directions for the annotation are listed below. For your annotated bibliography page, you will need to include at least one book, two critical article reviews and one misc. periodical from your list. **You will need to gather 6 sources for the annotated bibliography because your paper requires a minimum of four.** Often times, you will not use every source you look at. Do not tell me that you will find the required source later. You may not be able to locate what you need, and we need to know that information immediately.

A sheet that explains how to format your sources is enclosed in this packet, "MLA Documentation." Listed below is the basic order of Information (This information will vary depending on source type, consult your MLA manual)

1. Author information: write the last name, then a comma, then the first name, then a period.
2. Title information: underline the titles of books and magazines. Place a period after the title.
3. Publication information: write the place of publication, colon, the publishing company, comma, date of publication, period.

Note the margins, form, order, punctuation, and location of source. These parts are all necessary for your source page and will be graded strictly. Do not leave out any part.

When formatting the annotated bibliography page, be sure that you set the paper to double space. For each reference, you will double space and cite the source according to MLA guidelines using the hanging indent. Next, you will include an annotation for that source. The annotation will need to line up with the hanging indent. So after the citation you will do the following:

1. Select enter and be sure that your cursor is lined up with the hanging indent (or where the hanging indent would normally be if applicable)
2. Begin your three sentence annotation (summary) in the following order:
 - a. Sentence one: Describe what **type** of source it is
 - b. Sentence two: Describe **what the source contains** (a brief summary of what it is about)
 - c. Sentence three: Describe **how you will use this source** in your paper (how will it help? What will it show?)
3. Next, select enter and backspace so that you are back in the left margin ready to repeat the process with the next source

***** Please note: The annotation may exceed three sentences, but there is a three sentence minimum, and the summary must be in the order listed above.**

CLOSELY READING YOUR SOURCES

Gather more sources than you think you will need for the paper. When you first read a source, do not try to absorb all the information presented. Instead, skim the pages in search of material that is relevant to the headings on your working outline. For full-length books, study the tables of contents and indexes to find the sections that apply to your outline.

Photocopy the pages of sources you find helpful. Also photocopy the title and copyright pages of any books you use, write what library you found your material at so you can easily go back to it. It helps in writing the source list later. (If you are unable to photocopy take photos with your phone that you can email and print later; if you are on an online academic search engine, you should be able to save the source or email the source to yourself. Whatever the method, be sure that you have a copy)

When you find information that you think will be useful, highlight that information. Then, take notes on your sources, either on note cards or on notebook paper. Paraphrase, summarize, or use direct quotes.

1. Paraphrasing: restating the author's ideas in your own words (almost word for word, but translated by you)
2. Summarizing: restating only the main points and important supporting details
3. Direct quotation: presents the exact words from a source

Use direct quotes SPARINGLY in a paper and only when quoting a primary source (a famous person's actual words, an eye witness, and words from a novel). Do not quote an author who is explaining someone else's work (example: an encyclopedia). These are called secondary sources.

THESIS STATEMENT

After gathering sources and previewing some of the information, you should have a better idea about the focus of your topic. Now it is time to develop that controlling idea into a sentence referred to as the THESIS. State your controlling idea, which must include a subject and an opinion, in a single sentence. The thesis statement has two important tasks:

1. It states the main point of the paper.
2. It suggests the path that your paper will follow by indicating what your 2-3 main points will be

REMINDERS:

**** One sentence**

****No first or second person**

**** No run-on sentences**

****No "In this paper, it will be shown..." (Weak!)**

***** The best way to come up with the thesis is to write questions and then jot down opinionated answers to them; the question that you are most interested in answering or proving, should be the one you focus on. Write an answer to it, and then revise the answer over and over until you form it into a solid thesis statement. In general, it should be one sentence, but sometimes a two part sentence combined with a semi-colon is okay, but I will have to approve it.**

PREPARING A TOPIC OUTLINE

A topic outline is a preliminary outline that will guide you in your reading and note taking. Once you have an overview of your topic, you are ready to decide what aspects of the topic you want to cover in your paper and how you want to organize them. Preparing a topic outline helps guide your note taking. As you take notes and highlight your sources, you will revise your topic outline by adding subheadings, changing your major headings, or even dropping some headings entirely. Keep in mind that this is NOT the formal sentence outline you will turn in right before the rough draft. This is simply a listing of the topics and sub-topics for your paper that will help guide your note taking.

PREPARING A SENTENCE OUTLINE

Before you took notes, you wrote down ideas and subtopics for your subject. This rough listing of ideas is referred to as a topic outline. As you took notes, you referred back to this working outline for guidance in the kinds of information to gather.

Since taking notes, you know more about your topic. Now you can write a sentence outline. Your rough draft will grow out of your sentence outline. Now you can determine which subtopics may be disregarded and which may be kept and further developed.

Excerpt from a Sentence Outline

- IV. The working conditions for a teacher are tough, and the rewards do not come from a teacher's paycheck.**
- A. The hours are long—teachers may spend 50 hours a week working, grading papers, and preparing for class.**
 - B. The job is stressful.**
 - C. The salaries are low for a profession:**
 - 1. Starting salaries are around \$24,000.**
 - 2. Average salaries are around \$42,000.**
 - 3. Even after years of experience, salaries are low.**

Here is that same information after it has been turned into a paragraph for a rough draft:

Someone who prepares for a teaching career must be prepared for the working conditions, and the fact that these conditions are not balanced with high salaries. Although the public thinks that teachers' jobs are over at 3:20, most teachers work around fifty hours a week on grading papers and preparing for classes (Brown 421). Furthermore, teaching is a highly stressful job: dealing with teenagers can be very difficult (Mayer 26). These conditions seem to warrant high salaries, yet teachers' salaries are low, starting at only \$24,000 (Smith 54). The average salary is \$42,000 (Smith 55). Even teachers with years of experience and master's degrees do not earn as much as one might expect (Moss 69). Clearly, the working conditions for teachers are less than desirable, and the salary does not make up for these problems.

- Notice that the topic sentence of the paragraph matches the sentence after the Roman numeral
- Notice that I added a concluding sentence that was NOT IN THE SENTENCE OUTLINE
- Notice that each of the other sentences matches a letter of the outline or a number under a letter.
- Also, notice the material in parentheses. What does that come from? It comes from your highlighted sources.

ROUGH DRAFT REMINDERS

- Your thesis sentence must be the last sentence in your introductory paragraph. Your introductory paragraph should be a minimum of 2-3 sentences long. There are several ways to begin an introduction. However you introduce your topic, make sure that it leads into your thesis at the end of the paragraph.
- All body paragraphs (does not include introductory and concluding paragraphs) should be 6-8 sentences long, minimum.
- All paragraphs must have a topic sentence and a clincher sentence of your own. These two sentences need no parenthetical documentation.
- NO use of the first or second person (no “I,” “we,” “us,” or “you”)

PARENTHETICAL NOTATION

After you have made a statement, which you have borrowed from a particular source (any sentence that is not a topic or clincher sentence), you MUST tell me that you got it from a specific source. If you do not complete this step, or if you do this step incorrectly, it is considered plagiarism. You must use parenthetical notations whether you used exact words from the author or whether you put the information in your own words using only the main idea. If you used the author’s exact words, you must use quotation marks around the quote.

HOW TO USE PARENTHETICAL NOTES:

Example 1: William Golding uses symbolism to convey the true meaning of evil (Jones 33).

In this example, you put the information in your words. You used the information from page 33 of the book by Jones. This book contained information about the topic of your paper. Notice where the period is, it comes AFTER the parenthesis. For more information on this particular source that you used, one could simply refer to the works cited page and find the book by Jones.

Example 2: Julius Caesar was one of the “greatest leaders in the history of the world” (Smith 156).

In this example, the author’s exact words were used in the paper, so you must put the words in quotation marks when you use them in your paper. Notice where the quotation marks fall at the end of the quote. You use this form when the quotation is four typed lines or less. If the quotation is more than four lines, consult your grammar book for special instructions on how to do a block quote. Basically a block quote is where you set the citation off from the text by selecting enter and tabbing twice (indenting 10 spaces). You do not use quotation marks because it is a block citation. Finally, rather than putting the period after the parenthetical citation such as (Crandle 101). You will instead put the punctuation at the end of the quote and then put the citation because it is not incorporated into the sentence. In this research paper, you are restricted to using only one or two block quotations, and they must be necessary.

Also note that the first letter of a quotation that is a full sentence SHOULD be capitalized. In example two, the quotation is NOT capitalized ONLY because the quotation is not a complete sentence. If the quotation is a full sentence and it has an interrupter between it, then you will capitalize the first letter of the first part of the quotation, but when it continues, you will not capitalize the first letter of the second part. Refer to the website Owl.purdue.edu

Example 3: According to Baker, the Middle Ages were a time of darkness, despair, and destruction (224).

Notice that since you already mentioned the author's name (Baker) within the sentence, you only have to write with one page number after the sentence.

FORMAT FOR THE ROUGH DRAFT AND FINAL COPY OF THE RESEARCH PAPER

Rough Draft:

The rough draft should be submitted on time, typed, and stapled. The rough draft must be double-spaced and look like a final draft, except that you do not turn in your highlighted sources. The rough draft should follow proper MLA margins and parenthetical documentation. Include the Works Cited page with the rough draft. **Remember to submit to turnitin.com.**

Final Copy: (Note how everything should be placed in the folder)

The final copy should include everything from the rough draft—body of paper and works cited—plus everything that you have worked on to complete your paper. You will staple your final paper with the works cited in the top left hand corner. It should be placed in the **right pocket** of your folder. Behind it should be a copy of the rough draft (be sure to write rough draft on it); next, in the **left pocket** should be your research proposal/academic honesty letter and your thesis statement along with your sentence outline, your topic outline, and your annotated bibliography as well as any highlighted sources you may have. All of this should be placed in the folder before turning it in. **Remember to submit to turnitin.com.**

- Keep an extra copy of your research paper at home
- The paper is due beginning on _____ through _____ **ONLY.**
- Only your name and period should appear on the outside of your folder.
- Make sure you have read and spell-checked the paper.

Numbering the Pages:

Begin numbering on the second page of the body. Assuming the first page of the body is page 1, the second page of the body is page 2. Your computer will automatically place your name and appropriate page numbers on your paper if you tell it to. How to accomplish this:

- In Microsoft Word, click "view" on the top task bar
- Click on "header and footer"
- A "header box" will appear on the screen. Press "ctrl" and "r." Then, type your last name in the box.
- Then, on the header box task bar, click the # icon. This will tell the computer to automatically number each page of your research paper and place your name at the top right of each page.

Heading on Page 1

It is a bit different from the rest of your paper. Your heading on page one is in the upper left of the first page, and you have to type it yourself: **It MUST be DOUBLE SPACED.**

Joey Smoey (Your name)

English 12

Mrs. Crandle

Block 2

Date of Final Paper

Works Cited Page

The name for the page that lists all of your sources is no longer called the “bibliography” page. Bibliography refers to only information gathered from books. Today, your research may come from a variety of sources including books, periodicals, the Internet, computerized databases, CD-ROMs, personal interviews, and e-mail.

- a. This page is now called the “Works Cited” page. On this page, you will list the sources you used in alphabetical order by the author’s last name. If there is no author, you revert to the title (articles such as “A”, “An”, and “The” do not count; you alphabetize the title by the first word following the article if there is one). If there is not an author or a title, you will have to refer to the MLA handbook for instructions. **REMEMBER** If you have discarded some of the articles that you originally thought you would use, **DO NOT** include those on this list, and if you have added a source that you did not originally have and it is cited in the paper, it **MUST** be on the works cited page. I should be able to find **ANY** source listed on this page parenthetically documented somewhere within the body of your paper.
- b. Remember to **double space** between your entries and within your entries
- c. Remember you **MUST use a hanging indent** for the second and all subsequent lines of a source.
- d. Use **one inch margins** on all sides
- e. Be sure to number this page as next in line numerically after the last page of the paper’s body. In other words, the works cited page must be the last page of the paper, and it must be on its OWN page, and therefore, it will have the last number of the paper. For example if you wrote 5 pages, the works cited page will be page 6.

Sample from a Works Cited Page

Smoey 6

Works Cited

Blake, James. Russian Life in the 1890s: Savage Raids Crush Jewish Families. New York: Simon and Schuster, 2000.

Gordon, John, and Jane Smith. “Changes in Russia.” Time 3 March 2001: 16-20.

Walton, Susan. “Russia’s Games.” Newsweek. 5 January 2002: 6.



Sample Research Proposal Letter w/Academic Honesty Statement (Business Letter Format)

Date
Street address
City, State Zip Code

Mrs. Sinead Crandle
Murphy High School
100 S. Carlen Street
Mobile, AL 36606

Dear Ms. Crandle:

This year I have the wonderful opportunity to write a research paper for English. Franklin Delano Roosevelt, a key American President of the 20th Century, will be the focus of my upcoming paper. Roosevelt's political charisma and vision for the future sustained America through the most severe economic depression in US history and led the country victoriously through World War II.

I understand that the research paper is to be my own personal work. Plagiarism is the action of using, without due acknowledgement, the thoughts, scholarship, or inventions of another person. I agree to provide enough information in my paper so that the reader can identify and refer to all the sources I have used in writing my research paper. I will turn in photocopies of all sources. I understand that all word-for-word quotations, any summaries, and any borrowed ideas that are paraphrased or mentioned must have cited sources. I promise not to rely on factual material gathered by any individual other than myself. I understand that plagiarism or turning in another person's work at Murphy High School will result in a zero for the assignment with no make-up opportunities, and may result in disciplinary action by the school.

I also realize that failure to turn in this school-required research paper will result in my required enrollment in summer school where I will write a research paper before earning any credit for English this year. Due to the fact, that this class is the last semester of my senior year, I understand that my failure to turn in a passing paper and the required components on time, will prevent me from graduating on time with my class.

Sincerely,

Joey M. Smoey

Parent Signature _____

SENIOR RESEARCH PAPER CHECKLIST/ GRADING RUBRIC

Elements

Maximum Points

FORMAT	100
Titling, page headers, page numbers	/20
Spacing and margins	/20
Sections in correct order	/20
Properly constructed works cited page	/20
Parenthetical documentation correct	/20

STRUCTURE	100
Strong thesis statement with an opinion in introduction	/20
Interesting introductory paragraph that includes the title of the work and the author and smoothly transitions into the thesis	/15
Topic sentences are present in each body paragraph, and they relate back to thesis statement	/15
Concluding paragraph sums up information and reiterates opinion of thesis	/20
Correct grammar, mechanics and usage	/20
Correct spelling	/10

CONTENT	100
Body paragraphs effectively follow the topic sentence and include sufficient supporting details and evidence that supports the thesis	/75
Not repetitive; fresh; interesting	/10
Paper convincingly proves thesis	/15

Student Score: _____ / 300

Research Paper – Evaluation

Name:

Topic:

Thesis Statement:

Assignment	Date	Grade
Academic Honesty / Informative Letter (25pts)	11/18	/25
Thesis Statement (50 pts)	11/21	/50
Annotated Bibliography (100 pts)	12/2	/100
Topic Sentence Outline (100 pts)	12/5	/100
Rough Draft (150 pts)	12/10	/150
Final Copy (includes all documentation, works cited, And revision check-list) (300 pts)	12/13	/300
Presentations are a separate grade	12/16-12/18	/100
Late Papers will lose 25 points per day late		

Notes: Your paper must be submitted in a new three prong folder with pockets. Copies of your research articles will be placed in the pockets of the folder.