Research Paper

AppleWorks 6

MLA Format

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Last Name Page #

Type Last Name
(Edit > Insert Page # > OK)
(three returns or 1/2 inch)

FILE > SAVE AS
(Left align) (AppleWorks, Preferences, General, Show Invisibles, & Change Date Format to spelled out version OK) (CLICK BELOW THE GRAY LINE)

First & Last Name DS (return twice)

Teacher DS (return twice)

Subject, Block # DS (return twice)

Date (Edit > Insert Date> Auto Updating) QS (return FOUR times)

(Center title) **Title** (Set line spacing to 2 li, return 1 time)
(Left align, Tab)

Start your paper here. Continue typing until you are finished. Use correct keyboarding techniques. <u>Sit up straight</u> with your <u>feet flat on the floor</u>. Use the <u>home row keys</u>, <u>word wrap</u>, <u>ONE space after ending punctuation</u> and <u>one space after commas</u>.

Don't forget to <u>indent</u> (tab) the beginning of <u>paragraphs</u>. Also, <u>cite your sources</u> and <u>spell check</u> at the end of your paper.

This will be the last page of your paper. TO GET THE LAST PAGE.

PUT THE CURSOR AFTER THE LAST THING THAT YOU TYPED ON THE LAST PAGE.

Press **ENTER** (on the number pad) **ONE TIME**

<div align="center">**CENTER   Works Cited**   **Return one time** (You should have DS set)</div>

Left align, Drag your lower ruler (the big one) to 1 1/2 inches. Begin typing your **Works Cited** information for your first resource. Your first line of information will NOT be indented, the second, third, and other lines of information will be indented.

Return type your **next resource**. Just like the first resource, the first line is NOT indented but the second, third and other lines of information will be indented.

mmmmmmmmmmmmmmmmmmmmmmmmmmmmmmmmmmmmmmmmmmmmmmmmmmm mmmmmmmmmmmmmmmmmmmmmmmmmmmmmmmmmmmmmmmmmmmmmmmmmm

Blume,Judy. Welcome to Judy Blume's Home Base. 9 Sept 2004. 29 June 2006 <http://www.judyblume.com>.

The Coca Cola Company. Welcome to Coca-Cola-Our Company-Bottling Today. 29 June 2005 <http://www3.coca-cola.com/ourcompany/bottlingtoday.html>.

First Last Name

Teacher

Subject, Block

Date

<div align="center">Title</div>

 Start your paper here. Continue typing until you are finished. Use correct keyboarding techniques. <u>Sit up straight</u> with your <u>feet flat on the floor</u>. Use the <u>home row keys</u>, <u>word wrap</u>, two spaces after ending punctuation and <u>one space after commas</u>.

 Don't forget to <u>indent</u> (tab) the beginning of <u>paragraphs</u>. Also, <u>cite your sources</u> and <u>spell check</u> at the end of your paper.

Works Cited

Blume,Judy. Welcome to Judy Blume's Home Base. 9 Sept 2004. 29 June 2006

           <http://www.judyblume.com>.

The Coca Cola Company. Welcome to Coca-Cola-Our Company-Bottling Today. 29

           June 2005 <http://www3.coca-cola.com/ourcompany/bottlingtoday.html>.

Rules for Citing Resources

THE BASIC ENTRY

Structure:
Author's Name. <u>Title of the book</u>. Publication information.

Example:
Gibaldi, Joseph. <u>MLA Handbook for Writers of Research Papers</u>. 5th ed. New York: Modern Language Association, 2002.

This entry states that the work's author is Joseph Gibaldi and its title is *MLA Handbook for Writers of Research Papers 5th Edition.* The remaining information relates, in shortened form, that the work was published in New York by the Modern Language Association in 2002.

AN ANONYMOUS BOOK

Structure:
<u>Title of the book</u>. Publication information.

Example:
<u>Encyclopedia of Virginia</u>. New York: Somerset, 1993.

WORLD WIDE WEB

Structure:
Author or originator. Title of item. Date of document or download (day, month, year). URL <http://address/filename>.

Example:
Classroom Connect. "Citing Internet Resources." 3 February 2003. <<u>http://www.classroom.com/community/connection/howto/citeresources.jhtml</u>>.

Name _____

RESEARCH PAPER RUBRIC

                                        Points

_____ Final draft   5

_____ Rough draft   5

_____ 4-square plan   5

_____ Notes   5

FORMAT

_____ Name and page header   5

_____ Student Identification   5

_____ Title   5

_____ Double-spaced   5

_____ Indented paragraphs   5

_____ Good grammar usage   5

_____ Works cited   5

CONTENT

_____ 5 required paragraphs   20

_____ Extra information   5

_____ Accurate facts (not copied)   20

                                      _____ **TOTAL POINTS**

                                      _____ **GRADE**

Lowe, G. "Severe Weather Research." 22 March 2003

Professional or Organizational Web Page

Reid-Walsh, Jacqueline. Jane Austen Home Page.University of Wisconsin. 30
        Mar. 2001<http://www.polyglot.lss.wisc.edu/lss/jane/janeausten.htm>.

Author's Last Name _____

Author's First Name _____

Title or Description of Page _____

Name of Institution or Organization _____

Date of Visit to Site _____

URL _____

Encyclopedia Article

Gillingham, John. "Norman Conquest." The World Book Encyclopedia. 1998 ed.

Author's Last Name _____

Author's First Name _____

Title of Article _____

Encyclopedia Title _____

Copyright Year (yyyy) _____ed.

Book (one editor)

Bevington, David, ed. The Complete Works of Shakespeare. 3rd ed. Glenview,
        IL:Scott, Foresman, 1980.

Editor's (Author's) Last Name _____

Editor's (Author"s) First Name _____

Title of Book _____

Edition (if any) _____ed.

City the book was published in _____

Publisher _____

Copyright Year (yyyy) _____

Magazine Article

Crickmer, Barry. "Can We Control Spending?" Nation's Business Apr. 1993:
        22-24.

Author's Last Name _____

Author's First Name _____

Title of Article _____

Magazine Title _____

Date of Magazine:__Day___Month _____Year (yyyy)

Pages _____

Note-Taking - Research Paper

Directions: You must take notes related to your topic from at least four sources: two books and two Internet, or 3 books and one Internet, or 1 Book and 3 Internet. You need to list four interesting details from each source. Be sure to record Works Cited information from each source.

_____

SOURCE 1:
Professional or Organizational Web Page

Example:
Reid-Walsh, Jacqueline. Jane Austen Home Page.University of Wisconsin. 30
        Mar. 2001<http://www.polyglot.lss.wisc.edu/lss/jane/janeausten.htm>.

Author's Last Name _____

Author's First Name _____

Title or Description of Page _____

Name of Institution or Organization _____

Date of Visit to Site _____

URL _____

Detail #1:

Detail #2:

Detail #3:

Detail #4:

_____

SOURCE 2:
Book (one editor)

Example:
Bevington, David, ed. The Complete Works of Shakespeare. 3rd ed. Glenview,
        IL:Scott, Foresman, 1980.

Editor's (Author's) Last Name _____

Editor's (Author"s) First Name _____

Title of Book _____

Edition (if any)_____ed.

City the book was published in _____

Publisher _____

Copyright Year (yyyy)_____

Detail #1:

Detail #2:

Detail #3:

Detail #4:

Resources

Classroom Connect. "Citing Internet Resources." 3 February 2003.

<http://www.classroom.com/community/connection/howto/citeresources.jhtml>.

Gibaldi, Joseph. <u>MLA Handbook for Writers of Research Papers</u>. 5th ed. New York: Modern

Language Association, 2002.

Lowe, G. "Severe Weather Research." 22 March 2003.

OSLIS Secondary Citation Maker. Oregan Public Education Network. 24 March

2004. <http://www.oslis.k12.or.us/secondary/howto/cited/index.html

The Apple Store. "Software." 3 February 2003 <http://store.apple.com/1-800-MY-

APPLE/WebObjects/AppleStore.woa>.