

Teaching a Research Paper/Project

Handouts	Resource for Students	Assignment for Students	Resource for Teachers	Can be taught and/or graded by librarians
Suggested Research Timeline			X	
Research Terms	X		X	
Research Terms Quiz		X		X
Foundation and Essential Questions		X		X
Evaluating Online information	X		X	X
Ways to Take Notes				
Tips for Using a Database	X		X	X
Works Cited and Parenthetical Citation Examples and Common Mistakes	X		X	X
MLA format quiz		X		X
Outline template and example		X		X
Self-evaluation		X		
Peer Edit		X		
How to use Turnitin.com	X		X	X
Final Draft Requirements	X			

Suggested Research Timeline

	1 Intro to Research, Database Intro	2 Topic Choice, Foundation Questions, Research with print sources	3 Recording Info for Works Cited page Research in Computer Lab	4 Research in Computer lab Ways to Take Notes	5 Foundation Questions due, Essential Question Works Cited Rules/Ex. Research in Computer lab	6
7	8 Thesis discussion, Research	9 Parenthetical Citations, Research	10 Organization of Notes Outline	11 Research Terms Quiz Outline	12 Outline in Computer lab	13
14	15 Outline in Computer lab	16 Outlines in Computer lab	17 MLA Format Quiz Outlines	18 Outline in Computer lab	19 Outline due	20
21	22 Rough Draft work Works Cited Check	23 Rough Draft due to Turnitin.com	24 Self/Peer Edit	25 Final Draft in Computer lab	26 Final Draft due to Turnitin.com	

Research Terms

Body Paragraph: The paragraphs between the introduction and the conclusion that provide the evidence to support the thesis.

Block Quote: a quote that is five typed lines or more

Common Knowledge: information that appears in several sources. For example, it is common knowledge that Neil Armstrong was the first man on the moon.

Conclusion: The last paragraph of a paper that begins with a restatement of the thesis and then answers the “So what?” question

Essential Question: The general question that you are trying to answer in your paper.

Evidence (Supporting Details): Information that is taken from a source and used in the body paragraph to support your topic sentence and thesis.

Foundation Question: These questions will be addressed in your body paragraphs and should use facts or evidence to support your thesis.

Hanging Indent: Format for the Works Cited or Works Consulted page where the second and every line after of a Citation is indented one tab.

Header: The author of the paper’s last name and page number in the upper right hand corner of every page but the first one.

Heading: Information given at the beginning of a paper in the upper left hand corner which includes: The author’s name, the teacher’s name, the class and the date.

Hook: The first sentence or two of the paper which “hooks” the reader’s interest and draws them into the paper.

Introduction: The first paragraph in the paper which contains the hook, general information about the topic and the thesis.

Link: The last sentence in your body paragraphs that link your paragraph back to your thesis. This sentence provides a connection for your reader.

Paraphrase: Taking the information provided by a source and putting it into your own words.

Parenthetical Citation: A citation contained in parenthesis and used within the text of your document.

Plagiarism: stealing and using the ideas or writings of another as one’s own

Quotation: to repeat or copy the exact words of another with acknowledgement of the source. Quotation marks (“...”) mark the beginning and ending of the material.

Thesis: The main idea of the paper. Must contain a specific subject and an opinion.

Topic Sentence: The first sentence in each body paragraph that states the general idea of that paragraph.

Works Cited: The list of sources used within the paper. Must be in alphabetical order and follow the MLA format.

Research Paper Terminology Quiz

Directions: Define each of the following terms and state where they are located in a research paper if applicable.

Body Paragraph _____

Block Quote _____

Common Knowledge _____

Conclusion _____

Essential Question _____

Evidence (Supporting Details) _____

Foundation Questions _____

Hanging Indent _____

Header _____

Heading _____

Hook _____

Introduction _____

Link _____

Paraphrase _____

Parenthetical Citation _____

Plagiarism_____

Quotation_____

Thesis_____

Topic Sentence_____

Works Cited_____

Research: Getting Started

Topic: _____ Approved by: _____

Foundation Questions: These questions will be addressed in your body paragraphs and should use facts or evidence to support your thesis.

Essential Question: The general question that you are trying to answer in your paper. Use this question to help you write your thesis.

Checklist for Evaluating Online Information

Questions:

Facts about the site

1. What is the Web site address (URL) and Web site name?
2. Does the address provide a clue to the source? (for example, *.edu* means an educational institution; *.com* means a commercial source, or other parts of the address may have clues)
3. Are there advertisements? If so, describe two.
4. Are there links to other Web sites? If so, describe two.
5. When was the Web site information last updated?

Facts about the writer

6. Who is the writer (what person and/or organization), and what is his or her background?
7. If there is an organization, what kind is it?
8. Is contact information provided so you can e-mail the writer or organization?

Inferences about the writer

9. What is the point of view of the writer? Explain any bias.
10. Why is this information online? (to inform and educate? Or what is the hidden agenda?)
11. Who is the main audience for this writer?

Analysis of the text

12. What inaccurate information did you find?
13. How knowledgeable is the writer on the subject matter?
14. Does the writer follow basic rules of grammar, spelling, and composition?
15. Does the author cite his or her sources?

From handout by Classroom Connect (www.classroom.net) modified by Jill Van Alstyne, Helena High School, Helena, Montana, in 2006 (jvanalstyne@helena.k12.mt.us)

Website evaluation

Circle Y for yes and N for no for each statement:

		First look
Y	N	I can quickly determine the basic content of the website.
Y	N	The intended audience is clear.
		Provider (who)
Y	N	The author is clearly identified.
Y	N	The author is qualified in this subject.
Y	N	The sponsor of the website is identified.
		Currency (up-to-date)
Y	N	Latest revision date is provided.
Y	N	Links to other sites work and are relevant.
		Quality
Y	N	Purpose of the website is clear.
Y	N	Content is free of bias or bias is easy to see.
Y	N	Site offers information related to my purpose.
Y	N	Information appears to be accurate; spelling is correct.
Y	N	Information is consistent with other websites on this topic.
		Total [Y>7 very useful site; Y<6 not worth it]

Adapted from Karen McLachlan, *WWW Cyberguide Ratings for Content Evaluation*, 2002; and Kate Peterson, *Examining Electronic Sources*, 2011.

Ways to Take Notes

Books:

- Notes

- Write notes down on a piece of paper if your only taking small pieces of information
- Staple to the blue or pink Works Cited sheet

- Copy

- Make copies of pages of materials that you need
- Staple to the blue or pink Works Cited sheet
- Highlight/underline info that pertains to your questions

Electronic: Print

- Be sure to just print what you need: Highlight the section you need and print "Selected"
- Staple to the green Works Cited sheet
- Highlight/underline info that pertains to your questions

- When recording **direct quotes**, INCLUDE THE QUOTATION MARKS.
- Otherwise, **paraphrase interesting/important ideas**.
- **Don't make yourself guess if you quoted or paraphrased when you go to write your outline. Indicate that now!**

Helpful hints:

- Always be thinking about your foundation questions. If the information you find does not apply to those questions then it is not something you should spend time writing down or printing.
- It will save you time later on to highlight or number each piece of information according to the categories that the questions fall into (i.e. history/culture, spiritual beliefs, art or government, science). Then, when you begin to write your outline and rough draft you will know exactly where each piece of information will fit into your paper.
- Make sure you have every space filled in on the top of the Works Cited sheet. This will make creating your Works Cited page much easier.

Tips for Using a Database

1. Go to the Helena High Library Page: [Helena High Library Homepage](#)
2. Look at Online Resources and Databases list
3. Choose appropriate database for your topic (See your teacher or a librarian if you are not sure)
4. Use an appropriate keyword. Remember that you may have to narrow or broaden your keyword once you get the results.
5. Search articles looking specifically for the answers to your foundation questions
6. When you find an article you are interested in or you think provides answers to your foundation questions, copy and paste the article AND the Works Cited entry at the bottom and save it in your folder

Works Cited and Parenthetical Citation Example
(original is in landscape; will do a screenshot and add that here)

MLA Common Mistakes

- The entire Works Cited page should be in 12 point, Times New Roman font, including the title
- The margins should be 1” all the way around (you may have to change the default)
- The title should be centered and should say: Works Cited
- All entries should be alphabetical
- Header should be included and should include your last name and the page number (the last number of your paper) in the upper right hand corner.
- The second line of each entry should be indented once (called a hanging indent)
- There should be a period at the end of every entry.
- If no author or editor is named, begin the entry with the title.
- Titles of articles and chapters or other parts of larger works are in double quotation marks (“ ”). Titles of books, periodicals (magazines, newspapers, etc.) and other whole works are italicized.
- If several cities are listed for the place of publication, use only the first one listed.

MLA Format Quiz

1. Research paper margins should be _____ for top, bottom, left and right.
2. What is a Works Cited page and what is it used for?
3. What is it called when you use someone else's thoughts, ideas, writing or images and you do not properly cite them as the source?
4. Your entire research paper, including your Works Cited page, should be typed with what font size and style?
5. Should your paper be single space, double spaced, or triple spaced?
6. If you summarize or paraphrase a quote (put it into your own words) do you have to put it in quotes? Do you have to use a parenthetical citation? Why or why not?
7. For a parenthetical citation, where do the quotations marks go? Where does the punctuation go? Give an example.
8. Using the following sentence, format a parenthetical citation as if it were a direct quote from a book by Henry Paulson on page 36. ***Research papers help you understand a topic better and also help your writing skills improve.***
9. Using the following sentence, format a parenthetical citation as if it was directly quoted from a webpage with the following information: Title of the article – "Media Literate Americans", Title of the Webpage – *Media Literacy*, Author – none. ***Sixty-five percent of all U.S. teens have TV sets in their bedrooms.***
10. Choose two of the following from somewhere in the room and do a Works Cited entry for them, using your Research Guidebooks to help you.
 - a. Book
 - b. Magazine Article
 - c. Newspaper Article
 - d. Literature Anthology

Outline Template

I. Introduction

Level 3

A. Hook:

Level 1

B. General Information (including the title and author of the book and introduction to the topic):

citation:()

Level 3

C. Thesis Statement = Specific Subject + Opinion:

II. Body Paragraph I

Level 2

A. Topic Sentence:

Level 2

B. Set up quote:

Level 1

C. Specific Example(s):

citation: ()

Level 3

D. Analysis of the example:

Level 2

E. Transitions to next paragraph:

III. Body Paragraph II

Level 2

A. Topic Sentence:

Level 2

B. Set up quote:

Level 1

C. Specific Example(s):

citation: ()

Level 3

D. Analysis of the example:

Level 2

E. Transition to next paragraph: _____

IV. Body Paragraph III

Level 2

A. Topic Sentence: _____

Level 2

B. Set up quote: _____

Level 1

C. Specific Example(s): _____

_____ citation: ()

Level 3

D. Analysis of the example: _____

Level 2

E. Link back to the Thesis: _____

V. Conclusion

Level 3

A. Restated Thesis: _____

Level 3

B. Answer to SO WHAT question: _____

Useful Hints and Definitions

Each Roman Numeral (I, II, III, etc.) will be a separate paragraph in your rough draft. The Introductory Paragraph section includes everything you need for your first paragraph. Each of your body paragraphs will need to have at least four sentences, which will include your Topic Sentence, Evidence/Example, Analysis, and Link.

- **Level 1:** Information you take from your research
- **Level 2:** May require you to summarize or paraphrase the ideas in your research
- **Level 3:** Critical thinking required! You must use what you have learned to come to some new conclusions or apply the information to something new.
- **Hook:** An interesting opening to your paper. You may use any of the following: a startling fact or statistic, an intriguing quotation, a question, a short description of an event or person, a brief background or identification of a problem of a problem, an explanation, or a definition.
- **General Information:** Give your reader some general information about the book/topic. Imagine that they have not read the book or know little about the topic. What general information do they need to know to understand your paper?
- **Thesis:** Include the title and author of the book and then a specific subject and an opinion. This should only be one sentence.
- **Topic Sentence:** What is the main idea of this paragraph?

- **Set up Quote:** Give brief background on the evidence that you are about to share.
 - **Evidence/Example:** Give a specific example from the book that demonstrates your main idea for this paragraph. This could be a quote or might be paraphrased but you should include a page number either way.
 - **Analysis:** Explain why YOU think this example demonstrates your main idea. This is your commentary and should be your own words.
 - **Transition to the next paragraph:** Connect the ideas of this paragraph to the ideas of your next one.
 - **Link:** Show the connection to your thesis. If there is no connection to your thesis, you should not have it in your paper.
- * Don't forget that you will need a concluding paragraph also. In your conclusion, you should include:
- Restatement of your thesis: Rephrase the specific subject and opinion you included in your introductory paragraph.
 - Answer to the "So what?" question: What makes this topic something that your reader might be interested in or something that applies to them? Why is this relevant in our lives today?

Example Research Outline

Jane Doe

Mrs. Who

English I Per __

23 February 2012

Grecian Culture

Introduction:

Hook: Interesting fact about Grecian Culture

General Information: General background about when this culture has existed and where it existed.

Thesis: The Grecian culture has evolved and developed over thousands of years and continues to influence many areas of modern civilization.

I. History and Culture

A. *Topic Sentence:* Grecian culture dates back to ancient times, beginning with Minoan and Mycenaean civilizations.

B. *Evidence:*

1. Greek War of Independence, successfully waged against the Ottoman Empire from 1821 to 1829 (“History of Greece”).
2. As a result of the Balkan Wars, Greece increased the extent of its territory and population (“History of Greece”).
3. Greece experienced a bitter civil war between communist and anticommunist forces for the next 30 years (“History of Greece”).
4. “Widespread investments in industrial enterprises and heavy infrastructure, as well as funds from the European Union and growing revenues from tourism, shipping and a fast-growing service sector have raised the country's standard of living to unprecedented levels” (“History of Greece”).

C. *Analysis:* Grecian history encompasses wars, economic upheaval, exchange of power, among other things.

D. *Link:* The sheer history of Grecian culture speaks to it's endurance and importance.

II. Spiritual Beliefs

A. *Topic Sentence:* Greek Orthodox is the prevailing religion of the country but this country has long history connected to Greek Mythology and the worship of multiple deities.

B. *Evidence:*

1. an estimated 97% of Greek citizens identify themselves as Greek Orthodox (“Religions in Greece” 277).
2. Minority populations of Jewish, Roman Catholic, Protestant and Muslim religions (“Religions in Greece” 277).

C. *Evidence:*

1. Polytheism: multiple gods and goddesses (Thomas 33)
2. Many recognized the 14 major gods and goddesses (Thomas 33)
3. Hierarchy with Zeus being the leader (Thomas 33)

D. *Analysis:* Many Greek citizens practice religions that are common around the world but the basis of their cultural spirituality comes from mythology.

E. *Link:* Greek mythology is still studied all over the world today and is used as a model for many important concepts in literature.

III. Government

A. *Topic Sentence:* Greece is a parliamentary republic country.

B. *Evidence:*

1. Parliamentary Republic (Smith 78)
 - a. Roles of the president of the republic
 - b. Roles of the prime minister
2. Three branches of government: executive, judicial, legislative (“Government of Greece”)
3. Two party system (Smith 79)
 - a. New Democrats
 - b. Pan-Hellenic Socialist Movement

C. *Analysis:* Greece shares a similar government structure with many other countries, including Italy and India (*World Government* 288), which plays an important role in the development of democracy.

D. *Link:* As Greece was one of the first developed countries, the structure of their government may have led to many of the common government systems around the world.

IV. Natural Setting:

A. *Topic sentence:* The topography of Greece makes it one of the most mountainous of Europe.

B. *Evidence:*

1. Mostly mountains with ranges extending into the sea as peninsulas or chains of islands with 13 regions (“Greek terrain”).
2. It also includes of rocky conditions and mountainous terrain. However the surrounding bodies of water feed the surplus olives and grapes (Jones).

C. *Analysis:* The natural setting of Greece is not only beautiful but plays a role in their economy, recreation and tourism.

D. *Link:* The topography of Greece has provided a background for the perception that the rest of the world has of this country.

V. Why Natural Setting exists there

A. *Topic Sentence*

B. *Evidence:*

- 1.
- 2.

C. *Analysis:*

D. *Link:*

Conclusion:

Thesis: The influence of Grecian culture can be felt all over the world.

So what question?: It is important to realize the roles of art, language, government, food and natural setting of Grecian culture. There are allusions to Grecian culture in literature, art, and religions all over the world. The Greeks have had such an impact on modern culture that it is hard to measure.

Self-Evaluation of Rough Draft

Name: _____

1. The essay should be a total of 7 typed paragraphs, double-spaced, including an introduction and a conclusion. Each paragraph begins with the first line indented. How many paragraphs does your paper have? _____ Do you need to fix anything about the paragraphs in this essay? If yes, what?
2. Read through the entire essay. Cross out the following words and phrases (unless used in a direct quotation): you, your, yours, I think, I feel, I believe, in my opinion, I, me, my. Then delete all of these words or phrases and rework your sentences.
3. Read through the entire first draft again. Check your spelling, grammar, and punctuation. Fix anything that is wrong.
4. Using a pen to underline, indicate all of your examples or evidence from your sources.
5. Look at your Works Cited page. Have you parenthetically cited each of the sources on this page somewhere in your paper? If not, don't include them on the Works Cited page.
6. Look at your parenthetical citations. Have you cited each of these sources on your Works Cited page? If not, add it.
7. Fill in the following information about each paragraph:
Introduction: _____ Words _____ Sentences
The introduction should have about 40+ words and 3-5 sentences. Do you need to fix anything?
If yes, what?
8. Highlight the thesis statement. Does your thesis statement have a specific subject and an opinion? If no, how can you fix it?
9. Body paragraph #1: _____ Words _____ Sentences
Each body paragraph should have at least 4 sentences and 40+ words.
Body paragraphs _____
You should have no fewer than 4 body paragraphs and each body paragraph should link directly back to your thesis. Do you need to fix anything? If yes, what?

Follow the above process for each of your body paragraphs.
10. Conclusion: _____ Words _____ Sentences
The conclusion should have 40+ words and 3-5 and should bring closure to the essay and reflect the ideas throughout the rest of the paper. Do you need to fix anything about this paragraph? If yes, what?

11. Now go back to the introduction and copy your thesis here:

Did you prove this thesis in the essay? How? If not, how can you revise your paper to prove your point more clearly?

Peer Editing for Persuasive Writing

(From *In the Middle* by Nancie Atwell)

Author: _____ Editor: _____

- | | | | | | |
|---|---|---|---|---|---|
| 1. Opens with a compelling intro that clearly states the specific subject and the opinion of the writer. | 1 | 2 | 3 | 4 | 5 |
| 2. Thesis Statement – last sentence in the first paragraph and restated in the first sentence of the conclusion. | 1 | 2 | 3 | 4 | 5 |
| 3. The body paragraphs each have supporting evidence from your research | 1 | 2 | 3 | 4 | 5 |
| 4. Details explaining each piece of evidence. | 1 | 2 | 3 | 4 | 5 |
| 5. Good transitions between paragraphs and between phrases to show relationship among ideas. | 1 | 2 | 3 | 4 | 5 |
| 6. Strong conclusion that wraps everything up for the reader. | 1 | 2 | 3 | 4 | 5 |
| 7. Has noted opposing view points and presented effective counter arguments. | 1 | 2 | 3 | 4 | 5 |
| 8. The paper uses convincing arguments and is believable. | 1 | 2 | 3 | 4 | 5 |
| 9. The paper is titled with a unique and interesting title | 1 | 2 | 3 | 4 | 5 |
| 10. Uses logical and effective organization | 1 | 2 | 3 | 4 | 5 |
| 11. Conventions – no spelling errors, no incomplete or run-on sentences, no comma splices, other punctuation is correct | 1 | 2 | 3 | 4 | 5 |

Checklist for Persuasive Writing

(From *Writer's Inc.* by Patrick Sebranek)

Stimulating Ideas

The writing...

- _____ establishes an opinion of a position about the specific subject.
- _____ contains specific facts, details, and/or examples to support the opinion or position.
- _____ maintains a clear, consistent stand from start to finish.

Logical Organization

- _____ includes a clear beginning, strong support, and a convincing conclusion.
- _____ arranges ideas in an organized manner.
- _____ presents reasonable, logical arguments.

Engaging Voice

- _____ speaks in a convincing and knowledgeable way.
- _____ shows that the writer feels strongly about his or her position.

Original Word Choice

- _____ explains or defines any unfamiliar terms.
- _____ uses specific nouns, vivid verbs, and convincing language.

Effective Sentence Style

- _____ flows smoothly from one idea to the next.
- _____ displays varied sentence beginnings and lengths.

Correct, Accurate Copy

- _____ follows the basic rules of writing (spelling, punctuation, grammar).
- _____ follows the format given by MLA

How to Use Turnitin

Directions for logging in to TurnItIn for the first time:

1. Go to www.turnitin.com
2. Click on Create a New Account
3. Choose Student
4. Type in the Class ID for your class period:
 - a. 2nd –
5. Type in the Class Enrollment Password:
6. Enter your email address. If you don't have one, type in your name@turnitin.com. Ex. janedoe@turnitin.com
7. Enter your password and confirm your password. Use something you won't forget!
8. Select a secret question and answer.
9. Type in your first and last name
10. Click "I agree"
11. Check to see that class your enrolled in appears.

Directions for enrolling in a class (if you have an account with another teacher but not me yet):

1. Go to www.turnitin.com
2. Sign in with Username and Password
3. Click on "Enroll in a Class" tab
4. Type in the Class ID
 - a. 2nd –
5. Type in the Class Enrollment Password:
6. From there you should see the classes in which you are enrolled.

Directions for submitting an assignment:

1. Go to www.turnitin.com
2. Sign in with Username and Password
3. Click on the Class you are submitting for
4. Click on the submit button on the far right next to the assignment you are submitting
5. Click on Single File Upload
6. Type in a title for your assignment
7. Click on Browse
8. Find the assignment you are submitting in the folder you have saved it on that computer. (Hint: Make you have saved a complete assignment before submitting it.)
9. Click Open.
10. Click Upload.
11. Wait for a few seconds while it downloads the file.
12. Click on Submit on the next screen when it shows the assignment you are submitting. (Don't worry if the format doesn't look right...that's normal!)

Research Paper
Final Draft Requirements

- ____ paragraphs, Typed, Double-spaced + Works Cited page
- 12 point, Times New Roman font
- Heading (see Research Guidebook)
- Header (suppressed on the first page – ask me for help)
- At least _____ sources; one must be a print source
- Works Cited page, properly formatted according to the Research Guidebook
- Typed and saved in HHS labs under your folder
- Final Draft submitted to Turnitin.com by: _____
- 1” margins
- Title, centered, between Heading and first paragraph of page 1
- Each paragraph indented once
- Parenthetical citations throughout the paper, using all sources listed on the Works Cited page at least once

Turn in the following to _____

- Self Evaluation
- Peer Edit Checklist and Rating