



MEDFORD SCHOOL DISTRICT 549C

# *Student Research Paper Manual*

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**A Summary of the Modern Language Association's  
Standards for Writers of Research Papers**

Revised 08/09

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# Medford School District 549C

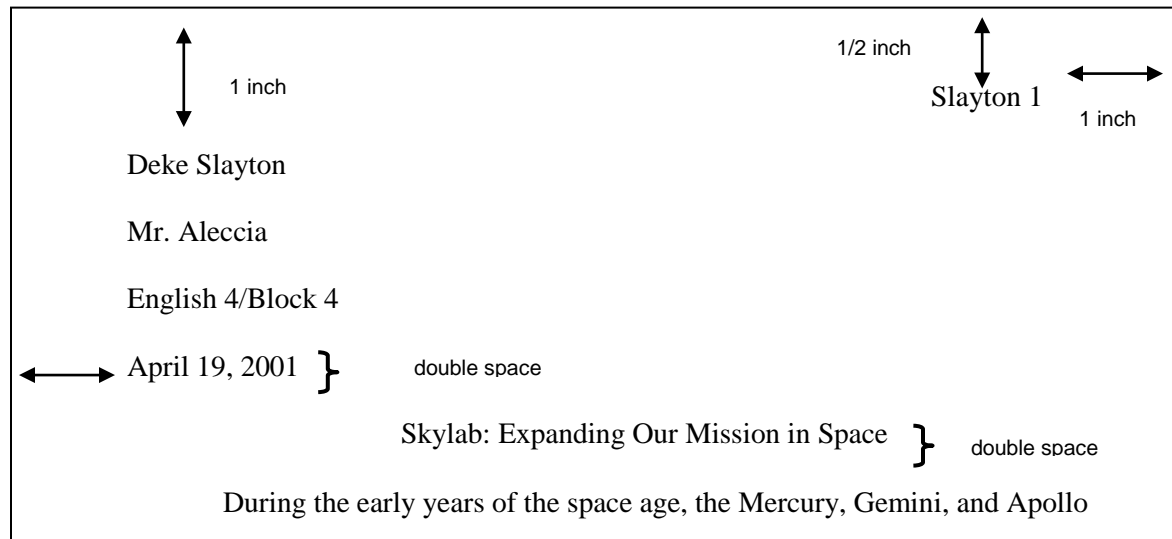
## Student Research Paper Manual

Writing a research paper is a complicated task at best. The purpose of this manual is to help you with the format and citation aspects of the research paper. Refer to this manual whenever you have a question. If you can't find the answer you need, consult your teacher. The points that follow have been taken from Joseph Gibaldi's *MLA Handbook for Writers of Research Papers* (Seventh Edition).

### 1.0 Basic Paper Format

- 1.1 Print your document on standard 8 1/2 x 11-inch paper.
- 1.2 **Double-space** the entire text of the document including the heading on the first page.
- 1.3 Use the 12-point serified font Times New Roman only.
- 1.4 Observe text margins of one inch on all four sides: top, bottom, left, and right. Be sure to have a page number in the upper-right corner of each page, one-half inch from the top.
- 1.5 Include the heading on the first page in the upper-left. The four lines of the heading include your name, your teacher's name, the course and block, and the date of submission.
- 1.6 Center your title, and set it in the same 12-point font as the rest of your paper.

**The top of the first page of your research paper should look like this:**



## 2.0 Writing a Paper with Paraphrases and Incorporated Quotes

- 2.1 **Sources.** When writing a research paper or a paper with a research element, you will probably use borrowed material. Borrowed material is material that is found in primary and secondary sources and is not common knowledge. Using the primary source is preferred whenever possible.

**Primary Source:** Material written by the person that performed the research.

**Secondary Source:** Material written about the research—second-hand reporting.

Information that is found in a general, popular encyclopedia is considered common knowledge and is not necessary to cite. For most research, encyclopedias are not considered a source. However, an encyclopedia is a perfect place to start searching for information. Some specialized encyclopedias may be use as sources, but be sure to check with your instructor first.

- 2.2 **What Must be Cited.** Material is considered borrowed even when it is material that is put it into your own words and even when it can be found in several sources. All borrowed material, whether directly quoted, paraphrased, or summarized (even ideas), must be cited in your paper.

- 2.3 **Methods for Using Sources.** There are three methods for including borrowed material in a paper: quoting, paraphrasing, and summarizing.

**Quoting:** Using the exact words of someone else.

**Paraphrasing:** Using roughly the same number of words as the author, but using your own words to say it.

**Summarizing:** Using your own words, but taking a large amount of information and reducing it to only a few sentences.

**Quotation marks** should be used only when quoting or when a word or phrase might have another definition; make sure that it is defined for the reader.

- 2.4 **Naked Quotes.** Avoid naked quotes. In other words, be sure to introduce a quote with a sentence or part of a sentence that refers to the quote or names the source and smoothly incorporates the quote into the writing. Naked quotes are just padding and add little to the meaning of the paper. Also avoid back-to-back quotes.

- 2.5 **Plagiarism. Remember! Document all information with a citation. Non-credited information is plagiarism. Plagiarism is unethical and unacceptable. A paper that plagiarizes—fails!**

- 2.6 **Documenting Sources – General Information.** The purpose of documentation is to give credit to the source of the information. The process of documenting the reference material you have used in the paper must be done before the paper can be written in its final form. Remember, you are responsible for supplying copies of sources from personal libraries if a teacher asks for them. Each paragraph of the paper normally will need some sort of documentation. Although it is possible to use too many documenting citations, it is better to be criticized for too many than to put your paper in jeopardy by using too few. More than one source may be documented in a single sentence, but this is rare.

2.6.1 What to document. Any statement of fact or opinion, whether directly quoted, paraphrased, or summarized, must be documented. While some facts may be considered common knowledge and do not necessarily need citations, judge these carefully; if there is the slightest question, document the source. In most cases, a definition from a standard dictionary does not need documentation.

2.6.2 How to document. In research there are many different ways to document. Among the styles are footnotes, endnotes, and parenthetical documentation. In the Medford School District parenthetical documentation is the preferred style. This is the most favored style currently in use in colleges and universities. The format follows the style as show in the Modern Language Association (MLA) Style Sheet. The following are excerpts from *MacMillan English 12*, 1984, pages 281-284:

2.7 **Parenthetical Documentation.** Parenthetical documentation provides brief source information in parentheses within the body of a research paper. For more complete source information, readers consult the alphabetized works cited page at the back of the paper. Parenthetical documentation is also called “citing.” It may be as brief as possible, as long as it does two things: (1) It must clearly identify only one source listed on the works cited page; and (2) It must pinpoint the precise location, within that source, of the borrowed idea or quotation.

2.7.1 If the credited material is a direct quotation in quotation marks, close the quotation before the parenthetical documentation, and put the punctuation mark that concludes the sentence after the parenthetical documentation:

The Brontë parsonage was at the edge of the Yorkshire moors – “the edge of the world” (Oates 435).

2.7.2 Place the citation immediately after the quotation (or paraphrase or summary) and before the punctuation mark that concludes the sentence.

Ä Russian mineralogist names V.I. Vernadsky defined the concept of living systems early in this century when he described Earth as a ‘biosphere’” (Walter 159).

2.7.3 If the author is mentioned in the text, place only the page number in the citation.

William Walter notes that “[a] Russian mineralogist named V.I. Vernadsky defined the concept of living systems early in this century when he described Earth as a ‘biosphere’” (159).

- 2.7.4 If a source has two authors, use both in the citation.

“Fair use is a use of copyrighted material even though no expressed authorization is granted by the copyright owner” (Stevens and Webster 72).

- 2.7.5 If the authors of two different works share the same last name, include the first name in the citation.

“Brackets are used to enclose editorial remarks or words inserted as explanation within a direct quotation” (Karen Gordon 89).

Ideally the war between editors and authors should be won by neither belligerent, but the readers” (James Gordon 34).

- 2.7.6 If a work has an editor but no specified author, use the editor’s last name (without the ed. abbreviation) in the parenthetical documentation. If a work has no specified author or editor, use a short form of the title. the parenthetical documentation of a magazine with no author of the article might look something like this:

Haworth is a tiny, isolated village on the edge of wild moors (“North Country” 8).

If the wording in the paper makes the work’s title clear, the parenthetical documentation requires only the page number:

The article "North Country" describes Haworth as a tiny, isolated village on the edge of wild moors (8).

- 2.7.7 If a research paper’s bibliography lists two or more works by the same author, the parenthetical documentation must include a short form of the work’s title. Otherwise, readers will not know to which of the author’s works the parenthetical documentation refers. For instance, suppose *Dark Quartet: The Story of the Brontés* is not the only work by Lynne Banks listed in the bibliography. To credit page 57 of this work, the parenthetical documentation has to include a short form of the work’s title (separated from the author’s name with a comma):

The Bronté children’s favorite periodical was *Blackwood’s Magazine* (Banks, *Dark Quartet* 57).

Like the author’s name, the work’s title may be omitted in the parenthetical documentation if it is clarified in the sentence:

In *Dark Quartet*, Banks reports that the Bronté children’s favorite periodical was *Blackwood’s Magazine* (57).

- 2.7.8 If a quotation consists of four or more lines, indent two tabs or ten spaces on the left. Use no quotation marks; the double indentation sets the quote off visually instead. Place punctuation at the end of the quotation, not after the citation.

One of these artists, Paul Winter, reinforces the idea of global awareness through New Age music:

Music has turned out for me to be a passport to the world, to connect with people in ways that never occurs as a tourist. And the greatest thing we can do is encourage people to make music. When people make music they're more connected to each other and to the earth than from any other activity. Music is one of the great hopes for the human species.

(Bourne 56)

*Note: At times the writer may wish to omit some words from within the quotation. To do this, use an ellipsis (three periods [...]) to indicate that something has been omitted. If clarification is needed inside a quote (perhaps a pronoun for which there is no reference), use brackets.*

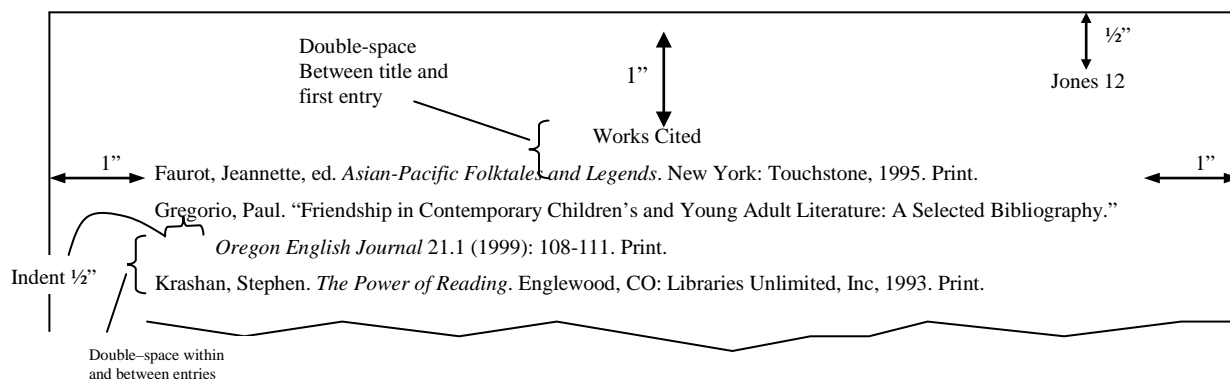
- 2.7.9 The parenthetical documentation (citing) for a paraphrased sentence, section, or paragraph follows the last sentence of the paraphrase. It appears after the last word of the last sentence of the paraphrase and before the period.

Ackerman's one-time partner, Anne Robinson, is also diversifying her Windham Hill label by moving into several new areas. One of these areas is children's records, where Windham Hill released a line in 1987 (Ballen 170).

- 2.8 Generally, a citation at the end of paraphrased sentence applies to everything that precedes that sentence; however, a new citation must appear in each paragraph.

### 3.0 Bibliographic Documentation

- 3.1 The **Works Cited** page is titled as such and appears on a separate numbered page immediately following the last page of the paper. If the body of a paper ends on page 11, the **Works Cited** is page 12. The **Works Cited** lists all the information sources (books, periodical articles, films, computer programs, TV shows, interviews, and Internet references) that were actually **quoted** or **paraphrased** in the paper. This list is set up with **reverse (or "hanging") indentation**. Each source is listed in alphabetical order by the author's last name. The entries are **never** numbered. Center the title (**Works Cited**) and do not underline it. For help in formatting your Works Cited page, you may find it helpful to go to [www.workscited4u.com](http://www.workscited4u.com).



**3.2 The Works Consulted** is a list of all sources you read or consulted in the process of research that were not used in the paper. It follows the Works Cited on a separate page and is set up in the same manner. If the reader were interested in the research, the Works Consulted may be of interest. It is optional.

**3.3 Bibliographic Citations – Books.** Italicize book titles. The general format for a book is this:

Author's name. *Title of the book*. Publication information.

3.3.1 Book by a single author:

Zinsser, William. *On Writing Well*. 2<sup>nd</sup> ed. New York: Harper & Row, 1980. Print.

3.3.2 Book by two authors (note: always list the authors in the order given on the title page). The first name is listed last name first; the second name is listed first then last name.

Rosenthal, Robert, and Lenore Jacobson. *Pygmalion in the Classroom*. New York: Holt, Rinehart and Winston, Inc., 1968. Print.

3.3.3 Books by the same author (the three hyphens replace the second and subsequent listings of the author's name):

McCullough, David. *John Adams*. New York: Simon and Schuster, 2001. Print.  
---. *The Path Between the Seas: The Creation of the Panama Canal, 1870-1914*.  
New York: Touchstone-Simon, 1977. Print.  
---. *Truman*. New York: Simon and Schuster, 1993. Print.

3.3.4 Book by more than three authors: Give either the first author's name only, followed by *et al.* ("and others"), or all names in full order in which they appear on the title page.

Bowser, Jane, et al. *Charter Schools: A Panacea for Public Education*. Chicago: New Horizons, 1998. Print.  
MacLaury, Robert E., Galina V. Paramei, and Don Dedrick, eds.  
*Anthropology of Color: Interdisciplinary Multilevel Modeling*. Amsterdam: John Benjamins, 2007. Print.

3.3.5 Book with an editor only:

Kaufman, R.J., ed. *G.B. Shaw: A Collection of Critical Essays*. Englewood Cliffs: Spectrum-Prentice, 1965. Print.

- 3.3.6 Selection by an author in a book with an editor (note the page numbers for the specific article following the publication data):

Curley, Daniel. "Legate of the Ideal." *Conrad: A Collection of Critical Essays*. Ed. Marvin Murdrick. Englewood Cliffs: Spectrum-Prentice, 1966. 75-82. Print.

- 3.4 Bibliographic Citations – Periodicals.** The general format for a periodical is this: Author (last name, first name). "Title of Article." *Title of Publication* Date of publication (day, month, year): page number(s). Medium of publication (*Print*).

- 3.4.1 Magazine or journal article with an author:

Garrett, Laurie. "The Nightmare of Bioterrorism." *Foreign Affairs* Jan./Feb. 2001: 76-89. Print.

- 3.4.2 Magazine or journal article with no author given:

"Don't Dumb Them Down." *Newsweek* 22 Apr. 2002: 56. Print.

- 3.4.3 Magazine or journal article with two authors given:

Guterl, Fred, and Adam Rogers. "A Delicate Challenge." *Newsweek*. 22 Apr. 2002: 54-55. Print.

- 3.4.4 General encyclopedia article:

Roland, Alex. "National Aeronautics and Space Administration." *World Book Encyclopedia*. 1998 ed. Print.

- 3.4.5 Specialized encyclopedia article:

Harrison, Harry. "Golden Age of Science Fiction." *Merriam-Webster's Encyclopedia of Literature*. Ed. Stephen Dobyns. New York: Merriam-Webster, 1995. Print.

- 3.4.6 Newspaper article:

Najberg, Adam S. "Zurich Financial Scraps Plan for Online Exchange." *Wall Street Journal*. 20 Mar. 2002: C20. Print.

3.4.7 Newspaper editorial or other articles without author name:

“Don’t dump health plan.” *Oregonian*. 26 Apr. 2002: D6.Print.

### 3.5 Bibliographic Citations – Other Publications.

3.5.1 Pamphlet or brochure with no author (treated like a book):

*London’s Underground*. London: London Transport Authority, 1994. Print.

3.5.2 Pamphlet or brochure with an author:

Kilgus, Robert. *Compucolor Program Manual*. Fort Worth: Tandy, 1981. Print.

3.5.3 Interview:

Frohmeyer, Dave, President, University of Oregon. Personal Interview. 4 June 2001.

3.5.4 Lecture:

McNelly, Willis E., Ph.D. “Space Opera to Punk: The Evolution of Science Fiction During the Twentieth Century.” California State University, Fullerton. 10 Mar. 1990. Lecture.

3.5.5 Government document:

United States. National Aeronautics and Space Administration. *Timeline for Exploration of Mars*. Washington, D.C.: Government Printing Office, 1998. Print.

3.5.6 Film, video, or DVD:

*Casablanca*. Dir. Michael Curtiz. Perf. Humphrey Bogart, Ingrid Bergman. 1942. MGM/UA Home Video. 1992. DVD.

### 3.6 Bibliographic Citations – Electronic Sources.

The goal of all citations is to provide sufficient information for a reader to locate the source. Because electronic works vary in the information provided, some intelligent and thorough decision making needs to be made in order to create an acceptable citation. Normally, an electronic source citation requires more information than its print counterpart.

In general, electronic sources should be cited with as much of the following information as is available:

Author (last name, first name). "Title of Article." *Title of the Web Site*. Publisher or sponsor of the site. Date of Article or Web site update. Page numbers if given. Web. Date accessed.

Note: Articles obtained from Gale should use the MLA Citation provided. To find this, click on the "Print" button within the Gale site, NOT the Microsoft internet toolbar at the top of your screen. Confirm that the citation will come up as "MLA Format."

Articles obtained from Gale, or a print source that is found on-line, are considered "published." Web pages from a company or individual are considered "non-published."

#### 3.6.1 Web page from a company or individual:

Gough, Alex. "Charting Data at the Bottom of the World." *O'Reilly Network - Articles*. 4 May 2006. Web. 15 May 2006.

#### 3.6.2 Article from online source (not linked to a printed publication):

Rivlin, Gary. "Leader of the Free World." *Wired*. 11 Nov. 2003. *Wired Magazine*. Web. 17 Feb. 2004.

**\*NOTE: All months should be abbreviated EXCEPT for May, June, and July.**

#### 3.6.3 Article from on-line news source:

"But I *totally* needed to run that stop sign!". *MSNBC*. 10 Oct. 2007. Web. 11 Oct. 2007.

### 3.6.4 Article found in GALE (from Gale citation)

Dorsey, Patrick. "Fair targets? Debate rages over criticism of college athletes." *Miami Herald, The* (FL) 30 Sep. 2007. Gale. Web. 8 October 2007.

**\*NOTE: Gale access: The URL is <http://oslis.org>. The NMHS user name is north and the password is learn. The SMHS user name is oslis and the password is high.**

### 3.6.5 Career Information System (CIS) database entry:

"Accountant." Oregon: Oregon Career Information System, 2000. Web. 19, Sept. 2009.

### 3.6.6 SIRS Researcher (a library subscription service offered by the Jackson County Library System. Access is available at any of the system's branch libraries.)

Paul, Pamela. "Color by Numbers." *American Demographics*. Feb. 2002: 30-35.  
SIRS Knowledge Source. Jackson County Library System, OR. Web. 7 Aug. 2003.

**\*NOTE: In the past, the *MLA Handbook* recommended including URLs in works-cited-list entries. Inclusions of URLs has proved to have limited value, however, for they often change, can be specific to a subscriber or session of use, and can be so long and complex that typing them into a browser is cumbersome and prone to transcription errors. Readers are now more likely to find resources on the web by searching for titles and author's names than by typing URLs. You should include a URL as supplementary information only when a reader probably cannot locate the source without it (182).**

**For any source not listed above, consult your teacher or the most recent edition of *MLA Handbook for Writers of Research Papers*.**

## Notes