

Section 2: Research

The Big Six

What needs to be done?

#1 Task Definition 

#2: Information Seeking Strategies

What resources can I use? 

#3 Location & Access 

Where can I find these resources?

What can I use from these resources?

#4 Use of Information 

#5 Synthesis 

What can I make to finish the job?

#6 Evaluation 

How will I know I did my job well?

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There are six steps in the research process that students at Fairfield are expected to follow. These are known as The Big Six. Answer these questions as you work through your research.

#1 Task Definition: What is your purpose? What has to be done? What exactly are you planning to do? Do you have an idea for what your topic is? Your thesis?

#2 Information Seeking Strategies: Which resources will be most useful? Encyclopedias are only the tip of the iceberg. Don't forget atlases, almanacs, dictionaries, online databases, CD-ROMs, videos, newspapers, magazines, the Internet, and personal interviews.

#3 Location and Access: Where can you find the resources that you need? The media center is a good place to start. Internet search engines and libraries are also helpful.

#4 Use of Information: Of all the information you look through, which of it will actually help you support your thesis? Be specific! By this point in the process, you should have a clear thesis.

#5 Synthesis: Now that you've learned all this new information, how are you going to put it all together to present to others? Research paper? Oral presentation? Computer project? This is the step that requires the most work.

#6 Evaluation: How will you know how you did? A final grade? Praise and admiration of classmates? Check evaluation rubrics before you complete a final draft of any project or paper.

Research Paper: The Steps to Success

I. The Proposal

- A. Select a topic and be sure there is enough information available about that topic.
- B. Write a paragraph explaining why you would like to research this topic.
- C. Write ten questions you want to answer in the course of your research. (Do not write yes/no questions or questions that require only short answers. You will need enough information to write a lengthy research paper, so you need a lot of notes.)
- D. On a separate sheet of paper titled "Works Cited" write, in MLA format, at least five sources you will use in your research. Use no more than one encyclopedia and at least one Internet source.

II. Notes

- A. You will need 3"x5" source cards and 4"x6" note cards.
- B. You must have at least _____ source cards and at least _____ note cards.
- C. Do not simply copy information onto the note cards. Paraphrase and summarize. If you want to include an especially good quote, use quotation marks properly.
- D. Follow the instructions on the next two pages for source cards and note cards.

III. Outline

Organize your cards and create an outline. Hand it in.

IV. Rough Draft

Turn your outline into a written draft. Include parenthetical documentation. Double space; this leaves room for editing and revision.

V. Revision and Editing

Read your own paper. Look for any mistakes in usage, punctuation, spelling, and capitalization. Also examine your draft for necessary changes in content or structure. Then have your parents and peers proofread the paper. Talk to them about changes you need to make, and have them sign the form indicating that your paper was proofread.

VI. Works Cited

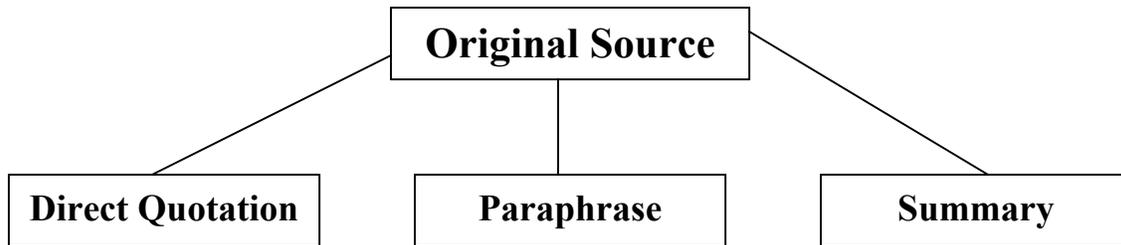
Organize your sources. Follow the proper format for a Works Cited page.

VII. FINAL PAPER

Should include:

- Title Page -- Title of Paper, Name, Date, Period, (Centered)
- At least _____ examples of parenthetical documentation (MLA style)
- At least _____ words
- Works Cited page with at least five sources (no more than one encyclopedia and at least one electronic source)

Taking Notes



You take notes to record material that will help you complete your research project or paper. There are three main note-taking techniques that students at Fairfield need to be familiar with. Notice that copying pages of the encyclopedia and/or copying information using a computer are NOT accepted note-taking techniques.

Direct Quotation

A direct quotation records the *exact words of the source* and places them in quotation marks. A well-chosen quote can enhance a research report, but too much quoting indicates that you probably haven't actually learned the material. Use direct quotations only when the author's words are especially vivid or imaginative; otherwise you should find a way to say it in your own words.

Paraphrase

Paraphrasing is when you *use your own words* to explain the content contained in the original source. Good paraphrasing shows that you have actually learned the content. Much of the research writing you do at Fairfield will be paraphrased.

Summary

Summarizing is like paraphrasing in that you use your own words, but you do so much more briefly. A summary is a general statement of the source content. Make sure you do not oversimplify complex issues that merit more explanation.

When doing research, it is important to remember that YOU CANNOT JUST COPY INFORMATION FROM YOUR SOURCES! As researchers, you must first read (or view or listen to) the information, then process it in your own mind, and finally write it down IN YOUR OWN WORDS. When you steal (or even "borrow liberally") the words of another researcher, you are committing plagiarism, which is not only unethical and considered cheating, but also against the law! Don't plagiarize!

Source Cards

Source cards are 3" x 5". They are the cards on which you record information about the sources you use in your research.

- Use one card for each source you use.
- Write complete information, as it will appear on the Works Cited Page.
- Use the proper source card format (see below).
- Do not put notes about the topic on source cards. These are only for source information.

Source Card Format

Author's Last Name, First Name.
Title of Source. City of Publication:
Name of Publisher, Year.

*This is the format for a source that is a book. Magazines, newspapers, Internet sites, videos, and interviews are slightly different. See the examples later in this packet

Example

Davis, Larry.
The Man Behind the Remote.
Chicago: William Morrow and Co.,
1985.

- Indent all lines after the first. (This emphasizes the author's name.)
- The title of the main source should be underlined (italics if typed).
- Place commas between the author's last and first names and after the publisher.
- Place periods after the author's name, the title of source, and the date.
- Place a colon (:) after the city of publication, space once, then put the publisher.

Note Cards

Note cards are 4" x 6". They are the cards on which you write notes about the content of your research project. They represent what you learned while researching.

- You should have at least _____ note cards from each source.
- Put a 2-3 word heading about the subject of the card in the upper left corner.
- Put the author's last name and the page number in parentheses in the upper right corner.
- Read the entire article or chapter before you take notes.
- Write only one idea per line (3-5 words), not necessarily complete sentences.
- *Do not copy notes directly from the source!* Paraphrase!
- If you copy a direct quote, put it in quotation marks.

Example

Inventions of Myron Dumas

(Davis 53)

The "remote remote control" controls a TV remote from a remote location with a smaller remote control.

--lab in his basement

--working on other devices

"My goal is to invent a remote control that doesn't require a control pad. Icons could be manipulated by eye movements."

Paragraph from the Notes

Myron Robinowitz Dumas is an accomplished inventor. He invented the "remote remote control," a device which controls a television remote control by remote control! For many TV addicts, this doesn't go far enough. Dumas, also a TV addict, said, "My goal is to invent a remote control that doesn't require a control pad. Icons could be manipulated by eye movements (Dumas 53). From his basement laboratory, he is currently working on even more useful devices.

Works Cited and Source Card Guides

When write about what you learned from a source, you must tell the reader where you learned it. This is called citing sources. Research projects at Fairfield must contain **source citations**. The format is the same for both source cards and the Works Cited page. When writing titles of sources by hand, underline them. When typing them on a computer, *italicize them*. (In these examples both are used, but you only need one.)

| Source | Proper Citation Method and Example |
|--|---|
| Book with One Author | <p>Author's Last Name, First Name. <i>Title of the Book</i>. City of Publication: Name of Publisher, Year.</p> <p>Thompson, Michael. <i>Middletown Dreams</i>. Salt Lake City: Fairfield Publishers, 2002.</p> |
| Book with Two or Three Authors | <p>(Alphabetical order by last name) Author's Last Name, First Name and Second Author's full name. <i>Title of the Book</i>. City of Publication: Name of Publisher, Year.</p> <p>Eller, Kathy and Michael Thompson. <i>Shakespeare's Helpers</i>. New York: Falcon and Mifflin, Inc., 2001.</p> |
| Book with Many Authors | <p>(Alphabetical order by last name) First Author's Last Name, First Name, et. al. <i>Title of the Book</i>. City of Publication: Name of Publisher, Year.</p> <p>Eller, Kathy, et al. <i>How to Prosper in Online Auctions</i>. Chicago: Dickens Press, 2000.</p> |
| Encyclopedia Article | <p>Author's Last Name, First Name. "Title of Article." <i>Name of Encyclopedia</i>. Year.</p> <p>Palmer, Lola. "Falcon and Falconry." <i>World Book Encyclopedia</i>. 2001.</p> |
| Internet Source (Professional or Educational Institution) | <p><i>Title of Web Page</i>. Name of Sponsoring Institution. Date researcher accessed the source <URL of web page>.</p> <p><i>Fairfield Junior High Home Page</i>. Davis County School District. 26 Aug. 2002 <http://ffjh.davis.k12.ut.us>.</p> |
| Internet Source (Personal Site) | <p>Author's Last Name, First Name. <i>Title of Web Page</i>. Name of Sponsoring Institution. Date researcher accessed the source <URL of web page>.</p> <p>Thompson, Michael. <i>Thompson's Page</i>. America Online. 8 May 2001 <http://members.aol.com/JesterMike>.</p> |
| Magazine Article | <p>Author's Last Name, First Name. "Title of Article." <i>Name of Magazine</i>. Date of Publication (Day Month Year): Page Numbers.</p> <p>Erickson, Dennis. "Cryogenics in the Marsupial Community." <i>Time</i>. 30 July 2000: 27-30.</p> |

Works Cited and Source Card Guides

Continued

| | |
|---|--|
| Newspaper Article | <p>Author's Last Name, First Name. "Title of Article." <u>Name of Newspaper</u>. Date of Publication (Day Month Year) section of paper: page number.</p> <p>Gordon, S. James. "Portable Stereos Rule." <i>Deseret News</i>. 28 Nov. 2001, sec. C:8.</p> |
| Video | <p><u>Title of Video</u>. Videotape. Name of Company that Produced the Video, Year. Length of Video.</p> <p><i>Fairfield: Mayhem on a Shoestring</i>. Videotape. Bowles/Robbins Video, 2001. 88 min.</p> |
| Interview | <p>Subject's Last Name, First Name. Personal (or Phone) Interview. Date of Interview (Day Month Year).</p> <p>Nelson, Nancy. Personal Interview. 31 Oct. 2001.</p> |
| CD-ROM | <p>Author's Last Name, First Name. "Title of Article." <u>Name of CD-ROM</u>. CD-ROM. City of Publication: Production Company, Year.</p> <p>Johnson, Denece. "Esher, M.C." <i>Information Finder</i>. CD-ROM. Sacramento: World Book Inc., 1999.</p> |
| Facts on File, SIRS, and Online Libraries | <p>Author's Last Name, First Name. "Title of Article." <u>Name of Original Source</u>. Name of Program or Service that contains the computerized version of the article. Date (month year).</p> <p>Loureiro, Janet. "Who Needs a Textbook?" <i>Drama Magazine</i>. Pioneer Online Library. January 1997.</p> |
| TV and Radio Programs | <p>Reporter's Last Name, First Name. (Year, Month, Day). "Title of Program." [Kind of Transcript], Source [Type of Medium]. How to Retrieve.</p> <p>Bird, Ron. (1988, March, 18). "Hello Utah." [Television Transcript], KUTV News [Video]. Available: KUTV Library: March 1988 File.</p> |
| E-mail | <p>Author's Last Name, First Name. (Year, Month, Day). Subject [E-mail to name of recipient], [Type of medium], How to retrieve.</p> <p>Twitchell, Emilie. (2002, January, 6). Happy Birthday to Me [E-mail to Mike Thompson], [America Online]. Available: E-mail: JesterMike@aol.com.</p> |

Some things to remember about citing sources:

- If the citation takes more than one line, indent all lines after the first one.
- Punctuate citations exactly as they are punctuated in these examples.
- Sources on a Works Cited Page are placed in alphabetical order by author's name.
- When writing source cards by hand, underline main source titles; when using a computer, italicize them.

Sample Works Cited Page

Works Cited

Axford, Roger W. *Too Long Silent: Japanese Americans Speak Out*. Chicago: Media Publishing and Marketing, 1986.

Beckwith, Jane. Personal Interview. 9 Feb. 1991.

Icihasi, Yamato. *Japanese in the United States*. New York: Arno Press, 1969.

Ishigo, Estelle. *Lone Heart Mountain*. Los Angeles: Anderson, Richie & Simon, 1972.

Topaz. Videotape. KUED, University of Utah, 1987.

Williams, Preston. *Concentration Camps in America: A Memoir*. America Online. 4 June 1998 <<http://www.pwilliams.com/topaz>>.

- A preliminary Works Cited Page is attached to the research proposal, and a final draft (which may include sources that were not available for the proposal) is attached to the *back* of a research paper.
- All parenthetical documentation within the body of the writing should refer to sources that are listed in the works cited.

Parenthetical Documentation

When you relate source information in a research paper, you **must** give the source credit for it. If you don't, you are committing plagiarism. MLA Style parenthetical documentation is the easiest way to do this. (If you doubt this, ask your parents about doing footnotes and/or endnotes—the old way.)

As you write your research paper, whenever you use information that came from a note card, insert the author's last name and page number (in parentheses) *before the end punctuation* in the sentence. This should not be hard because your note cards should already have the author's name and page number on them. Here is an example of what parenthetical documentation looks like (Smith 26). Notice that *any* information you learned from the source must be documented even if it's not a direct quote.

You do not have to have parenthetical documentation after every sentence. The way you determine when to use it is simple: whenever you are reporting information you learned from a source, you need parenthetical documentation. So, if you write a paragraph that includes information that comes from page 74 of a book by Christian Earl, the end of your paragraph will look like this (Earl 74).

Things to remember about parenthetical documentation:

- Parenthetical documentation is not optional. It must appear in the body of the research paper. It shows that you learned from your sources and you are giving credit where credit is due.
- Parenthetical documentation should not all come from the same source. You should usually have at least one parenthetical citation for each source listed in your Works Cited Page.
- Parenthetical documentation should look like this (Thompson 32).
- You put the end punctuation of the sentence *after* the final parenthesis.
- The only things within the parentheses are the author's last name and page number with one space between them.
- DON'T put the name of the book or magazine.
- DON'T an Internet address.
- DON'T put the name of the encyclopedia it came from.
- DON'T put commas, colons, semicolons, abbreviations, or typographical symbols like **&**, **#**, or **@** in your documentation.
- DON'T put a space between the final parenthesis and the end punctuation of the sentence.
- DO put a space between the last word in the sentence and the open parenthesis, like this (Washburn 146).
- DO put a space between the author's last name and the page number, like this (Ashton 11).
- So, once again, it looks like this sentence (Thompson 34).
- Got it? I hope so (Thompson 66).

Response/Revision Sheet for Research Papers

Complete these steps BEFORE writing a final draft of your research paper!

- Take a recent draft of the paper and the teacher’s scoring rubric to one parent and one other trusted editor or advisor for suggestions.
- Parents/Editors/Advisors: Please read the student’s draft and check it against the teacher’s scoring rubric to see if the paper actually meets all the requirements. Discuss with the student where s/he may need to make changes to get as many of the points as possible.
- Students: Double-check the following (and put check marks next to them when you have):
 - _____ a. Does the paper contain clear transition statements that move the writing smoothly from one paragraph to the next? If not, make necessary revisions.
 - _____ b. Are you a “Bubba”? Do you use the word “I” way too often? (“I think...,” “In my opinion...,” “I am doing my paper on...”) Have you turned it into a paper about you rather than about your topic? If so, make necessary revisions.
 - _____ c. Do you use too many “dead” (meaningless) or overused words? *Great, very, really, interesting, and good* are just such words. Try to rid your paper of them.
 - _____ d. Is your research paper written in a formal style? It should be in the third-person (avoid *I, me, myself*), and it should reflect your most proper language skills. Imagine that your readers will be a group of egg-headed college professors, and you want to impress them, BUT...
 - _____ e. **DON’T PLAGIARIZE!** The paper should also reflect your own level of vocabulary and writing ability. It should be written in sentences that you created and that you understand. Make sure you have not copied anything directly from your sources.
 - _____ f. Is your works cited page done properly? Check the research packet for details.
 - _____ g. Is your title page centered horizontally and vertically? Is it balanced and easy to read?
 - _____ h. Is this page signed by a parent and one other editor? It should be!
- **Do the final draft.** Submit the research paper stapled in this order:

| | |
|---------|---|
| top | title page for research paper |
| *** | the final draft of the research paper |
| bottom: | the final draft of the works cited page |

Final Due Date: _____

Parent Signature _____ Date _____

Other Editor/Advisor _____ Date _____