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# Research Paper Procedure Projectables

## HIGH SCHOOL

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start

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## Introduction: Overview of the Research Process

# Steps to Writing a Research Paper

- Step 1. Understand the available resources.**
- Step 2. Select a topic.**
- Step 3. Conduct preliminary research and begin writing source cards.**
- Step 4. Formulate a thesis statement.**
- Step 5. Make a preliminary outline.**
- Step 6. Take notes.**
- Step 7. Prepare to write.**
- Step 8. Write the rough draft.**
- Step 9. Revise and proofread.**
- Step 10. Prepare works cited page or references page.**



## Step 1: Resources

# Understanding Available Resources

### Types of Media

- Print sources
- Non-print sources
- Electronic sources

### Primary and Secondary Resources

### Finding the Right Sources

- Other libraries
- The World Wide Web on the Internet



## Step 1: Resources

# Avoiding Plagiarism

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- A fact that is not common knowledge must be cited.
- Always clarify the source of any idea, fact, statistic, etc.
- When writing about someone else's idea, always cite the source.
- When using someone else's exact words, use quotation marks and cite the source.
- Paraphrases must be sufficiently different from the original wording and must include a citation.



## Step 2: Topic Selection

### Tasks for Selecting a Topic

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- Task 1. Select an excellent topic.**
- Task 2. Find an angle.**
- Task 3. Do some serious preliminary work.**
- Task 4. Brainstorm.**



## Step 2: Topic Selection

# Three Methods to Narrow the Subject

- Method 1.** Ask questions about the subject to generate more specific topics.
  
- Method 2.** Break the subject into smaller parts.
  
- Method 3.** Simplify a complex subject.



## Step 3: Preliminary Research

### Writing a Source Card

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- Use a pen and lined 3" x 5" index cards.
- The first line of each entry is not indented. For each additional line, indent a half inch.
- Write the source information in the same format needed for the works cited or references page.
- Consult the guidelines for each source to be sure that the required information is included in the correct format.
- Keep source cards together and in a safe place.





### Step 3: Preliminary Research

## MLA Source Card for a Book

---

Call number

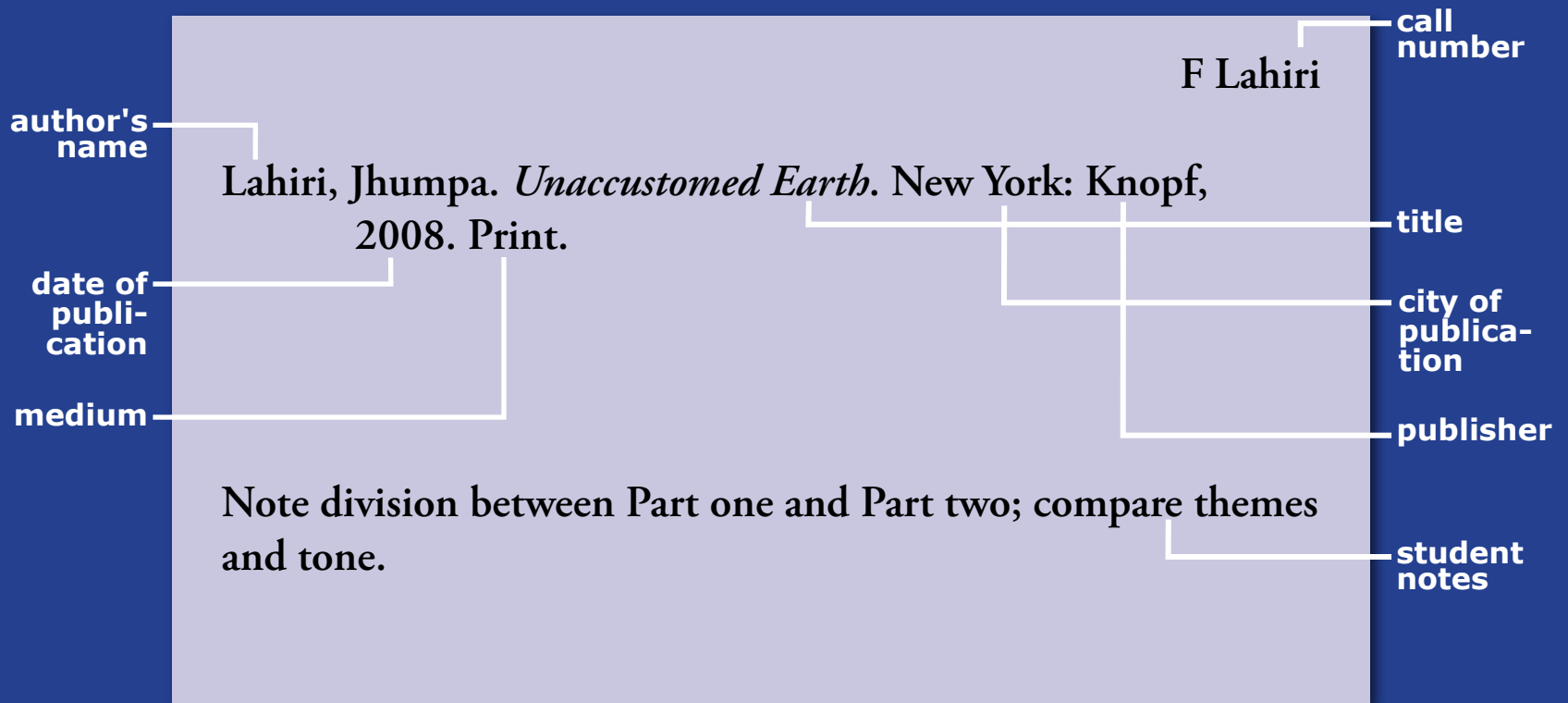
Author's last name, First name Middle initial. *Title of Book:*  
*Subtitle.* 1st City of publication: Publisher, Year published.  
Medium.

(Notes)

### Step 3: Preliminary Research

## Source Card Diagram

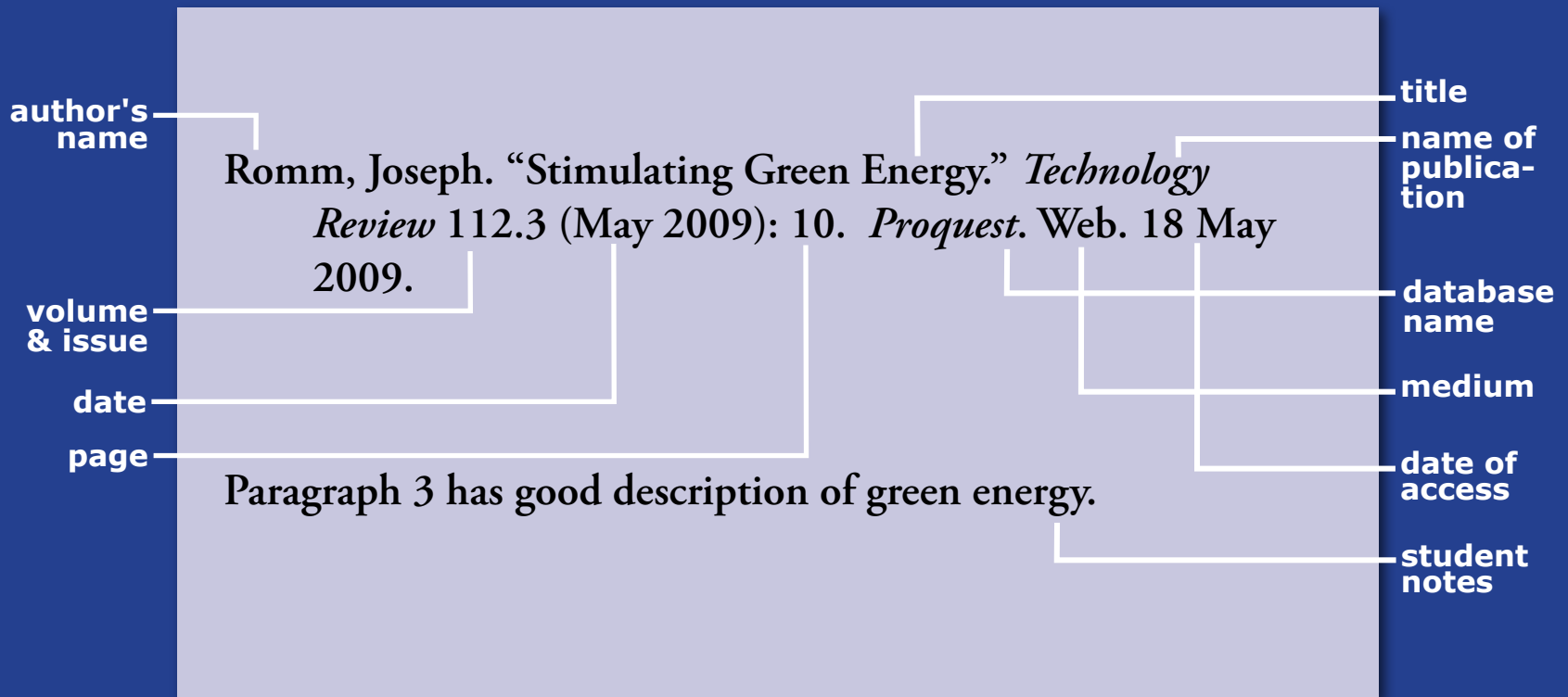
### MLA Book Format



### Step 3: Preliminary Research

## Source Card Diagram

### MLA Article from a Database Format



### Step 3: Preliminary Research

## APA Source Card for a Book

---

Call number

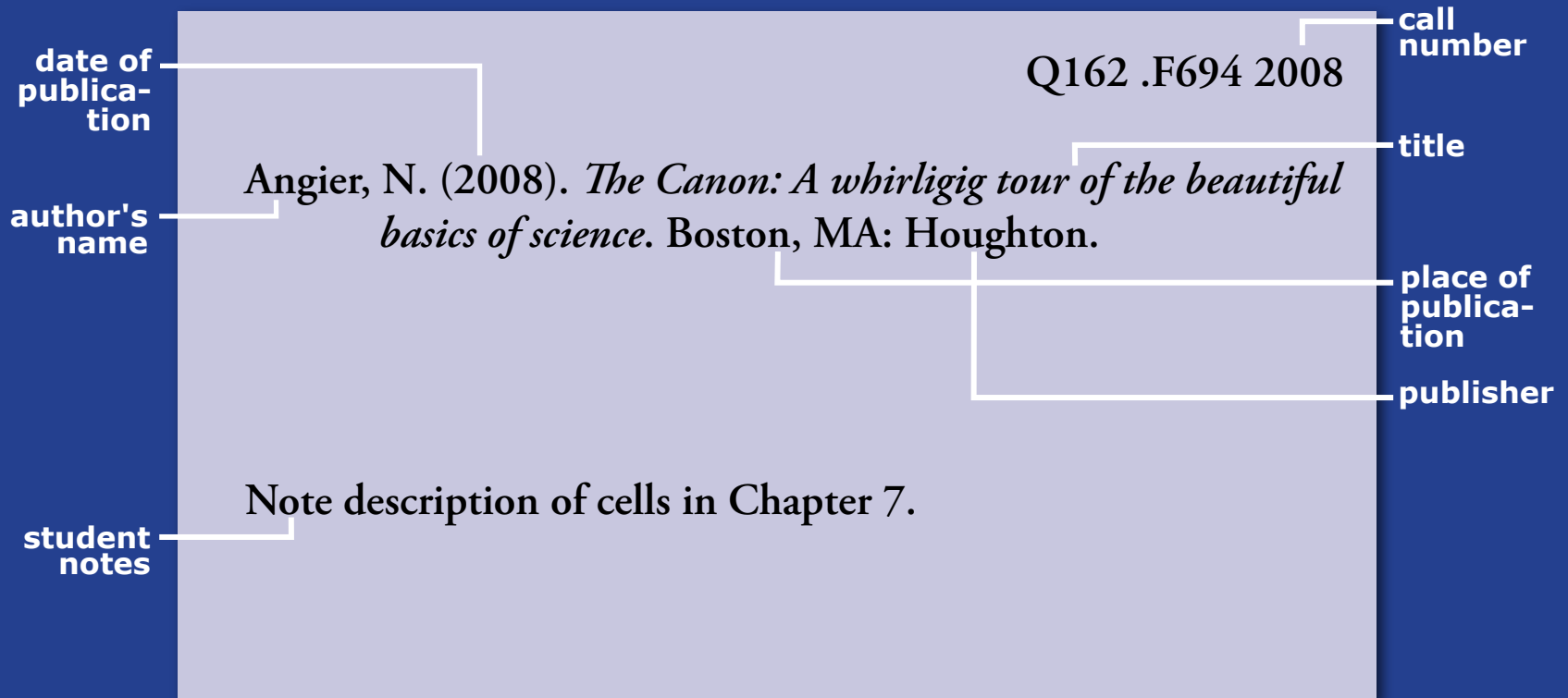
Author's last name, First initial. Middle initial. (year of publication) *Title of book: Subtitle.* City of publication, State abbreviation: Publisher.

(Notes)

### Step 3: Preliminary Research

## Source Card Diagram

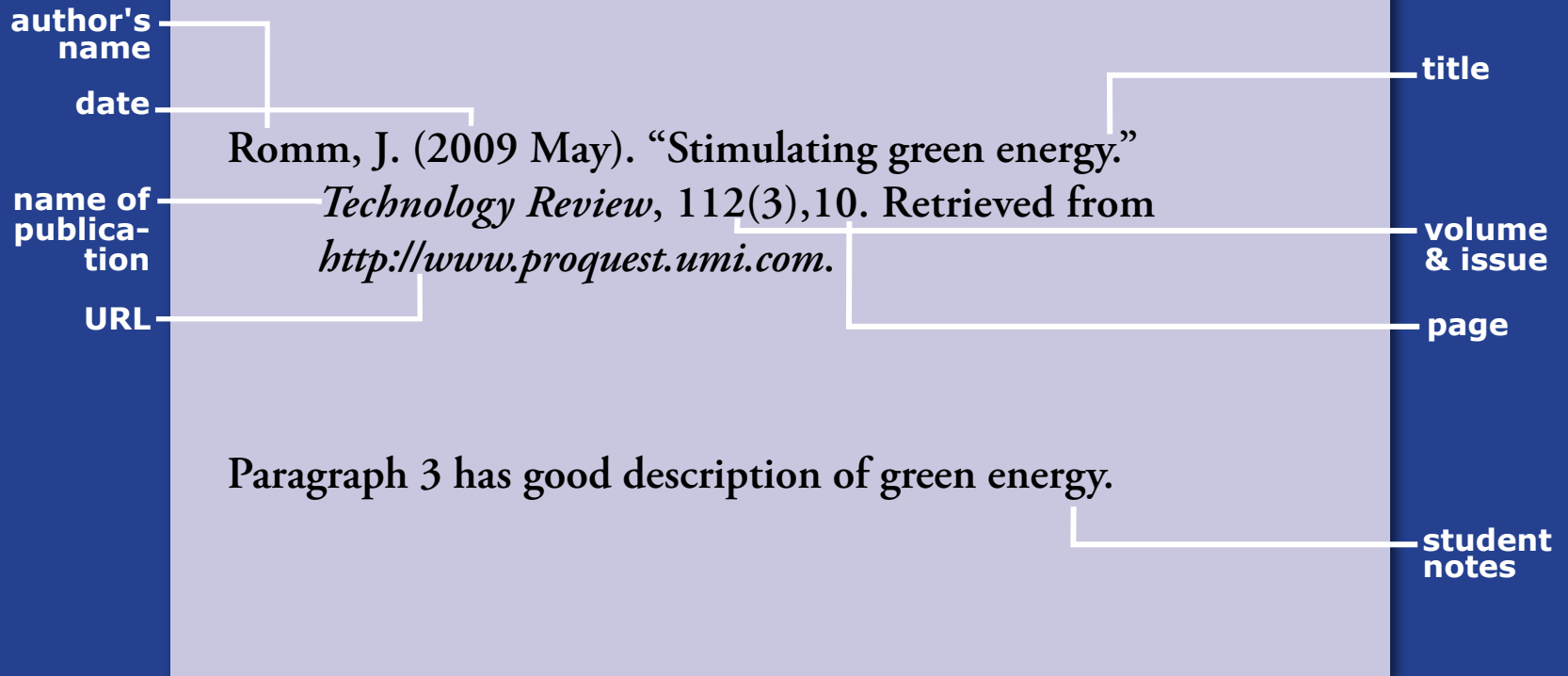
### APA Book Format



### Step 3: Preliminary Research

## Source Card Diagram

### APA Article from a Database Format



## Step 4: Formulate a Thesis Statement

### A Poor Thesis Statement ...

---



**Merely states a fact**



**Merely expresses a personal opinion**



**Generalizes a subject**



**Is written in question form**



## Step 4: Formulate a Thesis Statement

### A Good Thesis Statement ...

---



**Is a declarative sentence**



**Contains a judgment**



**Is significant**



**May compare or contrast**



**May focus on causes or effects**



**May propose a solution to a problem**





## Step 5: Make an Outline

### Outlining Points to Remember

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- Point 1.** Look for examples, facts, statistics, and details that support each topic.
- Point 2.** Each major supporting topic will be used as the topic heading for note cards.
- Point 3.** Provide at least two supporting topics to support the thesis.
- Point 4.** Provide at least two supporting subtopics under each major topic.
- Point 5.** Letters, numbers, and indentation should reflect logical relationships among ideas.
- Point 6.** This tentative outline will change as the paper progresses.



## Step 5: Make an Outline

# Outline Examples

Thesis Statement: \_\_\_\_\_  
\_\_\_\_\_

A. Major Supporting Topic: \_\_\_\_\_  
\_\_\_\_\_

1. Example: \_\_\_\_\_

2. Example: \_\_\_\_\_

3. Example: \_\_\_\_\_

B. Major Supporting Topic: \_\_\_\_\_  
\_\_\_\_\_

1. Example: \_\_\_\_\_

2. Example: \_\_\_\_\_

3. Example: \_\_\_\_\_

C. Major Supporting Topic: \_\_\_\_\_  
\_\_\_\_\_

1. Example: \_\_\_\_\_

2. Example: \_\_\_\_\_

3. Example: \_\_\_\_\_

Thesis Statement: \_\_\_\_\_  
\_\_\_\_\_

A. Major Supporting Topic: \_\_\_\_\_  
\_\_\_\_\_

1. Subtopic: \_\_\_\_\_

a. Example: \_\_\_\_\_

b. Example: \_\_\_\_\_

2. Subtopic: \_\_\_\_\_

a. Example: \_\_\_\_\_

b. Example: \_\_\_\_\_

B. Major Supporting Topic: \_\_\_\_\_  
\_\_\_\_\_

1. Example: \_\_\_\_\_

2. Example: \_\_\_\_\_

C. Major Supporting Topic: \_\_\_\_\_  
\_\_\_\_\_

1. Example: \_\_\_\_\_

2. Example: \_\_\_\_\_

## Step 6: Take Notes

### Tasks in Note Taking

---

#### Task 1. Note Cards

- Use 4" x 6" or 5" x 8" index cards.

#### Task 2. Topic Headings

- Write a topic heading in the upper left corner for each note card.

#### Task 3. Formatting

- Write the author's last name and the page number in the upper right corner for each note card.
- Write in pen.

#### Task 4. One Idea Per Card

#### Task 5. Record Precisely

- Record the original information word-for-word. Do not paraphrase.
- Reproduce capitalization, spelling, and punctuation of the original information.



## Step 6: Take Notes

### Example Note Card

topic heading

Efforts to reform spelling

borrowed material quoted  
word-for-word

President Theodore Roosevelt was a proponent of a revision scheme known as simplified spelling. In 1906 he began using some of the three hundred novel spellings suggested by a group called the Simplified Spelling Board, including "dipt" for "dipped," "rimè" for "rhyme," and "thò" for "though." He ordered the Government Printing Office to apply the new spellings to all future materials, although the order was soon revoked.

Wolman 4

author's  
name

page

## Step 7: Prepare to Write

# Paraphrasing Rules

---

- Rule 1. Have a thorough understanding of the passage.**
- Rule 2. Clarify and simplify the original passage.**
- Rule 3. Retain the exact meaning of the original passage.**
- Rule 4. Maintain approximately the same length, order of ideas, and tone.**
- Rule 5. Maintain a personal writing style even when restating others' ideas, attitudes, and beliefs.**
- Rule 6. Provide in-text citations for all paraphrases.**



## Step 7: Prepare to Write

### Summarizing Rules

---

- Rule 1.** Have a thorough understanding of the passage.
- Rule 2.** Restate the main facts and ideas, in the same order.
- Rule 3.** Omit unnecessary descriptive details, examples, illustrations, analogies, and anecdotes.
- Rule 4.** Shrink the passage to about one-third ( $1/3$ ) the original length.
- Rule 5.** Provide in-text citations for all summaries.



## Step 7: Prepare to Write

### When Using Direct Quotes ...

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- Use direct quotations sparingly
- Copy the author's exact words and enclose them in quotation marks
- Provide a lead-in, follow-up, and parenthetical citation for each quotation
- Use ellipses to indicate omissions
- Quotations longer than four lines require a different format



## Step 7: Prepare to Write

### Lead-ins ...

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- Introduce quoted material
- Provide smooth transitions
- Give the full context of the quotation
- Often provide the credentials of the individual quoted
- Must precede all direct quotations





## Step 7: Prepare to Write

### Follow-ups ...

---

- Explain, discuss, or provide commentary on the direct quotation
- May focus on the significance of the quoted material
- May focus on the implications of the quoted material
- May focus on the relevance of the quotation to the writer's argument
- May make a connection between the quotation and the topic
- Are required after all direct quotations



## Step 7: Prepare to Write

### When Using Parenthetical Documentation ...

- Cite everything that is not a personal opinion or common knowledge
- All borrowed material requires in-text citation
- Borrowed material includes direct quotations, paraphrases, summaries, maps, charts, and illustrations, among other items



## Step 7: Prepare to Write

### **MLA** Parenthetical Documentation

---

- Citation includes the author's last name and the page number.
- Enclose the citation in parentheses.
- Put the citation at the end of the sentence.
- The citation precedes the punctuation mark that concludes the sentence containing borrowed material.
- The citation must match the corresponding information on the works cited page.
- Make citations brief and use as few as clarity and accuracy permit.
- Quotations of longer than four lines require a different format.



## Step 7: Prepare to Write

### APA Parenthetical Documentation

---

- Citation includes the author's last name and the year of publication.
- Enclose the citation in parentheses.
- Insert the citation as close as possible to the material it documents, even if that means mid-sentence.
- The citation precedes the punctuation mark that concludes the sentence.
- Make citations brief and use as few as clarity and accuracy permit.
- Block quotations (over 40 words long) require a different format.



## Step 8: Write the Rough Draft

### From Note Cards to Rough Draft

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- Work on one section of the paper at a time.
- Arrange note cards for the first body section in the order they will be used in the paper.
- Write the topic sentence for the first body section.
- Begin providing support for that idea, using information from the cards in their predetermined order.
- Vary use of borrowed material by using paraphrase and summary.

Continued on next frame ...



## Step 8: Write the Rough Draft

From Note Cards to Rough Draft continued ...

- **Insert parenthetical citations as you write.**
- **Provide lead-ins and follow-ups for all direct quotations.**
- **Provide commentary and discussion for borrowed material.**
- **Continually improve on the wording, syntax, and clarity of thought.**
- **Repeat this process for the remaining body sections.**



## Step 8: Write the Rough Draft

### Elements of the Introduction

---

Element 1. Focusing sentences

Element 2. Thesis statement

Element 3. Method of development (MOD)



## Step 8: Write the Rough Draft

### Elements of the Conclusion

---

Element 1. Refocusing sentences

Element 2. Reworded thesis statement

Element 3. Recapitulation

Element 4. Closing sentences





## Step 9: Revise and Proofread

### Overview of the Finishing Stage

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- Polish the writing.
- Get feedback from others.
- Check for all necessary elements.
- Verify accuracy of all in-text citations.
- Ensure that all formatting and submission requirements have been met.



## Step 10: Prepare the Citation Page

### **MLA Works Cited Page**

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- Arrange cards alphabetically by author.
- Punctuate carefully.
- Double-check publication information.
- Capitalize titles according to MLA rules.
- Start a separate digital file following the proper format.



## Step 10: Prepare the Citation Page

### APA References Page

---

- Arrange cards alphabetically by author.
- Punctuate carefully.
- Double-check publication information.
- Capitalize titles according to APA rules.
- Start a separate digital file following the proper format.



## The Final Draft: One Last Look

# Research Paper Final Checklist

Before submitting, review to ensure your paper ...

- Meets formatting, structure, and content requirements
- Incorporates the desired changes from proofreading and peer reviews
- Cites all documentation and borrowed materials in the paper and on the source cards
- Includes the complete **Works Cited (MLA)** or **References (APA)** page

Have you checked off all points with confidence?

yes       no



**Congratulations!**  
**Congratulations!**

**You are now ready  
to submit your  
research paper  
with PRIDE!**