

Name: _____
English - Period _____
Date: _____

Research Paper Guide

Step 1 – Gather Information about Your Sources to Create a Works Cited Page

Topic: _____

Just read information on your topic. Simply read and familiarize yourself with the information. Do **not** take any notes yet. Do **not** copy and paste. Plagiarism of even one sentence will result in an F. At this time, pick three websites to use as your sources. Gather all information about them now. **It may be helpful, especially later, to use different ink to write information from different websites. Color-coding your sources is a great way to keep information organized.**

Website #1

1. Author of Website. (Check the “About us” section. Leave **blank** if no name is listed.):

2. “Webpage Title.” (This is the actual page you are reading that is part of the website.):

3. *Website Title*. (This is the title of the whole, main website you are using.):

4. Date of Publication. (This may be at the bottom of a page. Leave **blank** if no date is listed.):

5. Publisher / Organization. (Who created the website? This may be found in “About us.”):

6. Today’s Date. (Use this format - 14 April 2015):

7. <Web Address>. (<<http://webaddress.com>>.) - Use these brackets:

Now turn it into a works cited entry. Copy the above information into the blanks below in this order: 1, 2, 3, 4, 5, 6, and 7. Notice the example. There is a period after each item and all lines are indented EXCEPT for the first one. Later they will be put in alphabetical order by author’s last name on the Works Cited Page.

Author, last name first. "Webpage title in quotes." *Website title in italics*. Date published/updated. Publisher. Date you accessed the website. <Web address>.

It should look like this:

Landsberger, Joseph. "Citing Websites." *Study Guides and Strategies*. 12 May 2014. University of Illinois. 13 May 2014. <<http://www.studygs.net/citation.htm>>.

Website #2

1. Author of Website. (Check the "About us" section. Leave **blank** if no name is listed.):

2. "Webpage Title." (This is the actual page you are reading that is part of the website.):

3. *Website Title*. (This is the title of the whole, main website you are using.):

4. Date of Publication. (This may be at the bottom of a page. Leave **blank** if no date is listed.):

5. Publisher / Organization. (Who created the website? This may be found in "About us.):

6. Today's Date. (Use this format - 14 April 2015):

7. <Web Address>. (<<http://webaddress.com>>.) - Use these brackets:

Now turn it into a works cited entry. Copy the above information into the blanks below in this order: 1, 2, 3, 4, 5, 6, and 7. Notice the example. There is a period after each item and all lines are indented EXCEPT for the first one. Later they will be put in alphabetical order by author's last name on the Works Cited Page.

Author, last name first. "Webpage title in quotes." *Website title in italics*. Date published/updated. Publisher. Date you accessed the website. <Web address>.

It should look like this:

Landsberger, Joseph. "Citing Websites." *Study Guides and Strategies*. 12 May 2014. University of Illinois. 13 May 2014. <<http://www.studygs.net/citation.htm>>.

Website #3

1. Author of Website. (Check the "About us" section. Leave **blank** if no name is listed.):

2. "Webpage Title." (This is the actual page you are reading that is part of the website.):

3. *Website Title*. (This is the title of the whole, main website you are using.):

4. Date of Publication. (This may be at the bottom of a page. Leave **blank** if no date is listed.):

5. Publisher / Organization. (Who created the website? This may be found in "About us.):

6. Today's Date. (Use this format - 14 April 2015):

7. <Web Address>. (<<http://webaddress.com>>.) - Use these brackets:

Now turn it into a works cited entry. Copy the above information into the blanks below in this order: 1, 2, 3, 4, 5, 6, and 7. Notice the example. There is a period after each item and all lines are indented EXCEPT for the first one. Later they will be put in alphabetical order by author's last name on the Works Cited Page.

Author, last name first. "Webpage title in quotes." *Website title in italics*. Date published/updated. Publisher. Date you accessed the website. <Web address>.

It should look like this:

Landsberger, Joseph. "Citing Websites." *Study Guides and Strategies*. 12 May 2014. University of Illinois. 13 May 2014. <<http://www.studygs.net/citation.htm>>.

Now copy all of your works cited entries onto this page. Be sure to put them in **alphabetical** order according to the **first word** of each entry (This is probably the author's last name or title of the web page in quotation marks.). You will retype this works cited page as the **LAST** page of your essay.

Works Cited

Step 2 – Taking Notes from Your Sources (Websites)

In a research report, you must show which sources you used for quotations, facts that are not common knowledge, and ideas that are not your own. Otherwise, this is considered plagiarism. Neatly **paraphrase** information from each site onto this page. Writing in **complete sentences** will help you write your actual essay.

Website #1 Address: _____

Internal Citation (also called Parenthetical Citation) directs the reader to the entry of your works cited page to show where you got your information. Put one at the end of the first sentence of **EACH** paragraph **AND** when you change which website you are using to get information. If you are using a book, the author's last name and page number go inside the parentheses. If you are using a website, no page number is used. For example, for a book it could be (Smith 47). For a website it would just be (Smith). What if you have a website with no author? Then use the title of the web page in quotes ("The Bravest of the Brave"). Notice the parenthetical citation is at the end of the sentence and the period is always **AFTER** the parentheses.

My parenthetical citation for this website source is (_____).
Take notes over your website in the space below. Use complete sentences and your own words.
The more thorough your notes are, the easier it will be to write. Write small to have room.

Website #2 Address: _____

My parenthetical citation for this website source is (_____).
Take notes over your website in the space below. Use complete sentences and your own words.
The more thorough your notes are, the easier it will be to write. Write small to have room.

Website #3 Address: _____

My parenthetical citation for this website source is (_____).

Take notes over your website in the space below. Use complete sentences and your own words.

The more thorough your notes are, the easier it will be to write. Write small to have room.

Step 3 – Organizing Your Notes into an Outline

Use your notes from your websites (Step 2) to create a basic outline. You will elaborate/ extend your writing later. **As you write, be sure to include parenthetical citations so you and the reader know where information was found.**

I. Introduction (paragraph 1) Strategy (Tell a story about your topic to hook the reader.):

Main Point 1: _____

Main Point 2: _____

Main Point 3: _____

Thesis (This is the main sentence of your essay. It sums up the point of your paper from your perspective in one sentence. Do NOT use and, or, but in this sentence): _____

II. First main point (paragraph 2) Parenthetical Citation (_____).

Supporting details: _____

Transition: _____

III. Second main point (paragraph 3) Parenthetical Citation (_____).

Supporting details: _____

Transition: _____

IV. Third main point (paragraph 4) Parenthetical Citation (_____).

Supporting details: _____

Transition: _____

V. Conclusion (paragraph 5)

Restate Thesis: _____

Main Point 1: _____

Main Point 2: _____

Main Point 3: _____

Conclusion (Why should we remember your topic?): _____

Step 4 – Write Your Complete Essay

Use **only** your paraphrased notes and outline to hand-write your essay. Do this away from the computer or iPad so you are not tempted to copy and paste. Even though it is a research paper, you may include your thoughts and opinions on the subject. Just remember to use formal English (avoid “you” and “I”). Be sure to include **internal citations** as you write. You will **not** be allowed to type in the lab until you have this hand-written draft completed. Remember to indent paragraphs, too. This first draft will be turned in with your final draft.

Step 5 – Type Your Essay’s Final Draft

It must be typed with everything double-spaced, 12-point font, Times New Roman font, with 1” margins.

You must also have the correct header.

(see <https://owl.english.purdue.edu/owl/resource/747/01/>)

You must also have a separate Works Cited page that is formatted correctly.

(see <http://dianahacker.com/pdfs/hacker-daly-mla-wc.pdf>).

Step 6 – Proofread and Correct Your Essay

Go to format, tools, and spell check your document.

When you are finished, have someone peer-edit and proofread it. You must get the signature of two people who have proofread your essay.

1. _____

2. _____

Reread your essay. Make corrections.

Step 7 – Print Your Essay and Submit It Correctly

Print your final draft.

Staple your work in this order:

1. Final draft on top.
2. Your rough draft.
3. This packet on the back.

Submit it to me.

Grading (<http://www.doe.in.gov/achievement/assessment/englishlanguage-arts-rubrics>)

ISTEP Rubric – Writing Application - Does your writing . . .

Score Level	Ideas and Content	Organization	Style	Voice
6	<ul style="list-style-type: none"> fully accomplish task? include thorough, relevant, and complete ideas? 	<ul style="list-style-type: none"> organize ideas logically? 	<ul style="list-style-type: none"> exhibit exceptional word usage? demonstrate exceptional writing technique? 	<ul style="list-style-type: none"> demonstrate effective adjustment of language and tone to task and reader?
5	<ul style="list-style-type: none"> fully accomplish task? include relevant ideas? 	<ul style="list-style-type: none"> organize ideas logically? 	<ul style="list-style-type: none"> exhibit very good word usage? demonstrate very good writing technique? 	<ul style="list-style-type: none"> demonstrate effective adjustment of language and tone to task and reader?
4	<ul style="list-style-type: none"> accomplish task? include relevant ideas? 	<ul style="list-style-type: none"> organize ideas logically? 	<ul style="list-style-type: none"> exhibit good word usage? demonstrate good writing technique? 	<ul style="list-style-type: none"> demonstrate an attempt to adjustment of language and tone to task and reader?
3	<ul style="list-style-type: none"> minimally accomplish task? include some relevant ideas? 	<ul style="list-style-type: none"> exhibit an attempt to organize ideas logically? 	<ul style="list-style-type: none"> exhibit ordinary word usage? demonstrate average writing technique? 	<ul style="list-style-type: none"> demonstrate an attempt to adjustment of language and tone to task and reader?
2	<ul style="list-style-type: none"> only partially accomplish task? include few relevant ideas? 	<ul style="list-style-type: none"> exhibit a minimal attempt to organize ideas logically? 	<ul style="list-style-type: none"> exhibit minimal word usage? demonstrate minimal writing technique? 	<ul style="list-style-type: none"> demonstrate language and tone that may be inappropriate to task and reader?
1	<ul style="list-style-type: none"> fail to accomplish the task? include very few relevant ideas? 	<ul style="list-style-type: none"> organize ideas illogically? 	<ul style="list-style-type: none"> exhibit less than minimal word usage? demonstrate less than minimal writing technique? 	<ul style="list-style-type: none"> demonstrate language and tone that may be inappropriate to task and reader?

ISTEP Rubric – Language Conventions - Does your writing . . .

Score Level	exhibit a good command of language skills?
4	There are few or no capitalization, punctuation, spelling, word usage, paragraphing, run-on, or fragment errors.
Score Level	exhibit an adequate command of language skills?
3	There are occasional capitalization, punctuation, spelling, word usage, paragraphing, run-on, or fragment errors.
Score Level	exhibit a minimal command of language skills?
2	There are frequent capitalization, punctuation, spelling, word usage, paragraphing, run-on, or fragment errors.
Score Level	exhibit a less than minimal command of language skills?
1	There are many capitalization, punctuation, spelling, word usage, paragraphing, run-on, or fragment errors.

Dr. Shew’s Rubric – Following Directions - Does your writing . . .

Score Level	Excellent job!
5	follow all directions from step 1-7.
Score Level	Good job!
4	follow most directions from step 1-7.
Score Level	Satisfactory job.
3	follow some directions from step 1-7.
Score Level	Pay closer attention to the directions.
2	follow few directions from step 1-7.
Score Level	Your writing does not follow this instructional packet.
1	follow hardly any directions from step 1-5.

_____ **Total score out of 15**

What you did well:

 x 10 **(multiply your score by 5)**

What needs improvement:

_____ **Final score out of 75 points**

Scale (A 75-68, B 67-60, C 59-53 , D 52-45 , F 44-0)