Pinkerton Academy
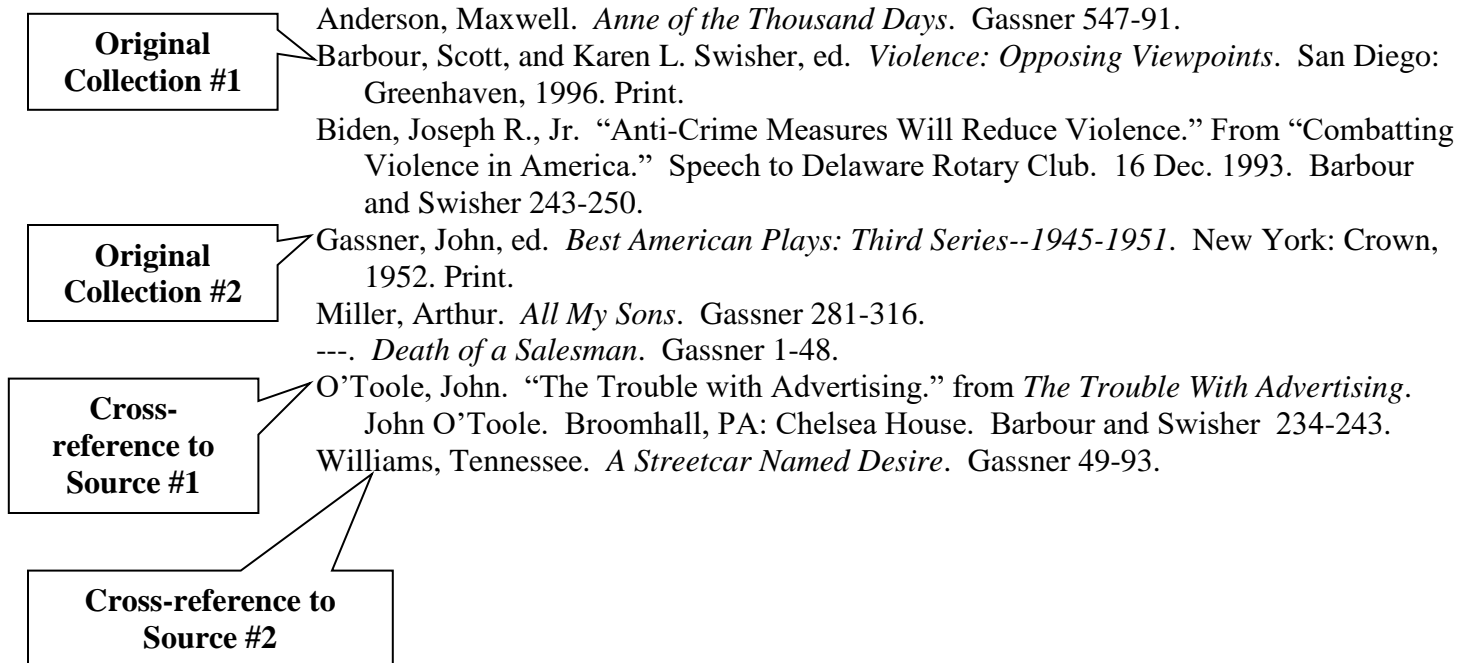# *Guide to Preparing the Research Paper*

Glossary of Research Terms

Plagiarism: Plagiarism is using someone else's *words* or *ideas* and presenting them as your own. Many students do not understand that the source must be acknowledged not only for direct quotations and paraphrases, but also for facts and summaries of information, unless they are general knowledge. The most obvious form of plagiarism is copying someone else's work almost word for word, but it is also dishonest to paraphrase or summarize another's ideas without documenting them. Documenting material is not only a matter of honesty, but also a matter of common sense.

Bibliography: literally, a list of books you use to write your paper; an older, increasingly disused title, the term *works cited* is now more applicable and preferred.

Works cited: the list, properly formatted, that contains all the works cited in an essay. The term is more appropriate than *bibliography* because research papers draw not only on books and articles but also on films, recordings, television, the Internet, and other non-print sources.

Works consulted: a list of sources not confined just to the works cited in the paper. It includes sources used for general reference and background information.

Parenthetical documentation: a method of internally documenting sources within a research paper that has replaced footnotes and endnotes.

Direct quotation: inserting verbatim into the research paper a quotation or a section from a source. Direct quotations must be enclosed in quotation marks and must be parenthetically documented.

Indirect quotation: material from a source that is paraphrased or summarized in your own words. Indirect quotations are not put within quotation marks, but they must be documented as carefully as direct quotations.

Primary research/source: the investigation of a topic through your firsthand observation, such as interviews, surveys, experiments, etc.; alternately, the original piece of literature in a literary essay.

Secondary research/source: material from studies or analyses that others have made on a topic or piece of literature, traditionally books, magazine articles, the Internet, etc. The successful research paper usually includes a combination of both primary and secondary research.

Signal phrase: that part of a sentence that refers to a researched author or work by name.

Source card: formerly referred to as a bibliography card, it is an index card which contains all the information you will need to construct the entry for that source on your works cited page. You number your cards to use as a code for your note cards. (See example on page 10.)

Note card: an index card like the source card which contains the source number from the source card, the slug, the researched information, and the page number on which the information is found. (See example on page 10.)

Slug: a word or phrase on your note card that indicates the area of your topic that the information on the card concerns.

Rules for Preparing a Works Cited Page

1. The works cited page is a separate, numbered page at the end of your essay, before any appendices.

2. The entries on the works cited page are not numbered.

3. The entries are listed alphabetically according to the last names of the authors.

4. If there is no author, the first word in the title is used, excluding the articles *a*, *an*, and *the*.

5. When the entry takes more than one line, the second line must be indented a half inch or 5 spaces. Use the hanging indent function on your computer.

6. When a source has multiple authors, only the first author's name is listed with the last name first.

7. When one author has more than one work listed in the works cited, replace the author's name with three dashes followed by a period for the entries after the first one.

The Structure of Cross References on a Works Cited Page

If you are using two or more works from the same collection, then you do not have to repeat the full entry for each source. List the collection itself as you normally would; then cross-reference the individual sources to that entry.

Cross-references from two collections in the order they would appear on the works cited page:

Original Collection #1	Anderson, Maxwell. *Anne of the Thousand Days*. Gassner 547-91. Barbour, Scott, and Karen L. Swisher, ed. *Violence: Opposing Viewpoints*. San Diego: Greenhaven, 1996. Print. Biden, Joseph R., Jr. "Anti-Crime Measures Will Reduce Violence." From "Combatting Violence in America." Speech to Delaware Rotary Club. 16 Dec. 1993. Barbour and Swisher 243-250.
Original Collection #2	Gassner, John, ed. *Best American Plays: Third Series--1945-1951*. New York: Crown, 1952. Print. Miller, Arthur. *All My Sons*. Gassner 281-316. ---. *Death of a Salesman*. Gassner 1-48.
Cross-reference to Source #1	O'Toole, John. "The Trouble with Advertising." from *The Trouble With Advertising*. John O'Toole. Broomhall, PA: Chelsea House. Barbour and Swisher 234-243. Williams, Tennessee. *A Streetcar Named Desire*. Gassner 49-93.

Cross-reference to Source #2

Rules for Preparing an Outline

1. Each entry in the outline indicates a section of the essay.

2. The Roman numerals are main divisions of the topic; the alternating letters and Arabic numerals are subdivisions of the category above.

3. Because no topic can be divided into fewer than two parts, it is **impossible** to have a *I* without a *II* or an *A* without a *B* and so on.

4. Unless the label contains parentheses, it is followed by a period and two spaces:
   I. Personal privacy   A. Definition   1. Is an implied Constitutional right

5. The labels with parentheses are **not** followed by a period, just two spaces:
   (1) Strict Scrutiny Test   (a) Personal

6. A proper outline **never** uses a single parenthesis followed by a period: 1).

7. The first word in an entry is always capitalized; other words are capitalized only if they are proper nouns.

8. A period does not follow the entry in a topic outline because it is not a complete thought.

9. The main entries (Roman numerals) of a topic outline and the entries within any particular subdivision must be parallel in structure.

Preparing the Final Draft

A. Components
You should be prepared to submit all prewriting work, source cards, note cards, preliminary drafts, and associated materials with the final draft if required. The final draft of the essay should include the title page (if required), outline, body of the essay, and works cited, in that order. Insert any charts, diagrams, or pictures as close as possible to the text that they illustrate or include in the appendix after the works cited. If the teacher also requires the paper to be submitted on a computer disk, check the disk on a school computer to verify that all data is retrievable.

B. Format
Leave one-inch margins on all four sides, whether writing or typing the paper. However, leave a two-inch margin at the top of the first page of the actual essay. Indent the first word of each paragraph five spaces from the left margin. Do not leave extra lines between paragraphs or indented long quotations. Use 12 point Times New Roman; do not use script, italic, or bold font except where required. Double space **everything** in the essay, including the works cited page. Number the pages consecutively, starting on the first page of the body of the essay; place numbers in the upper right hand corner flush with the margin and one-half inch from the top of the page; do not place a *p*. before the page number. Standard MLA format is to number the pages with your last name followed by the page number. See the examples in your student planner for submitting essays or responses and shorter writings.

C. Indented Quotations

Set off long quotations (5 lines or more) from the main body of the essay by starting a new line and indenting the entire quotation ten spaces from the left margin only. The parenthetical documentation for indented quotations, unlike normal quotations incorporated into the text, is placed *after* the period.

D. Title Page

If your teacher asks for a title page, the title of the essay should be centered in the middle of the page. Never underline your own title or place it in quotation marks. However, if another title appears in your own title, it must be punctuated. The main words should be capitalized as necessary, but you should never type the title in all capitals.

America's Role in the European Recession   Privacy Rights on the Internet
Images of Darkness in *Macbeth*

In the lower right hand corner of the title page, maintaining the required one-inch margins, place your name, the course name, your teacher's name, and the date of submission.

E. Ellipsis

The ellipsis is used when you omit part of a quotation. It indicates that what is quoted in the paper does not completely reproduce the original quotation. The ellipsis consists of three spaced periods (. . .) inserted where the omission has occurred. In the middle of the quotation the ellipsis is preceded and followed by a space: "A library visit can also reveal . . . whether the pertinent source materials are readily available." At the end of a quotation, an ellipsis is placed as follows: "A library visit can also reveal whether enough serious work has been done on the subject. . . ."
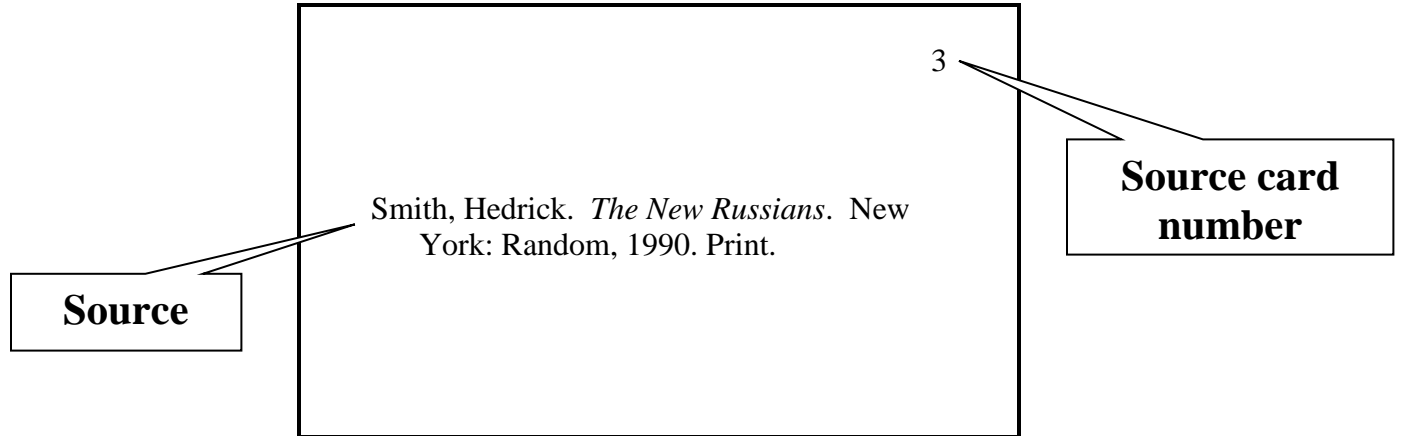
F. Presentation

The final draft should be neat and correct. There should be no cross-outs. Resist the temptation to submit the final draft in a flashy plastic folder or some other type of attractive binding. Simply staple the components together in the upper left-hand corner and submit.
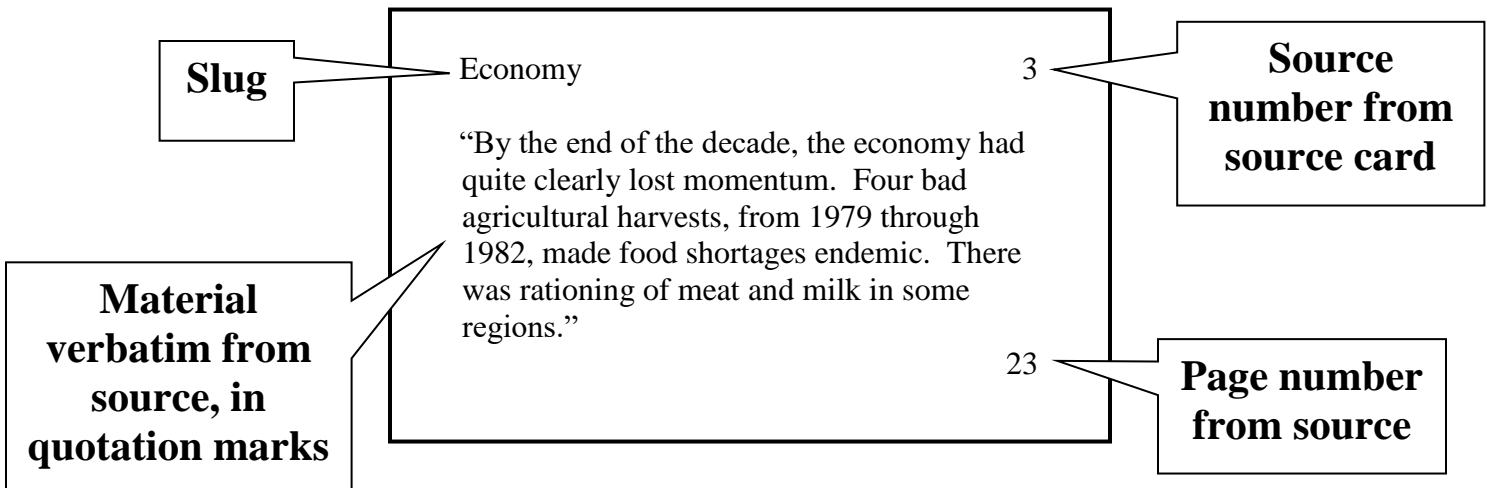
G. Abbreviations

Standard abbreviations are used in the parenthetical documentation and works cited page of a paper. Shortened forms of publishers' names are used in a works cited list. For example, *Holt, Rinehart, and Winston* is abbreviated as *Holt*. *Charles Scribner's Sons* is simply *Scribner's; Random House, Inc.* is simply *Random*.
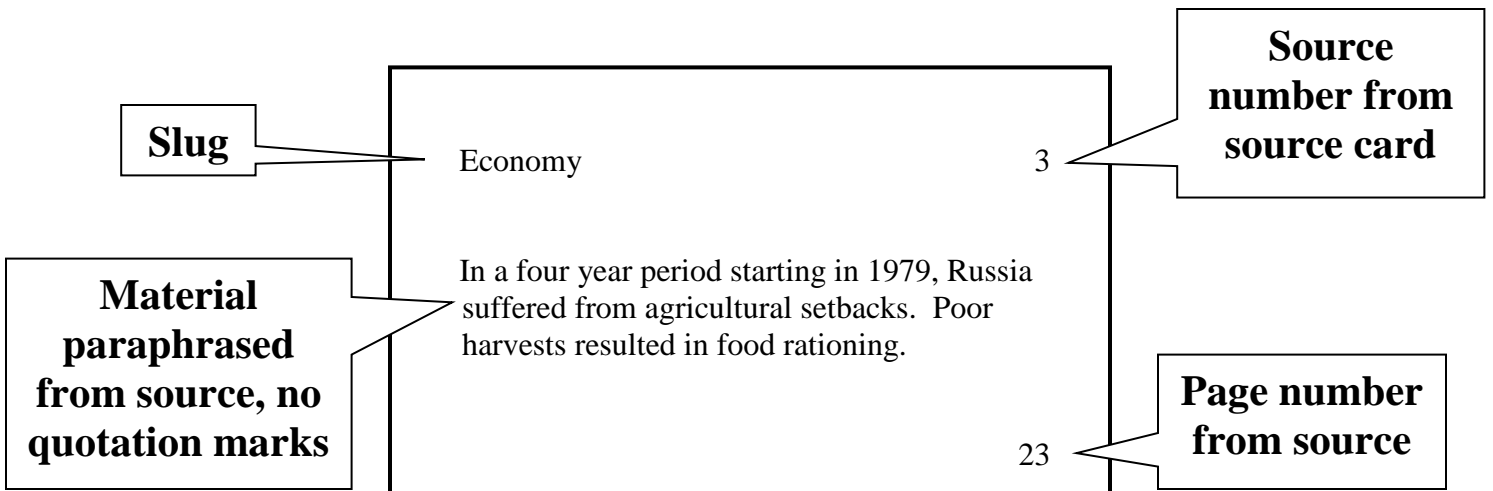
SOURCE CARD

Source card number

Source

Smith, Hedrick. *The New Russians*. New York: Random, 1990. Print.

3

NOTE CARD: DIRECT QUOTATION

Slug

Source number from source card

Economy   3

"By the end of the decade, the economy had quite clearly lost momentum. Four bad agricultural harvests, from 1979 through 1982, made food shortages endemic. There was rationing of meat and milk in some regions."

Material verbatim from source, in quotation marks

23

Page number from source

NOTE CARD: SUMMARY

Source number from source card

Slug

Economy   3

In a four year period starting in 1979, Russia suffered from agricultural setbacks. Poor harvests resulted in food rationing.

Material paraphrased from source, no quotation marks

Page number from source

23

Sample Topic Outline

Privacy Rights on the Internet

Introduction—the issue of protecting personal privacy rights on the Internet

I. Background on personal privacy issues

    A. Definition of personal privacy

    B. History of privacy issues in America

        1. Is an implied Constitutional right

        2. Exists from precedent cases

            a. Roe v. Wade

                (1) Strict Scrutiny Test

                (2) "Fundamental rights"

                    (a) Personal rights

                    (b) Universal rights

            b. Griswold v. Connecticut

            c. Planned Parenthood v. Casey

II. Privacy invasions on the Internet

    A. Corporate invasions

    B. Third party interceptions

        1. Definition of third party interceptions

        2. Evidence of interceptions on the Internet

    C. Government invasion of privacy

        1. Frequency of government invasion

        2. Example of government agencies invading privacy

            a. National Security Agency

        (1) Most powerful agency

        (2) Clipper Chip

    b. Department of Motor Vehicles

    c. Internal Revenue Service

    d. Social Security Administration

  D. Intercepting of Medical information on the Internet

  E. Use of "cookies" to invade personal privacy

    1. Reveal information

    2. Disable ability

III. State of current Internet privacy laws

  A. Efforts to prevent Internet privacy invasion

    1. Telecommunications Act of 1996

    2. Children's Online Privacy Protection Act

    3. European efforts to reduce Internet privacy invasion

  B. Need for stricter Internet privacy laws

    1. Demands for stricter laws

      a. By parents

      b. By schools

    2. Goals of proposed legislation

      a. Development of new software

      b. Stronger role of Commerce Department

Conclusion—the need for more laws to be enacted to protect privacy on the Internet