

Waldwick Middle School

The
Research
Manual



A Special Thank You

Waldwick School District

Dr. Patricia Raupers, Superintendent
Michael J. Meyers, Middle School Principal
Michael Clancy, Athletic Director/Assistant Principal

Research Manual Committee (2012-2013)

Heather Del Piano, Middle School Language Arts Teacher
Jane Finnan, Middle School Special Education Teacher
Erin Hummel, Middle School and High School Media Specialist
Michael Kivitt, Middle School Social Studies Teacher
Kathryn Krysa, Middle School Language Arts Teacher
Stephanie Osgoodby, Middle School Language Arts Teacher
Carla Pastore, High School Language Arts Teacher
Janet Sobkowicz, Social Studies, Related Arts, and ESL Supervisor

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Department Supervisors
Language Arts Department
Social Studies Department

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Avoiding Plagiarism

What is plagiarism, *anyway*?

Waldwick Middle School uses the Modern Language Association's (MLA) *MLA Handbook for Writers of Research Papers* (7th ed.) to format written assignments and cite sources for research projects.

MLA Handbook for Writers of Research Papers (2009) Definition of Plagiarism:

"Plagiarism involves two kinds of wrongs. Using another person's ideas, information, or expressions without acknowledging that person's work constitutes intellectual theft. Passing off another person's ideas, information, or expressions as your own to get a better grade or gain some other advantage constitutes fraud" (52).

How do I avoid plagiarism?

1. **Always** create a Works Cited page.
2. Insert in-text citations in research papers.
3. Take notes using your own words.

WHS Student-Parent Handbook 2013-14 Definition of Plagiarism:



"...the use of someone else's written words or ideas under your name without properly crediting the original author" (72).



Selecting Trustworthy Sources

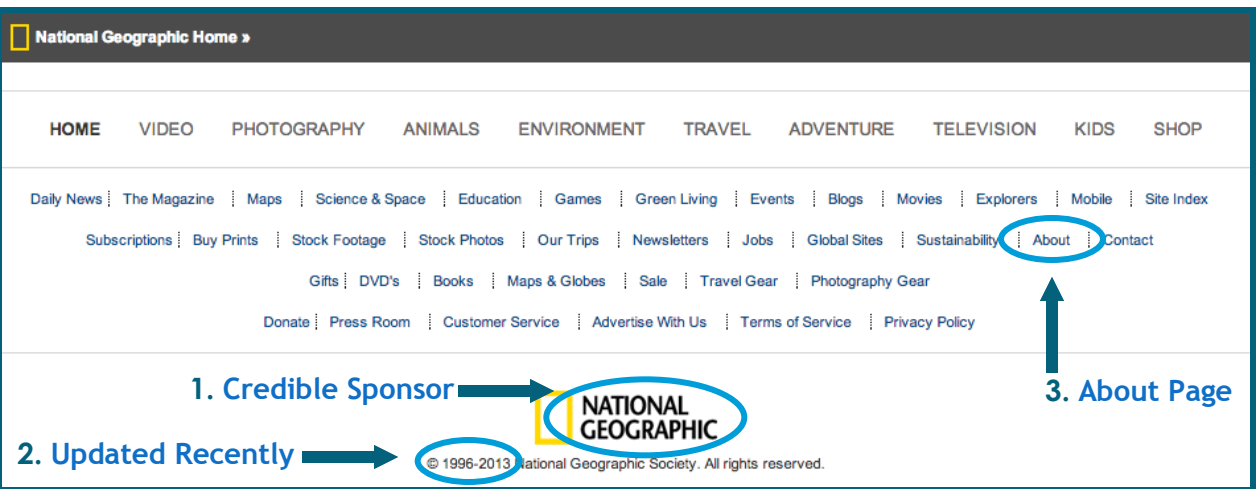
How do I select a trustworthy website?

1. Make sure a website is sponsored by a credible organization.

<p>TRUSTWORTHY SPONSORS</p>	<p>.gov—U.S. Government .edu—Colleges/Universities PBS—Public Broadcasting Network National Geographic Discovery</p> <p>Newspapers (Bergen Record, NY Times) HowThingsWork.com History Channel CNN—Cable News Network Information Please</p> 
<p>SPONSORS THAT ARE NOT TRUSTWORTHY</p>	<p>NOT FOR SCHOOL USE</p> <p>Wikipedia YahooAnswers Private Blogs User-Generated Content</p> 

2. Ensure it was updated recently.

3. Check if there is an **About Page** that explains its purpose.



1. Credible Sponsor → NATIONAL GEOGRAPHIC

2. Updated Recently → © 1996-2013 National Geographic Society. All rights reserved.

3. About Page → About

What are other trustworthy sources of information?

<p>Online Databases:</p> <ul style="list-style-type: none"> • EBSCOHost • FactsOnFile • Gale Virtual Reference Library • ABC-CLIO <p>USERNAME: waldwick PASSWORD: warriors</p>	<p>World Book Encyclopedias: Print & Online</p>	<p>E-Books on the Media Center Web Page</p>	<p>Print: Non-Fiction Books, Reference Books, and Biographies</p>
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Works Cited Page

What is a Works Cited page, *anyway*?

A Works Cited page is a list of all the sources you cited within your research assignment.

How do I format a Works Cited page?

- Source entries must be in alphabetical order.
- The first line of an entry should fill the width of the page, while the following lines should be indented ½ inch (Tab once).
- The title—Works Cited—should be centered at the top of the page. Do not bold-face, italicize, or underline this title.
- The font should be set to Times New Roman and size 12.
- The page should be double-spaced with NO extra lines between the title and the first entry.

Check out
this example!

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Works Cited

- Davis, Amy M. "The 'Dark Prince' and Dream Women: Walt Disney and Mid-Twentieth Century American Feminism." *Historical Journal of Film, Radio and Television* 25.2 (2005): 213-30. *MLA International Bibliography*. Web. 20 Mar. 2011.
- Do Rozario, Rebecca-Anne C.. "Australia's Fairy Tales Illustrated in Print: Instances of Indigeneity, Colonization, and Suburbanization." *Marvels & Tales* 25.1 (2011). Web. 21 Mar. 2011.
- . "The Princess and the Magic Kingdom: Beyond Nostalgia. The Function of the Disney Princess." *Women's Studies in Communication* 27.1 (2004): 34-59. *MLA International Bibliography*. Web. 17 Mar. 2011.
- Hurley, Dorothy L. "Seeing White: Children of Color and the Disney Fairy Tale Princess." *The Journal of Negro Education* 73.3 (2005): 221-32. *JSTOR*. Web. 17 Mar. 2011.
- Lester, Neal E. "Disney's The Princess and the Frog." *The Journal of American Culture* 33.94 (2011): 294-308. *JSTOR*. Web. 20 Mar. 2011.
- Liebenman, Marcia R. "'Some Day My Prince Will Come': Female Acculturation through the Fairy Tale." *College English* 34.3 (1972): 383-95. *JSTOR*. Web. 14 Mar. 2011.

Why do I need to cite images, *anyway*?

Citing Web Images

It is important to give credit to all content that is not originally created by you. You wouldn't plagiarize words, so you can't use pictures, photos, or other graphics without acknowledging where they came from.

1. When an image has a title:

MLA FORMAT Last Name, First Name. *Title*. Digital image. *Website*. Publisher or Sponsor, Date Published Online. Web. Date of Access.

EXAMPLE Miklacic, Jason. *Tigers*. Digital image. *Flickr*. Yahoo! Inc., 25 July 2012. Web. 23 July 2013.

2. When an image does not have a title:

MLA FORMAT Last Name, First Name. Description of image. Digital image. *Website*. Publisher or Sponsor, Date Published Online. Web. Date of Access.

EXAMPLE Takai, Naoto. Yawning cat. Digital image. *Flickr*. Yahoo! Inc., 12 June 2010. Web. 23 July 2013.

3. When username is given instead of author's full name:

MLA FORMAT Username. *Title*. Digital image. *Website*. Publisher or Sponsor, Date Published Online. Web. Date of Access.

EXAMPLE CatLover47. *Sleepy Lion*. Digital image. *Flickr*. Yahoo! Inc., 12 January 2011. Web. 23 July 2013.



4. When in doubt, refer to the MLA Handbook 7th edition:

For more information on citing Web images, see section **5.6.2.d**.
(This section includes information about citing web images, videos, sounds, etc.)

5. When you want to use EasyBib.com:

It's easy to cite images using **EasyBib.com**—just make sure you first select **“Digital Image”** under the **“All 59 Options”** choice.

What is an in-text citation, anyway?

In-text citations are parentheses notes in a research paper that direct the reader to a specific source on the Works Cited page.

In-Text Citations

How do I format in-text citations?

An in-text citation will refer to the first word in the source entry (the author's last name **OR** title if no author is available) **AND** the page number where the information was located.

Check out this example:
(Gimbel 27)

Research Paper Example:

...The first car races focused on testing a car's ability to drive long distances; however, racing to see whose car was faster soon became a popular pastime (Fox 8).

According to Appalacian State University's Belk Library, "Stock car racing was born in the Southern Appalachians and has a colorful past" ("History of Stock Car Racing").

Citation Tips:

1. You should add an in-text citation when you use quotes, paraphrases, summaries, facts, ideas, or opinions from a source in your writing.
2. If the source does not have page numbers, only include the author's last name. **EXAMPLE:** (Hiaasen).
3. If there is no author, the source entry will begin with the title of the source. **EXAMPLE:** ("Rosa Parks Early Years" 24).

4. An in-text citation should be located at the end of the sentence and should come before the period.
5. If a source entry on the Works Cited page begins with the author's last name (like Fox), use that last name; if it begins with a title (like "History of Racing"), use the title.
6. NEVER put the URL (web address) for a web-based source in the in-text citation.

Fox, Martha. *Car Racing*. San Diego: Lucent Books, 2004. Print.

"History of Stock Car Racing." *Special Collections at Belk Library*. Appalachian State University, n.d. Web. 2 Jul 2013.

How do I format an MLA style document?

Formatting according to Modern Language Association (MLA) style is easy—just follow these simple directions.

Formatting: MLA

1. **Margins:** Set to 1" on all sides
2. **Font:** Set to Times New Roman, size 12 (Remember to do this for page numbers too!)
3. **Page Numbers:** Your last name and the page number should appear in the header on the top-right corner of each page
4. **Line Spacing:** Set to double-spaced for the whole paper (Including the heading and the Works Cited page!)
5. **Heading:** Type the following information on the top-left corner of your paper:
Your Name
Teacher's Name
Class
Date → **Type the date like this: 7 May 2015**
6. **Title:** Type title centered on the line following the heading—no extra spaces! (Make sure the first paragraph of the paper appears on the very next line.)
7. **Indentations:** Each new paragraph should be indented 1/2" (tab once)

Format Tips:

1. No title page
2. No extra spaces between heading, title, or paragraphs
3. All font should be set to Times New Roman, size 12
4. The Works Cited page is the last page of your document (it should have a page number just like all of your other pages)

Ask for help if you need it!

Check out this example!

Holly McNally

Dr. Deakins

Contemporary American Literature

24 March 2011

The Ever-Evolving Disney Princess

It is improbable to find a child today that does not have any knowledge of fairy tales. Often, these tales serve as universal knowledge, a part of the cultural fabric that all people can relate to in some way. Increasingly since the 1930s, Disney has become the main source of these stories; therefore, many younger people today only are aware of the Disney versions of fairy tales. Many feminists criticize how Disney's most common fairy tale character, the princess, portrays women. Though this criticism has strong arguments, the figure of the Disney princess has in fact evolved over time to show a much more realistic, independent and active agent of her own future.

Snow White was developed at the end of the Depression era, and her character fit the expectations of the ideal woman at that time. It is easy for people to criticize the depiction of women in this fairy tale, but one must also realize that Disney wrote her in the contexts of the time. "In 1938, the year following Snow White's release, 25% of women and 19% of men approved of married women working" (Davis 216). That statistic helps one understand the role of women at that time. Snow White is the most passive princess, and takes no part in shaping her future. When the hunter decides to let her live, she runs away from home and takes up domestic duties in the dwarfs' home. The major conflict is that Snow White, a fair skinned beauty, is the object of her wicked stepmother's jealousy. As the pretty young girl, she is also the good-tempered and polite woman. Even her name, Snow White, evokes images of purity, innocence,

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How do I present my research effectively?

Presenting your research professionally makes you appear more credible.

Follow these tips so you will be prepared for any presentation!

Presentation Tips

Tips for speaking in front of the class

1. Be **loud** enough for everyone to hear you.
2. **DO NOT** talk too quickly—make sure you **breathe!**
3. Use **professional** body language:
 - ▶ Use hand motions to **emphasize** important ideas or to point things out.
 - ▶ **DO NOT** fidget or lean on desks/tables/walls.
4. **DO NOT** read directly from slides that are projected on the board.
5. Make **eye contact** by scanning the audience while talking.
6. **Practice** giving your presentation before the due date.
 - ▶ This will help you feel more **confident!**

Tips for preparing visuals

1. First, create a **title slide** including: topic, your name, class, and date.
2. The next slide should list your **objective** and **outline** your presentation.
3. Each following slide should contain a single **specific** thought or idea.
4. Be **consistent!** All slides should have the same design style.
(Keep headings, backgrounds, fonts, colors, and borders the **same!**)
5. **Title font size** should be readable (**36-40pt**).
6. **Bullet text size** should be readable (**24pt** or larger).
7. **Limit** bullets to **concise** statements or phrases.
 - ▶ **NO** more than 6 bullets per slide.
 - ▶ **NO** more than 2 lines per bullet.
8. Use **contrasting colors** for text, backgrounds, and images.
 - ▶ **Dark background** → **Light colored text**
 - ▶ **Light background** → **Dark colored text**
9. **Label** images, graphics, and graphs **clearly**.
10. Close with a slide that **summarizes** the major points of your presentation.
11. **DO NOT** forget to include a slide with your **MLA Works Cited!**
 - ▶ Must list **all** sources of information, images, graphics, graphs, etc.

See how the words
POP!

What do all of these words mean, *anyway*?

The following is a list of common research terms.

Use the glossary to familiarize yourself with these definitions.

Glossary of Terms

Biased describes a way of thinking that is shaped by an opinion or an outlook that is influenced by personal judgment. (**See also:** Unbiased)

Credibility of a source has to do with how reliable the information is. Evaluating the credibility of sources, especially Websites, is important so you know that information you'll use in your research is valid, useful, and accurate. Credibility can be determined by examining things like the author, publisher, date of publication, and documentation of source references.

To **cite** is to give credit to a source. Citing is mandatory in research. (**See also:** Internal Citation)

Date of access is the day you collected information from an electronic source. Because information on the Internet is constantly changing, identifying the date of access is a requirement of MLA style.

A **database** is a web-based collection of credible documents that have been selected by professionals. Institutions pay for access to databases because they make credible sources available easily.

Evaluating is a process that entails looking at the characteristics of a source and forming a judgment based on those characteristics, such as whether a source is current and trustworthy enough to use in an academic assignment.

A **full text** document is a complete document contained in a database or on a Web site. (**Note:** Illustrations and diagrams may be omitted from a full-text document.) Many databases allow you to search by full text document; this is recommended.

An **index**, which is located at the back of a book, is an alphabetical listing of topics and the pages on which information about them can be found. An index can also refer to an alphabetical listing of topics in a particular database.

Internal finding tools are tools within a source that assist researchers in locating the information they want in the source (i.e. index, table of contents, hyperlinks, and navigation links).

In-text citations or **parenthetical in-text citations** must be used at the end of a sentence or paragraph to document when you are using ideas or words from someone else's work. This helps you avoid plagiarism by giving credit to words, ideas, or information you borrow from a source. Citations are created by placing relevant source information in parentheses after a quotation or paraphrase. Citations usually include the author's last name and page number, **i.e.** (Smith 25) or a shortened version of the title in italics and the page number, **i.e.** (*The Little Mermaid* 25). Omit page numbers if none exist.

Note: Citations must correspond to the entries on your Works Cited page.

A **keyword** is a word used to search a library database, a Website, or the Internet.

The **medium** is the physical state of the source. If a source is a print book, newspaper, or journal, it is identified as **Print**. If the source is found on the Internet or within a database,

Glossary of Terms (Continued)

Modern Language Association (MLA) style is most commonly used to write papers and cite sources within the liberal arts and humanities. It is a style of writing that concerns itself with the mechanics of writing, such as punctuation, quotation, and documentation of sources; the general format of MLA research papers includes in-text citations, page numbers, and the Works Cited page.

Notes are ideas, facts, statistics, and other information that are relevant to your research topic, which you record for future use. Typically, you should write your notes on note cards or note sheets so that information is easy to transfer to your outline and eventually to your research paper. Other note taking options, such as Internet tools, are also available.

To **paraphrase** is to note details and specific facts or ideas from a source (i.e. to put things in your own words). Paraphrasing includes rephrasing, restating, using synonyms, but should not use consecutive words as they are arranged in the original source. A paraphrase is about the same length as the original text.

Plagiarism is the use of ideas, information, or words from a source without giving credit to that source.

A **quotation** or **quote** is a phrase, sentence, or group of sentences that uses the exact words of another writer. It must appear in quotation marks and be cited. **Note:** A quote is anything taken directly from a source; a quote is not limited to dialogue.

A **reference** is a source used in research and mentioned by a researcher in a paper or an article.

Results are what are called up by a keyword search of a database, a Website, or the Internet.

A **search engine** is a program that allows you to search for material on the Internet or on a Website. A popular search engine is Google.

In research, a **source** is a document or other media from which you gather information about your topic. All sources that you cite in your paper will have entries on the Works Cited page. **Note:** There are many types of sources available depending upon the type of research you are conducting. Remember to evaluate each source's credibility.

The **source entry** is the MLA style citation created for each research source on the Works Cited page.

A **sponsoring organization** is the organization that pays for and/or maintains a website on the Internet. (**Examples:** PBS, U.S. Department of Education, or National Geographic)

A **summary** is taking a general idea, argument, or concept from a large section within a source and shortening it by putting it into your own words.

A **thesis statement** is a concise sentence that sets forth your paper's argument. Everything in your paper should be linked back to the ideas in your thesis.

A **topic** is the general idea or field you are researching (i.e. the focus of your research).

Unbiased is a perspective that does not choose sides, nor does it present a single opinion. This outlook strives to be informed by the multiplicity of views available and is most concerned with facts in a given situation.

A **wiki** is a collaborative Website with content that is written by many contributors and that may change frequently. Wikipedia, a collaborative online encyclopedia, is one of the most frequently consulted wikis; however, it is not considered a credible source for academic research.

A **Works Cited** page should appear as a separate page after the last page of your paper; it alphabetically lists all of the sources you cite in your paper.

Additional Resources

Where can I find extra help?

Check out these resources—they just might make the research process (and your life) easier!

Son of Citation Machine

<http://citationmachine.net/>

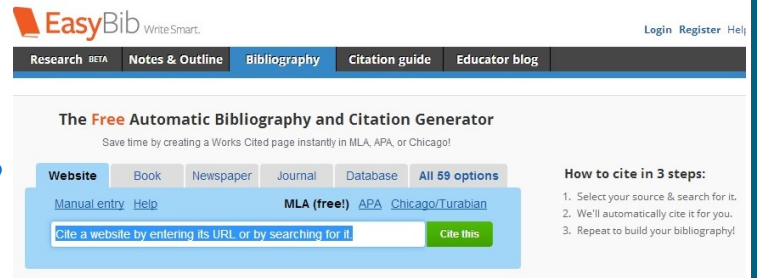
Use this reliable website to help you create **source entries** for your Works Cited page as well as **in-text citations** for the body of your research paper.



EasyBib

<http://www.easybib.com/>

This website allows you to create source entries for 59 different types of sources, including **digital images**.



OWL Purdue Online Writing Lab:

MLA Formatting and Style Guide

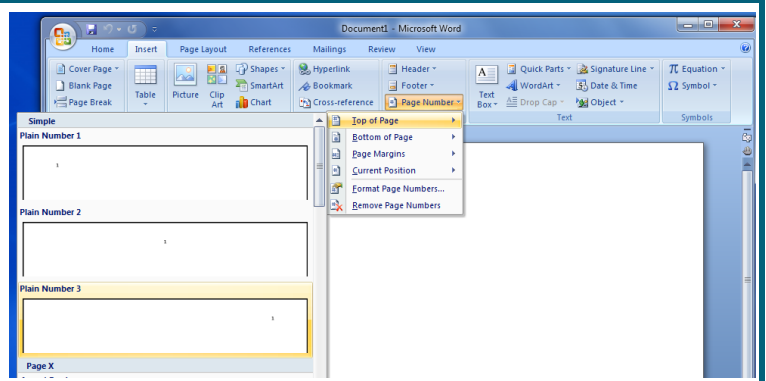
<http://owl.english.purdue.edu/owl/resource/747/01/>

This reliable website offers additional information about using MLA style.



Microsoft Word

This software program allows you to format your document according to MLA style—it even makes inserting page numbers super easy.





2013