**Research Paper: General Overview**

**Topic**: See 1st handout

**Sources**: 4-5 documented sources

**Length**: 3-4 pages

**Format**: (See details on pages 4 and 5) MLA format (works cited & parenthetical citations) **formal outline required**

**Procedure**: The order of assignments follows:

Gathering of sources/working bibliography

Reading, thinking, note taking/Preliminary Thesis and outline

Note taking

Re-submission of thesis and outline, unless preliminary thesis and outline were approved

Introductory workshop (writing workshop)

Rough draft (check for general organization)--OPTIONAL

Final Paper—submit typed **along with all sources**

**These items must be turned in with your paper:**

**Typed outline**

**Typed Paper**

**Work cited**

**Sources—actual printed articles you cited**

**Grade sheet**

**Enclose EVERYTHING in a large envelope with your name on the outside (no envelope is 5 points deducted from paper).**

**Turn this paper in with your research paper!**

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

English 12

Research Paper Grade Sheet

1. Heading / Title/Page Numbers (5) \_\_\_\_\_

2. Margins / Font (5) \_\_\_\_\_

3. Page Minimum (5) \_\_\_\_\_

4. Source Minimum (5) \_\_\_\_\_

5. Works Cited Format (10) \_\_\_\_\_

6. Parenthetical Citation Format (10) \_\_\_\_\_

7. Source Copies/Typed outline (10) \_\_\_\_\_

8. Content (50) \_\_\_\_\_

* Address which of the “Universal Declaration of Human Rights” is being violated (15)
* Explain the specific example(s) of violation (15)
* Background on the country / region violation is taking place – This is only for the purpose of helping the reader understand how / why the violation is taking place – if it is linked to culture, religion, regional view, etc. (10)
* Solutions / actions being taken to handle/ deal with the violation; status of violation (10)

Comments:

Grade Earned (100) \_\_\_\_\_\_\_\_

**Thesis and Outline**

**Thesis**

A *thesis* is a one-sentence statement about your topic. It's an assertion about your topic, something you claim to be true. Notice that a topic alone makes no such claim it merely defines an area to be covered. The topic is seldom stated as a complete sentence with a subject and predicate. To make your topic into a thesis statement, you need to make a claim about it, make it into a sentence. Look back over your research and think about what you believe to be true. Think about what your readers want or need to know. Then write a sentence, a simple one, stating what will be the controlling idea of your paper.

**Outline**

Write thesis statement (one sentence) after the word thesis (capitalized) and a colon.

The outline represents the body of the paper.

Include a minimum of four broad areas, represented by Roman numerals.

Subtopics and details may not be singular:

Subtopic “A” must be accompanied by at least a “B.”

Detail “1” must be followed by at least “2.”

Capitalize first letters only (except for proper nouns)

Periods follow each numeral, letter, and number.

Indentions/alignment should be exact. Letter “A” falls directly under first letter of main idea, etc.

Periods do not follow topics in outline.

**Instructions for rough draft and final paper**

1. Materials: MLA Handbook, thesis and outline, and instruction sheet.
2. Form: Typed rough draft; typed double spaced final copy—no larger than 12 no smaller than 10. Must be in Times New Roman.
3. Spacing and page numbering
   1. Use one-inch margins for top, bottom and sides of paper.
   2. Place page numbers in upper right hand corner, one half inch from top edge and one inch from side.
   3. Begin page numbering with page 2. Example: Brockman 2
   4. Continue to number pages consecutively through the works cited page.
   5. First page: In upper left hand corner, one inch below top edge and flush with the left hand margin, type your name, instructor’s name, course title and date.
   6. Double space between date and title. Center the title.
   7. Double space throughout paper
4. Paragraphing
   1. Paper begins with the introductory paragraph.
   2. Paper ends with a concluding paragraph, which reinforces thesis and summarizes main ideas.
   3. Each paragraph between the introduction and conclusion should correspond to a subtopic in the outline. Follow the order of the outline.
   4. Begin each paragraph in body with a clear topic sentence (or transitional statement)
   5. Support topic sentence with information from research and objective analysis. Paragraph unity is important.
   6. Ensure logical progression from one paragraph to the next.
5. Works cited page
   1. Center heading: Work Cited. (type one inch below top edge of paper)
   2. List only those sources actually used/cited in paper.
   3. List sources in alphabetical order, according to first word entry. (Disregard articles “a”, “an” and “the”.)
   4. Use MLA format
   5. Do not number entries.
6. Parenthetical references:

When you cite a source, your note should be placed in parentheses at the end of the material you're documenting. Inside the parentheses, place the page number(s) you're referring to and the author's last name, unless you mentioned the name in your running acknowledgment. If more than one work by an author was used, include a shortened title of the work you're citing. For example, if you had used more than one book by Erich Fromm, your note would read as follows:

Parenthetical example:

**According to Erich Fromm, it is through the act of giving that we experience our fullest strength and potency (*Loving* 19).**

If you had not mentioned Fromm's name in the running acknowledgment, the entry would look like this:

**One psychologist believes that through the act of giving we experience our fullest strength and potency (Fromm, *Loving* 19).**

As you can see, this isn't difficult. Do remember, though, that the parenthetical note shouldn't repeat information from your running acknowledgment.

Cite quotations:

*Cite a source to give credit where credit is due.* This is partly a matter of common courtesy. If someone has spent time and effort on an important study and you use that information, a reference note is your way of saying thanks, and of letting readers know about your source's contribution. Beyond considerations of courtesy, however, come considerations of honesty. It's dishonest to take credit for another person's original words or ideas. To do so would be an act of *plagiarism*. Don't be guilty, even unintentionally, of plagiarism. Always give appropriate credit to those whose original words and ideas appear in your own writings.

Some rules to follow:

1. Use quotation marks around four or more words in succession from a source.
2. Place parenthetical reference after the ending quotation marks and before the end mark of the sentence.
3. Use no more than three to four quotations in a paragraph. Incorporate them into your sentences and limit length.
4. Consolidation of parenthetical references
   1. If information presented in an entire paragraph is taken from a single source and from consecutive pages within that source, you may use one parenthetical reference at the end of the paragraph.
   2. If consecutive sentences within a paragraph contain information from consecutive pages within a source, you may use one parenthetical reference at the end of the series of sentences.

**Writing Reminders:**

Avoid use of first person (I, my, etc) and second person (you). Avoid direct references to the writing (my thesis, this paragraph, etc.).