

Dear \_\_\_\_\_,

Your Project topic this year is \_\_\_\_\_.

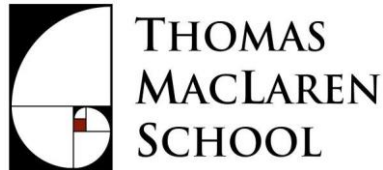
Your Project advisor is:  Ms. Cassell       Mr. Garcia  
 Mr. Kimble       Ms. Randall  
 Mr. Fuller

Attached is all the information you need to have a successful Project Week.

1. Specific guidelines for your Project (report & diorama guidelines)
2. Recommendations for time management (all students must show they have worked at least 30 hours on a Project; how that time is used depends upon the Grade/Project)
3. Guidelines about proper citations
4. Your timesheet that you must fill out each day and return with your Project

You must work at least 30 hours on the Project.

We hope you learn a great deal and enjoy yourself, too!



## Project Week Requirements

### 9th Grade Research Paper

You will be responsible for writing a 6-10 page research paper on a specific topic in American history between 1860 and 1989. Your focus should be on a specific event or an individual's involvement in a particular event that substantially changed the economic, political, cultural/social, or religious climate in America. For example, instead of researching John F. Kennedy you might want to research Kennedy's role in the Cuban missile crisis or the Bay of Pigs invasion. You should also note that these events are not isolated happenings. They are a part of a larger theme found throughout American history. Your paper should show those connections to the larger theme by answering certain specific questions about your topic. Your paper must address (at least) the following topics:

If you are researching a person:

- When did he or she live?
- What was the world like at this time? (this should be brief; not the focus of the paper)
- How did he or she become a substantial figure in the world in which they lived? What circumstances led him or her to this position?
- How did he or she specifically accomplish their goals?
- Were there any controversies surrounding this person?

If you are researching an event:

- What are some of the events that led up to this particular one?
- What is the political/social/cultural climate of the period in which this event takes place?
- What similar events (precedents) helped to establish this one?
- Describe **ALL** of the particular, relevant historical details of the event  
For instance, if you are researching *Brown v. Board of Education* you should include: (1) the date that the case reached the Supreme Court, (2) the people involved in arguing both sides of the case, (3) the presiding Chief Justice of the Supreme Court during the case, (4) a brief explanation of the arguments of each side of the case, and (5) the details of the Court's final decision
- What is the impact of this event? In what way is it important? As a challenge to tradition? As a new trend developing?
- Does this event reflect the ideals or values that dominate the culture at the time?
- Does this event still impact our world today? In what ways?



THOMAS  
MACLAREN  
SCHOOL

**Project Week Time Management Guidelines  
High School**

Overall Time to be Logged for Project during Project Week: 30 hours

**Project Deadlines**

\_\_\_\_\_ : Submit 5 sources for approval (limit of 2 online sources)

\_\_\_\_\_ : Final Project Due

**Suggested Use of Time during Project Week**

Plan to divide your time into 2 major blocks of time:

65% for research, reading, note-taking, and source documentation

35% for completing the written portion of the project

Here is a more specific breakdown of how you might want to budget your time on the project:

15-17 hours Read sources and create note cards and source cards to document where your information comes from. Compile the research you need to complete the written portion of your project.

3-4 hours Organize your note cards by topic and review instructions to make sure you have gathered adequate information on all required components of the project.

1-2 hours Review formatting and citation guidelines and create your Works Cited page for all sources.

10-15 hours Complete the written portion of your assignment. Be sure to leave time to proof-read.



# THOMAS MACLAREN SCHOOL

## HOW TO WRITE A RESEARCH PAPER

1. Make a schedule. Figure out how much time to spend on particular tasks. In general, plan to spend about 20 hours researching (reading, taking notes, etc.), and about 10 hours in the writing process (including revisions and citations). Give yourself a deadline for the research to be completed, the first draft, etc.
2. Do some initial reading. You should read some general articles on the subject – secondary sources are OK – to grasp the basic issues and topics involved. These should be descriptive, in the way an encyclopedia article is descriptive, rather than argumentative. From what you learn, you should be able to sketch an outline of the subject that will structure your paper.
3. Prepare a preliminary (working) outline. This is important for labeling and organizing your note cards later. You should already have ideas of how to break your topic down into parts. Take the time to write this out on a piece of paper. You may run across other possible parts that you will add, but you need to have some way of classifying your note cards before you begin.
4. Prepare a working bibliography for each source. An easy way to do this is to write down the bibliographic information for each source on its own 3 x 5 card. It would include the full information for each source in the format that you will use for the final paper (see: Project Week Formatting and Citation Guidelines). If you do this in the beginning, you should not have to return to the book for this information. This method also enables you to re-alphabetize your cards quickly as you add or take away sources.
5. Read and take notes on cards. You should use 4 x 6 cards for this so they will hold a reasonable amount of information.
  - a. Label the card with the source (e.g., author's last name, pointing you to the correct bibliographic card) and the topic name or number that corresponds to your working outline.
  - b. Write a new card for each topic and each source. If one page of the source deals with three different topics in your outline, write three separate note cards. You are going to shuffle these cards around, arranging them by topic to fit your outline when you are finished. This will not work if you have put more than one topic on a single card.
  - c. Mark the precise page number. This will help you cite precisely and accurately later without having to return to the book to find out where you got that idea or fact. If the idea carries over from one page to another in the source, mark each part of the card with the correct page number.
  - d. In general, write the notes in your own words. This has two advantages: 1. You will be more likely to understand the notes when you come back to write the paper from them. 2. You are automatically one step removed from the original source's wording so that you are not likely to fall into plagiarism. If the author's words are important enough to quote in your paper, go ahead and copy them onto the note card, making sure to indicate a direct quote.
6. Review and arrange the cards within each topic. This step depends partly on the detail of your outline. You likely will find yourself subdividing some outline topics, even in the process of writing the cards. If so, mark the changes on the affected cards. The arrangement may reveal that your notes are thin on a particular topic. If so, go back and take some more notes.
7. Write the first draft from the cards. Depending on the quality of your work so far, you should be able to get a decent first draft just by typing in sentences from your note cards. You certainly should have enough information to make the writing go easily. Put the citations in the paper while you are writing, since the information is on the card in front of you.
8. Revise your paper. Reread the draft and make corrections on it. Write a second draft based on those revisions and continue to improve your paper. Work hard at making your writing clear and concise. Make sure all paraphrases and quotations are worked smoothly into the paper. Read the work aloud. Your ear will catch mistakes and awkward phrasing that your eye may not catch.
9. Produce the final copy.
10. Assemble your Bibliography.



THOMAS  
MACLAREN  
SCHOOL

## Project Week Formatting and Citation Guidelines

Guidelines for Research Paper Bibliography

A large part of your Project Week work will be the researching and writing of a paper. A research paper requires you to gather, read, and evaluate multiple sources on your topic, and with these write a clear and informative paper.

Source requirements (*at minimum*): **3 print; 2 electronic**

For the written component of your project, all material must be properly formatted and cited. The MacLaren manuscript form applies, specifically, *12 pt. Times New Roman font, double spacing, and 1-inch margins.*

**Plagiarizing, Quoting, and Paraphrasing:** Please be careful when quoting and paraphrasing that you DO NOT plagiarize an author's work. Here is a quick outline of the differences between quotation, paraphrasing, and plagiarism:

*Plagiarism:* Plagiarism is using someone else's ideas in your work without properly citing that information. Plagiarism can be using the exact words of an author without quoting and citing, or paraphrasing too closely to the original text. Simply moving words around or making slight changes DOES NOT mean you have created an original thought!

*Quotation:* If you are using the author's *exact* words, you must quote WORD FOR WORD, and include quotation marks around all quoted material.

*Paraphrasing:* If you paraphrase, that means you are taking material from the source and putting it into your own words. When you paraphrase you demonstrate your understanding of an author's argument or assertion, but you are still using his or her ideas, so this material MUST STILL BE CITED (as explained below). Be careful when you paraphrase that you really understand what the author is trying to say.

**Paraphrasing Exercise (from <http://owl.english.purdue.edu/owl/resource/563/02/>):**

We will continue to use MLA guidelines when paraphrasing material. Remember that you must still include a citation for a paraphrase.

*The following passage is taken from an original source:*

The twenties were the years when drinking was against the law, and the law was a bad joke because everyone knew of a local bar where liquor could be had. They were the years when organized crime ruled the cities, and the police seemed powerless to do anything against it. Classical music was forgotten while jazz spread throughout the land, and men like Bix Beiderbecke, Louis Armstrong, and Count Basie became the heroes of the young. The flapper was born in the twenties, and with her bobbed hair and short skirts, she symbolized, perhaps more than anyone or anything else, America's break with the past.

—from Kathleen Yancey, *English 102 Supplemental Guide* (1989): 25.

*This is a legitimate paraphrase of the same passage (including the proper in-text citation):*

During the twenties lawlessness and social nonconformity prevailed. In cities organized crime flourished without police interference, and in spite of nationwide prohibition of liquor sales, anyone who wished to buy a drink knew where to get one. Musicians like Louis Armstrong become favorites, particularly among young people, as many turned away from highly respectable classical music to jazz. One of the best examples of the anti-traditional trend was the proliferation of young "flappers," women who rebelled against custom by cutting off their hair and shortening their skirts (Yancey 25).

### **In-text Citations:**

To cite material within the text, we will be using MLA guidelines. When you **paraphrase** or **quote** an author's work in your paper, you must include a citation. We do this by including the last name of the author and the page number on which the material was found. The citation goes inside of the end punctuation mark. For example,

*Edmund is described by C.S. Lewis as "becoming a nastier person every minute" (48).*

or

*Edmund is described as "becoming a nastier person every minute" (Lewis 48).*

For electronic sources, you do not need a page number, but try to include the author of the webpage and article title.

### **Bibliography**

For every source you cite, you will have a corresponding entry in your Works Cited page, or bibliography. Your Works Cited page must be on a separate sheet of paper (see sample page).

For books, your citation should follow this format:

Last name, First name. *Title of book*. Place of Publication: Publisher, Year of Publication. Medium of Publication (i.e. Print).

For books with more than one author, the format should be:

Last name, First name and First name, Last name.

For chapters or essays in an anthology, the format is:

Last name, First name. "Title of Essay." *Title of Collection*. Ed. Editor's Name(s). Place of Publication: Publisher, Year. Page range of entry. Medium of Publication.

For an electronic source, try to find the following information:

- Author and/or editor names (if available)
- Article name in quotation marks (if applicable)
- Title of the Website, project, or book in italics. (Remember that some Print publications have Web publications with slightly different names. They may, for example, include the additional information or otherwise modified information, like domain names [e.g. .com or .net].)
- Any version numbers available, including revisions, posting dates, volumes, or issue numbers.
- Publisher information, including the publisher name and publishing date.
- Take note of any page numbers (if available).
- Date you accessed the material.
- URL (if required, or for your own personal reference).

For example:

Stolley, Karl. "MLA Formatting and Style Guide." The OWL at Purdue. 10 May 2006. Purdue University Writing Lab. 12 May 2006 <<http://owl.english.purdue.edu/owl/resource/557/01/>>.

For additional information on MLA Guidelines and the writing process, please see the very useful OWL at Purdue website: <http://owl.english.purdue.edu/owl/>

### Works Cited

*The Purdue OWL*. Purdue U Writing Lab, 2008. Web. 27 Dec. 2008.

Lewis, C.S. *The Lion, the Witch, and the Wardrobe*. New York: Harper Collins Children's Books, 1950. Print.



THOMAS  
MACLAREN  
SCHOOL

**MANUSCRIPT FORM**

Standards for Written Work

1. Use white, college-rule, loose-leaf paper, standard letter size.
2. Write only on one side of the sheet.
3. Write in blue or black ink or typewrite. Double space the lines. Word processors may be used. No erasable ink or felt tip pens may be used.
4. Leave a margin of about two inches at the top of the page and margins of about one inch at the sides and bottom. The left-hand margin must be straight; the right-hand margin should be as straight as you can make it.
5. Font: 12-point font/Times New Roman or Calibri.
6. Indent the first line of each paragraph about one-half inch from the left.
7. Identify your work with the following heading:  
    Full name  
    Course/Teacher's Name  
    Assignment  
    Date Due  
  
Put this heading in the upper right hand corner above the lines.
8. If your paper has a title, write it in the center of the first line. Do not enclose the title in quotation marks or underline it. Skip a line between the title and the first line of your composition.
9. If your paper is more than one page in length, number the pages after the first, placing the number in the bottom right corner, about a half inch up from the bottom.
10. Write legibly and neatly.
11. Do not fold paper. Keep them flat in your folders.
12. Staple or paper clip pages together. Do not fold or tear the corners.
13. Cross out errors with one line, or use white-out sparingly.





