

Name _____ Subject _____ Period _____

Outline for February Black History Research Report

Forecasting Thesis Skeleton: Use complete sentences only.

In this research report, my main focus will be

List your three sub-topics here:

- 1.
- 2.
- 3.

An **introduction** is a short paragraph of about five to ten sentences, which grabs the reader's interest on the topic. It can pose a question, give information or an important fact, or provide a short anecdote (story).

The **forecasting thesis** not only states your main topic but also states your sub topics. Your main topic may begin with the following: **In this research report, my main focus will be to discuss. . .**

Your sub topics will be stated in separate sentences. Each sentence will begin with a transition (**First, I will discuss; Second, I will explore; Finally, I will explain**).

As an alternative, your sub-topics may also be placed in one sentence. In this case, the main topic and sub topics may be placed at the end of the introduction since they are too short to make their own paragraph.

How to Format Your Research Paper

1. Use good quality 8 ½" X 11" white paper, printed only on one side.
2. Double-space the entire paper. Do not triple-space between paragraphs.
3. Maintain a one-inch margin on all four sides of all pages.
4. MLA format does not require a cover page. Therefore, on the first page of your paper, place the following information on the **left** margin, one inch from the top on four double-spaced lines:
 - Your name
 - Your teacher's name
 - Course title
 - Due date

5. Include a header on all subsequent pages that contains:
Your last name and the page number one-half inch from the top of each page, with page numbers flush with the **right** margin.

Works Cited

On the back of this page, I am going to put the information from all sources (Works Cited) I used for this paper. The Works Cited page contains the following:

Your last name and page number as a header

The words Works Cited, Centered one inch from the top. Do not use quotation marks, underline or italics. Capitalize the W and C.

Double-space the entire page.

Begin the first entry one double-space below the Works Cited title.

Begin all entries at the **left** margin; however, if they run to the next line, indent five spaces. See the **Internet example** below.

Enter all sources in **alphabetical order** by the first name, title, or word more than four letters long.

Book format:

Baker, Bruno. *The Meaning of Fairy Tales*. New York: Knopf, 2001.

Encyclopedia format:

Woodley, Mary. "Abraham Lincoln." *World Book Encyclopedia* 2000 ed.

CD-Rom:

"Psychology." *Encarta* 1999. CD-ROM. Microsoft, 2001.

Internet format:

Kaplan, Lisa Faye. "Workplace: On Job Interview, Make a Good Impression." *The*

Detroit News. 28 Feb. 1997. <http://detnews.com.htm> (22 Aug. 2001).

Note: February 28 was when the site was updated by the person who created the web site. August 22 was when the site was viewed (accessed) by the student who found the information.

Also, if the Internet site does not contain all of the above information, list only the information it does contain. For instance, if it does not have an author, then list the title, the source, the update date, the web address and the access date.

Student list of Works Cited Sources

How to Copy Quotes Without Plagiarizing (MLA Format)

Before I write down important quotes for my topics, I will refer to this page. I must begin my quotes with my own words, a signal phrase, or a transition, and end with the author's last name, a space, and the page number of where I got the information. **My format should look like this: Own words, "quote copied word for word" (Author's last name and page).** It is also important that at least one sentence comes before and after a quote. Too many quotes in a row look cluttered. You should comment on the significance of the quotes you find whenever possible. **The pattern is: sentence, quote, comment.**

Signal phrases (useful for research reports):

In the words of researcher (author's full name), "quote" (page).

As (author) has noted, "quote" (page).

(author) points out that, "quote" (page).

(author) offers the following argument: "quote" (page).

Other words to use in signal phrases (useful for research reports):

admits, agrees, argues, asserts, believes, claims, compares, confirms, contends, declares, denies, writes, emphasizes, insists, notes, observes, points out, reasons, refutes, rejects, reports, responds, suggests, thinks.

You may also begin quotes and paraphrases with a transition (useful for literature):

Consequently: as a result

Furthermore: in addition

However: replaces but

Indeed: truly, or to show surprise

Moreover: besides

Nonetheless: same as nevertheless

Subsequently: after the fact

For example: for this sample or instance

In addition: means to add on information

On the contrary: to show the other viewpoint

In fact: to state a fact

Hence: from now on

Incidentally: in connection with

Likewise: similarly

Nevertheless: despite some action

Similarly: of the same sort

Therefore: for this reason

For instance: same as for example

In other words: to make a statement clear

As a result: the end result of something.

Ellipsis Mark: You may use the ellipsis (. . .) to show that you have omitted (removed) words in a quote. If you omit a whole sentence, use four dots (. . . .)

Brackets: Use brackets [] to insert words into quoted material or to change existing words.

Quotes: If the material you quoted already contains quotes, use single quotes to surround that quoted material: " ' quoted material ' " (Author Page). **This rule does not apply to literature dialogue.**

Original Passage in a book by Karl Davis on page 5:

If the existence of a signing ape, who was raised in captivity, was unsettling for linguists, it was also startling news for animal behaviorists.

Example of how to use ellipsis and brackets in a research paper:

As Karl Davis notes, "the existence of a signing ape . . . was unsettling for linguists, [and] it was also startling news for animal behaviorists" (5).

Useful ways to begin a comment after a quote (useful for research and literature):

This shows, reveals, explains, expresses, insinuates, proves, indicates, points towards, states, examines, depicts, illustrates, deduces, suggests, emphasizes

How to Paraphrase Without Plagiarizing (MLA Format)

Plagiarism is literary theft because it means using someone else's words or ideas as if they were your own. It's a serious offense, usually with serious penalties attached – like automatic failure for the paper or even the course. To avoid plagiarism, you must paraphrase.

Before I paraphrase information for my topics, I will refer to this page.

I must end my paraphrase with the page number of where I got the information, but I do not need to place quotes around the information.

Paraphrase is useful to accomplish two things:

1. When you need to simplify complicated text
2. When you need to clarify (or make clear) a passage

Rules to avoid plagiarism:

1. **DO NOT** use exact words from a source without putting them inside quotation marks and giving credit to the source. See **How to Copy Quotes** above.
2. **DO NOT** reword a passage without giving credit to the source.
3. **DO NOT** summarize a passage without giving credit to the source.

Example:

Original Passage from a text by Mary Smith on page 15 of her book, *Home Repair*:

Windows are the home's giant energy eaters. As the world grows more energy conscious, homeowners seek more ways to seal the leaks that allow heating dollars to flow freely through escape routes. They add insulation to the ceiling; they add weather stripping around doors and windows; they caulk cracks and crevices; they add storm windows or thermal panes. After all such measures have been taken; however, there seems little else to do. Wrong! About 35% of household heat can escape through windows-even those carefully caulked and protected with storm windows.

Student paraphrase:

According to Mary Smith, in her home improvement book, *Home Repair*, homeowners who are concerned about energy do everything they know to conserve. They insulate, weather strip, caulk, and add storm windows, hoping to prevent heat from entering their homes. Unfortunately, many of these homeowners overlook that about 35% of heat loss occurs through windows; therefore, windows remain the worst enemy to effective energy conservation (15).

Note: For paraphrase, you do not have to cite each sentence individually. Because the paragraph begins with the author's name and ends with the page number, it is clear that the entire paragraph was paraphrased.

How the source would look in the Works Cited page:

Smith, Mary. *Home Improvement*. New York: Beacon, 2000.

Hint: One way to write a paraphrase is to not look at the original source when you are writing. Then, compare what you wrote with the source and make any necessary changes.

Useful Sentence Structure in Reports and Essays

How to use the semicolon and conjunctive adverb: A semicolon can be used to connect two related sentences. If you use a conjunctive adverb as well, your writing will improve drastically.

Example of two related sentences: If an animal does something, we call it instinct. If we do the same thing, we call it intelligence.

Two related sentences combined with a semicolon and conjunctive adverb:

If an animal does something, we call it instinct; however, if we do the same thing, we call it intelligence.

Formula: sentence; (conjunctive adverb, transition, or transitional phrase), sentence.

Conjunctive adverbs: accordingly, also, anyway, besides, certainly, consequently, conversely, finally, furthermore, hence, however, incidentally, indeed, instead, likewise, meanwhile, moreover, nevertheless, next, nonetheless, otherwise, similarly, specifically, still, subsequently, then, therefore, thus.

Transitional phrases: after all, as a matter of fact, as a result, at any rate, at the same time, even so, for example, for instance, in addition, in conclusion, in fact, in other words, in the first place, on the contrary, on the other hand.

Note: Do not begin the first sentence with a transition or conjunctive adverb.

How to use a phrase (subordinate conjunction):

Although she liked to read, Karen was not looking forward to her first literature class.

Karen was not looking forward to her first literature class **although** she liked to read.

Subordinating conjunctions: although, as, as if, because, before, even though, if, since, so that, than, that, though, unless, until, when, where, whether, while.

Note: Use a comma to separate the clause if it begins the sentence.

Compound-complex sentence: A sentence consisting of at least two independent clauses and at least one subordinate clause. The sentences are italicized. The clause is underlined.

When Kino found the pearl, his life changed forever, and he became a rich man.

Compound-complex sentence using a semicolon and conjunctive adverb:

When Kino found the pearl, his life changed forever; **moreover**, he became a rich man.

Correlative Conjunctions (advanced use of conjunctions):

either . . . or

Kino wanted to buy **either** a gun **or** a harpoon.

neither . . . nor

Juana **neither** liked the doctor **nor** the trackers.

whether . . . or

Coyotito's life depended on **whether** Juana sucked enough of the scorpion poison out of his shoulder **or** if the poultice took down the swelling.

not only . . . but also

Kino's new wealth **not only** makes the village people jealous of him, **but it also** makes him a target of violence from those who want to steal the pearl.

both . . . and

Juana prayed to **both** the Christian God **and** the Indian gods in the hopes that Coyotito could be saved from the scorpion bite.

Topic one is about: _____
Topic One Quotes and Paraphrases

All of my quotes and paraphrases for topic one will be listed on these pages following the proper MLA format. I should have my teacher check my work often.

Topic one is about: _____
Topic One Quotes and Paraphrases

All of my quotes and paraphrases for topic one will be listed on these pages following the proper MLA format. I should have my teacher check my work often.

Topic two is about: _____
Topic Two Quotes and Paraphrases

All of my quotes and paraphrases for topic two will be listed on these pages following the proper MLA format. I should have my teacher check my work often.

Topic two is about: _____
Topic Two Quotes and Paraphrases

All of my quotes and paraphrases for topic two will be listed on these pages following the proper MLA format. I should have my teacher check my work often.

Topic three is about: _____
Topic Three Quotes and Paraphrases

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