

*Eastford Elementary School*  
*Language Arts Guide to Research Paper*

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Revised Spring 2012

When beginning a research project remember to follow the **Big 6**:

**1. Task Definition:**

- \* Define the information problem    \* Identify information needed

**2. Information Seeking Strategies:**

- \* Determine all possible sources    \* Select the best sources

**3. Location and Access:**

- \* Locate your sources    \* Find your information within the sources

**4. Use of Information:**

- \* Read, listen, or view your sources    \* Take notes on your sources

**5. Synthesis:**

- \* Organize your data    \* Write your outline, rough draft, and then, final copy

**6. Evaluation:**

- \* Did you follow the given rubric?    \* Did you follow the research process?

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\*\*Papers that are **typed**, should follow the following format:

- \* double-spaced
- \* typed in font size 12
- \* the body of the paper should be typed in New Times Roman, Helvetica, Geneva or Arial
- \* Margins should be one inch on all sides

Papers that are **hand-written**, should be written neatly on lined paper in cursive, with writing on every other line, in pen or pencil. Writing should only appear on one side of the paper. Page margins should also be observed.

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***HELPFUL HINTS***

- \* Be sure that your paper has an introduction, body and conclusion. It should also follow the rubric that is given with the assignment.
- \* Use the many sources that are available to you in the library and on-line. Ask for help if you cannot locate the materials that you need.
- \* Plagiarism is copying someone else's writing and is wrong. Be sure that everything in your report is written in your own words!
- \* Titles of books, newspapers, magazines, and computer pages are underlined in a report. The articles within them are placed in quotes.
- \* Do not use contractions in a formal paper.
- \* Numbers from one to ten are usually written as words; numbers over ten are written as numerals.
- \* Proofread your work when you are finished! It might also be helpful to have a friend or relative read what you have written, so they can give you feedback.
- \* Pace yourself! Do not try to write a whole report in just one night.

### ***BIBLIOGRAPHY FORMAT:***

All papers need to have a bibliography as a separate page at the end where all the sources that have been used are cited. Exact punctuation is important! Note that entries in a bibliography need to be listed in alphabetical order according to the author's last name.

#### **BOOKS:**

Author's last name, first name. Title of book. Place of publication: Publisher, copyright date.

Examples: *One author*: Smith, Gordon. Spain. NY: Grolier Pub. Inc., 2003.

*Two authors*: Booker, Anna, and Sam Williams. Climb. NY: Bantam, 2004.

*More than three authors*: Card, Jack, et al. Internet Links. Boston: Viking, 1999.

*Editor*: Morris, Karen, ed. Educational Problems. NY: HarperCollins, 2001.

#### **ENCYCLOPEDIA ARTICLES:**

*Signed*: Wilkie, Richard, "Uruguay." World Book Encyclopedia. 2005 ed. Vol. 18, pgs. 55-60.

*Unsigned*: "Dodge City." Collier's Encyclopedia. 2000 ed. Vol. 4, pg. 25.

#### **MAGAZINE ARTICLES:**

*Signed*: Coy, Gary and Peter Williams. "The Study of Penguins." National Geographic. November 2004: 150-154.

*Unsigned*: "Can You Depend on Cell Phones?" Business Week, May 2005: 8.

#### **INTERNET SITES:**

Last name of author, first. Name of page. Date of latest revision. Date of access. <Web address>.

Dawne, John. Cancer Research Page.

April 18, 2005. May 2, 2006. <<http://www.cancer.org>>.

### ***HELPFUL WEBSITES***

#### **www.iconn.org**

The CT Digital Library – a source of millions of books and articles needed for research. You should always begin your research with this site. If you use articles and books on this site, there are "source citations" at the end of each writing that you can cut and paste into your bibliography. Note: to access this site from home you need to have your ten digit library card number.

#### **www.noodletools.com**

A site that assists you with writing your bibliography. (Hint: remember to write your password in a safe place once you create your account).

#### **www.bibme.org**

Another site that will assist you with writing your bibliography.

#### **<http://www.geocities.com/Athens/Oracle/4184/>**

A site that helps you organize a research paper and document it with MLA citations.

#### **www.infoplease.com**

An information resource site that has reference tools such as an almanac, atlas, encyclopedia, dictionary, thesaurus and more.