



# WRITING THE RESEARCH PAPER

by  
Susan Frankel  
Professor of English  
With Nina McHale  
Reference/Digital Resources Librarian  
Howard Community College

August 2002

## TABLE OF CONTENTS

---

<b>The Essence of the Research Paper.....</b>	<b>2</b>
<b>Definitions.....</b>	<b>3</b>
<b>Where to Go for Help.....</b>	<b>6</b>
<b>Using the HCC Library.....</b>	<b>8</b>
<b>Conducting Research on the Internet .....</b>	<b>15</b>
<b>Steps in Writing the Paper.....</b>	<b>20</b>
<b>Documentation.....</b>	<b>24</b>
<b>American Psychological Association (APA) Style.....</b>	<b>25</b>
<b>Sample Reference Page.....</b>	<b>35</b>
<b>Modern Language Association (MLA) Style.....</b>	<b>36</b>
<b>Sample Works Cited Page.....</b>	<b>45</b>
<b>Quotations.....</b>	<b>46</b>
<b>Plagiarism.....</b>	<b>48</b>
<b>Format of the Finished Paper.....</b>	<b>49</b>

# The Essence of the Research Paper

---

## **THIS PAGE IS IMPORTANT; DON'T SKIP IT!!!**

Writing a research paper is a complex task. This guidebook is designed to help you with the process and answer your questions. It addresses common student concerns and the mechanics of writing the paper. If you follow the process and adhere to the correct documentation style and the instructor's directions, you should end up with a mechanically correct research paper or documented essay. However, that does not assure a quality document or a high grade. An effective research paper also smoothly integrates the research findings into unified, coherent paragraphs. Like all other well written documents, the research paper is clearly and logically organized. The writing is focused, and smooth transitions link ideas and paragraphs. Grammar, punctuation, usage, and spelling are accurate. The paper is written formally in the third person and appears professional.

The key to an effective research paper is integrating the research into the body of the paper. This is also the most difficult part of writing the paper. The research should support and lend credence to your conclusions, but it should not dominate the paper. Much of the writing should be your own ideas that are supported by research. Transitional words and phrases should be used to connect your thoughts to the references. If that's not done, the writing will be stilted and contrived; the paper will be choppy, and coherence will be lost. Remember that the research paper is like all other formal essays, and all of the rules of good writing apply. The paper should have an introduction, a body and a conclusion, and it should be focused and fully developed.

Be careful to plan your time wisely. Many students spend so much time gathering their research and completing note cards that they run out of time at the end. The result is that the final paper is not their best effort. Before you begin the process, set up a time line for completion of each step, and stick to it. You need ample time to write, revise and proofread your paper. It's easy to get caught up in the research, but you'll be evaluated on the finished product, so be sure to allow plenty of time to create a quality document. Before you hand it in, proofread the paper carefully, check the documentation for accuracy, be sure that you have adhered to all directions, and finally make certain that the paper looks professional.

# Definitions

---

## **APA FORMAT**

APA refers to the American Psychological Association format for documentation. Typically, APA style is used for social science, biological science and nursing research papers.

## **BIBLIOGRAPHY CARD**

A bibliography card contains the information needed when writing the Reference or Works Cited page. Use a different bibliography card for each reference source OR keep the information in a file on your computer.

## **BIBLIOGRAPHIC INFORMATION**

The last page of your research paper or documented essay will list all of the sources you used to write your paper. Each source must contain bibliographic information including: author, title, publication information.

## **CITATION**

Each entry on the Works Cited or Reference page is called a citation, and it contains the bibliographic information needed for a reader to find the source information.

## **DOCUMENTED ESSAY**

A documented essay clearly expresses a point of view that is supported with sound reasoning and is similar to a persuasive essay. However, the documented essay is supported not only by the author's opinion but also by research. The documented essay uses references to give credence and power to arguments.

## **JOURNAL**

Journals are periodicals written by and for professionals in specific fields.

## **MLA FORMAT**

MLA refers to the Modern Language Association format for documentation. Typically, MLA style is used for language and literature research papers.

## **NOTE CARD**

A note card contains information gathered from research to be incorporated in the research paper. A separate note card should be used for each piece of information.

**PARAPHRASE**

One kind of citation to use is the paraphrase. When you paraphrase, you express another person's ideas in your own words. A paraphrase includes all of the information from the original source, but the wording is your own. All paraphrases must be documented with a parenthetical citation, and the source must be listed on the Works Cited or Reference Page of the paper.

**PARENTHETICAL CITATION**

Parenthetical citation is used to identify reference information in the paper. It is a brief notation placed at the end of the last sentence of each reference. It contains information needed to identify the source.

**PERIODICAL**

Periodicals are publications that are printed at regular intervals, such as journals, magazines, newspapers, and newsletters.

**PLAGIARISM**

Plagiarism occurs when other people's words or ideas are used without giving credit to the source.

**PRIMARY SOURCES**

Primary sources are the original source of information. They include original writings of an author, autobiographies, speeches, and laboratory experiments.

**QUOTATION**

A quotation is incorporating the exact wording of an author in your writing. Quotations should be used sparingly in your paper, and they must always be cited.

**REFERENCE PAGE**

The reference page used with the APA format lists all of the sources used in compiling the paper. Each source must be fully documented with complete bibliographic information.

**RESEARCH PAPER**

A research paper involves surveying the literature to become familiar with what is known about a topic and then adding reasoned ideas to that bank of knowledge. In writing the research paper, the writer must accurately reflect an understanding of the topic based on what has already been written. Then, the writer's own perspective is added based on what was learned through a thorough investigation of the topic.

## **SECONDARY SOURCES**

Secondary sources contain information about the primary source. They include newspapers, periodicals and journal articles written about a topic. Also, biographies, critiques and analyses are examples of secondary sources.

## **SUMMARY**

Summary is one kind of citation used in research papers. The summary captures the most important ideas from the original source. It is written entirely in your own words and is shorter than the original material. All summaries must be documented with a parenthetical citation, and the source must be listed on the Works Cited or Reference Page of the paper.

## **THESIS**

The thesis is the statement in the research paper or documented essay that presents the topic, point of view and any major conclusions arrived at through research. The thesis should appear in the first paragraph of the paper. The rest of the paper explains, argues and proves the thesis.

## **WORKS CITED PAGE**

The Works Cited page used with the MLA format shows all of the sources used in compiling the paper. Each source is fully documented with complete bibliographic information.

## Where To Go For Help

---

### **COURSE INSTRUCTOR**

Always start with your course instructor. The teacher understands the assignment and knows the requirements, so he/she is the ultimate resource for answering questions. If you are interested in a good grade, do not guess about requirements; go to the source and ask. Instructors are anxious to help; they want you to do well.

### **LIBRARIANS**

Librarians love a challenge. Whenever you have problems finding a source, locating necessary information, or using the equipment, ask the librarians; that's why they're there. Either stop by the library or call 410-772-4921 for help with your research paper. Alternatively, you can email the librarians at <http://libmain.howardcc.edu>.

### **WRITE ROOM**

The Write Room is located in the Learning Assistance Center, which is in the library. You may drop-in or schedule an appointment to talk with a writing instructor about your research paper. Bring your assignment sheet, your outline, your paper and your questions with you. The tutors can answer questions and give suggestions about organization, format, development, and grammar. They can also help with the documentation. They are anxious to help, but they will not proofread the paper for you. Take advantage of the Write Room for help with your writing.

### **OPEN COMPUTER CENTER**

Research papers must be typed, and using a word processor is by far the best way to produce a quality paper because you can revise endlessly with little effort. Many computers are available for student use in the Open Computer Center, Room L180. The computers are already loaded with word processing software, and all computers in the school use the same word processing program. You do not have to schedule an appointment, but sometimes the room fills up. Bring your HCC identification card with you.

### **OPEN ENGLISH LAB**

If you are writing a documented essay or research paper for your English class, drop into any open lab hour to receive assistance with your paper. The open lab is staffed by writing instructors who are familiar with the assignments and are excellent resources for help. No appointment is necessary, but sometimes the lab gets busy. The open English lab is only for students enrolled in English courses at HCC.

## **STYLE BOOKS**

If you are using the MLA style and have a question about documentation format, consult the *MLA Handbook for Writers of Research Papers*. If you are using the APA style in your paper, consult *Publication Manual of the American Psychological Association*. Both books are on shelved in the Ready Reference section of the library located behind the Research Assistance desk. Copies are also available in the HCC bookstore.

## **ONLINE HELP**

Lots of help is available online. Consult the following websites for assistance:

Howard Community College Librarians

<http://libmain.howardcc.edu>

Howard Community College Online Writing Lab

<http://www.howardcc.edu>

Purdue University Online Writing Lab

<http://owl.english.purdue.edu>



## Using the HCC Library

---

The HCC Library is located on the second floor of the Library Building in the Campus Quad. The Library houses over 40,000 books and 30 computer workstations for researching online. Regardless of your topic, you'll find resources there that will help you in your research. The Library's home page, which is a valuable source of information and a handy research tool, is located at <http://libmain.howardcc.edu>.

### Library Hours for Regular Fall and Spring Semesters

Monday - Thursday	8:00 a.m. – 11:00 p.m.
Friday	8:00 a.m. – 10:00 p.m.
Saturday	9:00 a.m. – 5:00 p.m.
Sunday	1:00 p.m. – 5:00 p.m.

Summer and Intersession hours are posted outside the Library entrances and on the Library's home page at <http://libmain.howardcc.edu>.

### Library Phone Numbers

Check Out Desk:	410-772-4922
Research Assistance Desk:	410-772-4921

### Getting Started with your Research

As you begin to research a subject, it's important to consult a number of different kinds resources for information to make sure that you're getting a complete picture of your topic. For this reason, the Library provides you with books, newspapers, magazines, professional journals, and more. The Library's home page (see above for URL) provides Internet access to most of these resources. You don't even have to be in the Library any more to start your research! Following are a few pointers about books, newspapers, magazines, and journals that may help you while you research.

#### Books

Books, as you might guess, are in-depth studies that focus on a single or a few related topics. They do take some time to make it from the author to the publisher to the Library's shelves. Use the Library's online Catalog, which is an inventory of all of the items on our shelves, is the best way to find books about your topic. If you know the title of a book about your subject, or the name of an expert who may have written a book about it, try searching by title or author. If you've only got a general idea about a topic that you've chosen or been

assigned, try a keyword search using terms that describe your topic. You'll get a list of books on that topic, including short descriptions and a call number for each book. Simply jot down the call number, author, and title for each book that you'd like to find.

Before you head to the stacks to find your books, always double-check the location of each book first. Books are usually in one of two places: the Main Stacks or the Reference section. Reference books, such as encyclopedias and dictionaries, must be used in the Library, but books in the Main Stacks may be checked out. In the Catalog, you can tell whether an item is a Reference book by the call number, which will begin with "REF." If you look in the Main Stacks for a Reference book, you won't find it. Also, if someone has already checked out an item, or if it's lost, this will be indicated in the "location" information for each book.

For some searching tips, see "Databases: Searching Tips" below. The Catalog works in much the same way that the Databases do.

The call numbers that you will copy from the Catalog are part of the Library of Congress Classification scheme that is used by most college and university libraries. Like the Dewey Decimal System's call numbers, the Library of Congress call numbers indicate where you will find a book on the shelf. Also, books about the same or similar topics can be found in a given area. The Library of Congress call numbers start with letters that stand for different fields of study, such as:

B	Philosophy, Psychology, & Religion
D	History
E,F	American History
H	Social Sciences
P	Language & Literature
Q	Science
R	Medicine

(See a Library staff member for a complete list of the subject categories.)

Books in both the Reference Section and the Main Stacks area are organized, A-Z, according to this scheme. For example, if your topic is history, you may want to begin your research by browsing the section of "D" call numbers in both the Reference and the Main Stacks. This is often helpful if you have not yet chosen a topic. Index cards on the ends of the bookshelves themselves will show you what section of the call numbers you're in. If you find a book that piques your interest, you may then go to the online Catalog and search for other books like it.

## **HCC Library Card**

Once you find books about your topic, you'll need a library card to check them out. Simply take a valid photo ID, such as your driver's license or HCC student ID, to the Library's Check Out Desk, and a member of the Library staff will issue you a bar coded library card. (There is no cost to students enrolled in for-credit courses.) Books are checked out for 4 weeks and may be renewed once for an additional 4 weeks.

## **eBooks**

The HCC Library also has a growing collection of eBooks, which are electronic books that you can read anywhere with an Internet connection. Like paper books, the eBooks can be found in the Catalog, and if there are any about your topic, they will be included in the list of items that appears on the screen as you search. You'll know it's an eBook because the call number will start with "EBOOK." To read an eBook, simply click the grey "View" box and follow the instructions given.

## **Newspapers**

Newspapers are also a good source of information, and sometimes the only source of information, for very current events. They do not provide in-depth coverage of a topic as a book does, but books take much longer to write and publish. Also, the editorial pages are good places to look if you'd like to know the public's opinion on your topic, especially if it's controversial.

The HCC Library subscribes to paper copies of *The Washington Post* and *The Baltimore Sun*, which are available each morning at the Check Out Desk. These newspapers, and many other newspapers, also make the most recent news available on their websites for free. (For example, you'll today's headlines and news from the last two weeks for The Washington Post at [www.washingtonpost.com](http://www.washingtonpost.com).) However, the easiest and most comprehensive way to search for newspaper articles is to use Library databases such as LexisNexis, ProQuest, and World News Digest. These databases provide online access via the Internet to articles from *The Post*, *The Sun*, *The Wall Street Journal*, and other major national and international news sources. And unlike the free web sites for each newspaper, you'll find articles from several years back, not just two weeks.

Be sure to read "Databases: Information and Searching Tips" below for help on using the databases.

## **Magazines**

For the purposes of academic research, think of popular magazines, such as *Time*, *Newsweek*, and *Psychology Today*, as newspapers with longer articles. Like newspapers, they are written for a general audience and are published frequently—often weekly, or at least monthly. Although they are good sources of information on timely topics, they are usually not research at the professional

level, which is often what your professor will expect you to find. If this is the case, read on to “Journals” below.

The HCC Library subscribes to a limited number of paper copies of magazines. As with newspapers journals, your best bet is to search a database like LexisNexis for a wide selection that covers many years.

Be sure to read “Databases: Information and Searching Tips” below for help on using the databases.

## **Journals**

Think of journals as specialized magazines written for and by professionals. Their main emphasis is current professional research. Articles in these specialized publications are often written in the jargon or “lingo” of the field, and can be difficult to read at first. Don’t let this frustrate you; your professor probably wants part of your research assignment to be getting to know this “lingo.” If you’re getting your feet wet in a field that is completely new to you, however, reference books and magazine articles might be good places to go if journal articles look like they’re written in a foreign language at first.

In spite of all of this, journal articles are a very reliable source of information because they are “peer-reviewed.” This means that before they are published, other experts in the field—professors, doctors, etc.—thoroughly examine and check the author’s research and findings before an article is accepted and printed. “Scholarly,” “academic,” and “refereed” are other terms used to describe peer-reviewed articles. Journals are published less frequently than magazines, sometimes only once, twice, or 4 times during a year.

The Library subscribes to a limited number of paper copies of professional journals. However, the HCC databases contain thousands of peer-reviewed articles from hundreds of journals in many fields of study. The databases are organized by subject areas—such as Medicine, History, or Science—in the Database section of the Library’s home page. Descriptions of each database are also available there. InfoTrac is the most general and most widely used; it’s often a good place to start.

Again, be sure to read “Databases: Information and Searching Tips” below for help on using the databases.

## **Databases: Information and Searching Tips**

### **Information**

Databases, simply defined, are collections of electronic copies of articles from encyclopedias, newspapers, magazines, and journals. So even though the

Library's databases are accessed online, they're not the same thing as the open Internet or World Wide Web. Another important difference is that they are not freely available to anyone—just HCC students, staff, and faculty. Librarians buy access to databases just as they buy books for the shelves. The databases are valuable and popular resources because they make reliable sources information—articles already published in quality newspapers, magazines, journals, and books—available 24/7 via the Internet. In short, they're just as convenient as the Internet and give you better sources. If you're looking to impress your professor, it's a good idea to fill your Works Cited or Reference page with articles from databases rather than Web sites. (This is not to say that there is no good information on the Internet and World Wide Web; it's just harder to find. See the chapter "Conducting Research on the Internet" for more information on finding reliable Web resources.)

Because the databases "ride" the Internet, you can use them from home if you have Internet access. You can find, read, and print out articles from the databases at your own computer. For instructions on how to do this, go to the "Information" section of the Library's home page (<http://libmain.howardcc.edu>) or call the Check Out Desk at 410-772-4922.

The computer workstations in the Library are available for database searching during all open hours. Printing in the Library requires a VendaCard, which may be purchased from the vending machine near the photocopiers, and costs \$.10 per page. However, you may email yourself articles and print them out at home or in a campus computer lab for free. Another advantage of searching databases in the Library is Research Assistance staff. You can get help right away if you are having trouble finding what you need.

Three terms that you should be familiar with as you begin searching databases are "full-text," "abstract," and "citation." All of the HCC Library's research databases are in part full-text, which means that you simply click on or near the title of an article you've found to read and/or print it out. However, many databases also contain article abstracts and citations. Abstracts are short summaries of articles, and citations are simply the information you need to find a copy of the articles on paper or sometimes in another databases. This information includes the author's name, the newspaper, magazine, or journal title, the date it was published, the page numbers, etc. Abstracts should never be quoted or cited in your papers; always try to find the full text of an article.

If you're stuck with an abstract or citation for an article that you really want, you can see if it's available in full text in another database. From the Databases section of the Library home page, use the Journal Title Finder to see if the Library has a paper copy of the newspaper, magazine, or journal, or to see if it can be found in another database. Here's an example. You're searching in InfoTrac and find what looks like a great article in *The New York Times* about your topic, but it's only a citation, not full text. By using the Journal Title Finder

and looking under the letter “N” for “*New York Times*,” you discover that LexisNexis carries the full text of articles from the Times. Now you can search for your article by author’s name or its title in the LexisNexis database. In fact, the Journal Title Finder will take you straight into LexisNexis, or whichever database you need, simply by clicking on the name of the database.

### **Searching Tips**

Searching the databases for articles is much like searching the Library’s Catalog for books. Starting from the Library’s home page, simply click the “**Databases**” button, and you will be presented with a selection of subject areas. Choose the appropriate subject, and click the red buttons next to the names of the databases to select one that’s right for your topic.

So now you’re there, in the thick of searching InfoTrac or another database, and you’re not finding anything! Certainly, you think, there must be information out there on my topic; why am I not finding it? The most important advice for you at this stage is to be flexible and patient. It usually takes more than one try to find what you’re looking for, or enough of what you’re looking for. Here are some other pointers:

- Before you start searching—or if you’re frustrated and regrouping—come up with a short list of words, terms, and even names that could be used to describe your topic. For example, if you are researching euthanasia, you’d definitely want to try “euthanasia,” “assisted suicide,” and “Jack Kervorkian.”
- This may seem to be overstating the obvious, but check your typing and spelling. It’s easy enough to make a typo, and often words can have more than one correct spelling. For example, “marijuana” can also be “marihuana.”
- Don’t assume that you have to change your topic if you don’t find anything after 5 minutes. Ask a member of the Library staff for help!
- Keep your search statements—that is, the words you enter into a database to search—short. Databases don’t understand questions like “What are ethical implications of euthanasia?” Boil it down to a few words. You can even use the words “AND,” “NOT,” and “OR” to connect words, like “ethics AND euthanasia.” This is a better way to tell the database that you’re looking for articles about the ethical implications of euthanasia.
- Most databases have a variety of adjustable settings, such as dates and types of publication. You can make these settings very general by searching all dates and all publications, or very specific, such as searching *Newsweek* for the past week. If you don’t find anything, set dates and other options to broader ranges. If you find too much, which is almost

worse than finding too little, try restricting your dates to recent years or months. Nothing found in a subject search? Try a keyword search. Still no luck? Try a different database.

- Don't be satisfied with the first 5 articles that come along. As you research, think of how you can narrow your topic. 3 articles about the effects of divorce on elementary school-aged children is a better start than 100 about divorce. Finding articles (and books and websites) with a common thread will make writing your paper MUCH easier!
- Remember: Computers don't really "know" what you're looking for, whether you're searching in the Catalog, the databases, or the Internet or World Wide Web. Try everything you can think of—you might even be surprised at what works. All a computer can do is match the words that you enter to words in books, article titles, and Web pages. This is true whether you're using the Library's Catalog, databases, or the World Wide Web. It's up to you to be flexible and persistent!

### **Need help? Just Ask a Librarian!**

The main duty of all HCC Library staff members is to help you, the HCC student, so don't feel shy or embarrassed about asking questions. Your questions keep them in business!

If you need help with research, or if you just have a quick question about the Library and its resources, you can stop in, telephone, or email. Contact a librarian in any of the following ways:

- During open hours (see above), members of the Research Assistance Staff are available to assist you.
- If you can't make it in to the Library, you may call the Research Assistance Desk at 410-772-4921.
- Finally, the "Ask A Librarian" email service is available from the Library's home page, <http://libmain.howardcc.edu>. Just fill out the online form, type in your question, and submit your email message at any time, and a librarian will send you a reply the same day or the next working day.

# Conducting Research on the Internet

---

## Introduction

The Internet links computers all over the world to each other so that they can “share” the information. This allows us quick, 24/7 access to a vast array of free resources. Because it is so vast, however, the Internet isn’t organized like the books on the shelves of a library or articles in a database. Imagine looking for a book in a library in which all of the books have been taken off of the shelves and piled randomly on the floor. If you’ve ever been frustrated by looking for information on the Internet, you’ll know what that feels like.

Another downside to conducting college-level research on the Internet is that anyone can publish just about anything, which makes it difficult to discern between credible information and unreliable material. Books, newspapers, magazines, and journals are produced by publishing companies, journalists, and scholars who write articles that are carefully researched and edited. This is not to say that books, newspapers, magazines, and journals are perfect compared to the Internet; they just go through a system of checks and balances before being published for the world to read. The Internet has none of those safeguards. Therefore, be careful and wary when using the Internet to conduct research.

Even though the Internet isn’t “owned” or organized by the HCC Library like its books and databases, the HCC Library staff can still help you find sites useful to your research. They can also help you with your most important task when conducting research on the Internet: determining whether or not the information you have found is reliable. Because this aspect of Internet research is so important, it will be the focus of much of this section. Don’t despair if you need technical help, though—that is, if you just don’t know how to search the Internet. Talk to your instructor or a member of the Library staff if you want to start with the basics. Chances are, you know a lot more than you think you do!

## Search Engines

We get to the information that’s compiled on other computers around the world in part by using search engines. If you know or are given an address for a website, you simply type it into your browser. (Netscape or Internet Explorer are examples of popular browsers, which are the tools that allow you to view information on the Internet.) However, if you only have a chosen or assigned topic to go on—that is, you don’t know the names of any web sites about your topic—you’ll be relying on search engines like Google, Yahoo! and AltaVista (to name a few of the popular ones) to help you find things to look at. Using search engines feels like using a library’s catalog or databases: you enter a few words describing what you’re looking for, hit “Enter,” and wait for the results.

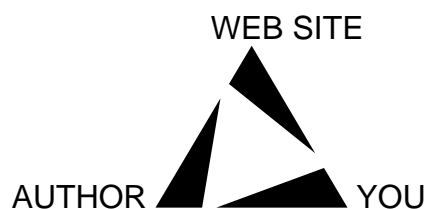


Each search engine has its own special features, its own tips and tricks. However, anything that we could include in this booklet that describes or compares search engines would be out-of-date by the time the booklet is printed and makes it into your hands. Fortunately, Greg R. Notess, a search engine expert, does us all a great service by maintaining a web site called Search Engine Showdown, which can be found at **[www.searchengineshowdown.com](http://www.searchengineshowdown.com)**. Here, you can compare and contrast the features of current, popular search engines. It's also a good place to start if you'd like to learn more about how search engines work.

If you'd rather not wade through the jargon at Search Engine Showdown, try Google. Located at **[www.google.com](http://www.google.com)**, Google is a search engine that works quite well for academic research. Google is easy to use if you're new at the whole Internet thing, but also has powerful advanced search options if you're a more experienced surfer. It also does a good job of "relevance ranking," which simply means that it's good at figuring out which sites may be good for you based on the words you enter.

### **How Good is this Site? Establishing Credibility on the Internet**

Again, the most important part of conducting academic research on the Internet is taking the time to evaluate the websites you find. Don't settle for the first 5 that pop up onto your screen unless they seem credible and will really and truly help you narrow and research your topic. You won't know this unless you take the time to examine them thoroughly. So, what should you be looking for? Consider the triangle below:



There are three elements at work when you do research on the Internet (or any research, for that matter). There's an author—an individual person, group of people, or even an entire organization—who has information (or even a product) to share with the world at large. The author creates a web site in order to convey this information, and publish it where anyone with access to an Internet-connected computer can read it. Then there's you, on the receiving end. You need some information—whether it's dates and details of a battle for a history paper, or what might be a fair selling price for your car—so you go online and start hunting. Below are rules of thumb and tips for considering the three points of the triangle.

## **AUTHOR**

First and foremost, who is (or are) the person (or people) who are providing you with this information for free, and why are they providing it for free? Do they want to sell you a service or product, influence your thinking on a controversial issue, or simply make their own research efforts known? The last of these three scenarios is the most likely to result in a good example of a credible Internet resource. Look for an expert (a doctor, professor, etc.) who expresses a balanced point-of-view that is backed up by verifiable facts or data.

*Author rule of thumb:* Treat a web page like a television commercial. Make sure it really convinces you before you rush out and buy the product. If it feels pushy or fake, don't "buy" it, and definitely don't let it make it to your Works Cited list or Reference Page.

Some things to look for:

Good:

- The page is sponsored by a college, university, or professional association
- You can tell (or find out) whether or not the author is truly an expert (see "Hints for Searching below")
- The author uses real, checkable facts and data to support his or her points

Not-so-good:

- No author can be determined, or author has no credentials that make him/her an expert
- Several spelling and/or grammar mistakes
- If a controversial issue is involved, strong or harsh language toward opposing viewpoints OR is biased toward only one side of the issue

### *Hints for searching:*

Find books in the Library's Catalog and articles in the Library's Databases about your topic BEFORE you turn to the Web. (Remember, the Catalog and databases are available over the Internet, which makes them just as convenient to use.) See if you can determine from the Catalog or databases the names of people or organizations who would be experts on your subject. Then, search the Internet for those names. Consider the example above of researching a good selling price for your car: if you know that the Kelley Blue Book is a good way to figure out how much your car is worth, try seeing if it's available on the Internet. (It is.) Experts who publish reliable information on paper often publish it on the Web as well.

## **WEB SITE**

You can tell a lot about a web site by just looking at it. Even if you can't always judge a book by its cover, you can often judge a web site by its home page. The URL (Uniform or Universal Resource Locator) or address of a web site will often tell you where the information comes from. For example, from HCC's home page

URL, www.howardcc.edu, the “.edu” ending tells you that it’s a school, and you can guess from there that “cc” might stand for “community college.” “Howard,” then, is probably the name of the school. Pay special attention to the three-letter endings of URLs, like .edu, .com, .org, .gov, etc. Keep in mind that a .com site is often looking to sell something. A .org site is sponsored by a non-profit organization, and .gov indicates a site sponsored by the government. These three-letter codes can appear in the middle of a long URL, too. For example, if you go to HCC’s library homepage and click the “Databases” button, you can watch the URL change from “libmain.howardcc.edu” to “libmain.howardcc.edu/Databases.” This simply means that you’ve moved from the Library’s main page to a sub-page.

Another element to consider is the design of a web site. A well-designed web page is simple, easy to use, complete, and regularly maintained. There is a lot of money in professional web design, and large companies are more likely to afford a flashy site with bells and whistles. Don’t take this as a measure of the reliability of the information; there are plenty of “home made” sites that are perfectly credible. On the other hand, sloppy design might mean sloppy research. After all, if you go through all of the trouble of really researching a subject, why do a poor job when it comes to presentation?

*Web site rule of thumb:* If it looks like it was thrown together in an afternoon in somebody’s basement, there’s a good chance that it was; if it looks like a flashy advertisement, there’s a good chance that it is.

Some things to look for:

Good:

- Dates show when information was published or updated (check page bottom)
- Layout is simple and easy to follow.
- Home page URL (address) ends in .edu, .org, .gov.

Not-so-Good:

- Broken links and/or error messages
- Site not complete or never finished (“under construction”)
- Advertisements or other distractions
- Bright colors, tacky designs

*Searching tips:*

In some search engines—Google, for example—you can limit your results to web pages that end in .edu, .org, .gov. This will limit your authors to teachers and professors, non-profit organizations, and the federal government. You may or may not believe what these groups have to tell you, but they are people who need to be careful about what they publish for the world to view. Also, be sure to

explore all pages and links in a site. Get a feel for how it is designed and how the information in it is organized. Does the author do a good job of presenting?

## **YOU**

You're the most important corner of the triangle. No single factor about an author or the web site can tell you automatically whether a site is good or not-so-good; it's up to you to exercise your critical thinking skills as you do your research. Also, make sure that the sites you choose are appropriate for your assignment—that is, college-level research. A good site that is perfectly suitable for light reading, entertainment, or sales purposes may not be in-depth enough for an academic paper. Keeping the author and web site suggestions above in mind will help you choose.

*"You" rule of thumb:* If you pick the first 5 sites that you come across and don't really look at them, it's unlikely that find the best, most reliable information.

### *Searching tips:*

Before you get on the Internet and start searching, make yourself a short checklist of what you would hope to find on a reliable web site about your topic. What might a good and a not-so-good site on your subject look like? If you're researching a medical topic, you might decide that you want your author to be a health care professional such as a nurse, doctor, etc., and sponsored by a hospital, private practice, or medical association. If you're looking for dates about important battles in history, see if a college history professor has posted information about them on his or her school web page. Stick to your checklist, and compromise on your criteria as little as possible. And by all means, add to your checklist as you discover more good qualities on good web sites.

# Steps in Writing the Paper

---

The key to writing a good research paper or documented essay is to leave yourself enough time to do it right. By dividing the process into steps and allowing ample time to do a quality job on each step, you can avoid anxiety and stress in writing your paper.

## #1 – SELECT A TOPIC

- Choose a topic that interests you.
- Choose a topic that will hold your interest for many hours.
- Don't narrow your topic yet; do some preliminary research. Sometimes your topic will narrow and focus as a result.
- A little preliminary research will also assure you that there's enough information available on your topic.
- Don't hesitate to change the focus, narrow, or choose a different topic before you've invested large chunks of time in the process.
- Ask a librarian if you're having trouble finding information about your topic.
- Discuss your topic with your instructor to verify that you're on the right track. This step is important and can save you lots of grief later.

## #2 – DEVELOP A WORKING THESIS STATEMENT

- Develop a working thesis statement that states the focused main idea, your point of view, and major conclusions of your research paper.
- This is only a working thesis. You should feel completely free to change it if your research leads you in a different direction.

## #3 – GATHER YOUR SOURCES

- Use the computers in the library to identify your sources. Then, locate the material. Photocopy any printed articles that you will use for your research paper. Print any articles retrieved from online sources such as the HCC databases or the Internet. Alternatively, you can email articles to your personal email account.
- Be certain to write bibliographic information on all photocopies; you will need the information for the Reference or Works Cited page of your research paper. Information needed for books is: author, title, publisher, city where published, date published, and page numbers. Information needed for periodicals is: author, title publication, page numbers, date and section or edition if noted. If the information comes from an online source, be sure to include the search engine or website you used, the date you accessed the information, and the complete URL (web address) in addition to the information listed above.

#### **#4 – READ AND HIGHLIGHT**

- Read each article once to evaluate content.
- Re-read the articles you will be using, and underline important ideas and information that you will use to write your paper.
- Electronic media is an important source for gathering research. However, be aware of some of the pitfalls of using information from on-line services and from the World Wide Web. Right now there are no controls over material broadcast over these media. Therefore, there is a wide range in the quality of information. Some is carefully written and researched by credible sources. However, other material is biased, poorly researched and badly written. Critical reading, therefore, becomes even more important when using material from these electronic sources. Evaluate the source and content carefully before including it in your essay.

#### **#5 – WRITE BIBLIOGRAPHY CARDS or KEEP A FILE WITH YOUR SOURCES**

- For each article, book, interview, TV show or other item that you will be using as a resource for compiling your paper, complete a separate bibliography card using a 3x5 index card.
- Alternatively, start a file on your word processor that lists the bibliographic information for every source.
- Be careful to use the correct bibliographic form for each card. This will save you lots of time when you write the paper.
- Make sure you follow the correct style format. If you are unclear about whether to use the APA or MLA style, ask your instructor now.

#### **#6 – WRITE NOTE CARDS or TAKE NOTES USING A WORD PROCESSOR**

- Go through each article and identify information that you will use in writing your paper.
- Each piece of information should be written on a separate 3x5 index card so that the cards can be shuffled and organized at a later time.
- If you use a word processor, list the information as you find it; then, sort it and reorganize as you write the paper.
- Note the title and page number on each note card or item in your typed list to be used in documentation later. This step is important and will save you valuable time later.
- Unless you are quoting directly from a source, the notes should be written in your own words. Do not copy directly from the source unless you are planning to use the words as a quotation.
- Note quotations clearly with quotation marks. Choose only quotations that are particularly powerful or apt to use as quotes in your paper. Otherwise, use your own words.

## **#7 – REWRITE YOUR THESIS STATEMENT**

- By this time the focus and direction of the paper should be clear. Verify that your thesis statement still accurately reflects the focus of your paper. If not, rewrite it now.

## **#8 – OUTLINE YOUR PAPER**

- Re-read all your material. Delete anything that is irrelevant or that will weaken your thesis statement.
- Logic is imperative. Decide on a logical order and arrange your note cards or notes to follow that order.
- Clear organization is essential in a research paper. To assure that your paper is effectively organized, you must complete an outline. A thorough outline will save you many hours and many headaches. ***Don't skip this step!!***
- Make your outline as detailed as possible. Include places where you will insert reference sources and quotations.

## **#9 – PREPARE ROUGH DRAFT**

- To save time and allow you to revise your paper effectively, use a word processor to write all drafts.
- Following the plan of the outline, write your first draft.
- Be sure to indicate where references have been used with parenthetical documentation.
- Look over your first draft and eliminate, rearrange or expand whenever necessary to ensure a thorough presentation of your topic.
- Evaluate the paper for accuracy and logic.
- Revise again to ensure transitions have been used to connect thoughts.
- Evaluate the writing for economical wording, sentence variety and clarity.
- Proofread for punctuation, grammar usage, and spelling.
- If in doubt, go to the Write Room or the English Open Lab for additional help with your paper.

## **#10 – PREPARE THE FINAL DRAFT**

- A professional document is required at this step. Your research paper should be logically organized, clearly written, and mechanically correct.
- A title page should be included if you're using the APA style. If you're using the MLA style, title page information should appear in the top, left-hand corner of the first page of the paper.
- Parenthetical documentation should indicate where references and quotations have been used.
- A Works Cited page (for MLA style) or a Reference Page (for APA style) is carefully organized and thoroughly completed.

- Proofread one more time.
- Make sure you save it to your disk.
- Make two copies of the final paper. Turn one in; keep the other in case something happens to the original.



## Documentation

---

Research papers and documented essays differ from other writing assignments because they are not the compilation of the author's own ideas. Instead, the basis of the paper is a thorough examination of the topic using sources that have already been published. Therefore, the quality of the research and the accurate and professional presentation of the findings are essential in the paper. An effective research paper meticulously follows established guidelines for documentation. These guidelines are presented below.

Documentation is the process by which credit is given to sources used in writing the paper. Everything must be documented that is borrowed from sources including quotations, paraphrases, ideas, information, facts, and statistics. The only exception to this is common knowledge information, which does not have to be documented.

Documentation occurs in two places in the research paper or documented essay no matter which style you use. Parenthetical citations are placed directly after the references within the text of the paper. They are short citations that indicate that references have been used and provide the reader with enough information to locate the precise articles using the Reference or Works Cited page at the end of the paper.

Before you begin your research paper, be sure to find out what style is required. Generally literature and language papers use the MLA (Modern Language Association) style and social sciences, science and nursing papers require the APA (American Psychological Association) style. They are similar, but there are important differences, so be sure you are using the correct style.

The Reference page (APA style) or Works Cited page (MLA style) lists detailed bibliographic information on every source cited in the paper. Guidelines for organizing the page and for completing each citation have been established and must be adhered to. This page is the last page of the research paper or documented essay. It must be on a separate page within the document, and it is numbered as a continuation of the paper.

Be sure to follow the rules for documentation carefully. This is an essential component of a research paper and accurate, professional presentation of sources is absolutely necessary. Instructors look for this and grade heavily on the strength and presentation of the research.

# **American Psychological Association (APA) Style**

# American Psychological Association (APA) Style

---

## PARENTHETICAL CITATIONS

- A parenthetical citation is used to identify reference information within the research paper. It is a brief notation usually placed at the end of the sentence where the reference has been used. It includes the author's last name and the date of publication so that the reader knows that the material was borrowed from an outside source and is not the writer's original ideas.
- Because dates are so important in scientific research, citations include the author and the date of publication.
- Generally, the author's last name and the date of publication appear in parentheses at the end of the reference and before the final punctuation mark of the paragraph, sentence, clause, or phrase that is referenced.
- Place a comma between the author and publication date.
- Page numbers are only used in citations when a direct quotation is used. The abbreviations p. (page) and pp. (pages) are used to indicate the page number of the quotation.

### **Example:**

**"The period of Gorbachev's reforms – the so-called perestroika, or restructuring – has seen an increase in nationalistic unrest" (Roth, Warwick & Paul, 1989, p.267).**

- If the author's name appears within the written text, cite the publication date only. Note that the citation in this case appears directly after the authors' names.

### **Example:**

**Roth, Warwick, and Paul (1989) state that the lowest level of rural hierarchy is the production team.**

- If both the author's name and the date of the publication appear in the text of the paper, no citation is required.

### **Example:**

**In 1989, Roth, Warwick and Paul stated that the lowest level of rural hierarchy is the production team.**

## APA Style

---

- If a source has more than one author, list all of them by last name the first time. A comma separates each name and an ampersand (&) is used before the last name. In subsequent citations, use the last name of the first author followed by et al.

### First Citation

#### **Example:**

**(Roth, Warwick & Paul, 1989)**

### Subsequent Citations

#### **Ex:**

**(Roth et al., 1989)**

- When a reference has more than six authors, name only the surname (last name) of the first author followed by et al. for all of the citations.
- For corporate authors, write out the complete title in the first citation followed by the abbreviation in brackets; then, abbreviate it in subsequent citations.

### First Citation

#### **Example:**

**(National Institute of Mental Health [NIMH], 2002)**

### Subsequent Citations

#### **Example:**

**(NIMH, 2002)**

- If no author is given, use the first few words of the title and the date of publication.
- Often, when using electronic sources, some of this information may be unavailable. If no author or title is given, use the file name in parentheses.

#### **Example:**

**(enterprise.com, 2002)**

## APA Style

---

- If no publication date is given, use the date you accessed the information. Include the day, month and year, in that order.

**Example:**  
**(Treidler 25 Apr. 2002)**

## APA STYLE - REFERENCE PAGE

---

- The Reference page is placed at the end of the research paper as a separate page and lists all of the references used in compiling the paper.
- 
- Each entry must include complete and accurate information and must be documented using accepted APA style.
- List all entries in alphabetical order by authors' last names or if no author is given, by the first word in the title excluding *A*, *An*, or *The*.
- Each entry is double-spaced and there is a double-space between entries.
- Begin each entry at the left margin; then, indent 5 spaces for each subsequent line.
- Italicize titles of books and periodicals.
- Do not use quotation marks around titles of articles.
- Capitalize the first word and proper nouns in titles of articles.
- Use authors' last names and first initials in citations.
- If two or more articles or books are written by the same author, list the references in chronological order.
- Following are some examples of the most common documentation entries. For others consult Publication Manual of the American Psychological Association or APA website. Copies of the manual are available behind the information desk in the library.

# APA Style

---

## BOOKS

Information to include:

- authors
- year of publication in parentheses
- title in italics
- place of publication followed by a colon
- name of publisher.

### **A Book By One Author**

Sickly, A. (2001). *Analyzing health care*. New York: Association of Hospitals.

### **A Book Without An Author**

*Still a mystery*. (2000). Detroit: Random Press.

### **A Book by Two Authors**

Seer, B. & Mystic, E. (1999). *Searching for crystals*.  
San Francisco: Society for Enlightenment.

### **A Book by Up To Six Authors**

Clemens, S.J., Cotter, L.G., Jennings, K.A. & Kandel, S.M.  
(2001). *In pursuit of truth*. New York: Viking.

### **A Book by More Than Six Authors**

Olson, H.E. et al. (2000). *Psychology today*. Vancouver:  
Canadian Press.

### **A Book By A Corporate Author When The Author Is Also The Publisher**

American Cheerleaders Association. (1999). *Cheering manual*  
(2<sup>nd</sup>). Jessup, MD: Author.

### **A Multi-Volume Work**

Story, G. (2000). *The history of civilization*. (vols. 1-16).  
Philadelphia: University of Pittsburgh Press.

# APA Style

---

## A Section Of A Reference Book

Singleton, L. (1998). The lone voice. In Will Boss (Ed.),

Getting it all together (pp. 120-122). New York: Norton.

## PERIODICALS

Information To Include:

- authors
- year and month of publication in parentheses
- title of article (no quotation marks, first word of title capitalized)
- Title of the periodical italicized
- volume number underlined
- page references.

### A Journal Article

Rebert, S. (2001). Preserving the rainforests. *Journal of Social*

*Issues*, 4, 14-18.

### A Magazine Article

Hawkings, S. (1988, January). Black holes. *Science*, pp. 21-23.

## NEWSPAPERS

Information To Include:

- authors
- exact date in parentheses (year, month, day)
- title of article
- title of newspaper
- page numbers.

### A Newspaper Article

Flowers, F. (1999, March 21). Rain in the forest. *Laurel Leader*,

Sec. 2, p.2

### A Newspaper Editorial

Killing the earth (editorial). (2002, May 10). *Baltimore Sun*, Sec. A,

p.19.



## APA Style

---

### PAMPHLET

Abbot, C. (2000). canning apples. Washington: Dept. of Agriculture.

### INTERVIEW

Dance, D. (1986, February 16). [Interview on the David Letterman Show.]

### FILM

Artly, J.B. (producer) & Starr, B.A. (director). (1990). *The big picture*

[film]. Hollywood: Metro Goldwyn Mayer

### INFORMATION SOURCE

Kotulak, R. (1986, December 21). Growing up at risk. Chicago Tribune.

(SIRS, VOL. 3, #19).

## ELECTRONIC MEDIA

Information to include:

- author's last name followed by first initial
- date the document was published in parentheses
- title, capitalizing only the first word and proper nouns
- name of the website, capitalizing only the first word and proper nouns
- version or edition in parentheses
- URL or electronic address
- date you accessed the information in parentheses

### Article from the Internet

Hafer, H.R. (2000, April). Yoga for body and mind.

Retrieved July 8, 2002 from

<http://www.ivillage.com/fitness/yoga/html>.

### Article from an Internet Periodical

Janowitz, J.P. & Phizer, R.J. (2001, Jan. 24). Walking for life. *Time*.

Retrieved April 26, 2002 from <http://www.time.com>.

## APA Style

---

### **Email, Discussion Lists and Newsgroups**

Include the author's name and first initial; the subject line capitalizing only the first word and proper nouns; name of the discussion list or newsgroup, first word and proper nouns capitalized and in italics; the list address; the date accessed in parentheses.

Kepler, J. The art of writing. *Computers and Writing discussion group*. [jkepler@ulc.edu](mailto:jkepler@ulc.edu) (5 Mar. 2001).

### **Articles from Electronic Databases**

Articles from the HCC library's databases come from different kinds of sources, such as journals, magazines, newspapers, and encyclopedias. Most of these are available in paper formats too. Therefore, when you include an article from a database on your reference page, you must add some additional information to explain that you got the article online rather than from a paper copy of your source.

Journal, magazine and newspaper articles should be cited just as they would be in print format, followed by the date you retrieved the article and the name of the database.

#### **Journal Article:**

Furlong, M., and Morrison, G. (2000). The school in school violence: Definitions and facts. *Journal of Emotional and Behavioral Disorders* 8.2, 71. Retrieved 2001, November 2, from InfoTrac database (Expanded Academic ASAP).

#### **Magazine Articles**

Peele, S. (1996, September/October). Recovering from an all-or-nothing approach to alcohol. *Psychology Today*, 29, 35-36. Retrieved 2001, November 2, from InfoTrac database (Expanded Academic ASAP).

## APA Style

---

### **Newspaper Article:**

Dilllin, J. (2000, November 2). Independent voters are helping

Bush to pull ahead. *The Christian Science Monitor*, p.2.

Retrieved 2001 November 2, from LexisNexis database

(Academic Universe.)

### **Encyclopedia and Dictionary Database**

APA citations for articles from encyclopedia or dictionary databases look slightly different than citations for the same article in print.

Start with author's name, if known. If no author information is available, begin with the name of the entry (what you looked up), which acts as a title. Follow this with the same retrieval note that is included in the examples above.

Robinson, L.J. (2000). Hubble space telescope. Retrieved 2001

November 2, from *Encyclopedia Americana* database.

REFERENCE LIST

Beck, A. (1999). *Cognitive therapy and emotional disorders*. New York: International Universities Press.

The fight to conquer fear. (2002, April 23). *Newsweek*. Retrieved June 24, 2002 from <http://www.newsweek.com>.

Goodwin, D.W. (1996). *Phobia: the facts*. New York: Oxford University Press.

Lehman, B. (2001, June 3). Holding fear of fear at bay. *Boston Globe*. Retrieved February 4, 2002, from <http://www.bostonglobe.com>.

Melville, J., Tearnan, B.H., & Taylor, C. (1977). *Phobias and obsessions*. New York: Scribner's.

Wolpe, J. (1985). *Psychotherapy by reciprocal inhibition*. Palo Alto: Stanford University Press.

Wolpe, J. (1987). *Our useless fears*. Boston: Houghton Mifflin.

# **Modern Language Association (MLA) Style**

# MLA Style

---

## PARENTHETICAL CITATIONS

- Citations must clearly identify the source and date of each reference used.
- Generally, the author's last name and the date of publication appear in parentheses at the end of the reference and before the final punctuation mark of the paragraph, sentence, clause, or phrase containing the reference.

**Example:**

**“Human rights! Respect as human beings! That’s what America’s black masses want” (Haley 272).**

- Cite author and page number at the end of a quotation or reference. No punctuation is used between the two.

**Example:**

**(Haley 272)**

- If the author's name appears within the written text, use page number only.

**Example:**

**Haley states that believing in peaceful coexistence is not enough (368).**

- Use page number only for the second consecutive quotation.

**Example:**

**(Haley 272) (376)**

- If the work has no author, use the first significant word in the title and enclose it in quotation marks.

## MLA Style

---

**Example:**  
**(“Power” 30)**

- If you use more than one work by the same author as references, use the name, first significant word in the title and page number in the citation.

**Example:**  
**(Smith “Power” 30) (Smith “Energy” 13)**

- If the reference source has 2 or 3 authors, use the last names of all authors in the citation.

**Example:**  
**(Cohen, Cotter, Jennings 257)**

- If the reference source has more than three authors, use the last name of the first author followed by et al.

**Example:**  
**(Rebert et al. 224)**

## WORKS CITED PAGE

- The Works Cited page contains a formal listing of every source you used in writing your research paper or documented essay.
- The Works Cited page contains only the sources cited in the paper.
- Each entry must include complete and accurate information and must be documented using accepted MLA style.

## MLA Style

---

- The Works Cited page is placed at the end of the research paper or documented essay as a separate page.
- Center the title and call it Works Cited.
- Number it as a continuation of the paper.
- The Works Cited page is arranged in alphabetical order according to authors' last names. If no name is given, the first important word in the title is used and alphabetical order is maintained.
- Begin each new entry at the left-hand margin.
- Each entry on the Works Cited page is double-spaced, and there is a double-space between entries.
- Entries longer than one line are indented five spaces for subsequent lines.
- Entries have three main parts: author, title, and publication information. Each part is followed by a period and two spaces.
- Titles of books, periodicals, newspapers, television shows, films, and plays are underlined or placed in italics.
- Authors' names appear with the last name first followed by the first name.
- If a book has two or more authors, for the first author use last name, first name; for subsequent authors use first name and last name. Separate each with commas.
- If two or more books or articles are written by the same author, list the name in the first entry only. Thereafter, use ---. in place of the author's name.
- List inclusive page numbers for entire articles if they are successive.  
**Example:**  
**4-8.**
- If page numbers jump around, note the first page of the article followed by +.



## MLA Style

---

- Following are some examples of the most common documentation entries. For others consult the MLA Handbook for Writer of Research Papers. Copies are available in the Ready Reference section of the library located behind the Research Assistance desk.

### BOOKS

Information to include: author, title, place of publication, publisher, date of publication.

#### **A Book By One Author**

Sikly, Al. Analyzing Health Care. New York: Association of Hospitals, 1986.

#### **A Book Without An Author**

Still A Mystery. Detroit: Random Press, 1989.

#### **Two Books By The Same Author**

Smith, Harry. The First Page. Chicago: Houghton Mifflin, 1980.

---. Second Thoughts. Chicago: Houghton Mifflin, 1985.

#### **A Book By Two Authors**

Seer, Bertha, and Emma Mystic. Searching for Crystals. San Francisco: Society for Enlightenment, 1990.

#### **A Book By More Than Three Authors**

Joiner, Ed, et al. Becoming Part of the Group. New York: Scribner's, 1985.

#### **One Volume Of A Multi-Volume Work**

Story, Grant. The History of Civilization. vol. 1. Philadelphia: University of Pittsburgh, 1980. 10 vols.

#### **A Section Of An Anthology Or Reference Book**

Singleton, Leslie. "The Lone Voice." Getting It All Together. Ed. Willy Boss. New York: Norton, 1992. 250-255.

# MLA Style

---

## PERIODICALS

Information to include: author, title of article, title of periodical, date, page numbers of entire article.

### **An Article Written On Consecutive Pages**

Hawking, Stephen. "Black Holes." Science Jan. 1988: 21-23.

### **An Anonymous Article Written On Non-consecutive Pages**

"Blowing Bubbles." Kids Weekly 24 Jan. 1986: 14+.

## NEWSPAPERS

Information to include: author, title of article, title of newspaper, date (day, month, year), page numbers.

### **A Newspaper Article**

Jennings, Veronica. "Plea Set in Cheating Case in Maryland."

Washington Post 21 July 2001: D5-D7.

### **An Editorial**

"Develop a Date Rape Policy." Editorial. Breeze 3 Oct. 2000: 14.

### **Letter To The Editor**

Curious, Carl. Letter. New York Times 2 Sep. 1999: B2.

## PAMPHLET

Abbott, Corless. Canning Apples. Washington: Dept Agriculture 2001.

## INTERVIEW

Dance, Dianna. Interview. David Letterman Show. NBC. 16 Feb. 1998.

## FILM

The Big Picture. Dir. B.A. Starr. Metro Goldwyn Mayer. 1990.

# MLA Style

---

## TELEVISION AND RADIO PROGRAMS

The First Americans. Narr. Hugh Downs. Writ. And Prod. Craig Fisher.

NBC News. KNBC, Los Angeles. 21 Mar. 1988.

## INFORMATION SERVICE

Kotulak, Ronald. "Growing Up at Risk." Chicago Tribune. 21 Dec. 1986,

Sec: 1+. SIRS, Youth, vol. 3, art. 19.

Washington Post. 18 June 1982. Editorials on File. 1982. Illegal Aliens 703.

## ELECTRONIC MEDIA

Information to include:

- authors (last name, followed by first name )
- title of the article in quotation marks. Capitalize all major words.
- name of the website is underlined.
- date the article was posted
- date the article was accessed
- URL (electronic address) is enclosed in < >

### Article from the Internet

Hafer, Helen. "Yoga for Body and Mind." ivillage. 25 Apr. 2000. 8

July 2002 <<http://www.ivillage.com/fitness/yoga/html>>.

### Article from an Internet periodical

Janowitz, Paul, Rachael Phizer. "Walking for Life." Time. 24 Jan. 2001.

26 Apr. 2002 <<http://www.time.com>>.

### Email, Discussion Lists and Newsgroups

Kepler, Jana. "The Art of Writing." Online posting. 5 Mar. 2001.

Computers and Writing Discussion Group. 7 Apr. 2001

<[jkepler@ulc.edu](mailto:jkepler@ulc.edu)>

## MLA Style

---

### **Articles from Electronic Databases**

Articles from the HCC library's databases come from different kinds of sources such as journals, magazines, and encyclopedias. Most of these are available in paper formats too. Therefore, when you include an article from a database on your Works Cited page, you must add some additional information to explain that you got the article online rather than from a paper copy of your source.

Journal, magazine and newspaper articles from electronic databases should be cited just as they would be in print format, followed by the name of the database, the location, the date you retrieved the information, and the URL.

### **Journal Article**

Peele, Stanton. "Recovering from an All-or-nothing Approach to Alcohol."

Psychology Today Sep.-Oct. 1996: 35. InfoTrac Expanded

Academic ASAP. Howard Community College Library, Columbia,

MD. 2 Nov. 2001 <<http://www.galegroup.com>>.

### **Magazine Article**

Getz, Arlene. "Out in the Cold: Travel Nightmare: Far from Home with a

Frozen Credit-Card Account." Newsweek. 30 Oct. 2000: 102.

InfoTrac Expanded Academic ASAP. Howard Community College

Library, Columbia, MD. 2 Nov. 2001 <<http://www.galegroup.com>>.

### **Newspaper Article**

Dillon, John. "Independent Voters are Helping Bush to Pull Ahead. The

Christian Science Monitor. 2 Nov. 2000: 2. LexisNexis Academic

Universe. Howard Community College Library, Columbia MD. 2

Nov. 2001 <<http://web.lexis-nexis.com/universe>>.

## MLA Style

---

### **Encyclopedia and Dictionary Database**

“Hubble Space Telescope.” Encyclopedia Britannica Online. Howard

Community College Library, Columbia MD. 31 Oct. 2001 <<http://eb.com>>.

### **CD-ROM**

Williams, Denise and Francis Robinson. “Whites and the Entertainment

Industry.” Tennessee Tribune. 25 Dec. 2000: 28. Ethnic Newswatch.

CD- ROM. Data Technologies. 4 Mar. 2002.

### WORKS CITED

Akins, Joanna, and Laurie Ellen. Birth Control in the Classroom. New York: McGraw Hill, 1998.

Berger, Joseph. "Desperation and Anger in Debate on Condoms." New York Times 7 Feb. 1999: B1-2. LexisNexis Academic Universe. Howard Community College Library . 4 Mar. 2001 <http://web.lexis-nexis.com/universe>.

---. "5 of Boards 7 for Condoms in the Schools." New York Times 27 Sept. 1990: B3+. LexisNexis Academic Universe. Howard Community College Library . 4 Mar. 2001 <http://web.lexis-nexis.com/universe>.

"The Facts of Life about Teenage Sex." Editorial. Washington Post 27 Sept. 1990: A22+.

"Strong Medicine for AIDS." Editorial. New York Times 5 Dec. 1990: A26.

Tifft, Susan. "Better Safe Than Sorry." Time 21 Jan. 1991: 66-69.

## Quotations

---

- When used well, quotations are powerful and enhance your own arguments. However, if they are over-used, they lose their power.
- Because quotations interrupt your own voice, use them sparingly. Choose passages that are particularly powerful, vividly worded or apt to use as quotes.
- Generally, short quotations are better than long ones.
- Quotations should not dominate the research paper or documented essay.
- Quotations must be copied exactly as they appear in the original text. Every word and punctuation mark must be the same and accurately transcribed to the research paper.
- Quotation marks are placed before the first quoted word and after the final punctuation marking at the end of the quotation as long as no interruption occurs in the wording.
- If the quotation appears at the end of a sentence, the final quotation marks are placed after the last word in the sentence. Then, the parenthetical quotation is placed, followed by the end punctuation mark.
- Short quotations (four lines or less) are set off with quotation marks from the rest of the prose and are punctuated as follows:

### **At the Beginning of the Sentence**

“No witchcraft, no enemy action has silenced the rebirth of new life in this stricken world. The people had done it themselves,” wrote Rachel Carson (22).

### **At the End of the Sentence**

Rachel Carson describes an eerie scenario, “No witchcraft, no enemy action had silenced the rebirth of new life in this stricken world. The people had done it themselves” (22).

### **In the Middle of a Sentence**

“No witchcraft, no enemy action had silenced the rebirth of new life,” writes Rachel Carson. “The people had done it themselves” (22).

- If the quotation is more than four lines long, indent the entire quotation ten spaces from the left-hand margin and do not use quotation marks. In this case the parenthetical citation is placed after the final punctuation.

**Ex:**

So, feeling I had time on my hands, I did begin a correspondence course in English. When the mimeographed listings of available books passed from cell to cell, I would put my number next to titles that appealed to me which weren't already taken. (Haley 154)



# Plagiarism

---

Beware!!! Plagiarism, the borrowing of another's ideas or words without crediting the author, is the most common cause of failed research papers. Any information that is taken from another source must be cited as a reference. If it is not, that's plagiarism. Sometimes plagiarism is blatant. For instance, copying another student's paper or copying an author's words or ideas and passing them off as your own are both examples of intentional plagiarizing. This is a serious offense because it is equivalent to stealing; in this case it is stealing thoughts and words. However, the more common type of plagiarism is unintentional. Students frequently summarize or paraphrase a source without giving credit to the author; that is also plagiarism. Even though the student does not intend to steal the ideas or words, the offense is just as serious as blatant plagiarism.

A word of caution – The Internet presents a temptation for plagiarizing. There is a lot of information, and it is available at the click of a mouse. Don't be tempted. Just as it is easy for students to plagiarize using information from the Internet, it is also easy for instructors to catch instances of plagiarism.

At Howard Community College, plagiarism is taken very seriously, and the penalties for plagiarism are harsh. For the first offense, the student receives an "F" grade on the assignment and his/her name is forwarded to the Division Chairperson. Then, the Vice President of Student Services will notify the student in writing of the consequences of this infraction. For the second offense, the student receives an "F" grade for the course and is dropped from the course and barred from further class participation. The Division Chairperson forwards the name to the Vice President of Student Services who will meet with the student. A third offense "will result in disciplinary action as determined by the Student Judicial Process" (Student Handbook).

To avoid plagiarism, be sure to specify the source of all borrowed material. All summaries, paraphrases, and quotations must be documented.

## **Format of the Finished Paper**

---

The research paper must be meticulously prepared, professional in appearance and error free. It is important to follow the following guidelines in preparing the final copy of your research paper. As with all of the other requirements, the expectations for the finished product are clearly defined and should be closely adhered to.

### **TITLE PAGE USING MLA STYLE**

No title page is used in a paper written in the MLA style. Instead, type your name, instructor's name, course title, and date in the upper left hand corner of the paper. Each item should be on a different line and each line should be double-spaced. Then, double-space to the title of the paper and center it. Double-space again and begin your text.

### **TITLE PAGE USING APA STYLE**

A separate title page is required when APA style is used. Each piece of information should appear on a separate line in the following order: Title, your name, name of your institution. The title page should be double-spaced and centered top to bottom.

### **OUTLINE**

If an outline is required, it should precede the text. Use small Roman numerals to number the outline; then, begin the first page of text with Arabic page 1.

### **ABSTRACT**

Research papers written in APA style are often required to have an abstract or one paragraph summary of the paper. If an abstract is required it precedes the text of the paper. The title "Abstract" is centered and is the first page of the paper. The text then continues with the next page number.

### **MARGINS**

Leave a one inch margin on the top, bottom, left and right side of each sheet.

### **SPACING**

The entire research paper should be double-spaced including long quotations that are indented and the Reference or Works Cited page.

**PARAGRAPHS**

Indent five spaces to indicate the beginning of a new paragraph.

**LONG QUOTATIONS**

Long quotations (more than four lines in MLA style, more than 40 words in APA style) should be indented ten spaces from the left margin for the entire quotation. They should be double-spaced, and no quotation marks are used.

**PAGE HEADINGS**

In APA style, each page of your paper (including the title page and reference page) has a heading that appears in the upper right corner. The heading consists of the title of your paper and page number.

**PAGE NUMBERING**

Beginning with the second page of the document, page numbers should be indicated in the top, right hand corner of the paper. Reference or Works Cited pages should appear at the end of the paper and should also be numbered as a continuation of the paper. If you are using the MLA style, also type your last name next to the page number. If you're using APA style, the first word of the title should be written next to the page number.

