

Due Dates for Research 2018
Check class calendar or BlackBoard for current due dates

January 17—Research 1—Bibliography Cards, work cited page, and Outline—100 points
February 2—Research 2--Annotated Bibliography—200 points
February 8-15—Presentations—300 points

These dates are non-negotiable. You will receive a zero for not turning in your work or for plagiarizing your work.

Note about Plagiarism: Plagiarism will earn you a zero. Plagiarism is defined as

- taking someone else's assignment or portion of an assignment and submitting it as your own
- submitting material written by someone else or rephrasing the ideas of another without giving the author's name or source
- presenting the work of tutors, parents, siblings, or friends as your own
- submitting purchased papers as your own
- submitting papers from the Internet written by someone else as your own
- supporting plagiarism by providing your work to others, whether you believe it will be copied or not

Work will be submitted electronically via Blackboard. It is important that you sign up for a free Blackboard account AND remember your password. If you need to email me, my email address is douglal@pike.k12.ga.us. It is your responsibility to make sure that I receive your work. If I do not receive your email/ Blackboard submission, it is still your responsibility to submit your work to me.

HOW TOs:

RESEARCH QUESTIONS:

Develop a list of specific questions that you hope to answer through your research. These should be open ended questions, meaning that they should not be easily answered with a simple yes or no. The goal here is to deduce what you need to find out in order to develop a thorough background on the subject and create a detailed argument. You should be doing some preliminary research at this point. Looking at what other people have to say about the issue should spark some of your own thoughts and questions.

WORKING BIBLIOGRAPHY CARD

1
CITATION AS APPROPRIATE (follow MLA Style Sheet)

NOTE CARD

HEADING	1
NOTE (PARAPHRASED, SUMMARIZED, OR QUOTED)	

Source number from working bib. card. All cards from the same source will have the same number.

- The HEADING is a short description of the information on the card.
- You only need one fact per card.

OUTLINE

Your outline will help you organize your information prior to writing your rough draft. We are doing a topic outline, meaning you do NOT use complete sentences. You also do not outline your introduction and conclusion.

Two Rules:

- If you have a 1, you must have a 2.
- If you have an A, you must have a B.

SAMPLE OUTLINE – THIS ENTIRE PAGE SHOULD BE DOUBLED SPACED

Amy Apple

Mrs. Douglas

British Literature

3 February 2016

Title: Issues Surrounding the Death Penalty

Thesis: (this is where you state your thesis or statement of controlling purpose that you will use in your paper. It is only one sentence and should reflect your ENTIRE paper).

- I. Main heading
 - A. Sub-heading
 - i. Details
 - ii. Details
 - iii. Details
 - B. Sub-heading
 - C. Sub-heading
 - i. Details
 - ii. Details
- II. Main Heading
 - A. Sub-heading
 - B. Sub-heading
 - i. Details
 - ii. Details
 - C. Sub-heading
 - i. Details
 - ii. Details
 - iii. Details
- III. Main Heading
 - A. Sub-heading
 - i. Details
 - ii. Details
 - B. Sub-heading

HINT—the headings on your note cards usually make excellent main headings.

PAPER FORMATTING

General Guidelines:

- Type your paper and submit it via Blackboard.
- Double space everything.
- Use Times New Roman (TNR) and black, 12 pt font.
- Margins should be 1 inch.
- Indent paragraphs using the Tab button (5 spaces)
- Create a header that numbers all pages consecutively in the upper right-hand corner. It should contain your last name and the page number.

FORMATTING THE FIRST PAGE OF YOUR PAPER

- Do NOT make a title page for your paper.
- In the upper left-hand corner of the first page, list your name, your teacher's name, the course, and the date (all double spaced)
- Center the title. Do NOT underline, italicize, or quote your title. Write your title in standard capitalization, not all caps.

SAMPLE FIRST PAGE

Apple 1
Amy Apple
Mrs. Douglas
British Literature
3 February 2016
Issues in Georgia Surrounding the Death Penalty
Words, words, words, etc.

- **HINT:** to create a header in Word
 - Click on view
 - Click on header/footer. A dotted box will appear at the top and bottom of your page. You are only using the top one. A tool bar should also appear.
 - Left align your header and type your last name followed by a space.
 - Within the tool bar is a button that looks like a sheet of paper with the number sign on it. Click it to number your page. DO NOT type in the number or it will be the same on each page.
 - Click the close button.

For the most current way to cite sources, check the MLA Style Sheet found on my website.

WORKS CITED PAGE

Basic Rules

- Begin your works cited page on a separate page at the end of your research paper. It should have the same margins and header as the rest of your paper.
- Label the page Works Cited and center the title.
- Double space all citations.
- Indent the second and subsequent lines of citations in a hanging indent.
- Include the medium of publication (print, web).
- Italicize the titles of longer works. No underlining.
- Entries are listed by author's last name alphabetically. If no author is listed, use the title.

For the most current way to cite sources, check the MLA Style Sheet found on my website.