

Califon Public School



Research Report Guide

Grades 6-8

Updated 1/19/12

The following booklet contains all of the information you will need to complete your research paper in the required format. **Please keep this guide in your research paper folder at all times!**

Contents

1. Calendar/Schedule
2. Student Supplies and Responsibilities
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9. Requirements: Final Copy
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11. Statement of Responsibility – Needs to be signed

Grade 5 Research Report
Timeline
Important Dates

Topic	Date	√ When Completed
Kick-off meeting		
Library Trip		
Topic Discussion		
Choose Topics		
Citation/Bibliography Lesson		
Clustering Lesson		
Clustering DUE		
Kidspiration Web Lesson		
Kidspiration Web Due		
Note card Lesson		
Note taking		
Note cards DUE		
Outline Lesson		
Outline Due		
Rough Draft DUE		
Peer Review # 1		
Peer Review #2		
FINAL COPY DUE *Word Processed		

All parts of this project are due on the above dates. Any work handed in late will be graded accordingly. This report will be worked on both in class and at home. It is a MAJOR project and counts toward three subject grades. DO NOT put this off and try to work on it at the last moment. This report teaches you how to plan and complete a long-range report. If you follow the above timeline the project will be easy to manage. If you don't follow the timeline, well!

**GRADES 6-8 RESEARCH REPORT
TIMELINE
IMPORTANT DATES**

TOPIC	TIMELINE	√ When Completed
Kick off Meeting		
Discussion of topics		
Library Trips	Grades 5/6:	
Controlling (thesis) Statement		
Preliminary reading, exploring		
Outline Lesson		
Outlines Due		
Clustering Lesson		
Clustering Due		
Kidspiration Lesson		
Kidspiration Web Due		
Library & Other resources	Ongoing	
Citation/Bibliography Lesson		
Sources Due		
In-Text Citations	Grade 8 only	
Note Taking Lesson		
Avoiding Plagiarism	Ongoing	
Note Cards Due		
Final Thesis Due		
Drafting		
"Working" Copy Due		
Works Cited Due		
Final Copy Due Citation/Bibliography	6 th Grade to Mrs. Kooger 7 th Grade to Mrs. Caprio 8 th Grade to Mrs. Weil	

Califon School Research Report
Field Trips to the Hunterdon County Library in Clinton

Grades 5 & 6: 1/20/12
(Date)

All trips will depart the Califon School at 9:00 a.m. We will leave the Library to return to school at approximately 11:30 a.m. We will have lunch at school when we return.

The following staff members will attend the field trips:

Grades 5 & 6
5th Grade Classroom Teacher
6 th -8 th Grade Geography/History Teacher
One special education teacher (if necessary)
Library/Media Teacher

Topics

Grade 5: United States
Grade 6: Countries
Grade 7: American History or Literature
Grade 8: Current Events/Issues

Source Requirements

Grades 5 & 6 Minimum of 5 (2 books, Facts on File, and 2 electronic sources)
Grade 7 Minimum of 6 (1 periodical (EBSCO database), 3 books, and 2 electronic sources)
Grade 8 Minimum of 6 (at least 2 periodicals (EBSCO database) and 2 internet sources)

Student Supplies and Responsibilities

- Note cards – one package (size and color optional)
- Manila legal size pocket folder (for note cards, notes, articles, smaller books, etc.)
- Flash Drive – **work should always be saved on the flash drive, and it should be brought to class each day.** This allows students to always have access to the most current version of their work (make sure and label your flash drive)
- It is the student's responsibility to return all books to any Hunterdon County Library Branch
- Any late fees or lost book fees are the student's responsibility
- The nearest branch of the Hunterdon County Library is the Bunnvale Library. This branch is open on Wednesday through Saturday. However, you can use their book drop if they are closed.
- Students know how to check the Hunterdon County Library website to locate and reserve books.

All materials are to be in class each day to be used for student research. **DO NOT** leave the packet of supplies at home if you are working on it there. You will be given class time as well as time at home to complete this project.

TEN STEPS FOR WRITING A RESEARCH PAPER
From Voorhees English Department

1. Choose a topic. Browse and explore resources.
2. Define your task and prepare a working thesis.
3. Brainstorm all possible sources.
4. Locate and evaluate sources for appropriateness for the assignment.
5. Access the materials. Read, hear, view, and touch.
6. Prepare preliminary Works Cited cards and/or page.
7. Finalize the thesis statement and prepare a working outline.
8. Use information. Read source material and take notes.
9. Synthesize.
 - Organize your notes according to the working outline.
 - Revise your thesis statement and outline.
 - Write the first draft with title, in-text citations, and Works Cited page.
 - Revise the first draft.
 - Write the final draft with title, in-text citations, and Works Cited page.
10. Evaluate.
 - Is the final paper effective?
 - Was the information problem-solving process efficient?

NOTE CARDS

- A. Use 3X5, 4X6 or 5X8 note cards for maximum efficiency
- B. Use one side of the card only so notes will be easy to see/organize/categorize
- C. Each card should deal with only one subject and should have a topic (main idea - slug) at the top
- D. The notes taken fall into two categories:
 - 1. Paraphrase means restate. Notes are in your own words, as briefly jotted as possible. This is the main method for most notes.
 - a. Key words and phrases - - jot/summarize
 - b. Answer who, what, where, when, why, how
 - 2. Direct quotation is the correct form for a particular note when a source has an idea so concisely stated that you cannot improve it further, or when any change in the way the idea is stated will impair its literary quality. When you quote material, it must be accurately and completely copied and enclosed in quotation marks.
- E. Each card should also identify the source by source number, and indicates page(s) from which the information came.

Once all notes are completed, the cards can be shuffled in any order and you will still know from which page and source each bit of information came.

Example:

Page used:▶ 38	Appearance	1 ◀Book Number
Medium sized (50 ft. long)		
Flippers huge (15 ft.)		
Knobby bumps (size of fist) with bristles on head		
Black on top/white below with many variations		
Some all black, some with white reaching up around		
Sides		

Sample Outline

- I. Introduction
 - A. Attention (getter)
 - B. Topic identification
- II. Basic facts
 - A. Location
 - B. Capital
 - C. Symbols
 - 1. Flag
 - 2. Coat of arms
 - 3. National plants
- III. History
 - A. Early inhabitants and first explorers
 - 1. Names
 - 2. Years
 - 3. Accomplishments
 - B. Type of rulership
 - C. Changes
- IV. Political structure or government
 - A. Current leaders
 - B. Governing bodies
 - C. Main concerns or issues
- V. Geography
 - A. Terrain
 - B. Climate
 - C. Special features
- VI. Culture
 - A. Language
 - B. Education
 - C. Arts
 - D. Cuisine
 - E. Sports
- VII. Conclusion

=====
There must be at least two divisions under a larger category. [B. (C., D., etc.) if A.; 2. (or more) if 1.]
Keep "tag lines" simple -- nouns, phrases -- and clear, and keep wording concise and specific.
Follow Roman numeral system and be sure sections are logical and orderly.

Sources

Make sure that you use the required number and type of sources. You must provide Mrs. Weil with a list of your sources prior to starting your rough draft. These sources will be approved based on if they are the correct type of source and if they are quality sources.

Grades 5 & 6	Minimum of 5 (2 books, Facts on File, and 2 electronic sources)
Grade 7	Minimum of 6 (1 periodical (database), 3 books, and 2 electronic sources)
Grade 8	Minimum of 6 (at least 2 periodicals (database) and 2 internet sources)

You must use quality sources. You have learned how to properly evaluate a website, use those skills to make sure any web sources are reputable.

Wikipedia is not an acceptable source! Neither are personal websites or blogs. Look for sources that are .gov, .edu, or .org. If you are using a .com site make sure the organization that is behind the website is reputable.

A great search engine to use is www.sweetsearch.com. All the websites included have been evaluated by their research experts. This removes all the junk information you may get in addition to good information from Google or another search engine.

The periodicals required for 7th and 8th grade must come from the EBSCO database on the HC Library website. You can log in with your library card number or the student number 0843123456

In Text Citations (Grade 8 Only)

1. When you first introduce the source you are quoting or paraphrasing, you should provide the full name of the author and the title of the work.

In one attempt to eliminate discrimination, Melvin I. Urofsy, in A Conflict of Rights: The Supreme Court and Affirmative Action, states: "The Civil Rights Act of 1964 banned employment discrimination on race, color, sex, or national origin" (17).

2. After you first mention a source, you should refer to it in subsequent quotations or paraphrases by the author's last name.

Urofsy states that by 1982, fifty states had adopted anti-discrimination statutes (40).

3. After the first mention of the author and source, you may include the last name of the author in the parenthesis at the end of the quotation, rather than the beginning of the quotation.

There is a need for affirmative action. "If there was a perfect world where equal opportunity was the order of the day, then there would be no need for affirmative action" (Williams 51).

4. When you quote briefly within your text, place the period after the parenthesis. Follow the above examples.

5. If the author of the article quotes someone else, change the double quotation marks in the article to single ones.

"Johnson reminded us that The Declaration of Independence states, 'We hold these truths to be self-evident that all men are created equal.' " (Williams 25).

6. If an author is not listed, you may introduce the borrowed materials with a general reference to the interview, magazine, report, or with a reference to the title of the article.

A regional magazine states that eighty-eight of their readers, responding to the survey, opposed hiring and promotion to combat job discrimination ("Readers Say No to Hiring Quotas" 37).

7. If your quotation is four or more lines of prose (or two or more of poetry), indent the entire quote and do not add quotation marks. Single space the quoted section to set it apart from the rest of the text (of your paper). Cite, placing page number in parentheses at the end. See the following example.

In fact, Americans' reactions to the progress of the times proved that our growing country was full of energy and full of surprises. The railroad began to change how people viewed themselves; it began to change their ideas, and it began to change their world. Various people had impressions of what the railroad could mean. In a famous book called Alistair Cooke's America, the author stresses this point in the following way:

The country might take to the railroad as a novelty and a tourist fashion, but the companies saw it as a chain of missing links between the Great Plains and the people who would want, or could be urged, to settle it. Following the success at Promontory Point the railroads were spurred to spread branch lines out south of the central line. And the first community they attracted was not a community at all but the land pirates known as cowboys. (229)

8. Every time you paraphrase, you must include in the paraphrase the name of your source; end with the page number in parentheses following the paraphrase.

The format used in writing "In-Text Citations" is taken from the North Hunterdon-Voorhees High School District's Writing Manual and Style Sheet.

***Eighth grade students are required to use at least three (3) in-text citations in their research report

Work Cited

Citation is how you give credit to the people and works used as resources during your research process. Failure to cite works is plagiarism, or theft of another person's work. The format used at Califon School to cite works is the MLA format, which is also the format used at Voorhees High School.

In the MLA format, your Work Cited should:

- Start on a new page at the end of your paper
- Have the title Work Cited typed at the top and centered
- Be double spaced (with no additional space between entries)
- Be in alphabetical order by the first word in the citation (usually author's last name)
- Start with the name of the article or book if no author is given
- If some information is unavailable, cite whatever information is available
- *Italicize* the name of the book, periodical, or Web site
- Indent the second and subsequent lines of a citation

** Make sure to include the required number of sources:

Grades 5 & 6	Minimum of 5 (2 books, Facts on File, and 2 electronic sources)
Grade 7	Minimum of 6 (1 periodical (database), 3 books, and 2 electronic sources)
Grade 8	Minimum of 6 (at least 2 periodicals (database) and 2 internet sources)

If you need the format for the material not listed in the following examples, please see a teacher for assistance. The librarian/media specialist would be your best source for this.

Below is the format you should follow to cite different types of sources commonly consulted during your research project. If you used a type of source not listed, ask the librarian to help you, or consult Purdue University's MLA citation guide at <http://owl.english.purdue.edu/owl/resource/557/01/> for information. The OWL (Online Writing Lab) at Purdue is also an excellent source of general information about writing research papers (<http://owl.english.purdue.edu/owl/>).

Turn to the next page to see what the finished Work Cited page should look like.

Works Cited

Del Hoyo, J. "Philadelphia Zoo - Humboldt Penguin." *Philadelphia Zoo - Home*.

Philadelphia Zoo, 2012. Web. 11 Jan. 2012.

Isaacson, Andy. "Paradise or Purgatory Some Penguins Thrive and Others Suffer in

Changing Antarctica." *Hamilton Spectator, The (ON)* n.d.: *Newspaper Source Plus*.

Web. 11 Jan. 2012.

Kaehler, Wolfgang. *Penguins*. San Francisco: Chronicle, 1989. Print.

Newshound. "Penguins receive new home." *Canberra Times* 10 Jan. 2012: 28.

Newspaper Source Plus. Web. 11 Jan. 2012.

"Penguins." *SeaWorld/Busch Gardens ANIMALS - HOME*. Sea World, 2002. Web. 11

Jan. 2012.

Simon, Seymour. *Penguins*. [Washington, D.C.]: Smithsonian, 2007. Print.

CITING SOURCES



-BOOK BY ONE AUTHOR-

Author's Last Name, First Name Middle Name (or initial). *Title of Book*, Place Published:
Publisher, Date. Medium of Publication.

Example:

Avery, Kelly Margaret. *How to Be a Successful Student in High School and College*.
New Jersey: Princeton University Press, 1995. Print

-BOOK BY TWO OR THREE AUTHORS-

Author's Last Name, First Name Middle Name (or initial) and Author's First and Last
Name. *Title*. Place Published: Publisher, Date. Medium of Publication.

Example:

Cavanaugh, Ellen R., William Perkins and Jeffrey M. Miller. *The Publication of
Academic Writing*. New York: Harcourt, 1959. Print

-BOOK BY MORE THAN THREE AUTHORS-

First Author's Last Name, First Name Middle Name (or initial), et.al. *Title*. Place
Published: Publisher Date. Medium of Publication.

Example:

Everett, Ryan L., et. al. *A Study of America's Colleges and Universities*. Chicago:
Unified Publishing, 1978. Print

-EDITED BOOK-

Editor's Last Name, First Name Middle Name (or initial), ed. *Title*. Place Published:
Publisher, Date. Medium of Publication.

Example:

Luce, Henry R., ed. *The Second World War*. New York: Golden Press, 1960. Print

-ANONYMOUS BOOK-

Title. Place Published: Publisher, Date. Medium of Publication.

Example:

The Future of Atlantic City. New York: Dodd, Mead, 1982. Print.

**** A PAGE FROM A WEB SITE ****

Author's Last Name, Author's First Name. "Page name." *Web site name*.

Sponsoring organization, Date of posting/revision/copyright. Format.

Date you accessed it.

Example:

"Penguins." *SeaWorld/Busch Gardens ANIMALS - HOME*. Sea World, 2002. Web. 11

Jan. 2012.

****ENCYCLOPEDIA AND REFERENCE ARTICLES****

-ENCYCLOPEDIA ARTICLE

“Title of Article”. *Title of Encyclopedia*. Volume number. Date of Edition. Medium of Publication.

Example:

“Norris Benjamin F.” *Encyclopedia Britannica*. Vol. 11. 1995. Print.

****PERIODICAL****

-MAGAZINE ARTICLE Or NEWSPAPER

Author’s Last Name, First Name Middle Name (or initial). “Title of Article.” *Title of Periodical* Day Month Year: Page Number(s). Medium of Publication.

Example:

Moody, Jane. “The Popularity of Soap Operas.” *Newsweek* 20 October 1977:43. Print.

-ARTICLE FROM SCHOLARLY JOURNAL

Author’s Last Name, First Name. “Title of Article.” *Title of Journal* Volume . Issue (Year of Publication): Pages. Medium of Publication.

Example

Kuhlthau, Carol. “Inside the Search Process: Information Seeking from the User’s Perspective.” *Journal of the American Society for Information Sciences* 42. 1 (1999):361-371. Print.

****CITING NONPRINT SOURCES****

-A JOURNAL OR PERIODICAL ARTICLE AN ELECTRONIC
SUBSCRIPTION SERVICE-

Author's Last Name, First Name. "Name of article." *Periodical Title*

Volume Number (Year of Publication): page numbers. Name of

Database. Format of Publication. Date you accessed the article.

Example:

Engel, Scott G., et al. "The Relationship of Momentary Anger and

Impulsivity to Bulimic Behavior." *Behavior Research & Therapy* 45

(2007): 437-447. EBSCOhost. Web. 11 January 2007.

Works Cited Forms

Name: _____

Print – Citing a Book with One Author

Author. (Last Name, First Name) _____
Title. (Put title in italics when typing _____

City of Publication _____ Publishing Company _____

Year of Publication/Copyright Date. _____ Format/Medium of Publication _____

Author. (Last Name, First Name) _____
Title. (Put title in italics when typing _____

City of Publication _____ Publishing Company _____

Year of Publication/Copyright Date. _____ Format/Medium of Publication _____

Author. (Last Name, First Name) _____
Title. (Put title in italics when typing _____

City of Publication _____ Publishing Company _____

Year of Publication/Copyright Date. _____ Format/Medium of Publication _____

Author. (Last Name, First Name) _____
Title. (Put title in italics when typing _____

City of Publication _____ Publishing Company _____

Year of Publication/Copyright Date. _____ Format/Medium of Publication _____

Print – Citing a Book with More Than One Author

_____. _____
Authors. (Last Name, First Name, First Name Last Name and First Name Last Name) *Title.* (Put title in italics when typing
_____. _____
City of Publication : Publishing Company
_____. _____
Year of Publication/Copyright Date. Format/Medium of Publication

_____. _____
Authors. (Last Name, First Name, First Name Last Name and First Name Last Name) *Title.* (Put title in italics when typing
_____. _____
City of Publication : Publishing Company
_____. _____
Year of Publication/Copyright Date. Format/Medium of Publication

_____. _____
Authors. (Last Name, First Name, First Name Last Name and First Name Last Name) *Title.* (Put title in italics when typing
_____. _____
City of Publication : Publishing Company
_____. _____
Year of Publication/Copyright Date. Format/Medium of Publication

Online Databases:

Start a document on your flash drive called sources or citations and cut and paste citations into that document as you find sources. You can go back and clean it up and organize it later.

- **Fact Monster** - Go to the bottom of the article click on CITE and it will complete
- **Kids Info Bits** – Go to bottom of page and copy the Source Citation
- **Facts on File** – Go to the bottom of the page and copy the information listed under Citation Information
- **Custom Newspapers** - Click Cite in right column of page. Page down to MLA citation.
- **EBSCO** – Click Cite in right column of page. Page down to MLA citation.
- Most online databases do provide citations just look around the page, or ask for help to find it.

Title

Name
Research Report
Teacher's Name
Date

FINAL COPY

Due: _____

What is a final copy?

The final copy is a representation of the best written work you can do. It is the final product, after you have completed doing all revisions, additions, corrections and editing.

1. Social Studies Content
2. Language Mechanics
3. Works Cited / Bibliography

Final Report Presentation Guidelines

- A. Report must be word processed
- B. Type size - 12 Font
- C. Double space the entire paper (except the outline - please see sample included in this packet)
- D. Only use one side of the paper
- E. Required Length Grades 5 -6 2-4 pages
 Grades 7-8 3 - 5 pages
- F. Pagination
 1. The title page , outline and works cited pages are NOT numbered
 2. All pages of the body must have a number at the top, with the exception of the first page. This page is still counted as number one, but does not have the actual number written on it.
 3. The number appears at the top center with a dash on each side.
- G. Tables and Illustrations
 1. Illustrative materials should be placed after the works cited page
 2. Place the statement of the source of a table immediately below the table.
 3. Include the source of the table on the works cited page.
- H. Title Page
 1. The title page is not put in quotation marks, underlined or capitalized completely.
 2. Works are underlined only as they would be underlined in the text; i.e. The Major Conflict in The Pearl.
 3. A period does not appear in the title.
 4. The title page is not considered as the first page of the body; therefore, it does not receive a page number.
 5. Include a clean sheet of paper at the end of the report.

Statement of Responsibility

I understand that I am responsible for completing a research report. This is an interdisciplinary project and therefore a culmination of work in three subject areas: History, Language Arts, and Media Applications. Grades will be earned in each of these areas and from them a final average grade will be derived. I have reviewed and understand the Research Report Guide and the grading procedures for the three subject areas. I also understand that the work will begin in the classroom with teacher guidance, but must be completed independently at home. A calendar has been provided, along with a lesson and due date schedule. Work is expected to be completed on time. *Clean copies not received on time will receive a lowered grade.*

Student's signature: _____

Parent or guardian's signature: _____