

**Research Essay  
Word Document Requirements**

1. Paper should be
  - a. 12-pont font.
  - b. Times New Roman.
  - c. Black ink.
  - d. double spaced.
  - e. MLA (Modern Language Association) format.
  - f. Five paragraph essay form.
  - g. PUNCTUATION: there should ALWAYS be one space after a comma; two spaces following a period.

**DO NOT SKIP LINES BETWEEN PARAGRAPHS!**

2. On you first page, your personal information should be double spaced (like the paper) and be on the left side like so:

John Smith

Mrs. Brock

English 8

April 22, 2005

Your last name and page # should go in the top right of every page *including* the works cited page.

3. The introduction should
  - a. have 3-5 well-constructed sentences
  - b. start with question, quote, statistic, or anecdote.
  - c. End with the thesis statement. Contains main idea, three subtopics and an opinion, without using "I." For example, "Malcolm X was an extremely powerful figure during the Civil Rights movement because \_\_\_\_\_, \_\_\_\_\_ and \_\_\_\_\_." Notice, the opinion is stated "extremely powerful figure" without saying "I think, I believe, etc." Just by reading your thesis statement, I can tell that your paper will prove that Malcolm X was a powerful figure because of the three reasons given.
  - d. have at least one parenthetical documentation.

4. Each body paragraph should
  - a. begin with a transition word/phrase.
  - b. state the main idea and subtopic in the first sentence.
  - c. contain 5-7 well-constructed sentences proving the first sentence.
  - d. have at least one parenthetical documentation.

5. The conclusion should
  - a. have 3-5 well-constructed sentences.
  - b. begin with a rewording (not a restatement) of the thesis.
  - c. bring your paper to a close, giving the reader a sense of finality

6. SPELLING

For goodness sake, run a spell-check on your paper. As stated before, I will deduct 15 points for each error that does not form another word. For example, spell-check will not catch words that are legitimate, like using "there" instead of "their." But I know it would catch psychology. (I just typed it, and the red line appeared under it!) At the moment I see the FIRST spelling error, I will go into spell-check mode myself. One error usually indicates that there will be many more. It's just not worth it. Not spell-checking indicates that you don't care about your paper. Have someone other than yourself read your paper after you have spell-checked to hopefully catch the errors spell check does not.

## PARENTHETICAL DOCUMENTATIONS

7. Because you are virtual youngins' in the paper-writing business, I should expect that probably every paragraph was at least paraphrased from some source. Let me know which one with (author's last name and page number) EX: (Brock 25) Notice that there is space between the name and author and there is NOT a comma.
8. When directly quoting material, the quotation marks should end the sentence, but the period should follow the end parentheses. EX: One scholar reported, "Old Ben Johnson was buried standing up because he couldn't afford all the space if he was lying down" (Booth 24). Without quotations, the period just follows the parentheses—no period ends the sentence—don't leave that citation out in the cold!  
CORRECT: It was said that he had 30,000 soldiers fighting for him (Knightson 4).  
INCORRECT: It was said that he had 30,000 soldiers fighting for him. (Knightson 4).
9. When you are putting something in parentheses that didn't have an author's last name, you will instead put in parentheses the first part of the citation on the works cited page. I should NEVER see (World Book Encyclopedia). I know there was a title. Same thing with websites. Put in parentheses the first part of the citation.
10. When you have two instances of p.d. in the same paragraph with the same author, you can just state the page number on the second one. EX: first citation (Smith 6) second citation from Smith: (12)
11. When listing multiple pages in a citation, go chronologically EX: 1, 3, 11 NOT: 3, 1, 11
12. You MUST have at least one instance of parenthetical documentation for every citation on your works cited page.

## WORKS CITED PAGE

1. This page should be numbered like all the others.
2. The words "Works Cited" should be centered at the top.
3. Double check the format of your citations. Every period, comma, underline, page number, quotation mark, and colon MATTERS. Check the MLA handbook for everything.
4. Always indent every line, except the first, 5 spaces in a citation. For example:  
**Thompson, Hunter S. Fear and Loathing in Las Vegas. Albuquerque: Harcourt-Brace Jovanovich, 2008: 1, 4-6, 19-21.**
5. All citations should be alphabetized according to the first letter of the citation.
6. You must put the page numbers you utilized IN YOUR PAPER at the end of the citation after the year. EX: 1998: 2, 10-11. If you are using consecutive pages, use a dash: 2-5. If you use single pages that are non-consecutive, use a comma. If the pages show up on your works cited page, I should be able to locate those page numbers in your paper's parenthetical documentation.
7. EVERY citation on your works cited page must appear in parenthetical documentation at least once in your paper.

## Research Essay

### Research Requirements

1. You must use information from three different sources in your paper.
  - a. You must use at least one book, one AVL source, and one website, unless otherwise approved by teacher.
  - b. The website must be a “.edu”, “.org”, or “.gov” site. NO “.com” unless preapproved by your teacher. Only credible .com sites such as National Geographic or The History Channel will be approved.
  
2. You must provide copies of ALL information *used in your paper*. If you find a good source of information, make copies of it or print it immediately. It’s too difficult to go back and find it later. Better to have it and not need it than to need it and not have it.
  - a. If a copy of a used source is not provided, that source will not be counted.
  - b. Each source photocopy will be labeled (e.g. BOOK, AVL MAGAZINE, WEBSITE) and have all of the information used in your paper highlighted and numbered according to teacher directions. That highlight and number will correspond with a highlight and number in your paper. In other words, the two will match up, making it easy to identify the paraphrased or quoted material in your paper and the information in its original format. Your paper cannot be turned in until this has been completed.
  - c. You must also make a copy of the source page which contains the identifying information for the source (what you used to make the citation). In a book, those are the copyright and title pages. On an AVL Magazine, it is the first section of the article. Examples will be given.
  - d. It costs \$.10 per page to make a copy or print information in the library. Go ahead and start collecting some dimes and bring them everyday.
  - e. When you copy/print something, label it CLEARLY at the top on the first page with the author’s last name and the title of the book, webpage or article.
  - f. All of this information should be kept in a pocket folder with your name clearly printed on the front for easy identification.

## WHAT TO BRING TO CLASS EVERY DAY!

1. POCKET FOLDER
2. DIMES FOR COPIES
3. ALL HANDOUTS GIVEN TO YOU
4. PEN/PENCIL
5. PAPER
6. PIN DRIVE
7. COMPUTER LOGIN
8. HIGHLIGHTERS
9. WHITE-OUT