



## Oh Help and Bother! It's Almost Due!

FINAL INSTRUCTIONS IN THE  
PREPARATION OF THE RESEARCH  
PAPER



### Format for the Text and Works Cited Pages

- Read the instructions in the Research Paper Guide
- All margins should be one inch.
- Set spacing at double-space
- Font size should be about 12
- Use quality bond paper (bookstore sells by the sheet)
- Save a copy of your paper (**often**) on a disk (or two), or e-mail a copy to yourself occasionally
- Set a header at the top right of the first page with text (not the title page), using your last name and the page number.

### Integrating source data into your own writing

Don't fill your essay with big chunks of quotes, dropped in without introductions and without analysis at the end.

Don't just "cut and paste," ending many paragraphs with parenthetical documentation.

Do use tags (signal phrases) to introduce your source, the qualifications of the source, and the context of the data.

Do paraphrase or summarize wherever possible, making the essay reflect your own writing style.

### Building a Title Page

The title page should contain at least the following 5 bits of data:

Title  
Your Name  
The Course  
Instructor's Name  
Date

### Internal Documentation

- Use parenthetical documentation (Jaworsky 16). (Note: no comma between author and page)
- Generally place the period after the parentheses (Smith 1).
- Long quotes of more than 50 words:
  - Indent 10 spaces (Hit indent twice)
  - Double-space
  - Omit quotation marks
  - **Period precedes parentheses**



### Avoiding Plagiarism

The rule is simple: **you must cite data which you get from other sources**; it matters not whether you summarize, paraphrase or quote the data.

⇒ Rule: **When in doubt, cite it.**

## Guide to Works Cited

- Use your last name and the page as a header in the upper right corner.
- Alphabetize entries by last name (or, if none, by title).
- Use default 1 inch margins (R, L, T, B)
- Use reverse(hanging) indentation for each new entry.
- Double space everywhere.
- Make sure to use left justification.

## Guide to Works Cited: Getting Rid of Hyperlinks

Word 2003: Tools: Autocorrect: Autoformat as you type

Uncheck "Internet and Network paths with hyperlink"

Word 2007: Click on the Ribbon (top left): Word Options: Proofing: Autocorrect Options: Autoformat: Uncheck the box before Internet and Network Paths

Corel WordPerfect: Right click immediately after the hyperlink;

Click on "Reveal Codes"; Find "hyperlink" and delete it.

Reber 30

Works Cited

Molyneux, Dr. David. "How to Make Informed Consent Work in Practice." *Pulse* 3 Mar. 2003. LexisNexis. DSC Lib. 22 July 2003 <<http://web.lexis-nexis.com/>>.

Nuland, Sherwin B. *How We Die: Reflections on Life's Final Chapter*. New York: Vintage, 1995.

"Research Involving Persons Highly Dependent on Medical Care." *NHMRC* June 2001. 16 July 2003 <[http://www.health.gov.au/nhmrc/hrecbook/02\\_ethics/17.htm](http://www.health.gov.au/nhmrc/hrecbook/02_ethics/17.htm)>.

"Talk of the Nation." *National Public Radio* (KUER, SLC, UT) 14 July 2003.

## Pagination--Word Perfect

Click on Format

Click on Page

Click on Numbering

Position (Top Right)

Custom [last name] [space] [Page #]

## Pagination

Word 2003: View: Headers and Footers:

First Page Header: [Control R] [Last name] [space] [# icon]

Word 2007: Insert: Page Number: Top of Page: choose Plain number 3: type your last name and hit the space bar before the page number: Click on Close Header and Footer (Top right)

## Preparing the Paper to Hand in

- Fasten the essay with a **paper clip** (no staples or folders)
- Keep a backup copy
- **Hand in two copies (unless you do not wish others to see your essay)**
- Start early: computers sometimes don't work as you wish
- Make it a great paper (and 9-12 pages)

## Research Paper Grading Sheet

Name: \_\_\_\_\_

Comments on style:

MLA Style: \_\_\_\_\_/50    Research Points \_\_\_\_\_ 50

Total Research and Style: \_\_\_\_\_ 100 points

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Comments on the essay

Points for the essay \_\_\_\_\_/100 points