Pelham High School
Research Handbook
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</table>
Assignment Requirements

To do: Read the assignment and rubric, list essential questions or thesis statement, identify writing style and format, and list number and type of sources needed.

Read the assignment.

Read the assignment rubric.

List the essential question(s), topic, and thesis statement from the assignment. If you are developing your own essential questions, topics, or thesis statement, you may need to do some preliminary research on your topic of interest before you can write the essential questions or a thesis statement.

Your thesis statement will vary depending upon what type of writing you are required to do. Argumentative papers will include a thesis statement which makes a claim, or reflects your analysis of a subject. Informative/Explanatory papers will include a thesis statement which gives an overview of the topic. Narrative papers will include a thesis statement that hooks the reader into the story you are about to tell. If you are writing your own thesis statement, see page 7.

1. Essential question:

2. Topic:

3. Thesis statement: If you are writing your own thesis statement, see page 7.

What type of writing is required? Circle the correct choice:

- Argumentative/Opinion (to make a claim based on evidence to persuade the reader)
- Informative/Explanatory (to inform the reader based on evidence)
- Narrative (to describe events and experiences, with time as the underlying structure)
<table>
<thead>
<tr>
<th>Check which sources are required.</th>
<th>Number required:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Print</td>
<td></td>
</tr>
<tr>
<td>Database</td>
<td></td>
</tr>
<tr>
<td>eBook</td>
<td></td>
</tr>
<tr>
<td>Website</td>
<td></td>
</tr>
<tr>
<td>Journal</td>
<td></td>
</tr>
<tr>
<td>Interview</td>
<td></td>
</tr>
<tr>
<td>Primary (a primary source is written or created during the time under study)</td>
<td></td>
</tr>
<tr>
<td>Other</td>
<td></td>
</tr>
<tr>
<td>Total</td>
<td></td>
</tr>
</tbody>
</table>

Check or fill in required format

- MLA 7
- APA
- Audiovisual (powerpoint, Prezi, poster, etc)
- Written Report
- Other:
Explore Your Topic

Due Date __________________

To do:

Begin a preliminary search.

<table>
<thead>
<tr>
<th>Create a list of keywords and synonyms on your subject, keeping in mind the essential questions</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Create a list of questions about your subject, keeping in mind the essential questions.</th>
</tr>
</thead>
</table>

Resources:

**Library webpage:** class guides, databases, ebooks, library catalog, citation help, suggested websites, and more.

[http://library.pelhamsd.org/phs/home](http://library.pelhamsd.org/phs/home)

**Databases:** the library has 37 databases for your use.

[http://library.pelhamsd.org/phs/databases](http://library.pelhamsd.org/phs/databases)

user name: pythons  password: pelham

**Class Guides:** [http://library.pelhamsd.org/phs/classguides](http://library.pelhamsd.org/phs/classguides)

**Search engines:**

**Google:** [www.google.com](http://www.google.com)

100,000,000 gigabytes of information, filter by news, images, videos, maps, shopping, books, flights, apps.

**Ask:** [www.ask.com](http://www.ask.com) Search using natural sentences or keywords. Lists popular questions and answers about the topic also.
Bing: [www.bing.com](http://www.bing.com)
A highly visual search engine (Microsoft) which allows you to filter by time, video, image, maps, news, and more.

iSEEK: [education.iseek.com](http://education.iseek.com)
A targeted search engine for students, teachers, and administrators. Editor-reviewed content from universities, government, noncommercial providers. Includes lesson plans through iView navigation.

is a leading full-text scientific database offering journal articles and book chapters from nearly 2,500 journals and 26,000 books. Choose advanced search, then open access articles only.

Google Scholar: [http://scholar.google.com](http://scholar.google.com)
Articles, theses, books, case law, abstracts, etc.

USA.gov: [www.usa.gov](http://www.usa.gov)
Federal, state and local government sites

### How to Search Effectively on Google

| Search for an exact word or phrase | Use quotes to search for an exact word or set of words. This option is handy when searching for song lyrics or a line from literature. "imagine all the people"
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Tip:</strong> Only use this if you're looking for a very precise word or phrase, because otherwise you could be excluding helpful results by mistake.</td>
<td></td>
</tr>
</tbody>
</table>
| Exclude a word | Add a hyphen (-) before a word or site to exclude all results that include that word. This is especially useful for synonyms like Jaguar the car brand and jaguar the animal.
| ![jaguar speed](https://via.placeholder.com/150) | ![pandas](https://via.placeholder.com/150) -site:wikipedia.org  [This searches for the animals not the car, and says that you do not want Wikipedia results.] |
| Search within a site or domain | olympics site:nytimes.com  [This limits your results to The New York Times website.]
| | olympics site:.gov  [This limits your results to U.S. Government websites’] |
| Search for pages that are similar to a URL | related:nytimes.com  [This can be used when you are looking for websites that are similar to the one that you have found to be useful.] |
Fill in the blank

Use an asterisk (*) within a search as a placeholder for any unknown or wildcard terms.

"a * saved is a * earned"

[If you are trying to find an omitted work, letter, or term use *. For instance, the above search would bring up “a penny saved is a penny earned.”]

Search for either word

world cup location 2014 OR 2018 [This search allows you to find results for either 2014 or 2018, but does not restrict the search to websites that include both 2014 and 2018].

Search for a number range

camera $50..$100 [This search would bring up cameras that sell for between $50 and $100.]

Domain Definitions

- .edu is a college or university
- .org is a nonprofit organization (may advocate one point of view)
- .gov is a government agency
- .int is an international organization
- .com is a for-profit, commercial organization
- .net is a network provider
- .mil is a branch of the military
- .info is a general information site
- ~ is a personal webpage of a student or staff at an educational institution


[Notes in brackets have been added.]
Find, Evaluate, and Organize Your Sources

To do: Create a Noodletools project, a thesis statement, and an outline. Then evaluate your sources.

Create a project in Noodletools and share it with your teacher. Go to the “waffle” in the upper right corner of your email, click on “more” and scroll down to the Noodletools icon.

Create a thesis statement based on your assignment requirements. Are you writing an argumentative, informative, or narrative paper?
Argumentative: your thesis statement should express a point of view
Informative: your thesis statement should describe your topic and the main idea of your paper
Narrative: your thesis will reflect the point of the story you are telling, or a lesson learned

A thesis statement...
-is your single-sentence answer to the assigned question that can be found in the first paragraph of the essay
-is debatable; you will prove your claim with your original thought and your analysis of evidence which you provide in the body of the essay
-guides the structure of the essay

Create your outline from your assignment. What questions do you need to answer? What does your audience need to know? An example is below.

I. The Germ Theory
   A. Overview of the Germ Theory of Disease
   B. Overview of The Life Cycle of a Virus
      1. Structure
         a) Virus Replication
      2. Genetic Material
         a) Virus Replication

II. Virus definition and discovery

III. Human cell targets and destruction process
   A. Virus Replication

IV. Effect on Human Health
   A. symptoms

V. Conclusions
### Evaluate your sources – use this formula (ABCD)

**Source Citation:**

<table>
<thead>
<tr>
<th>Accuracy</th>
<th>Bias</th>
<th>Credentials</th>
<th>Decide</th>
</tr>
</thead>
<tbody>
<tr>
<td>Title:</td>
<td>Both sides of an issue fairly presented?</td>
<td>Author’s name and credentials:</td>
<td>Based on the assignment requirements and the accuracy, bias, and credentials information above, is this a good site to use for my research? Why?</td>
</tr>
<tr>
<td>Subtitle:</td>
<td>Facts omitted to bolster one side of an argument?</td>
<td>Contact information:</td>
<td>Primary ___ Secondary ___</td>
</tr>
<tr>
<td>Copyright date:</td>
<td>Objective advertising?</td>
<td>Publisher or Sponsor name and contact info:</td>
<td>Teacher approval:</td>
</tr>
<tr>
<td>Latest Update:</td>
<td></td>
<td>Domain and meaning: (ex. edu, educational institution)</td>
<td></td>
</tr>
</tbody>
</table>

**Primary ___ Secondary ___**

**Teacher approval: ___**
**Take Notes and Incorporate Source Material**

**Due Date ________________**

**To do:** Create citations and notecards in Noodletools. Show them to your teacher.

Create citations, in-text citations, and note cards in Noodletools for all sources that you will use. Click on the “waffle” in the upper right corner of your email, scroll down to “more”, click on Noodletools. Remember your thesis or essential questions while you take notes. Look for dates, ideas, and evidence that support your thesis statement or answer your essential questions.

**Notecard (copy and paste this form or use Noodletools).**

<table>
<thead>
<tr>
<th>Source Citation:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Tag (topic) or Keyword:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Evidence (Direct Quote)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cut and paste information directly from your source.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Paraphrase (your own words)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Put the information from the direct quote into your own words. Use bullets so that you are not tempted to copy whole sentences; you should extract the meaning of those sentences only.</td>
</tr>
<tr>
<td>●</td>
</tr>
<tr>
<td>●</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Comment (any notes to yourself about how you will use this information)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

Organize your notecards by topic or keyword. If using Noodletools online, drag your cards into the outline in the appropriate location. For Noodletools help, see the librarian, or the library website [library.pelhamsd.org/phs](http://library.pelhamsd.org/phs).
Write Your Rough Draft

Due Date____________________

To do: With your outline and notes in front of you, begin to write your rough draft. Look at your assignment for the required length and format for your paper. Review your research notes and analyze the information you have gathered. Does it answer the thesis? Does it contain evidence to prove your point? Describe it in your own words, being sure to use in-text citations to cite any direct quotes or ideas other than your own. Remember, in-text citations are required when you paraphrase an idea and when you quote directly.

If you are using Google Docs, open Google Docs, choose file, new, Google Docs, from template, MLA. This will automatically set up your page in MLA format. Check with your teacher to see if you are using a 4 line or 5 line heading.

Your introductory paragraph includes your thesis statement (see page 7).

The paragraphs below the introduction follow the topics you have listed in your outline.

The last paragraph is your conclusion.
Cite Your Sources

To do: Create your works cited and parenthetical citations using Noodletools.

Remember these points:

- Your Works Cited must be in MLA 7 format (unless your teacher has specified APA).
- Parenthetical citations/in-text citations (citations within the text of your paper) are used to provide credit for direct quotes and ideas that aren’t your own.
- All sources in your works cited must be referenced in the body of your paper in in-text (parenthetical) citations. If you have an in-text (parenthetical citation) in your paper, it must be included in the works cited.
- URLs are not citations, and cannot be used for in-text citations.
- Citations are double-spaced, with a hanging indent for all lines below the first. Do not skip lines between citations.
- Create your citations in Noodletools as you do your research.

Why should you cite your sources?

Plagiarism is the unauthorized theft of someone’s ideas or creative products. Academic cheating/plagiarism will result in the student receiving a zero for the specific assignment, quiz, or test involved. Teachers will refer the incident to administration for possible disciplinary action and the student’s parents will be contacted whenever an incident of cheating is confirmed.

How can you avoid plagiarism?

- Start your project early. Good research takes time.
- Use a good note taking system.
- Use parenthetical citations to give credit to the ideas that are not your own.
- Don’t “translate” sentence by sentence from your sources. Use original thinking, supplemented with evidence.
- Cite as you go – keep track of your sources and create citations as soon as you decide to use a source.
- Use Noodletools to do research and create citations, note cards, and an outline.
• Submit your paper to Turnitin to check for originality. If you have forgotten to cite sources, correct this oversight before submitting your final paper.

PELHAM HIGH SCHOOL MLA CITATION
MLA HANDBOOK FOR WRITERS OF RESEARCH PAPERS 7th EDITION

<table>
<thead>
<tr>
<th>Use MLA 7 format:</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Typed:</strong> 8 ½ x 11 paper</td>
</tr>
<tr>
<td><strong>Margins:</strong> 1 inch on all sides</td>
</tr>
<tr>
<td><strong>Heading:</strong></td>
</tr>
<tr>
<td>Student name</td>
</tr>
<tr>
<td>Teacher name</td>
</tr>
<tr>
<td>Course name</td>
</tr>
<tr>
<td>Assignment</td>
</tr>
<tr>
<td>Due date (example: 10 September 2015)</td>
</tr>
<tr>
<td><strong>Font:</strong> 12 pt. Times New Roman</td>
</tr>
<tr>
<td><strong>Title Page:</strong> Only if requested by instructor (center: title 1/3 down page, your name middle of the page, course name, teacher’s name and date bottom of the page).</td>
</tr>
<tr>
<td><strong>Line spacing:</strong> double spaced</td>
</tr>
<tr>
<td><strong>Page Numbers:</strong> upper right hand corner, ½ inch from top, flush with right margin. Create a header with your last name just before the page number).</td>
</tr>
<tr>
<td><strong>Paragraphs:</strong> indent 5 spaces or ½ inch.</td>
</tr>
<tr>
<td><strong>Punctuation:</strong> leave one space after periods or other punctuation.</td>
</tr>
<tr>
<td><strong>Works Cited:</strong> use a separate page from your paper, alphabetical by author but continue the page numbers from your paper. Each source is a double spaced citation, with a hanging indent for all lines except the first.</td>
</tr>
</tbody>
</table>
MLA HANDBOOK FOR WRITERS OF RESEARCH PAPERS 7th EDITION

Citation Examples

Missing Publication Information:
- If no publisher is given, use n.p.
- If no place of publication is given, use n.p.
- If no date of publication is given, use n.d.
- If no page is given, use n. pag.
- If the date is an approximation, use c. (circa).

URLs
MLA 7 does not require urls. If your teacher requires that you include the url, it should be placed in brackets for example: <http://library.pelhamsd.org/PHS/>

Blog/Discussion/Listserv

Author’s name. “Title of Post”. Website Name. Name of publisher. Medium of publication. Date of access.

Book (one author)

Last name, first name of author. Book Title. Place of publication: Publisher, copyright year. Print.


Book (more than one author)

Last name of author, first name of author, and first name last name of second author. Book Title. Place of publication: Publisher, copyright year. Print.

Gillespie, Paula, and Neal Lerner. The Allyn and Bacon Guide to Peer Tutoring. Boston:

**Work in an Anthology (chapter, section, story, or poem)**

Last name of author, first name. “Title of Chapter, Section, Story, or Poem.”
Translator. *Title of Book*. Name of Editor(s). Place of Publication: Name of Publisher, Date. Page of Selection. Print.


**Email**

Last name, first name. “Title of Subject.” Message to recipient. Date sent.
E-mail.


**Scholarly Journal—Print**


**Scholarly Journal—Online from a Database**


**Online Nonperiodical (not released on a regular schedule)**

Last name, first name. “Article Title.” *Database Name*. Publisher, date. Web. Date accessed.


**Personal Interview**

Last name, first name of interviewee. Personal interview. Date of interview.

Irving, John. Personal interview. 2 June 2009.

**Visual Art: Painting, Sculpture, Photograph**

Artist’s last name, first name. *Title of Work*. Year created. Institution that houses the art. City where the art is located.


If you have accessed this work online, add name of Website. Web. Date of access.


**Musical Recording**

Artist. “Title of Song.” *Commercial Recording Title*. Manufacturer, year of issue. Medium.


CD.

MP3 file.

**Film or Video Recording**

*Title of Recording* [*Foreign Title if Dubbed or Subtitled in English*]. Screenwriter. Director. Performers. Producer. Distributor, year of release. Medium.


**Tweet**

Last Name, First Name of Tweeter (twitter username). “Entire tweet goes here.” Date of tweet, time of tweet. Tweet.

Strauss, Elizabeth (@pelhamhslibrary). “Whoot!!! New building and our students are back!!! #pelhamproud #inspiring success.” 31 Aug. 2015, 10:45 a.m. Tweet.

**YouTube Videos**

Author or Poster’s Name or Username. “Title of Video”. Online video clip. *YouTube* YouTube, date posted. *Name of website.* Name of website publisher. Date posted. Web. Date retrieved.

In-Text Citations (Parenthetical Documentation)

Parenthetical citations (also called in-text citations) denote which source you are referring to when you quote or paraphrase someone else’s ideas or writing. They are found in the body of the paper, directly following the quote or paraphrase.

● If you paraphrase someone else’s ideas, you must use a parenthetical citation.
● If you quote someone else’s ideas, you must use a parenthetical citation.
● When you write your own ideas, you do not need a parenthetical citation.
● When you write about information which is general knowledge, you do not need to cite your sources (for example, New Hampshire became a state in 1788).
● Each parenthetical citation must match a source in your works cited list.
● Each source in your works cited list must also be cited in the body of the paper as a parenthetical citation.

Follow a quote or paraphrase with the author’s name and page number:

(Pope 132-22).

If the quote directly lists the author’s name, only the page number is needed in parentheses:

Alexander Pope stated that “To err is human, to forgive divine” (132-33).

If there is more than one work by the same author in your Works Cited, include the specific title name in the in-text citation:


Two authors with the same last name, include the first initial:

(Nugent, J. 46)

Three or fewer authors, list all three names in the citation:

(Fox, Nugent, and Strauss 32).

If your work has more than three authors, use the term et al.:

(Fox et al. 32)
Works Cited Example:

Works Cited


Irving, John. Personal interview. 2 June 2009.


For more information on citation, see the Perdue Online Writing Lab (OWL):

https://owl.english.purdue.edu/owl/

Please ask your teacher or the librarian for additional assistance if you need it.
Pelham High School Statement on Plagiarism

*Plagiarism is the use of someone else’s words or ideas or pictures without proper documentation.*

Steps to avoid plagiarism:

- Learn how to acknowledge sources in your writing. Know the rules. These rules are explained in writing courses, by teachers, and in research handbooks.
  
  - Acknowledge the source of a direct quotation in a written report or in an oral presentation. When you use the exact words of another writer, document that the words are being reprinted from another source. Use quotation marks for short quotations, or set off a long quotation using block indentation.
  
  - Acknowledge the source of a paraphrase or a summary. When you paraphrase or summarize an author’s words, identify the author, the author’s original work, and page number.
  
  - Take notes clearly and completely. Label all notes taken in the library or elsewhere with the “Works Cited” information needed for full references. You must document any statistics, little-known facts, tables, graphs, diagrams, photographs, art, charts, and maps.
  
  - Resist the temptation to look at the source while you are writing. Close the book, write from memory, and then open the book to check for accuracy. You cannot use the same organization and structure as the source you are using.
  
  - Manage your time. Prepare early for deadlines. Remember that deadline dates are the last date that the assignment will be accepted.

Signals to avoid plagiarism:

- Never have anyone else write any part of your paper. Every person has a unique way of stating an idea. Someone else cannot write your ideas. Be careful how closely you work together with someone on an assignment. If you work with a partner or a group, you must submit your own paper and include their name(s).

- Never hand in work created by someone else and present it as your own. You plagiarize if you submit work that was actually done by another student at another time. You plagiarize if you submit an essay that you have bought online. You must document any information in which the only changes you have made from the original are rearranging the order of the writer’s words, using the thesaurus to replace several words, or interspersing some words of your own.

- Never recycle the same assignment for different teachers or courses. If you plan to use the same assignment for different courses, you must first receive the permission of those teachers; otherwise, you are guilty of plagiarism.
● Never use graphics, music, video, or other media without documentation. You must cite the source of any work that is not your original piece. If you did not create the media, you must identify the source.

● Never present an audio/visual project that does not have a Works Cited page. You must document any work that is not your own when you create a PowerPoint presentation, a video project, a DVD, or a poster.

● Never use an internet translator for a world language assignment. The internet translator’s work is not your work. The teacher is very familiar with your competency.

**Penalties for Plagiarism**

Discovery of plagiarism can lead to several penalties, including a “zero” on the paper and/or a referral to the Assistant Principal. The “zero” could lead to failure in a course. Please see the rule within the school’s discipline code.

I have read and I understand the Statement on Plagiarism.

Signed ______________________________  Date _____________
Put It All Together

Due Date ______________

Based on the feedback from your teacher or peers, turn your rough draft into the final product.

● Rewrite any sentences that have inaccurate information – double check your note cards.
● Make sure all ideas or quotes that aren’t your own have parenthetical citations.
● Make changes to any sentences that have incorrect grammar.
● Read through the suggestions from your teacher or peers and make changes as necessary.
● Is the information you have presented easy to follow and in a logical order?
● Did you prove your thesis with enough evidence?
● Is all the evidence cited properly?
● Upload your paper to Turnitin to check for plagiarism and improper citations, and correct as needed.
● Have you included all parts that were required including a Works Cited page in correct format?
● Proofread your paper for spelling errors.
● Look at the assignment and the rubric or the PHS scoring guide one more time to make sure you have included all required components.

Written and revised by Linda Fox, Jennifer Nugent, and Elizabeth Strauss.