

# Research Process Guide

## Cheyenne Media Center

### Use of the Internet

The internet is only one method of accessing information, and it is not necessarily the best method. Students should determine the best method of locating information for their topics and must comply with the district and media center policies when using the internet (see CMS Student Handbook).

### Web Site Evaluation

When accessing the internet for research, it is particularly important to evaluate the information to make sure it is accurate and reliable. Consider the following items when assessing the validity of your sources:

- **Authority.** Because anyone can publish on the web, determining authority for web sources is frequently difficult. Look for the site's author and his or her credentials to determine if the page is from a reliable source. Look for the name of the sponsoring organization and information about the organization. You might find authority information from links labeled "About Us" or "About the Project."
- **Accuracy.** Many web resources are not verified by editors and/or fact checkers. Many of the steps that exist in the print publishing process to ensure accuracy do not exist in web publishing. A government agency (.gov) or an educational institution (.edu) will be more likely to be accurate in its publishing. However, beware of student papers published on an educational website; these are often noted by a tilde (~) before a name at the end of the address.
- **Objectivity.** It is often difficult to assess the legitimacy of the group or organization that disseminates the information on a website. Frequently the goals of the persons or groups presenting the material are not clearly stated. Beware of information that is one-sided or extreme in its presentation.
- **Currency.** Dates are not always included on web pages, and if a date is included, it may have various meanings. The date may indicate when the material was first written, when the information was placed on the server, or the date the information was last revised. Look for a copyright date pertaining to the material presented.
- **Coverage.** If a source is also published in print form, the web coverage may differ from the print coverage, with no clear indication given of the differences. Be sure you properly document whether your information came from the print version or the online version.

To help determine whether or not your online information is valid, complete the CMS Website Evaluation form (an example is provided on the following page). If you cannot find the information needed to adequately complete the form, chances are your information is not reliable. The CMS Website Evaluation form must be completed for any website used in order for the source to be approved for your research paper.

## CMS Website Evaluation Form

This form must be completed and attached to any website (NOT online database) used as a source for your assignment.

1. Find and **PRINT** the home page for your source. Look for information “about” the sponsors of the site. You must be able to locate the organization and/or names of people who are responsible for this website to determine if they have the qualifications to be an expert for this site. **Print** the screen that has this information.
2. Find the information needed to evaluate the website:

### Information Providers

Is the page clearly labeled with the author’s name or the sponsoring organization? YES    NO

Provide the name or organization \_\_\_\_\_  
\_\_\_\_\_

Can you find evidence of the author’s credentials, background, education or authority? YES    NO

What special training or education qualifies the author to create this page? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Is a contact person with email address provided? YES    NO

### Information Currency

Is a copyright date given? YES    NO

What is the copyright date? \_\_\_\_\_

Does the page state when it was last updated? YES    NO

When was the page last updated? \_\_\_\_\_

### Information Quality

What appears to be the purpose of this site (*circle one*)?

INFORM            PERSUADE

How will this source help you in writing your paper (*circle one*)?

Provide background  
Expand on information you already have  
Provide a different point of view from what you have so far

Does the content seem to be free of bias? YES    NO

Do grammar and spelling seem to be correct? YES    NO

**Approval signature of Teacher or Librarian** \_\_\_\_\_

## Online Databases & eMedia Subscriptions

The following online databases and eBooks contain full-text information from a large selection of magazines, journals, newspapers and reference books. These can be accessed through the Cheyenne Middle School website by clicking on the Media Center tab and clicking the Look It Up Online link.

### ***Gale Virtual Reference Library***

Authorization Code: mustangs

### ***Britannica***

User ID: cheyenne

Password: mustangs

### ***World Book Online***

User ID: edmondps1

Password: media

### ***Student Research Center***

User ID: Cheyenne

Password: mustangs

### ***Ebsco Host Collection*** – Articles form magazines, newspapers, reference books and more

User ID: Cheyenne

Password: mustangs

### ***Searchasaurus***

User ID: Cheyenne

Password: mustangs

### ***Culture Grams Online***

User ID: Cheyms

Password: Cheyms

### ***OKCIS College & Career Online***

User ID: edmondcheyennems

Password: okcis708

## Source Cards

As soon as you find possible sources for your research paper, create a source card for each source using the publication information for the book, journal or database you use. The purpose for the source cards is twofold: first, the information on the source card is necessary if you need to relocate your source; second, the information on the source card is necessary to create your works cited page and properly cite your sources to avoid plagiarism.

The format for the source cards is the same as the format for your works cited page. See pages 7 – 11 for specific examples. In general, you will need the author's name, the title of the source, the city of publication, the name of the publishing company, and the copyright date. Also you must assign a number to each source card.

The publication information for your source cards is generally located on the front and back of the title page for your source.

**OPPORTUNITIES IN  
ADVERTISING  
CAREERS**

**S. William Pattis**

Revised by  
**Jeff Johnson**

Foreword by  
**Ruth Wooden**  
President  
The Advertising Council

 **VGM Career Horizons**  
a division of *NTC Publishing Group*  
Lincolnwood, Illinois USA

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**8 9 0 V P 9 8 7 6 5 4 3**

**Title** (yellow arrow pointing to the title)

**Author** (red arrow pointing to the author's name)

**Publisher** (blue arrow pointing to the publisher's name)

**Date** (purple arrow pointing to the copyright date)

**City** (green arrow pointing to the city name)

Your source card would look like the example below:

①

Pattis, S. William. Opportunities in Advertising Careers.  
Lincolnwood, IL: VGM Career Horizons, 1995.

Please note that the title of the book is underlined and that there is a hanging indentation when your citation information is long enough to go on the next line. The format for your source card is the same as the format for your works cited page, except that **you do not put the card number on your works cited page**, and titles are italicized rather than underlined when typing.

Please refer to the Works Cited section on page 7 – 11 for more specific examples.

## Taking Notes

After you find sources and create source cards for each, it is time to begin reading your information and taking notes over anything you think may be useful in writing your paper.

### Note Cards:

During this process, you will take notes directly onto index cards, which you will organize with the source card for each source. Take notes over ideas and jot down quotations which you feel might be useful in your research.

Follow the guidelines below for creating note cards:

- Use cards of the same size and style.
- Place a descriptive heading (topic) in the upper left hand corner.
- Place the number from the source card in the upper right hand corner.
- Work each source into your own thinking before you take notes on it to avoid plagiarism.
- Write notes in phrases using YOUR OWN WORDS.
- Write only ONE IDEA per card
  - Do not use the back of the card for another idea
  - Do not write notes from two sources on one card
- Place all verbatim (word-for-word) notes in quotation marks.
- Write your name on the back of the cards.

Education <span style="float: right;">①</span>	
<i>College admissions - H.S. diploma.</i>	
<i>ACT or SAT scores satisfactory and complete admission form</i>	
page 52	
Front	Back

## Outlining and Drafting

After you have read through your sources and highlighted and labeled your note cards, it is time to begin organizing and drafting your research paper. At this point you should create a thesis, a working outline, and write the rough draft of your research paper.

### Thesis statement:

Writing a thesis statement will help you decide how to organize your main headings and the points supporting them. It's a concise sentence that states the main idea you have drawn from your research.

*Example of a thesis statement:* Although Bruno Hauptmann was convicted of the kidnapping and murder of Charles Lindberg, Jr., closer examination of evidence in the case shows that Hauptmann was an innocent scapegoat.

There are several points to remember when constructing a thesis statement. The thesis statement:

- Should reflect the main ideas of the topic sentences.
- Should not say, "You will read about..." or "This paper is about...". Never use "I."
- Should be stated in a complete, declarative statement. A thesis statement is NEVER a question.
- Should state your idea clearly.
- Should focus on an idea that can be supported by evidence rather than emotion.
- Should highlight a narrow aspect of the topic so you can develop evidence fully.
- Should be located the last sentence of the introductory paragraph, following necessary background information.
- Should set the pattern and scope of your paper.

### Outline:

Write your outline by creating headings from the topics you used on your note cards. Organize cards and copies into their most logical order and use them to construct an outline. This outline will help you determine important points and shape your research paper.

## Plagiarism

Plagiarism occurs when you use someone else's words or ideas without correctly noting your source or without noting your source at all. Plagiarism is obvious and intentional when a student purposely copies material directly, but one is also guilty of plagiarism if he or she has not cited the source of the material, whether it is a verbatim quote or whether the ideas have been paraphrased into his or her own words.

Students should remember that plagiarism is a serious academic offense and can result in a complete loss of credit among other penalties. Plagiarism is a type of stealing – taking something that does not belong to you. If you have any doubts about the need to acknowledge another writer's work, the safest course is to cite the source parenthetically and on your works cited page. Find more information on how to cite your sources on pages 7 – 11.

While some students intentionally plagiarize the work of others by copying directly, others may plagiarize through carelessness or lack of clear understanding about what constitutes plagiarism.

## Citing Sources: What and When to Cite

### Be sure to cite

- Every quotation.
- Every paraphrase.
- Every reference you make (e.g., Smith notes that...)

## MLA Style Guide for Source Cards and Works Cited

Several style manuals are used at various colleges and universities to cite sources. Edmond Public Schools uses *the MLA Handbook for Writers or Research Papers*, Seventh Edition, more commonly known as MLA. **It is imperative that students need to use the style manual their college requires instead of assuming they should use MLA because that is what is used at the middle school/high school level.** Some commonly known styles are MLA, APA, and Chicago/Turabian.

Remember, the works cited format is the same format you use for your source cards (see page 4).

Helpful hints when creating your source cards or works cited entries:

- **If more than one city is listed for the publisher, use only the first one.**
- If the work has had several printings, use the latest copyright date.
- Underlining may be substituted for italics only if the entries are handwritten.

### Book Citation Examples

The general format for citing a book:

**Author's last name, first name. *Title*. City of publication: Publisher, copyright date.**

The general format for a parenthetical citation for a book is the author's last name and the page number (X), **without** a comma, the word "page," or "p."

(Last name X) (parenthetical citation – body of the paper)

### Book with one author:

Spitzer, Robert R. *No Need for Hunger*. Danville, CT: Gale, 1981.

(Spitzer 74) (parenthetical citation – body of the paper)

### Two or more books by the same author:

Asimov, Isaac. *Fantastic Voyage*. Boston: Houghton, 1966.

---. *Of Matters Great and Small*. Garden City: Doubleday, 1975.

(Asimov, *Voyage* 72) (parenthetical citation – body of the paper)

(Asimov, *Matters* 14) (parenthetical citation – body of the paper)

**Book with two authors:**

Ostrander, Mary, and Lynn Schroeder. *Superlearning*. New York: Delacorte, 1979.

(Ostrander and Schroeder 30) (parenthetical citation – body of the paper)

**Book with three authors:**

Aiken, Michael, Lewis A. Ferman, and Harold L. Sheppard. *Economic Failure, Alienation, and Extremism*. Ann Arbor: U of Michigan P, 1968.

(Aiken, Ferman, and Sheppard 331) (parenthetical citation – body of the paper)

**Book with more than three authors:**

Guerin, Wilfred L., et al. *A Handbook of Literature*. New York: Harper, 1966.

(Guerin et al. 136) (parenthetical citation – body of the paper)

**Book with an editor but no author:**

Vinson, James, ed. *Contemporary Dramatists*. London: St. James, 1973.

(Vinson 402) (parenthetical citation – body of the paper)

**Book with more than three editors:**

Edens, Walter, et al., eds. *Teaching Shakespeare*. Princeton: Princeton UP, 1977.

(Edens et al. 95) (parenthetical citation – body of the paper)

**Book with no author:**

*The World Almanac and Book of Facts*. New York: Newspaper Enterprise Assoc., 1985.

(*World* 458) (parenthetical citation – body of the paper)

**Article in a commonly known reference book:** (general dictionaries and encyclopedias; If no author is given, begin with the entry title)

Burns, John. "Hypnosis." *World Book Encyclopedia*. 2008.

(Burns 739) (parenthetical citation – body of the paper)

"Erudite." *Webster's Dictionary and Thesaurus*. 2008.

("Erudite") (parenthetical citation – body of the paper)

**Article in a magazine:** (If no author is given, begin with title of the article.)

Matthews, Tom. "What Can Be Done?" *Newsweek* 21 Mar. 1988: 57 – 58.

(Matthews 57) (parenthetical citation – body of the paper)

**Newspaper article:** (If no author is given, begin with title of the article.)

Lee, Jessica, "Bush Plans to Build on Budget." *USA Today* 10 Jan. 1989: 4A.

(Lee 4A) (parenthetical citation – body of the paper)

### **Personal interview:**

Brooks, Sarah. Personal interview. 15 Oct. 2005.

(Brooks) (parenthetical citation – body of the paper)

## **Citing Database Sources**

When citing a source from an online database, you must give the citation information for **both the original** source and the **database** in which you find the article. For example, if you find an article from *Time* magazine on *EBSCOhost*, you will provide the citation information for *Time* in addition to the information for *EBSCOhost*.

### **Basic format for articles from an online service:**

**Author. "Article Title." *Journal Title* Date: pages. *Title of Database*. Medium of publication consulted. Web. Date of access.**

(Author 3) (parenthetical citation – body of the paper)

**Often, an online database will provide citation information for you. In this case verify that the citation matches the examples in this guide.**

## **Sample Citations from CMS Databases**

### **EBSCOhost, Student Research Center & Searchassaurus**

Trammell, Jack. "The Civil War Letters of a Confederate Artillery Officer," *America's Civil War* Nov.

2011: 68. *MAS Ultra – School Edition*. EBSCO. Web. 3 Oct. 2011.

(Trammell 68) (parenthetical citation – body of the paper)

### **OKCIS College & Career Online**

"Sports Psychologists." Oklahoma Career Information Systems. Web. 30 Oct. 2011.

("Sports Psychologists") (parenthetical citation – body of the paper)

### **SIRS Discoverer**

"Career Planning." *Youth Corner (U.S. Department of Labor)*. 20 Mar. 2002: n.p. *SIRS Discoverer*.

Web. 14 Oct. 2011.

("Career Planning") (parenthetical citation – body of the paper)

### **World Book**

Leonard, Scott A. "Mythology." *World Book Student*. World Book, 2011. Web. 3 Oct. 2011.

(Leonard) (parenthetical citation – body of the paper)

## Citing Websites and Internet Resources

When citing a website or internet source, provide as much information as possible. Often, the producers of the website do not give all of the information needed to accurately cite the source. If you have problems finding all of the needed information, there is a good chance your source is not authoritative. Remember, in order for your internet source to be approved for use in your research paper, you must completely and accurately fill out a CMS Website Evaluation form (see page 2).

### Basic format for internet resources:

***Title of site.* Institution or company responsible. Date of electronic publication or latest update. Web. Date of access. <URL (address of site)>**

(*Title of site*, par. 8) (parenthetical citation – body of the paper)

### Internet site:

*Evolution of the Conservation Movement.* Library of Congress. 3 May 2002. Web. 8 Jan. 2012.

< <http://memory.loc.gov/ammem/amrvhtml/conshome.html> >

(*Evolution of the Conservation Movement*, par. 18) (parenthetical citation – body of the paper)

### Gale Virtual Reference Library: (\*\*These are eBooks, not a database\*\*)

"John R. Mott." *Encyclopedia of World Biography.* 2nd ed. Vol. 11. Detroit: Gale, 2004. 212. *Gale Virtual Reference Library.* Web. 29 Nov. 2012.

<[http://go.galegroup.com/ps/i.do?id=GALE%7CCX3404704615&v=2.1&u=odl\\_cheymsl&it=r&p=GVRL&sw=w](http://go.galegroup.com/ps/i.do?id=GALE%7CCX3404704615&v=2.1&u=odl_cheymsl&it=r&p=GVRL&sw=w)>

("John" 212) (parenthetical citation – body of the paper)

Marsinko, Allan, William Zawacki, and Don Roach, II. "Forests." *Encyclopedia of Rural America: The Land and People.* Ed. Gary Goreham. Vol. 1. 2nd ed. Millerton, NY: Grey House Publishing, 2008. 411-414. *Gale Virtual Reference Library.* Web. 31 Dec. 2008.

<[http://go.galegroup.com/ps/i.do?id=GALE%3XVE47568376&v=1.2&u=odl\\_cheymsl&it=r&p=GVRL&sw=w](http://go.galegroup.com/ps/i.do?id=GALE%3XVE47568376&v=1.2&u=odl_cheymsl&it=r&p=GVRL&sw=w)>

(Marsinko, Zawacki, and Roach 412) (parenthetical citation – body of the paper)

## MLA Parenthetical Reference Variations

Citation of sources should conform to MLA standards. The MLA style requires a brief citation within the text and no footnotes. Bibliographical information appears on a “Works Cited” page at the end of your paper, so be certain you have a source card that contains full information on each in-text source.

### Different ways to give your source credit:

Introduce each paraphrase or quotation with the name of the author and end it with a page reference:

James Baird argues convincingly that Melville shaped a new symbolistic literature (19).

Put the author’s name with the page number at the end of a quotation or paraphrase, but **give your reader a signal to show when the borrowing begins**. Cite the necessary page numbers in your reference. Leave a space between the author’s last name and the page reference. No punctuation is needed.

One source explains that the DNA in the chromosomes must be copied perfectly. “Each DNA strand provides the pattern of bases for a new strand to form, resulting in two complete molecules” (Justice, Moody, and Graves 462).

### Citing the name of a group or corporate body:

If the corporate name is long, include it in the text to avoid disrupting the flow of your writing. Use a shortened form of the name in text and references **after stating the full title at least once**.

The Task Force on Education for Economic Growth released its findings on the impact of education on economic development. The thesis of the Task Force’s report is that economic success depends on the nation’s ability to improve education and training as quickly as possible (14).

### Identifying non-print sources that have no page number:

In citing information from a non-print source such as a speech, an interview, or a television program, you must omit the parenthetical citation because there is no page number. Instead introduce the type of source – i.e., lecture, letter, interview – so that readers do not expect the page number.

Thompson’s lecture defined *impulse* as “an action triggered by the nerves without thought for the consequences.”

### Citing frequent reference to the same source:

When you make frequent references to the same work, you do not need to repeat the author’s name in every instance; a specific page reference is adequate.

When the character Beneath denies the existence of God in Hansberry’s *A Raisin in the Sun*, Mama slaps her in the face and forces her to repeat after her, “In my mother’s house there is still God” (37). Then Mama adds, “There are some ideas we ain’t going to have in this house. Not as long as I am head of the family” (38).