

# Contents

Preface to the Instructor 14

Acknowledgments 18

## Chapter 1 Introduction to Academic Writing 19

**1a** Why Do Research? 21

**1b** Learning the Conventions of Academic Writing 22

**1c** Understanding and Avoiding Plagiarism 23

**1d** Understanding a Research Assignment 24

Understanding the Terminology 24

**1e** Establishing a Research Schedule 27

## Chapter 2 Topic Selection 29

**2a** Relating Your Personal Ideas to a Scholarly Problem 31

Connecting Personal Experience to Scholarly Topics 31

Speculating about Your Subject to Discover Ideas and to Focus on the Issues 32

**2b** Talking with Others to Refine the Topic 36

Personal Interviews and Discussions 36

Online Discussion Groups 37

**2c** Using Online Searches to Refine Your Topic 37

Using an Online Subject Directory 38

Using an Internet Keyword Search 38

**2d** Using the Library's Electronic Databases to Find and Narrow a Topic 39

**2e** Using the Library's Electronic Book Catalog to Find a Topic 40

**2f** Developing a Thesis Statement, Enthymeme, or Hypothesis 42

**2g** Drafting a Research Proposal 45

The Short Proposal 45

The Long Proposal 46

**Your Research Project 50**



## Chapter 3 Organizing Ideas and Setting Goals 51

- 3a** Using a Basic Order to Chart the Course of Your Work 51
- 3b** Using Your Research Proposal to Direct Your Notetaking 52
- 3c** Listing Key Terms and Phrases to Set Directions for Notetaking 53
- 3d** Writing a Rough Outline 53
- 3e** Using Questions to Identify Issues 54
- 3f** Setting Goals by Using Organizational Patterns 55
- 3g** Using Approaches across the Curriculum to Chart Your Ideas 56
- 3h** Using Your Thesis to Chart the Direction of Your Research 57
- Your Research Project 59**

## Chapter 4 Finding Web-Based Resources 60

- 4a** Beginning an Online Search 61
- 4b** Reading an Online Address 65
- 4c** Using Keyword and Boolean Expressions 66
  - Subject Directory Search Engines 68
  - Robot-Driven Search Engines 68
  - Metasearch Engines 68
  - Specialized Search Engines 69
  - Educational Search Engines 69
  - Educational Search Engines Maintained by Libraries 71
- 4d** Using RSS and Social Bookmarking 72
  - RSS Feeds 72
  - Web 2.0 and Social Bookmarking 73
- 4e** Searching for Articles in Journals and Magazines 74
  - Online Journals 74
  - Online Magazines 75
- 4f** Searching for Articles in Newspapers and Media Sources 75
- 4g** Searching for Photographs and Other Visual Sources 77
- 4h** Accessing E-books 77
- 4i** Using Listserv, Usenet, Blogs, and Chat Groups 78
  - E-mail News Groups 78
  - Real-Time Chatting 78
- 4j** Examining Library Holdings via Online Access 79
- 4k** Finding an Internet Bibliography 79
  - Search Engine 79



**4l** Conducting Archival Research on the Internet 80

Go to the Library 80

Go to an Edited Search Engine 80

Go to a Metasearch Engine 80

Go to a Listserv or Usenet Group 82

Utilize Newspaper Archives 82

**Your Research Project 82****Chapter 5 Using Library Resources 83****5a** Launching the Search 83**5b** Developing a Working Bibliography 84**5c** Finding Books on Your Topic 85

Using Your Library's Electronic Book Catalog 86

Using the Library's Bibliographies 86

**5d** Finding Articles in Magazines and Journals 89

Searching the General Indexes to Periodicals 89

Finding Indexes by Topic in the Appendix 93

*Readers' Guide to Periodical Literature* 94

Social Sciences Index 94

Humanities Index 94

Searching for an Index to Abstracts 94

Searching for Abstracts of Dissertations 96

**5e** Searching for a Biography 96

Biography Index 97

Current Biography Yearbook 97

Contemporary Authors 97

Dictionary of Literary Biography 97

**5f** Searching for Articles in Newspaper Indexes 97**5g** Searching Special Subject Directories 98**5h** Searching for Government Documents 99**5i** Searching for Essays within Books 100**Your Research Project 100****Chapter 6 Conducting Field Research 102****6a** Investigating Local Sources 103

Interviewing Knowledgeable People 103

Writing Letters and Corresponding by E-mail 104



## 6 Contents

Reading Personal Papers 105

Attending Lectures and Public Addresses 105

**6b** Investigating Government Documents 106

**6c** Examining Audiovisual Materials, Television, and Radio 107

**6d** Conducting a Survey with a Questionnaire 108

**6e** Conducting Experiments, Tests, and Observation 110

**Your Research Project 111**

## Chapter 7 Plagiarism and How to Avoid It 113

---

**7a** Using Sources to Enhance Your Credibility 114

**7b** Placing Your Work in Its Proper Context 114

**7c** Understanding Copyright 115

**7d** Avoiding Plagiarism 116

Common Knowledge 118

Correctly Borrowing from a Source 120

**7e** Sharing Credit in Collaborative Projects 123

**7f** Honoring and Crediting Sources in Online Classrooms 123

**7g** Seeking Permission to Publish Material on Your Website 125

**Your Research Project 126**

## Chapter 8 Reading and Evaluating Sources 127

---

**8a** Finding Reliable Sources 127

**8b** Selecting a Mix of Primary and Secondary Sources 134

**8c** Evaluating Sources 134

Evaluating the Key Parts of an Article 134

Evaluating the Key Parts of a Book 136

Evaluating the Key Parts of an Internet Article 139

**8d** Outlining a Source 141

**8e** Summarizing a Source 141

**8f** Preparing an Annotated Bibliography 143

**8g** Preparing a Review of the Literature on a Topic 146

**Your Research Project 152**

## Chapter 9 Developing Outlines and Writing Effective Notes 153

---

Gathering Printouts, Photocopies, Scanned  
Images, and Downloaded Data 153



<b>9a</b>	Creating Effective Notes	154
	Honoring the Conventions of Research Style	154
	Using a Computer for Notetaking	154
<b>9b</b>	Writing Personal Notes	154
<b>9c</b>	Writing Direct Quotation Notes	156
	Quoting Primary Sources	157
	Quoting Secondary Sources	158
<b>9d</b>	Writing Paraphrased Notes	159
<b>9e</b>	Writing Summary Notes	161
<b>9f</b>	Writing Précis Notes	163
	Use the Précis to Review Briefly an Article or Book	164
	Use the Précis to Write an Annotated Bibliography	164
	Use the Précis in a Plot Summary Note	164
	Use the Précis As the Form for an Abstract	165
<b>9g</b>	Writing Notes from Field Research	166
<b>9h</b>	Creating Outlines Using Academic Models	166
	A General All-Purpose Model	166
	Model for Advancing Your Ideas and Theories	167
	Model for the Analysis of Creative Works	168
	Model for Argument and Persuasion Papers	168
	Model for Analysis of History	168
	Model for a Comparative Study	169
<b>9i</b>	Writing a Formal Outline	170
	Using Standard Outline Symbols	170
	Writing a Formal Topic Outline	171
	Writing a Formal Sentence Outline	171
	<b>Your Research Project</b>	<b>172</b>

## Chapter 10 Drafting the Paper in an Academic Style 174

<b>10a</b>	Focusing Your Argument	175
	Maintaining a Focus on Objective Facts and Subjective Ideas	176
<b>10b</b>	Refining the Thesis Statement	176
	Using Questions to Focus the Thesis	177
	Adjust or Change Your Thesis During Research if Necessary	179
<b>10c</b>	Writing an Academic Title	180



- 10d** Drafting the Paper from Your Research Journal, Notes, and Computer Files 181
  - Writing from Your Notes 181
  - Writing with Unity and Coherence 183
  - Writing in the Proper Tense 183
  - Using the Language of the Discipline 184
  - Writing in the Third Person 184
  - Writing with the Passive Voice in an Appropriate Manner 186
- 10e** Using Visuals Effectively in a Research Essay 186
  - File Formats 189
- 10f** Avoiding Sexist and Biased Language 189
- Your Research Project 191**

## Chapter 11 MLA Style: In-Text References 192

---

- 11a** Blending Reference Citations into Your Text 192
  - Making a General Reference without a Page Number 193
  - Beginning with the Author and Ending with a Page Number 193
  - Putting the Page Number Immediately after the Name 193
  - Putting the Name and Page Number at the End of Borrowed Material 194
- 11b** Citing a Source When No Author Is Listed 194
  - Citing the Title of a Magazine Article 194
  - Citing the Title of a Report 195
  - Citing the Name of a Publisher or a Corporate Body 195
- 11c** Citing Nonprint Sources That Have No Page Number 195
- 11d** Citing Internet Sources 196
  - Identify the Source with Name or Title 196
  - Identify the Nature of the Information and Its Credibility 196
  - Omitting Page and Paragraph Numbers to Internet Citations 197
- 11e** Citing Indirect Sources 198
- 11f** Citing Frequent Page References to the Same Work 200
- 11g** Citing Material from Textbooks and Large Anthologies 201
- 11h** Adding Extra Information to In-Text Citations 202
  - One of Several Volumes 202
  - Two or More Works by the Same Writer 203
  - Several Authors in One Citation 203
  - Additional Information with the Page Number 204



- 11i** Punctuating Citations Properly and Consistently 204
  - Commas and Periods 204
  - Semicolons and Colons 206
  - Question Marks and Exclamation Marks 206
  - Single Quotation Marks 207
- 11j** Indenting Long Quotations 207
- 11k** Citing Poetry 209
  - Quoting Two Lines of Poetry or Less 209
  - Quoting Three Lines of Poetry or More 209
  - Indenting Turnovers for Long Lines of Poetry 210
  - Retaining Internal Quotations within a Block 210
  - Providing Translations 211
- 11l** Handling Quotations from a Play 211
- 11m** Altering Initial Capitals in Quoted Matter 212
- 11n** Omitting Quoted Matter with Ellipsis Points 212
- 11o** Altering Quotations with Parentheses and Brackets 215
  - Parentheses 216
  - Brackets 216

### Your Research Project 217

## Chapter 12 Writing the Introduction, Body, and Conclusion 218

- 12a** Writing the Introduction of the Research Paper 218
  - Provide the Thesis Statement 218
  - Provide the Enthymeme 219
  - Provide a Hypothesis 220
  - Relate to the Well Known 220
  - Provide Background Information 221
  - Review the Literature 221
  - Review the History and Background of the Subject 222
  - Take Exception to Critical Views 222
  - Challenge an Assumption 223
  - Provide a Brief Summary 223
  - Define Key Terms 224
  - Supply Data, Statistics, and Special Evidence 224
- 12b** Writing the Body of the Research Paper 225
  - Organize by Chronology 225



	Compare or Contrast Issues, Critical Views, and Literary Characters	227
	Develop Cause and Effect	228
	Define Your Key Terminology	228
	Explain a Process	229
	Ask Questions and Provide Answers	229
	Cite Evidence from the Source Materials	230
	Use a Variety of Other Methods	230
<b>12c</b>	Writing the Conclusion of the Research Paper	231
	Restate the Thesis and Reach beyond It	232
	Close with an Effective Quotation	232
	Return the Focus of a Literary Study to the Author	233
	Compare the Past to the Present	233
	Offer a Directive or Solution	234
	Discuss Test Results	235
	<b>Your Research Project</b>	<b>235</b>

## Chapter 13 Revising, Proofreading, and Formatting the Rough Draft 237

<b>13a</b>	Conducting a Global Revision	237
	Revising the Introduction	237
	Revising the Body	238
	Revising the Conclusion	238
	Participating in Peer Review	239
<b>13b</b>	Formatting the Paper to MLA Style	239
	Title Page or Opening Page	240
	Outline	241
	Abstract	241
	The Text of the Paper	242
	Content Endnotes Page	242
	Appendix	242
	Works Cited	243
<b>13c</b>	Editing before Typing or Printing the Final Manuscript	243
	Using the Computer to Edit Your Text	243
<b>13d</b>	Proofreading on the Screen and on the Printed Manuscript	244
	<b>Your Research Project</b>	<b>245</b>



**13e** Sample Papers in MLA Style 246

Short Literary Research Paper 246

Sample Research Paper 254

**Chapter 14 MLA Style: Citations 268****14a** Formatting the Works Cited Page 269

Index to Works Cited Models: MLA Style 270

**14b** Works Cited Form—Online Sources 274

Citing Sources Found Online 274

**14c** Works Cited Form—Citing Database and CD-ROM Sources 280**14d** Works Cited Form—Books 282**14e** Works Cited Form—Periodicals 294**14f** Works Cited Form—Newspapers 297**14g** Works Cited Form—Government Documents 299**14h** Works Cited Form—Other Sources 300**Chapter 15 Using the APA Style 307****15a** Writing Theory, Reporting Test Results, or Reviewing Literature 307

Theoretical Article 307

Report of an Empirical Study 308

Review Article 308

**15b** Writing in the Proper Tense for an APA Paper 308**15c** Using In-Text Citations in APA Style 309**15d** Preparing the List of References 316

Index to Bibliographic Models: APA Style 316

Book 317

Periodical 318

Abstract 319

Review 320

Report 320

Nonprint Material 320

Sources Accessed Online 320

Article from a Library Database 324

CD-ROM 325



**15e** Formatting an APA Paper 325

Theoretical Paper 325

Report of Empirical Research 326

Review Article 326

**15f** Writing the Abstract 327

**15g** Sample Paper in APA Style 327

---

## **Chapter 16 CMS Style: The Footnote System 336**

**16a** Inserting a Superscript Numeral in Your Text 337

Writing Full or Abbreviated Notes 338

Index to CMS Footnote Models 338

**16b** Formatting and Writing the Footnotes 339

**16c** Writing Footnotes for Electronic Sources 341

**16d** Writing Subsequent Footnote References 343

**16e** Writing Endnotes Rather Than Footnotes 343

**16f** Writing Content Footnotes or Content Endnotes 344

**16g** Using the Footnote System for Papers in the Humanities 347

**16h** Writing a Bibliography Page for a Paper That Uses  
Footnotes 347

**16i** Sample Research Paper in the CMS Style 348

---

## **Chapter 17 CSE Style: Citations for Technical Writing 355**

Index to Bibliographic Models: CSE style 356

Guide by Discipline 356

**17a** Writing In-Text Citations Using the CSE Citation-Sequence  
System 357

**17b** Writing a References Page 358

**17c** Writing In-Text Citations with Name and Year 359

**17d** Using Name-Year with Bibliography Entries 361

Arranging the References List 363

**17e** Sample Paper Using the CSE Citation-Sequence System 363

---

## **Chapter 18 Creating Electronic and Multimedia Research Projects 375**

**18a** Beginning the Digital Project 375

**18b** Building Digital Presentations 376



<b>18c</b>	Research Project Websites 377
	Creating a Single Web Page 377
	Importing, Entering, and Modifying Text 377
	Citing Your Sources in a Web-Based Research Paper 378
<b>18d</b>	Using Graphics in Your Electronic Research Paper 378
	Graphic File Formats 379
	Creating Your Own Digital Graphics 379
<b>18e</b>	Using Sound and Video in Your Electronic Research Paper 379
<b>18f</b>	Preparing a Writing Portfolio 380
<b>18g</b>	Presenting Research in Alternative Formats 382
	<b>Your Research Project 383</b>
	<b>Glossary: Rules and Techniques for Preparing the Manuscript in MLA Style 384</b>
	<b>Appendix: Finding Reference Works for Your General Topic 393</b>
	Historic Issues of Events, People, and Artifacts 393
	Scientific Issues in Physics, Astronomy, and Engineering 394
	Issues of Health, Fitness, and Athletics 395
	Social and Political Issues 395
	Issues in the Arts, Literature, Music, and Language 396
	Environmental Issues, Genetics, and the Earth Sciences 397
	Issues in Communication and Information Technology 398
	Issues in Religion, Philosophy, and Psychology 398
	Issues in Business and Economics 399
	Popular Culture, Current Events, and Modern Trends 400
	<b>Credits 401</b>
	<b>Index 402</b>