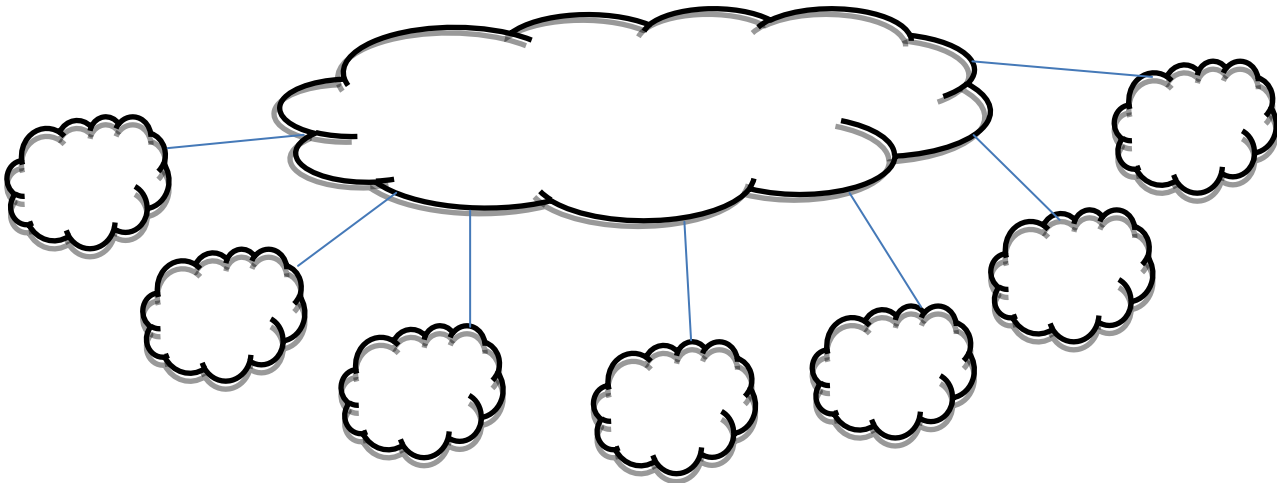


Research Planning Guide

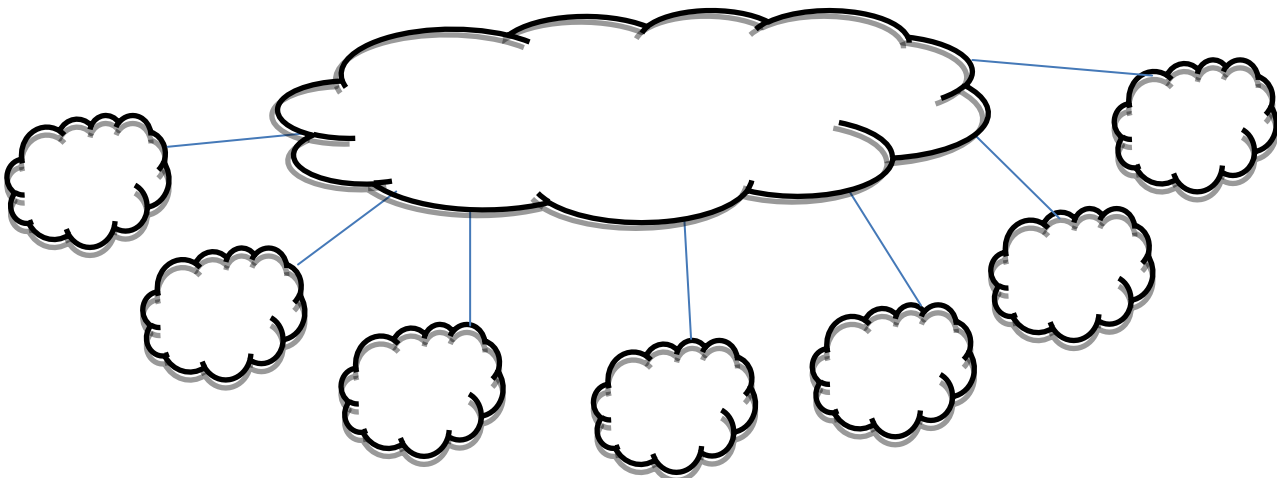
A research plan is a clear blueprint that guides the researcher step-by-step in completing a research project. This research plan helps in the selection and narrowing down of a topic as well as revision of the topic as research progresses. Steps one through five should be completed BEFORE the initial visit to the library.

Step 1: Task Definition—What is the assignment for this research project?

Step 2: Generate Topic Ideas—What are the possible research topics? Choose one.



Scale down the selected topic by brainstorming related ideas.

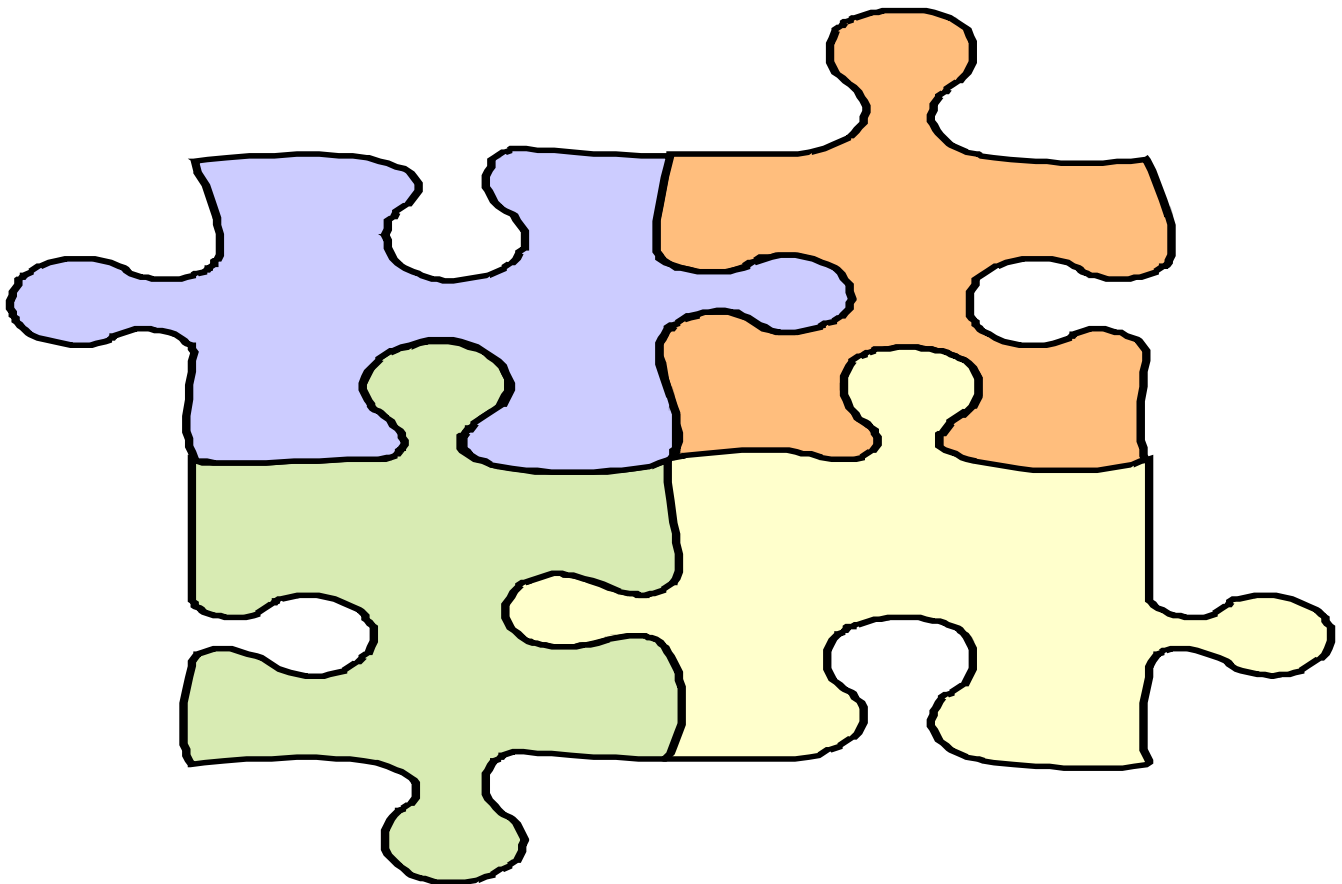


Step 3: Determine Information Needs—What is known? What is needed to know?

What I know...

What I don't know...

Step 4: Guiding Questions—What questions need to be answered by the research?



Step 5: Information Location and Access—List the resources to be used in research.

- 1.
- 2.
- 3.
- 4.

Step 6: Keywords and Phrases—List the keywords needed to conduct research using search engines and data bases. Keywords are synonyms or related subjects. Check the scaled down brainstorming to help.

Keywords...

Key Phrases...

Step 7: Topic Selection—What is the big question research will answer?

Step 8: Source Selection—After completing the reading of the research, which three would best assist in answering the big question?

- 1.
- 2.
- 3.

Step 9: Formulate the Research Thesis—Based on the big question and the researched information, compose a clear thesis statement for research.

Step 10: Reworking Thesis—Rewrite the thesis statement for the research paper to include the selected oppositions.

Research Check List

Research Item	Due Date
<p>1. RESEARCH PLAN</p> <ul style="list-style-type: none"> ✓ Narrow topic to research ✓ Gather a minimum of three sources. Be sure to use MLA documentation of the source. ✓ Read researched sources. 	<ul style="list-style-type: none"> ✓ Research Planning Guide _____ ✓ Research Paper Topic _____ ✓ Three Sources _____
<p>2. TAKE NOTES ON SOURCES</p> <ul style="list-style-type: none"> ✓ Print out sources. ✓ Highlight and annotate information that answers research questions. ✓ Annotate information for opposing ideas to the topic. 	<ul style="list-style-type: none"> ✓ Print out of Sources _____ ✓ Highlighting and Annotating of Sources for Information _____ ✓ Highlighting and Annotating of Sources for Opposing Information _____
<p>3. SYNTHESIS OF INFORMATION</p> <ul style="list-style-type: none"> ✓ Compile notes by topic on notebook paper, note cards, or in Word. Be sure to document sources using MLA documentation. ✓ Construct an outline for the research paper. ✓ Select only relevant information from the research. ✓ Revising Research Plan to reflect any hole in the information. ✓ Conduct additional research. ✓ Revise thesis statement. ✓ Teacher Conference #1 	<ul style="list-style-type: none"> ✓ Compiled Notes by Answer _____ ✓ Construct Outline _____ ✓ Select Information _____ ✓ Revising Research Plan _____ ✓ Research Additional Sources _____ ✓ Revise Thesis Statement _____ ✓ Teacher Conference #1 _____

4. COMPOSITION

- ✓ Revise outline.
- ✓ Compose rough draft of paper.

- ✓ Use parenthetical notation to document direct quotes within the paper.

- ✓ Create a Works Cited page using MLA documentation.

- ✓ Revise Outline _____
- ✓ Compose Rough Draft _____

- ✓ Parenthetical Notation _____

- ✓ Works Cited Page _____

5. REVISION

- ✓ Peer revise the paper for the following aspects:
 - ✓ Thesis Statement
 - ✓ Topic Sentences
 - ✓ Clincher/Transition Sentences
 - ✓ Elevated diction
 - ✓ Varied Syntax
 - ✓ Details of Research

- ✓ Peer edit the paper for the following aspects:
 - ✓ Spelling
 - ✓ Capitalization
 - ✓ Punctuation
 - ✓ MLA Format of Works Cited page
 - ✓ Quotation Format
 - ✓ Parenthetical Notation Format

- ✓ Teacher Conference #2

- ✓ Peer Revision _____

- ✓ Peer Editing _____

- ✓ Teacher Conference #2 _____

6. FINAL PAPER

- ✓ Type final paper in MS Word with the following requirements:
 - ✓ One Inch Margins
 - ✓ Arial Font
 - ✓ 12 Point Font
 - ✓ Double Spaced
 - ✓ Cover Page
 - ✓ Three Pages
 - ✓ Works Cited Page
 - ✓ MLA Format

- ✓ Final Paper _____

<ul style="list-style-type: none"> ✓ Turn in all of the following documents: <ul style="list-style-type: none"> ✓ Plagiarism Agreement ✓ Annotated Reading Selection ✓ Research Planning Guide ✓ Highlight and Annotated Sources ✓ Notes ✓ Teacher Conference #1 ✓ Rough Draft from Revising and Editing ✓ Teacher Conference #2 ✓ Research Check List 	<ul style="list-style-type: none"> ✓ Research Documents _____
<p>7. SELF-REFLECTION OF RESEARCH</p> <ul style="list-style-type: none"> ✓ Complete the self-reflection questionnaire. 	<ul style="list-style-type: none"> ✓ Self-Reflection of Research _____

Teacher Conference #1

1. Topic of research paper: _____

2. Why this topic was chosen: _____

3. Current step of research process: _____

4. Need help with _____
because _____.

5. Three questions for the teacher:

- ✓ _____
- ✓ _____
- ✓ _____

6. Notes from conference

7. The next task to complete is

Teacher Conference #2

1. Topic of research paper: _____

2. Thesis statement: _____

3. Organization question: _____

4. Current step of writing process: _____

5. Need help with _____
because _____.

6. Three questions for the teacher:

- ✓ _____
- ✓ _____
- ✓ _____

7. Notes from conference

8. The next task to complete is

Research Self-Reflection

Directions: Answer the following questions using complete sentences.

1. What was the **strongest** part of the research paper? Why?
2. What was the **weakest** part of the research paper? Why?
3. What was the **easiest** part of the research process? Why?
4. What was the **most difficult** part of the research process? Why?
5. What would have made the most difficult part easier to complete? Why?
6. With what task(s) was addition assistance needed? Why?

7. Using the grading rubric, what score would the research paper earn? Why?

8. If the paper could be revised once more, what should be changed? Why?

9. What was learned from this research project? Explain in detail.

Works Cited Page Guidelines

1. Document all the sources actually quoted in the research paper using MLA documentation.
2. Works Cited is centered on the top line of the page.
3. Works Cited is alphabetized by the author's last name.
4. All entries begin against the left hand margin; the second and subsequent lines of the entry are indented.
5. At least three sources must be documented on the Works Cited page.

EXAMPLE:

Works Cited

Boyce, Charles. *Shakespeare: The Essential Reference to His Plays, His Poems, His Life and Times, and More*. Round Table Publishing: New York, 1990.

Rinaldo, Denise. "The Tough Life of a Teen Mom." *Choices*. Scholastic, Inc.: New York, January 2012.

Title Page Guidelines

1. Center your full name on the page vertically and horizontally.
2. Type the title of the research paper.
3. Type English, Pre-AP English, or Pre-AP/PSAT English, grade, and class period numbers.
4. Type the teacher's name.
5. Type Terra Vista Middle School.
6. Type the due date.

EXAMPLE:

Kristina Waterstraat
"Preventable Mining Disasters of North America"
English 7-4
Mrs. Janeway
Terra Vista Middle School
March 18, 2012

Boolean Search Strategy

“ “ (quotation marks)—indicates multiple words or phrases to be search in that exact way
+ (plus sign)—used to mark words to appear on that webpage
- (minus sign)—use to indicate words that CANNOT appear on the webpage
AND—connects two search terms that must appear on the webpage
OR—connects two search terms so that at least one must appear on the webpage
NOT—used to exclude words in the search
() (parenthesis)—connects groups of terms to appear on a webpage

Internet Information Quality Check List

The following are questions to consider when evaluating the quality of information from a website.

1. Is the information at an appropriate use level? Y/N
2. Is the purpose of the site to provide information? Y/N
3. Does it promote a position or opinion? Y/N
4. Is the information primary or secondary information? Y/N
5. Do the pages include links to support ideas and information? Y/N
6. Is the site inward-focused or outward directed in the use of links? Y/N
7. Is the intended audience level appropriate for school? Y/N
8. Is the material on the site age appropriate? Y/N
9. Does the site support instructional themes or concepts? Y/N
10. Is the author known as an expert in the area? Y/N
11. Was the page linked to another page that you are familiar with in research? Y/N
12. Does the website give author information? Y/N
13. Is contact information included on the webpage? Y/N
14. Is there an organization that has taken credit for the site? Y/N
15. What is the suffix ending for the website? .edu .ca .gov .com .net .org
16. Is the publisher of the site biased? Y/N
17. Can you determine when the site was created? Y/N
18. Has it been updated since its creation? Y/N
19. Are sources of information documented on the website? Y/N
20. Is the site user friendly? Y/N
21. Is the information presented in a logical, organized format? Y/N
22. Is there a clear site map or hyperlink index? Y/N

19-22 = Excellent

15-18 = Good

11-14 = Limited Use

10 and below = Do not use

*Adapted from Technology and Learning 1998

Types of Direct Quotes and Parenthetical Documentation

Integrated Quotes

- ✓ Three lines or less when typed in the research paper
- ✓ Separate your words from that of the direct quote using a comma.
- ✓ Open with quotation marks.
- ✓ Write the quote exactly as it appears in the source.
- ✓ Close the quotation marks.
- ✓ Open parenthesis.
- ✓ Type the author's last name from the source being quoted.
- ✓ Type only the page number for the quote.
- ✓ Close parenthesis.
- ✓ Correctly end punctuate the sentence.

EXAMPLE:

According to Faus in *Tragedy and AfterL Euripides, Shakespeare, Goathe*, "The Friar come(s) up with [his] own answers but fails to rise above a simplistic explanation of" anything but "divine retribution" for his trifling with "a greater power that we can contradict" (Faas 100).

The Formula:

At least two detailed sentences in your own words. As _____(name of author)_____, author of _____(title of the source)_____, explains (any word from the said list), "
_____(direct quote from the source_____)" (Author's last name page number of direct quote).

Indented Quotes

- ✓ More than three lines when typed in the research paper
- ✓ Does not use quotation marks
- ✓ Separate your words from the direct quote using a colon.
- ✓ Indent all lines of the direct quote five spaces on both sides.
- ✓ Open parenthesis.
- ✓ Type the author's last name from the source being quoted.
- ✓ Type only the page number for the quote.
- ✓ Close parenthesis.
- ✓ Correctly end punctuate the sentence.

EXAMPLE:

As Charles Boyce explains in his reference book, *Shakespeare from A to Z*:

...the audience feels no sympathy toward Capulet after he demands his daughter to marry Paris or face complete disownment from the family, he regains some human sympathetic qualities upon his reconciliation with Montague in the final scene

(Boyce 93).

The Formula:

At least two detailed sentences in your own words. As _____ (name of author) _____, explains (use any word from the said list) in his/her article/book, _____ (title of the source) _____:

_____ (direct quote) _____

_____ (direct quote) _____

_____ (direct quote) _____

_____ (direct quote) _____

(Author's last name page number of direct quote).

Grade Guide

Assignment	Number and Type of Grade	
Plagiarism Agreement	1	Daily
Annotated Reading Selection	1	Daily
Research Planning Guide	1	Test
Library Research Days	1	Daily
Highlight and Annotated Sources	1	Daily
Notes	1	Daily
Teacher Conference #1	1	Daily
Outline	1	Daily
Rough Draft from Revising and Editing	1	Daily
Teacher Conference #2	1	Daily
Research Check List	1	Daily
Computer Lab Days	1	Daily
Title Page	1	Test
Final Draft	1	Test
Works Cited	1	Test

Research Grading Rubric

Student Name _____

Title of Research Paper _____

Research Skills _____ Organization _____ Content _____ Mechanics _____ Format _____

Skill	-1 62	1 65	+1 68	-2 72	2 75	+2 78	-3 82	3 85	+3 88	-4 92	4 95	+4 98	Total Score
Research Skills													
Use of sources to support thesis													
Use of quotes													
Use of paraphrasing													
Use of parenthetical notation													
Organization													
Hook													
Bridge													
Thesis													
Topic sentences													
Clincher/transitional sentences													
Supporting details													
Textual evidence from sources													
Content													
Transitional words													
Paragraph development													
Support of thesis statement													
Textual evidence from sources													
Clarity of ideas in paragraphs													
Clarity of ideas throughout paper													
Flow of ideas													
Varied syntax													
Elevated diction (vocabulary)													
Mechanics													
Spelling													
Capitalization													
Punctuation													
Verb tense													
Pronoun referents													
Basic usage													
Format													
Title page													
Final paper													
Integrated quotes													
Indented quotes (if used)													
Parenthetical notation													
Works Cited													

See specific comments on research paper.

Notes Page—Source #1

Directions:

Document the source using MLA format on the lines provided. Write your four questions on the left hand side of the chart. Write notes in the two boxes to the right of the question. Be sure to document page numbers and use quotation marks if it is a direct quote from the source.

Source Documentation (MLA Format)

Questions	Notes	Notes
1.		
2.		
3.		
4.		

Notes Page—Source #2

Directions:

Document the source using MLA format on the lines provided. Write your four questions on the left hand side of the chart. Write notes in the two boxes to the right of the question. Be sure to document page numbers and use quotation marks if it is a direct quote from the source.

Source Documentation (MLA Format)

Questions	Notes	Notes
1.		
2.		
3.		
4.		

Notes Page—Source #3

Directions:

Document the source using MLA format on the lines provided. Write your four questions on the left hand side of the chart. Write notes in the two boxes to the right of the question. Be sure to document page numbers and use quotation marks if it is a direct quote from the source.

Source Documentation (MLA Format)

Questions	Notes	Notes
1.		
2.		
3.		
4.		

Plagiarism Agreement

Definition—

Plagiarism is a form of cheating that involves submitting or presenting writing or work in a class as if it is your own words or work. Plagiarism can be when the writing or work submitted is completed by someone other than the individual presenting the writing or work for a grade. Another form of plagiarism is taking information from a source without referencing the original author. The last common form of plagiarism is copying an entire source, for instance an essay, and submitting it as your own work.

Plagiarism Vocabulary—

- **Citation**—directly quoting or giving credit to another person’s work or ideas within your own work
- **Copyright**—the legal right given to a person for exclusive publication of work
- **Common knowledge**—facts known by a large group of people; does not have to be cited
- **Cyber-Plagiarism**—copying or downloading articles, essays, or research papers found online without providing the proper citation
- **Deliberate Plagiarism**—copying someone work with the intention of submitting it as your own work
- **Paraphrasing**—restatement of the information from a source in different forms or words to clarify the original meaning

I have read and understand the definition of plagiarism as well as the plagiarism vocabulary on this agreement.

I understand that copying any part of someone else’s writing or work into my out writing or work without the necessary citations would be considered plagiarism.

I understand that rewording another person’s ideas without providing the correct citation is considered plagiarism.

I understand that if I choose to plagiarize any part of my writing or work, I will conference with the teacher, contact my parent or guardian, and discipline referral to the administrative office on campus.

My signature on this agreement shows that I will follow the above guidelines for plagiarism. I also understand that I am responsible for asking my teacher for assistance or clarification for plagiarism concerns.

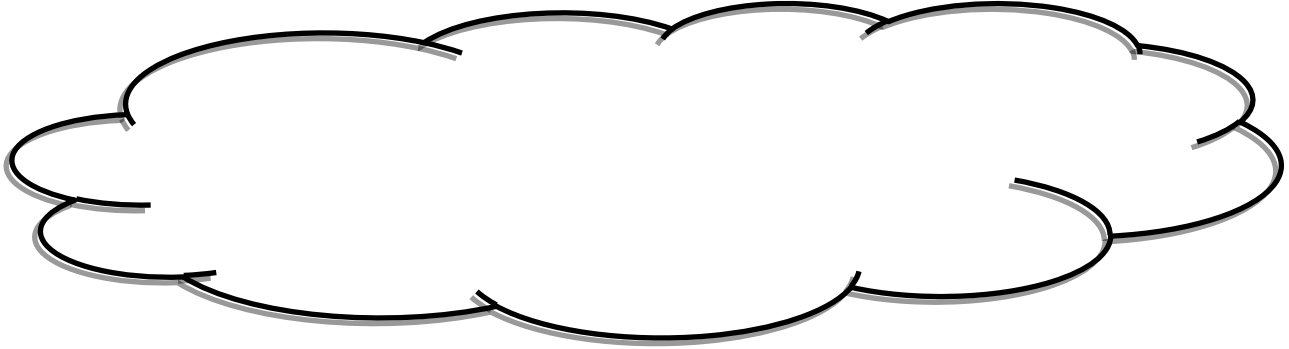
Student Signature

Date

Research Question Generator

Directions:

Write the topic of your research paper in the cloud. Pass the paper around to the students in your section and have them generate possible questions about your research topic. The questions should start with why, how, and which?



Notes Page—Source #1

CALL NUMBER (look at the spine of the book):

BOOK SOURCE:

Boyce, Charles. *Shakespeare: The Essential Reference to His Plays, His Poems, His Life and Times, and More*. Round Table Publishing: New York, 1990.

Source Documentation (MLA Format)

Questions from the puzzle pieces	Notes Direct quote from the source in quotation marks and page number	Notes Just the paraphrased facts
1.		
2.		
3.		
4.		

Notes Page—Source #2

CALL NUMBER (look at the spine of the book):

BOOK SOURCE:

Boyce, Charles. *Shakespeare: The Essential Reference to His Plays, His Poems, His Life and Times, and More*. Round Table Publishing: New York, 1990.

Source Documentation (MLA Format)

Questions from the puzzle pieces	Notes Direct quote from the source in quotation marks and page number	Notes Just the paraphrased facts
1.		
2.		
3.		
4.		

Notes Page—Source #3

ANOTHER SOURCE (check with your teacher for documentation if not a book or encyclopedia):

Source Documentation (MLA Format)

Questions from the puzzle pieces	Notes Direct quote from the source in quotation marks and page number	Notes Just the paraphrased facts
1.		
2.		
3.		
4.		