

Writing research papers

A complete guide

Ninth edition

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Introduction

- 1.Narrowing your focus to a manageable topic
- 2.Locating source materials and taking notes
- 3.Analysing, evaluating, and interpreting materials
- 4.Arranging and classifying materials
- 5.Writing the paper with a sense of purpose as well as with clarity and accuracy
- 6.Handling problems of quoting and properly documenting your sources

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1 Finding a topic

- 1.It must examine a significant issue
- 2.It must address a knowledgeable reader and carry the reader to another plateau of knowledge
- 3.It must have a serious purpose, one that demands analysis of the issues, argues from a position, and explains complex details

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1a Generating ideas for a research paper project

- Using personal experience for topic discovery
Talking with others to find a subject
Speculating about your subject to discover ideas
- Keeping a research journal
 - Free writing
 - Listing key words
 - Arranging key words into a rough outline
 - Clustering
 - Asking questions

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1b Using a computer search to discover a topic

Surfing the Internet for a topic
Using CD-ROM to find a topic
Using the Public Access Catalog (PAC) to find a topic

1c Using printed sources to formulate a topic

Scanning periodicals and books
Scanning an encyclopedia article
Searching the headings in the printed indexes

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1d Drafting a research proposal

The short proposal

- a.The purpose of the paper (explain, analyse, argue)
- b.The intended audience (general or specialised)
- c. Your position as the writer (informer or advocated)
- d.The preliminary thesis sentence or opening hypothesis

The long proposal

Explaining your purpose in the research proposal

Identifying your audience in the research proposal

- 1.Identify your audience and respond accordingly
- 2.Meet the needs of your readers
- 3.Invite your readers into the discussion

Identifying your role as a researcher in the proposal

Expressing your thesis sentence in the research proposal

Using an enthymeme

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1e Narrowing the general subject to a specific topic

Narrowing the topic by comparison
Restricting and narrowing with disciplinary interests
Narrowing the topic to match source materials

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2 Gathering data

- Search the available sources
- Refine the topic and evaluate the sources
- Read and take notes
- Use computer searches
- Use the appendixes of this book

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2a Learning the organisation of your library

Circulation desk
Reference room
Public Access Catalog (PAC)
CD-ROM database facilities
Reserve desk
Stacks
Interlibrary loans
Photocopiers
Nonprint materials
Archives and special collections

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2b Developing a working bibliography

1. Author's name
2. Title of the work
3. Publication information
4. Library call number
5. (Optional) A personal note about the contents of the source

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2c The electronic library: using a computer search

Using a search engine
Using a subject directory
Using a key-word search
Accessing online magazines and journals
Using Gopher, FTP, Telnet, and other protocols
Examining library holdings via Internet access
Using CD-ROM

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2d Using the printed bibliographies

Starting the search with general bibliographies
Using the trade bibliographies
Using a shortcut: searching the specialised bibliographies

2e Searching the printed indexes

Searching the printed indexes to periodicals
Searching an index to abstracts
Searching the bibliographical indexes for authors and personalities
Searching the newspaper indexes
Searching the pamphlet files and pamphlet indexes

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<p>2f Searching the indexes to government documents</p> <p>2g Searching for essays within books</p> <p>2h Using the microforms</p> <p>2i Using the printed catalog cards</p> <p>Distinguishing the Dewey Decimal System from the Library of Congress System</p> <p>13</p>	<p>2j Collecting data outside the library</p> <p>Interviewing knowledgeable people</p> <p>Writing letters</p> <p>Examining audiovisual materials, television, and radio</p> <p>Attending lectures and public addresses</p> <p>Investigating local government documents</p> <p>Reading personal papers</p> <p>Conducting a survey with a questionnaire</p> <p>Writing a case study</p> <p>Conducting experiments, tests, and measurements</p> <p>14</p>
<p>3 Organising ideas and setting goals</p> <p>3a Charting a direction and setting goals</p> <p>Using your research proposal to direct your note taking</p> <p>Listing key words and phrases to set directions for note taking</p> <p>Writing a rough outline</p> <p>Using questions to identify issues</p> <p>15</p>	<p>Setting goals by using the modes of development</p> <ul style="list-style-type: none"> • Definition • Comparison and contrast • Process • Illustration • Cause and effect • Classification • Analysis • Description <p>Using approaches across the curriculum to chart your major ideas</p> <p>Using your thesis to chart the direction of your research</p> <p>Revising your goals during research</p> <ol style="list-style-type: none"> 1.What is my role as researcher? 2.What is my thesis? 3.How specialised is my audience? <p>16</p>
<p>3b Using academic models (paradigms) to stimulate your note taking</p> <p>17</p>	<p>A general all-purpose model</p> <p>Identify the subject</p> <p>Explain the problem</p> <p>Provide background information</p> <p>Frame a thesis sentence</p> <p>Analyse the subject</p> <p>Examine the first major issue</p> <p>Examine the second major issue</p> <p>Examine the third major issue</p> <p>Discuss your findings</p> <p>Restate your thesis</p> <p>Interpret the findings</p> <p>Provide answers, solutions, a final opinion</p> <p>18</p>

<p>Paradigm for advancing your ideas and theories</p> <p>Introduction</p> <ul style="list-style-type: none"> Establish the problem or question Discuss its significance Provide the necessary background information Introduce experts who have addressed the problem Provide a thesis sentence that addresses the problem from a perspective not yet advanced by others <p>Body</p> <ul style="list-style-type: none"> Trace issues involved in the problem Develop a past to present examination Compare and analyse the details and minor issues Cite experts who have addressed the same problem <p>19</p>	<p>Conclusion</p> <ul style="list-style-type: none"> Advance and defend your theory as it grows out of evidence in the body Offer directives or plan of action Suggest additional work and research that is needed <p>20</p>
<p>Paradigm for the analysis of creative works</p> <p>Introduction</p> <ul style="list-style-type: none"> Identify the work Give a brief summary in one sentence Provide background information that relates to the thesis Offer biographical facts about the author that relate to the specific issues Use quotations and paraphrases of authorities that establish scholarly traditions Write a thesis sentence that establishes your particular views of the literary work or other art form <p>21</p>	<p>Body</p> <ul style="list-style-type: none"> Provide an analysis divided according to such elements as imagery, theme, character development, structure, symbolism, narration, language, and so forth <p>Conclusion</p> <ul style="list-style-type: none"> Keep a fundamental focus on the author of the work, not just the elements of analysis as explained in the body Offer a conclusion that explores the contributions of the writer in concord with your thesis sentence <p>22</p>
<p>Paradigm for argument and persuasion papers</p> <p>Introduction</p> <ul style="list-style-type: none"> In one statement establish the problem or controversial issue that your paper will examine Summarise the issues Define key terminology Make concessions on some points of the argument Use quotations and paraphrases of sources to build the controversial nature of the subject Provide background to establish a past/present relationship Write a thesis to establish your position <p>23</p>	<p>Body</p> <ul style="list-style-type: none"> Argue in defence of one side Analyse the issues, both pro and con Give evidence from the sources, including quotations as appropriate <p>Conclusion</p> <ul style="list-style-type: none"> Expand your thesis into a conclusion that makes clear your position, which should be one that grows logically from your analysis and discussion of the issues <p>24</p>

Paradigm for analysis of history

Introduction

- Identify the event
- Provide the background leading up to the event
- Offer quotations and paraphrases from experts
- Give the thesis sentence

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Body

- Provide a thorough analysis of the background leading up to the event
- Trace events from one historic episode to another
- Offer a chronological sequence that explains how one event relates directly to the next
- Cite authorities who have also investigated this event in history

Conclusion

- Reaffirm your thesis
- Discuss the consequences of this event on the course of history; that is, explain how the course of history was altered by this one event

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Paradigm for a comparative study

Introduction

- Establish A
- Establish B
- Briefly compare the two
- Introduce the central issues
- Cite source materials on the subjects
- Present your thesis

Body (choose one)

- Examine A
- Examine B
- Compare and contrast A and B

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Compare A and B

Contrast A and B

Discuss the central issues

Issue 1

Discuss A and B

Issue 2

Discuss A and B

Issue 3

Discuss A and B

Conclusion

- Discuss the significant issues
- Write a conclusion that ranks one over the other
- or
- Write a conclusion that rates the respective wisdom of each side

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3c Writing a formal outline

- Using standard outline symbols
- Writing a formal topic outline
- Writing a formal sentence outline
- Using your notes, photocopies, Internet printouts, and research journal to enrich an outline
- Using basic, dynamic order to chart the course of your work

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4 Finding and reading the best sources

4a Finding the best source materials

- Consulting with your instructor and the librarians
- Using recent sources
- Evaluating Internet sources
- Using journals rather than magazines
- Using scholarly books rather than trade books and encyclopedias
- Using bibliographies to evaluate an author
- Conducting a citation search
- Examining the book reviews

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4b Reading all or part of a source

Evaluating an article

- 1.The title
- 2.An abstract
- 3.The opening paragraphs
- 4.Each topic sentence of paragraphs of the body
- 5.The closing paragraphs
- 6.Author credits

Evaluating a book

- 1.The table of contents
- 2.The book jacket, if one is available
- 3.The foreword, preface, or introduction
- 4.The index

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4c Responding to the sources

Selecting key ideas for your notes

Outlining the key ideas of a source

Making notations on Photocopied materials

Writing a summary or a Précis

4d Selecting a mix of both primary and secondary sources

4e Preparing an annotated bibliography

4f Preparing a review of the literature on a topic

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5 Writing notes

5a Creating effective notes

Using a computer for note taking

Developing handwritten notes

5b Writing personal notes

5c Writing direct quotation note cards

Quoting the primary sources

Quoting the secondary sources

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5d Writing paraphrased notes

- 1.Rewrite the original in about the same number of words
- 2.Provide an in-text citation to the source
- 3.Retain exceptional words and phrases from the original by enclosing them within quotation marks
- 4.Preserve the tone of the original by suggesting moods of satire, anger, humour, doubt, and so on
- 5.Put the original aside while paraphrasing to avoid copying word for word

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5e Writing summary notes

5f Writing précis notes

Use the précis to review briefly an article or book

Use the précis to write an annotated bibliography

Use the précis in a plot summary note

Use the précis as the form for an abstract

5g Writing notes from field research

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5h Avoiding plagiarism

Documenting your sources for a purpose

Understanding plagiarism so you can avoid it

- 1.Let the reader know when you begin borrowing from a source by introducing the quotation or paraphrase with the name of the authority
- 2.Enclose within quotation marks all quoted materials
- 3.Make certain that paraphrased material has been rewritten into your own style and language
- 4.Provide specific in-text documentation for each borrowed item
- 5.Provide a bibliography entry in the “Works cited” for every source cited in the paper

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6 Writing the paper

- Be practical
- Be uninhibited
- Be judicious

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6a Writing a final thesis sentence

Using questions to focus the argument

Using key words to focus your argument

- 1.Does it express your position in a full, declarative sentence, which is not a question, not a statement purpose, and not merely a topic?
- 2.Does it limit the subject to a narrow focus that grows out of research?
- 3.Does it establish an investigative, inventive edge to the discovery, interpretation, or theoretical presentation?

Adjust your thesis during research if necessary

6b Writing a title

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6c Understanding your purpose and your role as a writer

- Ethical appeal
- Logical appeal

6d Drafting the paper from your notes and outline

Citing more than one source in a paragraph
Writing from your outline and notes
Safeguarding your work on a computer
Transferring graphics into the text
Writing in the proper tense
Using the language of the discipline
Writing in the third person
Writing with unity and coherence

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6e Writing the introduction of the paper

- SUBJECT – Identify your specific topic, and then define, limit, and narrow it to one issue
- BACKGROUND – Provide relevant historical data
- PROBLEM – The point of a research paper is to explore or resolve a problem, so identify and explain the complications that you see
- THESIS SENTENCE – Within the first few paragraphs, use your thesis sentence to establish the direction of the study and point your readers toward your eventual conclusions

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Opening with your thesis statement
Relating to the well known
Providing background information
Reviewing the literature
Reviewing the history and background of the subject
Taking exception to critical views
Challenging an assumption
Providing a brief summary
Defining key terms
Supplying data, statistics, and special evidence

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Avoiding certain mistakes in the opening

- Avoid a purpose statement, such as “The purpose of this study is ...”
- Avoid repetition of the title
- Avoid complex or difficult questions that may puzzle the reader
- Avoid simple dictionary definitions
- Avoid humour
- Avoid hand-drawn artwork but do use computer graphics, tables, and other designs that are appropriate to your subject
- Avoid a quotation that has no context

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6f Writing the body of the research paper

- ANALYSIS – Classify the major issues of the study and provide a careful analysis of each in defence of your thesis
- PRESENTATION – Provide well-reasoned statements at the beginning of your paragraphs, and supply evidence of support with proper documentation
- PARAGRAPHS – Offer a variety of development to compare, show process, narrate the history of the subject, show causes, and so forth

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Relating a time sequence
Comparing or contrasting issues, critics, and literature characters
Developing cause and effect
Defining your key terminology
Showing a process
Asking questions and providing answers
Citing evidence from the source materials
Using a variety of other methods

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6g Writing the conclusion of the research paper

- THESIS – Reaffirm the thesis sentence and the central mission of your study
- JUDGEMENTS – Discuss and interpret the findings
- DIRECTIVES – Based on the theoretical implications of the study, offer suggestions for action and for new research

Restating the thesis and reaching beyond it

Closing with an effective quotation

Returning the focus of a literary study to the author

Comparing past to present

Offering a directive or solution

Discussing the test results

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Avoiding certain mistakes in the conclusion

- Avoid afterthoughts or additional ideas
- Avoid the use of “thus”, “in conclusion”, or “finally” at the beginning of the last paragraph
- Avoid ending the paper without a sense of closure
- Avoid questions that raise new issues

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6h Revising the rough draft

Global revision

1. Skim through the paper to check its unity
2. Transplant paragraphs, moving them to more relevant and effective positions
3. Delete sentences that do not further your cause
4. Revise your outline to match these changes if you must submit the outline with the paper

Revision of the introduction

Revision of your paragraphs

Revision of the conclusion

Using the computer for revision of the whole work

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6i Editing before typing or printing the final manuscript

Using the computer to edit your text

Editing to avoid sexist and biased language

6j Proofreading before the final computer printout

6k participating in peer review of research writing

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<p>7 Blending reference material into your writing</p> <ul style="list-style-type: none"> • unity • coherence <p>7a Blending a reference into your text</p> <p>Making general reference without a page number Beginning with the author and ending with a page number Putting the page number immediately after the name Putting the name and page number at the end of borrowed material</p> <p>49</p>	<p>7b Citing a source when no author is listed</p> <p>Citing the title of a magazine article Citing the title of a report Citing the name of a publisher or a corporate body</p> <p>7c Identifying unprinted sources that have no page number</p> <p>7d Identifying Internet sources</p> <p>7e Establishing the credibility of the sources</p> <p>7f Citing indirect sources</p> <p>50</p>
<p>7g Citing frequent page references to the same work</p> <p>7h Citing material from textbooks and large anthologies</p> <p>7i Adding extra information to in-text citations</p> <p>7j Punctuating citations properly and with consistency</p> <p>Commas and periods Semicolons and colons Question marks and exclamation marks Single quotations marks</p> <p>7k Indenting long quotations</p> <p>51</p>	<p>7l Citing poetry</p> <p>Quoting short passages of poetry Signaling turnovers for long lines of poetry</p> <p>7m Altering initial capitals an some quoted matter</p> <p>7n omitting quoted matter with ellipsis points</p> <p>7o Altering quotations with parentheses and brackets</p> <p>52</p>
<p>8 Handling format</p> <p>8a Preparing the final manuscript in MLA style</p> <p>Title page or opening page Outline Abstract The text of the paper Content endnotes page Appendix Works cited</p> <p>53</p>	<p>8b Glossary: techniques for preparing the manuscript in MLA style</p> <p>Abbreviations Accent marks Acknowledgements Ampersand Annotated bibliography Arabic numerals Asterisks Bible Borders Bullets and numbers Capitalisation</p> <p>54</p>

<p> Character sets Clip art Content endnotes Copyright law Corrections Covers and binders Dates Definitions Endnotes for documentation of sources Etc. (et cetera) Footnotes for documentation Figures and tables Fonts Foreign cities Foreign languages </p> <p>55</p>	<p> Graphics Headers and footers Headings Hypertext link Hyphenation Indentation Italics Length of the research paper Margins Monetary units Names of persons Numbering Paper Percentages Proofreaders' marks </p> <p>56</p>
<p> Punctuation Roman numerals Running heads Short titles in the text Slang Spacing Spelling Statistical and mathematical copy Superscript numerals in the text Table of contents Theses and dissertations Titles within titles Typing Underscoring Word division </p> <p>57</p>	<p> 8c Sample paper: a short essay with documentation 8d Sample paper: a formal research paper </p> <p>58</p>
<p> 9 Works cited: MLA style 9a Formatting the “Works cited” page </p> <p>59</p>	<p> 9b Bibliographic form – books </p> <ol style="list-style-type: none"> 1. Author(s) 2. Chapter or part of book 3. Title of the book 4. Editor, translator, or compiler 5. Edition 6. Volume number of book 7. Name of the series 8. Place, publisher, and date 9. Page numbers 10. Total number of volumes <p>Sample bibliographic entries – books</p> <p>60</p>

9c Bibliographic form – periodicals

1. Author(s)
 2. Title of the article
 3. Name of the periodical
 4. Series number (if it is relevant)
 5. Volume number (for journals)
 6. Issue number (if needed)
 7. Date of publication
 8. Page numbers
- Sample bibliographic entries – periodicals

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9d Bibliographic form - newspapers

9e Bibliographic form – government documents

9d Electronic sources (CD-ROM, Internet, e-mail, databases)

- Citing sources found on the Internet
1. Author/editor name
 2. Title of the article or short article
 3. Name of the book, journal, or complete work
 4. Publication information
 5. Date of your access
 6. URL
- World Wide Web sites

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9g Bibliographic form – other sources

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10 Writing in APA style

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11 Form and style for other disciplines

11a Using the name and year system

Using the name and year system for papers in the social sciences
Using the name and year system for papers in the biological and earth sciences
Using the name and year system for papers in business and economics

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11b Using the number system

Using the number system for papers in the applied sciences
Using the number system for papers in the medical sciences
Sample paper using the number system

11c Using the footnote system

Using the footnote system for papers in the humanities
Using the footnote system for papers in the fine arts
Writing a bibliography for a paper that uses footnotes

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