

Introduction to Research Techniques and Documentation

A research paper:

- ✓ Presents the results of your investigations on a selected topic.
- ✓ It is a creation that is uniquely yours because it has your own thoughts based on facts and ideas that you have gathered from a variety of sources.
- ✓ The information you gathered from outside sources is documented in appropriate MLA format.

Documentation of Sources

You must tell the reader the sources (books, article, and so on) of borrowed material in your paper. Whether you quote directly or summarize ideas in your own words, you must acknowledge your sources.

1. Citation at the End of a Paper

- ✓ Your paper should end with a list of “Works Cited” which includes all the sources actually used in the paper.
- ✓ The list is organized alphabetically according to the authors’ last names. (If no author is given, the entry is alphabetized by title.) Entries are not numbered.
- ✓ Entries are double-spaced, with no extra space between entries.
- ✓ After the first line of each entry, there is a half-inch indentation for each additional line in the entry.

2. Model Entries for a List of “Works Cited”

Model entries of “Works Cited” are given below. Use these as a guide when you prepare your own list.

Book by one Author

Nuland, Sherwin B. *How We Die: Reflections on Life’s Final Chapter*.
New York: Vintage, 1995.

Note that the author’s name is reversed.

In addition, when citing any book, always provide the full title, which you should copy from the inside title page. Including any subtitle by placing a colon after the main title and then copying the subtitle, word for word.

Two or More Entries by the Same Author

---. The Mysteries Within: A Surgeon Reflects on Medical Myths. New
York: Simon & Schuster, 2000.

If you cite two or more entries by the same author (in example above, a second book by Sherwin B. Nuland is cited), do not repeat the author's name. Instead, begin with a line made up of three hyphens followed by a period. Then give the remaining information as usual. Arrange the works by the same author alphabetically by title. The words *A*, *An*, and *The* are ignored in alphabetizing by title.

Book by Two or More Authors

Baxandall, Rosalyn, and Elizabeth Ewen. Picture Window: How the Suburbs Happened. New York: Basic Books, 2000.

For a book with two or three authors, give all the authors' names but reverse only the first name. For a book with more than three authors, cite only the first authors' names, followed by a comma and the phrase *et al*.

Magazine Article

Chin, Paula. "You Were a Good Man, Charlie Brown." People 28 Feb. 2000: 52-59.

Write the date of the issue as follows: days, month (abbreviated in most cases to three or four letters), and year, followed by a colon. The final number or numbers refer to the pages of the issue on which the article appears.

Newspaper Article

Zoroya, Gregg "A Hunger for Heroes." USA Today 28 Feb. 2000: D1-2.

The final letter and number refer to pages 1 and 2 of section D.

If the article is not printed on consecutive pages, simply list the first page, followed by a plus sign "+" (in that case, the above example would read "D1+"). In addition, when citing newspaper titles, omit the introductory *The* (for example, *Boston Globe*, not *The Boston Globe*).

Editorial

"Drugs and Preschoolers." Editorial. Philadelphia Inquirer 28 Feb. 2000: A10.

List an editorial as you would any signed or unsigned article, but indicate the nature of the piece by adding *Editorial* or *Letter* after the article's title.

Selection in an Edited Collection

Feist, Raymond E. "The Wood Boy" Legends: Short Novels by the Masters of Modern Fantasy. Ed. Robert Silverberg. New York: Tor Books, 1998. 176-211.

Revised or Later Edition

Davis, Mark H. Social Psychology. 4th ed. New York: McGraw-Hill, 2000.

Note: The abbreviation Rev. ed., 2nd ed., 3rd ed., and so on. Are placed right after the title.

Chapter or Section in a Book by One Author

Secunda, Victoria. "A New Sense of Family." Losing Your Parents, Finding Yourself: The Defining Turning Point of Adult Life. New York: Hyperion, 2000. 242-59.

Pamphlet

Hear and Stroke Facts. New York: American Heart Association, 2000.

Television Program

"Not As Private As You Think." 60 Minutes. Narr. Lesley Stahl. Prod. Rome Hartman. CBS. 13 Aug. 2000.

Film

Music of the Heart. Dir. Wes Craven. Miramax, 1999.

Sound Recording

Chapman, Tracy. "Speak the Word." Telling Stories. Elektra Entertainment, 2000.

Videocassette

"To the Moon." Nova. Narr. Liv Schrieber. Videocassette. PBS Video, 1999.

Personal Interview

Anderson, Robert B. Personal interview. 17 Sept. 2000.

Online Source in a Reference Database

"Heredity." Britannica Online. Sept. 1999. Encyclopedia Britannica. 2 Mar. 2000 <<http://www.britannica.com/bcom/eb/article/4/0,5716,120934,00.html#Article>>.

The first date refers to the online publication date; the second refers to the exact day when the student researcher accessed the information and should not be followed by a period.

Online Article

Ehrenreich, Barbara. "Will Women Still Need Men?" Time Online 21 Feb. 2000. 15 Apr. 2000 <http://www.time.com/time/reports/v21/live/men_mag.html>

ACTIVITY

On a separate sheet of paper, modify the information in each of the following references into the correct form for a list of "Works Cited." Use the appropriate model above as a guide.

1. An article by Alex Yannis titled "In New League, Women Get Payoff and Payday" on page D5 of the April 13, 2001 issue of the *New York Times*.
2. An article by Nancy Franklin titled "Nonsense and Sensibility: on pages 96-97 of the March 6, 2000 issue of the *New Yorker*.
3. A book by Ellen N. Junn and Chris Boyatzis titles *Child Growth and Development* and published in a seventh edition by McGraw-Hill in New York in 2000.
4. A book by Francis McInerney and Sean White called *Futurewealth: Investing in the Second Great Wave of Technology* and published in New York by St. Martin's in 2000.
5. An article by Melinda Liu and Leila Abboud titled "Generation Superpower" dated April 11, 2001 and found on April 12, 2001 at <http://www.msnbc.com/news/557986.asp> in the online version of *Newsweek*.