# Table of Contents

**Cover**

**Title**

**Copyright**

**Contents**

**Preface to the Instructor**

**Acknowledgments**

1 **Introduction to Academic Writing**
   1a Why Do Research?
   1b Learning the Conventions of Academic Writing
   1c Understanding and Avoiding Plagiarism
   1d Understanding a Research Assignment
     - Understanding the Terminology
   1e Establishing a Research Schedule

2 **Topic Selection**
   2a Relating Your Personal Ideas to a Scholarly Problem
      - Connecting Personal Experience to Scholarly Topics
      - Speculating about Your Subject to Discover Ideas and to Focus on the Issues
   2b Talking with Others to Refine the Topic
      - Personal Interviews and Discussions
      - Online Discussion Groups
   2c Using Online Searches to Refine Your Topic
      - Using an Online Subject Directory
      - Using an Internet Keyword Search
   2d Using the Library's Electronic Databases to Find and Narrow a Topic
   2e Using the Library's Electronic Book Catalog to Find a Topic
   2f Developing a Thesis Statement, Enthymeme, or Hypothesis
   2g Drafting a Research Proposal
      - The Short Proposal
      - The Long Proposal
   Your Research Project

3 **Organizing Ideas and Setting Goals**
   3a Using a Basic Order to Chart the Course of Your Work
   3b Using Your Research Proposal to Direct Your Notetaking
   3c Listing Key Terms and Phrases to Set Directions for Notetaking
   3d Writing a Rough Outline
Table of Contents

3e Using Questions to Identify Issues
3f Setting Goals by Using Organizational Patterns
3g Using Approaches across the Curriculum to Chart Your Ideas
3h Using Your Thesis to Chart the Direction of Your Research

Your Research Project

4 Finding Web-Based Resources
4a Beginning an Online Search
4b Reading an Online Address
4c Using Keyword and Boolean Expressions
   Subject Directory Search Engines
   Robot-Driven Search Engines
   Metasearch Engines
   Specialized Search Engines
   Educational Search Engines
   Educational Search Engines Maintained by Libraries
4d Using RSS and Social Bookmarking
   RSS Feeds
   Web 2.0 and Social Bookmarking
4e Searching for Articles in Journals and Magazines
   Online Journals
   Online Magazines
4f Searching for Articles in Newspapers and Media Sources
4g Searching for Photographs and Other Visual Sources
4h Accessing E-books
4i Using Listserv, Usenet, Blogs, and Chat Groups
   E-mail News Groups
   Real-Time Chatting
4j Examining Library Holdings via Online Access
4k Finding an Internet Bibliography
   Search Engine
4l Conducting Archival Research on the Internet
   Go to the Library
   Go to an Edited Search Engine
   Go to a Metasearch Engine
   Go to a Listserv or Usenet Group
   Utilize Newspaper Archives

Your Research Project

5 Using Library Resources
5a Launching the Search
Table of Contents

5b Developing a Working Bibliography
5c Finding Books on Your Topic
  Using Your Library’s Electronic Book Catalog
  Using the Library’s Bibliographies
5d Finding Articles in Magazines and Journals
  Searching the General Indexes to Periodicals
  Finding Indexes by Topic in the Appendix
  Readers Guide to Periodical Literature
  Social Sciences Index
  Humanities Index
  Searching for an Index to Abstracts
  Searching for Abstracts of Dissertations
5e Searching for a Biography
  Biography Index
  Current Biography Yearbook
  Contemporary Authors
  Dictionary of Literary Biography
5f Searching for Articles in Newspaper Indexes
5g Searching Special Subject Directories
5h Searching for Government Documents
5i Searching for Essays within Books
Your Research Project

6 Conducting Field Research
6a Investigating Local Sources
  Interviewing Knowledgeable People
  Writing Letters and Corresponding by E-mail
  Reading Personal Papers
  Attending Lectures and Public Addresses
6b Investigating Government Documents
6c Examining Audiovisual Materials, Television, and Radio
6d Conducting a Survey with a Questionnaire
6e Conducting Experiments, Tests, and Observation
Your Research Project

7 Plagiarism and How to Avoid It
7a Using Sources to Enhance Your Credibility
7b Placing Your Work in Its Proper Context
7c Understanding Copyright
7d Avoiding Plagiarism
  Common Knowledge
# Table of Contents

Correctly Borrowing from a Source

7e Sharing Credit in Collaborative Projects
7f Honoring and Crediting Sources in Online Classrooms
7g Seeking Permission to Publish Material on Your Website

Your Research Project

8 Reading and Evaluating Sources

8a Finding Reliable Sources
8b Selecting a Mix of Primary and Secondary Sources
8c Evaluating Sources
  - Evaluating the Key Parts of an Article
  - Evaluating the Key Parts of a Book
  - Evaluating the Key Parts of an Internet Article
8d Outlining a Source
8e Summarizing a Source
8f Preparing an Annotated Bibliography
8g Preparing a Review of the Literature on a Topic

Your Research Project

9 Developing Outlines and Writing Effective Notes

Gathering Printouts, Photocopies, Scanned Images, and Downloaded Data

9a Creating Effective Notes
  - Honoring the Conventions of Research Style
  - Using a Computer for Notetaking
9b Writing Personal Notes
9c Writing Direct Quotation Notes
  - Quoting Primary Sources
  - Quoting Secondary Sources
9d Writing Paraphrased Notes
9e Writing Summary Notes
9f 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
9g Writing Notes from Field Research
9h Creating Outlines Using Academic Models
  - A General All-Purpose Model
  - Model for Advancing Your Ideas and Theories
  - Model for the Analysis of Creative Works
  - Model for Argument and Persuasion Papers
Table of Contents

Model for Analysis of History
Model for a Comparative Study

9i Writing a Formal Outline
  Using Standard Outline Symbols
  Writing a Formal Topic Outline
  Writing a Formal Sentence Outline

Your Research Project

10 Drafting the Paper in an Academic Style

10a Focusing Your Argument
  Maintaining a Focus on Objective Facts and Subjective Ideas

10b Refining the Thesis Statement
  Using Questions to Focus the Thesis
  Adjust or Change Your Thesis During Research if Necessary

10c Writing an Academic Title

10d Drafting the Paper from Your Research Journal, Notes, and Computer Files
  Writing from Your Notes
  Writing with Unity and Coherence
  Writing in the Proper Tense
  Using the Language of the Discipline
  Writing in the Third Person
  Writing with the Passive Voice in an Appropriate Manner

10e Using Visuals Effectively in a Research Essay
  File Formats

10f Avoiding Sexist and Biased Language

Your Research Project

11 MLA Style: In-Text References

11a Blending Reference Citations into Your Text
  Making a 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

11b Citing a Source When No Author Is Listed
  Citing the Title of a Magazine Article
  Citing the Title of a Report
  Citing the Name of a Publisher or a Corporate Body

11c Citing Nonprint Sources That Have No Page Number

11d Citing Internet Sources
  Identify the Source with Name or Title
  Identify the Nature of the Information and Its Credibility
  Omitting Page and Paragraph Numbers to Internet Citations
# Table of Contents

11e Citing Indirect Sources
11f Citing Frequent Page References to the Same Work
11g Citing Material from Textbooks and Large Anthologies
11h Adding Extra Information to In-Text Citations
   - One of Several Volumes
   - Two or More Works by the Same Writer
   - Several Authors in One Citation
   - Additional Information with the Page Number
11i Punctuating Citations Properly and Consistently
   - Commas and Periods
   - Semicolons and Colons
   - Question Marks and Exclamation Marks
   - Single Quotation Marks
11j Indenting Long Quotations
11k Citing Poetry
   - Quoting Two Lines of Poetry or Less
   - Quoting Three Lines of Poetry or More
   - Indenting Turnovers for Long Lines of Poetry
   - Retaining Internal Quotations within a Block
   - Providing Translations
11l Handling Quotations from a Play
11m Altering Initial Capitals in Quoted Matter
11n Omitting Quoted Matter with Ellipsis Points
11o Altering Quotations with Parentheses and Brackets
   - Parentheses
   - Brackets

Your Research Project

12 Writing the Introduction, Body, and Conclusion
12a Writing the Introduction of the Research Paper
   - Provide the Thesis Statement
   - Provide the Enthymeme
   - Provide a Hypothesis
   - Relate to the Well Known
   - Provide Background Information
   - Review the Literature
   - Review the History and Background of the Subject
   - Take Exception to Critical Views
   - Challenge an Assumption
   - Provide a Brief Summary
   - Define Key Terms
# Table of Contents

Supply Data, Statistics, and Special Evidence

12b Writing the Body of the Research Paper
   - Organize by Chronology
   - Compare or Contrast Issues, Critical Views, and Literary Characters
   - Develop Cause and Effect
   - Define Your Key Terminology
   - Explain a Process
   - Ask Questions and Provide Answers
   - Cite Evidence from the Source Materials
   - Use a Variety of Other Methods

12c Writing the Conclusion of the Research Paper
   - Restate the Thesis and Reach beyond It
   - Close with an Effective Quotation
   - Return the Focus of a Literary Study to the Author
   - Compare the Past to the Present
   - Offer a Directive or Solution
   - Discuss Test Results

Your Research Project

13 Revising, Proofreading, and Formatting the Rough Draft

13a Conducting a Global Revision
   - Revising the Introduction
   - Revising the Body
   - Revising the Conclusion
   - Participating in Peer Review

13b Formatting the Paper to MLA Style
   - Title Page or Opening Page
   - Outline
   - Abstract
   - The Text of the Paper
   - Content Endnotes Page
   - Appendix
   - Works Cited

13c Editing before Typing or Printing the Final Manuscript
   - Using the Computer to Edit Your Text

13d Proofreading on the Screen and on the Printed Manuscript

Your Research Project

14 MLA Style: Citations

14a Formatting the Works Cited Page
   - Index to Works Cited Models: MLA Style

14b Works Cited FormOnline Sources
Table of Contents

Citing Sources Found Online
14c Works Cited FormCiting Database and CD-ROM Sources
14d Works Cited FormBooks
14e Works Cited FormPeriodicals
14f Works Cited FormNewspapers
14g Works Cited FormGovernment Documents
14h Works Cited FormOther Sources

15 Using the APA Style
15a Writing Theory, Reporting Test Results, or Reviewing Literature
   Theoretical Article
   Report of an Empirical Study
   Review Article
15b Writing in the Proper Tense for an APA Paper
15c Using In-Text Citations in APA Style
15d Preparing the List of References
   Index to Bibliographic Models: APA Style
   Book
   Periodical
   Abstract
   Review
   Report
   Nonprint Material
   Sources Accessed Online
   Article from a Library Database
   CD-ROM
15e Formatting an APA Paper
   Theoretical Paper
   Report of Empirical Research
   Review Article
15f Writing the Abstract
15g Sample Paper in APA Style

16 CMS Style: The Footnote System
16a Inserting a Superscript Numeral in Your Text
   Writing Full or Abbreviated Notes
   Index to CMS Footnote Models
16b Formatting and Writing the Footnotes
16c Writing Footnotes for Electronic Sources
16d Writing Subsequent Footnote References
16e Writing Endnotes Rather Than Footnotes
<table>
<thead>
<tr>
<th>Section</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>16f</td>
<td>Writing Content Footnotes or Content Endnotes</td>
</tr>
<tr>
<td>16g</td>
<td>Using the Footnote System for Papers in the Humanities</td>
</tr>
<tr>
<td>16h</td>
<td>Writing a Bibliography Page for a Paper That Uses Footnotes</td>
</tr>
<tr>
<td>16i</td>
<td>Sample Research Paper in the CMS Style</td>
</tr>
<tr>
<td>17</td>
<td>CSE Style: Citations for Technical Writing</td>
</tr>
<tr>
<td>17a</td>
<td>Index to Bibliographic Models: CSE Style</td>
</tr>
<tr>
<td>17b</td>
<td>Guide by Discipline</td>
</tr>
<tr>
<td>17c</td>
<td>Writing In-Text Citations Using the CSE Citation-Sequence System</td>
</tr>
<tr>
<td>17d</td>
<td>Writing a References Page</td>
</tr>
<tr>
<td>17e</td>
<td>Writing In-Text Citations with Name and Year</td>
</tr>
<tr>
<td>17f</td>
<td>Using Name-Year with Bibliography Entries</td>
</tr>
<tr>
<td>18</td>
<td>Creating Electronic and Multimedia Research Projects</td>
</tr>
<tr>
<td>18a</td>
<td>Sample Paper Using the CSE Citation-Sequence System</td>
</tr>
<tr>
<td>18b</td>
<td>Beginning the Digital Project</td>
</tr>
<tr>
<td>18c</td>
<td>Building Digital Presentations</td>
</tr>
<tr>
<td>18d</td>
<td>Research Project Websites</td>
</tr>
<tr>
<td>18e</td>
<td>Creating a Single Web Page</td>
</tr>
<tr>
<td>18f</td>
<td>Importing, Entering, and Modifying Text</td>
</tr>
<tr>
<td>18g</td>
<td>Citing Your Sources in a Web-Based Research Paper</td>
</tr>
<tr>
<td>18h</td>
<td>Arranging the References List</td>
</tr>
<tr>
<td>18i</td>
<td>Using Graphics in Your Electronic Research Paper</td>
</tr>
<tr>
<td>18j</td>
<td>Graphic File Formats</td>
</tr>
<tr>
<td>18k</td>
<td>Creating Your Own Digital Graphics</td>
</tr>
<tr>
<td>18l</td>
<td>Using Sound and Video in Your Electronic Research Paper</td>
</tr>
<tr>
<td>18m</td>
<td>Preparing a Writing Portfolio</td>
</tr>
<tr>
<td>18n</td>
<td>Presenting Research in Alternative Formats</td>
</tr>
<tr>
<td>18o</td>
<td>Your Research Project</td>
</tr>
<tr>
<td>Glossary</td>
<td>Rules and Techniques for Preparing the Manuscript in MLA Style</td>
</tr>
<tr>
<td>APPENDIX</td>
<td>Finding Reference Works for Your General Topic</td>
</tr>
<tr>
<td></td>
<td>Historic Issues of Events, People, and Artifacts</td>
</tr>
<tr>
<td></td>
<td>Scientific Issues in Physics, Astronomy, and Engineering</td>
</tr>
<tr>
<td></td>
<td>Issues of Health, Fitness, and Athletics</td>
</tr>
<tr>
<td></td>
<td>Social and Political Issues</td>
</tr>
<tr>
<td></td>
<td>Issues in the Arts, Literature, Music, and Language</td>
</tr>
<tr>
<td></td>
<td>Environmental Issues, Genetics, and the Earth Sciences</td>
</tr>
<tr>
<td></td>
<td>Issues in Communication and Information Technology</td>
</tr>
<tr>
<td></td>
<td>Issues in Religion, Philosophy, and Psychology</td>
</tr>
<tr>
<td></td>
<td>Issues in Business and Economics</td>
</tr>
</tbody>
</table>
# Table of Contents

Popular Culture, Current Events, and Modern Trends

Credits
Index

A
B
C
D
E
F
G
H
I
J
K
L
M
N
O
P
Q
R
S
T
U
V
W
Y
Z