<table>
<thead>
<tr>
<th>Table of Contents</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cover</td>
</tr>
<tr>
<td>Title</td>
</tr>
<tr>
<td>Copyright</td>
</tr>
<tr>
<td>Contents</td>
</tr>
<tr>
<td>Preface to the Instructor</td>
</tr>
<tr>
<td>Acknowledgments</td>
</tr>
<tr>
<td>1 Introduction to Academic Writing</td>
</tr>
<tr>
<td>1a Why Do Research?</td>
</tr>
<tr>
<td>1b Learning the Conventions of Academic Writing</td>
</tr>
<tr>
<td>1c Understanding and Avoiding Plagiarism</td>
</tr>
<tr>
<td>1d Understanding a Research Assignment</td>
</tr>
<tr>
<td>Understanding the Terminology</td>
</tr>
<tr>
<td>1e Establishing a Research Schedule</td>
</tr>
<tr>
<td>2 Topic Selection</td>
</tr>
<tr>
<td>2a Relating Your Personal Ideas to a Scholarly Problem</td>
</tr>
<tr>
<td>Connecting Personal Experience to Scholarly Topics</td>
</tr>
<tr>
<td>Speculating about Your Subject to Discover Ideas and to Focus on the Issues</td>
</tr>
<tr>
<td>2b Talking with Others to Refine the Topic</td>
</tr>
<tr>
<td>Personal Interviews and Discussions</td>
</tr>
<tr>
<td>Online Discussion Groups</td>
</tr>
<tr>
<td>2c Using Online Searches to Refine Your Topic</td>
</tr>
<tr>
<td>Using an Online Subject Directory</td>
</tr>
<tr>
<td>Using an Internet Keyword Search</td>
</tr>
<tr>
<td>2d Using the Library's Electronic Databases to Find and Narrow a Topic</td>
</tr>
<tr>
<td>2e Using the Library's Electronic Book Catalog to Find a Topic</td>
</tr>
<tr>
<td>2f Developing a Thesis Statement, Enthymeme, or Hypothesis</td>
</tr>
<tr>
<td>2g Drafting a Research Proposal</td>
</tr>
<tr>
<td>The Short Proposal</td>
</tr>
<tr>
<td>The Long Proposal</td>
</tr>
<tr>
<td>Your Research Project</td>
</tr>
<tr>
<td>3 Organizing Ideas and Setting Goals</td>
</tr>
<tr>
<td>3a Using a Basic Order to Chart the Course of Your Work</td>
</tr>
<tr>
<td>3b Using Your Research Proposal to Direct Your Notetaking</td>
</tr>
<tr>
<td>3c Listing Key Terms and Phrases to Set Directions for Notetaking</td>
</tr>
<tr>
<td>3d Writing a Rough Outline</td>
</tr>
</tbody>
</table>
## 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
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

1. **11e Citing Indirect Sources**
2. **11f Citing Frequent Page References to the Same Work**
3. **11g Citing Material from Textbooks and Large Anthologies**
4. **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
5. **11i Punctuating Citations Properly and Consistently**
   - Commas and Periods
   - Semicolons and Colons
   - Question Marks and Exclamation Marks
   - Single Quotation Marks
6. **11j Indenting Long Quotations**
7. **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
8. **11l Handling Quotations from a Play**
9. **11m Altering Initial Capitals in Quoted Matter**
10. **11n Omitting Quoted Matter with Ellipsis Points**
11. **11o Altering Quotations with Parentheses and Brackets**
    - Parentheses
    - Brackets

### Your Research Project

12. **Writing the Introduction, Body, and Conclusion**
13. **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 of Contents

16f Writing Content Footnotes or Content Endnotes
16g Using the Footnote System for Papers in the Humanities
16h Writing a Bibliography Page for a Paper That Uses Footnotes
16i Sample Research Paper in the CMS Style

17 CSE Style: Citations for Technical Writing
   Index to Bibliographic Models: CSE Style
   Guide by Discipline
   17a Writing In-Text Citations Using the CSE Citation-Sequence System
   17b Writing a References Page
   17c Writing In-Text Citations with Name and Year
   17d Using Name-Year with Bibliography Entries
      Arranging the References List
   17e Sample Paper Using the CSE Citation-Sequence System

18 Creating Electronic and Multimedia Research Projects
   18a Beginning the Digital Project
   18b Building Digital Presentations
   18c Research Project Websites
      Creating a Single Web Page
      Importing, Entering, and Modifying Text
      Citing Your Sources in a Web-Based Research Paper
   18d Using Graphics in Your Electronic Research Paper
      Graphic File Formats
      Creating Your Own Digital Graphics
   18e Using Sound and Video in Your Electronic Research Paper
   18f Preparing a Writing Portfolio
   18g Presenting Research in Alternative Formats
      Your Research Project

Glossary: Rules and Techniques for Preparing the Manuscript in MLA Style

APPENDIX: Finding Reference Works for Your General Topic
   Historic Issues of Events, People, and Artifacts
   Scientific Issues in Physics, Astronomy, and Engineering
   Issues of Health, Fitness, and Athletics
   Social and Political Issues
   Issues in the Arts, Literature, Music, and Language
   Environmental Issues, Genetics, and the Earth Sciences
   Issues in Communication and Information Technology
   Issues in Religion, Philosophy, and Psychology
   Issues in Business and Economics
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