

Guidelines for CA 340 Research Paper

All aspects of the Research Paper assignment must be submitted electronically via TurnItIn.com. One electronic copy of the final paper will be maintained in the Communication Arts Department files for assessment purposes.

The paper should contain not only the textual material, but also acknowledgments (notes) and a bibliography or list of works cited. The style to be used shall be the MLA Style, as modified in these Guidelines. Failure to use the style set forth will result in appropriate grade reduction.

FOOTNOTES/ENDNOTES

Crediting or acknowledging the source of material that one uses in a paper can either be by footnotes (at the bottom of the page) or by endnotes (all together at the end).

Whether the material is quoted directly or paraphrased, the material should be attributed in order to give credit to the source, to enable the reader to verify such things as statistics, to enable the reader to find additional material on a subject, and to give authority to the paper.

Form of footnote for a book:

- a. author's name (first name first)
- b. title (underlined)
- c. edition (only if other than first)
- d. place of publication, publisher, and date of publication
- e. volume (only if applicable)
- f. page or pages cited in full number (with p. or pp. before numbers)

Example: Jeff Stein, Covering Iowa Law and Courts: A Guide for Journalists (Des Moines: Iowa State Bar Association, 1996), p. 25.

Form of footnote for a magazine article:

- a. author's name (first name first)
- b. title of article (enclosed in quotation marks)
- c. title of magazine (underlined)
- d. volume number
- e. date of volume (year)
- f. page or pages where cited material appears (NO p. or pp. before numbers)

Example: Dan Jenkins, "Grand Parade of the Bowls", Sports Illustrated, Vol. 19 (1963), 31.

Form of footnote for a newspaper article:

- a. name of newspaper (underlined)
- b. place of publication (only if not in title)
- c. date in full
- d. page (with p. or pp. before number)

Example: Wartburg Trumpet (Waverly, Iowa), November 6, 1998, p. 5.

The initial footnote should include all data; when the same source is referred to several times, repeating the entire content of the initial footnote is not necessary. Use either Ibid. or op. cit. .

Ibid. means “in the same place”; underline Ibid., and put the page number. Use this only when there are two successive footnotes with the same source. The second note would look like: Ibid., p. 15.

Op. cit. means “in the work cited”. After the footnote number, the last name of the author appears, then op. cit., and the page. Example: Stein, op.cit., p. 99.

Legal cases have a somewhat unique citation format, as follows:

First Reference: *State v. Smith*, 460 U.S. 123 (8th Cir., 1994)

Later Reference: *State v. Smith*, op. cit., p. 7.

In this example, the page number refers to the page of the printout from your computer (unless you have access to the actual bound volume print version, in which case you would note that page number).

If you are citing not only the Supreme Court decision, but also a lower court decision, and they have the same name (such as *State v. Smith*), you might consider the later reference being as follows:

Later Reference: *State v. Smith (USSC)*, op. cit., p. 7.

State v. Smith (Appeals), op. cit., p. 7.

BIBLIOGRAPHY/LIST OF WORKS CITED

A Bibliography or List of Works Cited is required. They are not the same thing. A Bibliography is a listing of all materials consulted (even if not directly cited) within the paper. A List of Works Cited is exactly that; each source listed must be cited in the paper. Dr. Stein prefers that you use a List of Works Cited to avoid “padding” the references section of the paper; however, it is appropriate to use a Bibliography *if* you include a short paragraph (1-2 sentences) indicating how the source was helpful to you (if you are not directly citing to it within the paper).

Identifying information for each source is arranged with the second and following lines for each entry indented. Each entry is arranged alphabetically by the author’s last name. If no author is given, then the first word of the title is used. Examples:

Book:

Stein, Jeff. Covering Iowa Law and Courts: A Guide for Journalists. Des Moines: Iowa State Bar Association, 1996.

Magazine:

Jenkins, Dan. “Grand Parade of the Bowls”, Sports Illustrated, Vol. 19 (October 12, 1963), 31.

Newspaper:

“College To Build New Dorm,” Wartburg Trumpet (Waverly, Iowa), (November 6, 1998), 5.

WEB-BASED CITATIONS

The Modern Language Association (MLA) has had to revise its materials during the last decade to reflect the growing number of web-based sources. The most common types of sites/sources are listed here. For more information about web-based citations, including e-mail directly sent from a source, consult the MLA web site: <<http://www.mla.org>> and click on the section for "frequently asked questions" about MLA Style.

Note that URLs are recited with angle brackets, not underlined. The date listed is the date of electronic publication, of the latest update, or of posting (as the case may be). Include the number range or total number of pages, paragraphs, or other sections, if numbered. If pages are not numbered by fixed pagination, indicate by paragraph number where the material may be found.

Personal or Professional Web Site:

Stein, Jeff. Home Page. 2 Jan. 2001. <<http://www.wartburg.edu/ca/stein.htm>>.

Article in a Journal:

Flannagan, Roy. "Reflections on Milton and Ariosto." Early Modern Literary Studies 2.3 (1996): 16 pars. 22 Feb. 1997 <<http://unixg.ubc.ca:7001/0/e-sources/emls/02-3/flanmilt.html>>.

Article in a Magazine:

Landsburg, Steven E. "Who Shall Inherit the Earth?" Slate 1 May 1997. 2 May 1997 <<http://www.slate.com/Economics/97-05-01/Economics.asp>>.

Posting to a Discussion List:

Merrian, Joanne. "Spinoff: Monsterpiece Theatre." Online posting. 30 April 1994. Shaksper: The Global Electronic Shakespeare Conf. 27 Aug. 1997 <http://www.arts.ubc.ca/english/iemls/shak/MONSTERP_SPINOFF.txt>.

FOR FURTHER INFORMATION

In the event you have further questions regarding M. L. A. style, you may consult the following on-line sources:

A Guide for Writing Research Papers Based on Modern Language Association (MLA) Documentation
<http://webster.commnet.edu/mla/index.shtml>

Using Modern Language Association (MLA) Format
http://owl.english.purdue.edu/handouts/research/r_mla.html

MLA Citation Examples
<http://honolulu.hawaii.edu/legacylib/mlahcc.html>

SOME ADDITIONAL TIPS

Typically, some students do very well with the research paper assignment in this class. However, other students do not score as well as they are able to, often because of failure to exercise due diligence. The following are some tips to help you maximize your potential with this assignment:

- Proofread your work carefully. While "spell-check" is a wonderful tool, it cannot determine when you have used the wrong word or when you have left words out of a sentence. Many students needlessly lose points because of their failure to proofread their work.
- Follow the rules for the assignment. This includes using the correct font style and size, proper margins, etc. Pay close attention to the grading criteria, and tailor your work accordingly.
- Include a list of works cited or a bibliography. A list of works cited is a bit different from a bibliography, which may include works that you have not specifically cited in the paper. You may do either, but you have to have some compendium at the end of the paper indicating all of the sources relied upon in the paper.
- Include page numbers. Each page must be sequentially numbered.
- Include your name on the first page. The paper is not blindly graded, and you will need to identify yourself within the work. However, you do NOT need to add a variety of other information on the first page, such as the course title, etc.
- Footnotes should be sequentially numbered. Do not "start over" with numbering or full identification of a source just because there is a new page. Do not "number" your sources, and use that number as your footnote number.
- No cover sheet is necessary. I would much prefer that you spend your time on content, rather than designing a decorative cover sheet that does not add to the final product.
- Use the English language. As Communication Arts students, you are presumed to have an excellent command of the English language. This is a wonderful opportunity for you to demonstrate that ability. For example, do not begin sentences with the word "also", use full sentences as opposed to sentence fragments, do not "overwrite" and use words that do not make sense, etc.
- Follow the citation format carefully. Different forms of writing require different citation methods. Therefore, while you may have learned APA style in an English 112 course, it is necessary for you to use the MLA-modified style in this course. We are doing a different type of writing than other courses you may take. As communicators, you will have to adapt to different style guidelines throughout your career; this requirement is no different. Therefore, take the time to learn how to properly footnote/endnote a portion of text.
- Use Web-only sources sparingly. No more than 50 percent of your sources should be from an online-only source. If you have questions about whether a source is Web-only or not, please ask. While the Internet is a wonderful way to easily gain information, it cannot replace more traditional, "hardcopy" formats. If your primary source (such as a newspaper or magazine article) is available in full text online, that is fine; I want you, however, to carefully evaluate the merits of these "Web-only" sources, many of which are notoriously unreliable.