

GLOBAL
EDITION



Writing Research Papers

A Complete Guide

FIFTEENTH EDITION



James D. Lester • James D. Lester, Jr.

ALWAYS LEARNING

PEARSON

Index to Checklists

Avoiding Unintentional Plagiarism	23
Narrowing a General Subject into a Scholarly Topic	30
Exploring Ideas with Others	37
Addressing the Reader	46
Explaining Your Purpose in the Research Proposal	49
Evaluating Your Overall Plan	58
Using Online Rather Than Print Versions	61
Evaluating Online Sources	63
Using Databases	90
The Library Search	101
Using Media Sources	108
Interviews, Letters, Private Papers, Courthouse Documents	109
Conducting a Survey	110
Conducting an Experiment or Observation	111
Documenting Your Sources	118
Common Knowledge That Does Not Need to Be Documented	120
Information That Must Be Documented	124
Citing from Primary and Secondary Sources	135
Responding to a Source	142
Writing Effective Notes	155
Writing the Final Thesis	180
Using Links to Document Internet Sources	199
Writing the Introduction	219
Avoiding Certain Mistakes in the Introduction	225
Writing the Body of the Paper	226
Writing the Conclusion	231
Avoiding Certain Mistakes in the Conclusion	234
Global Revision	238
Peer Review	239
Editing the Manuscript	244
Proofreading the Final Draft	245
Index to Works Cited Models: MLA Style	270–274
Index to Bibliographic Models: APA Style	316–317
Index to CMS Footnote Models	338–339
Index to Bibliographic Models: CSE Style	356
Delivering Your Electronic Research Paper	380
Publishing Alternative Documents	382

Writing Research Papers: A Complete Guide, Global Edition

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

Table of Contents

2c Using Online Searches to Refine Your Topic

Using an Online Subject Directory

Using an Internet Keyword Search

2d Using the Librarys Electronic Databases to Find and Narrow a Topic

2e Using the Librarys 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

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

Table of Contents

- 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

Table of Contents

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

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

Table of Contents

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

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

Table of Contents

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

Table of Contents

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

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

Table of Contents

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

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

Table of Contents

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

Table of Contents

Challenge an Assumption

Provide a Brief Summary

Define Key Terms

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

Table of Contents

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

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

Table of Contents

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

Table of Contents

- 16d Writing Subsequent Footnote References
- 16e Writing Endnotes Rather Than Footnotes
- 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

Table of Contents

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

Popular Culture, Current Events, and Modern Trends

Credits

Index