

PERIODICALS

◆ Basic format for Periodicals:

◆ Author's Name. "Title of Article." Periodical Title Date Month Year: page numbers.

Journal (SIGNED)

Gorman, Christine. "Return of the Ice Maiden." Time 6 Nov. 1995: 60.

Journal (UNSIGNED)

"Let the Death Penalty Die." America 2 June 1990: 539+.

Professional Journal (SIGNED)

Griffin, Larry J. "How Is Sociology Informed by History?" Social Forces 75 (1995): 1245-54.

INTERNET SOURCES

◆ Basic format for the Internet:

◆ Author's Name. Title. Date published. Name of organization.(if applicable) Date of access <web address>.

Reynolds, Harold. The Soapbox: My Opinion on Gun Control and Responsibility. 18 March 1997 <<http://geog.utoronto.ca/reynolds/humor/GunControl.html>>.

Gun Control. 1996. American Civil Liberties Union. 30 Nov. 2001 <<http://www.aclu.org/library/aaguns.html>>.

◆ Basic format for Subscription Databases:

◆ Author's Name. "Title of Article." Journal vol#.issue# (year): page#. Database Name. Company Name. Library Name, City, State. Date of access <web address>.

Journal Articles (professional) (with multiple authors):

Hamilton, Elizabeth B. et al. "Social, Academic, and Behavioral Competence of Depressed Children: Relationship to Diagnostic Status and Family Interaction Style." Journal of Youth and Adolescence 26.1 (1997): 77+. InfoTrac: Expanded Academic ASAP. Gale. J. Sargeant Reynolds Community Coll. Lib., Richmond, VA. 20 May 1998 <<http://www.galegroup.com/>>.

Magazine article (unsigned):

"You've Got Good Connections." PC Magazine 5 May 1998: 9. InfoTrac: Computer Database. Gale. J. Sargeant Reynolds Community Coll. Lib., Richmond, VA. 20 May 1998 <<http://www.galegroup.com/>>.

PAMPHLETS

◆ Basic format for Pamphlets:

◆ Title. City of Publication: Publisher, Year of Publication.

When You Need an Operation. Chicago: American College of Surgeons, 1994.

RADIO OR TELEVISION PROGRAM

The First Americans. Narr. Hugh Downs. Writ. and prod. Craig Fisher. NBC News Special. KNBC, Los Angeles. 21 Mar. 1968.

INTERVIEW

Smith, Jeremy. Personal interview. 14 Oct. 1995.

WRITING A PAPER



Writing a research paper, without definite guidelines, can be a very time consuming process. Designed to help you make the most effective use of the library's resources, this "step-by step" guide will also help you approach your assignment systematically and avoid wasting valuable time. With this brochure and with basic knowledge of how to use the library, you are ready to start your search.

I. SELECTING A TOPIC

A. Choose and narrow your subject

1. Select a subject and restrict its scope to cover the topic adequately in the time available.
2. Four questions must be answered before you proceed:
 - a. Is it of interest to you?
 - b. Is there enough material available in your college library?
 - c. Can you study it seriously in the length of time allocated?
 - d. Did you discuss the topic with your instructor?

B. Preliminary Reading

1. Check the VCCSLinc library catalog to help determine if there is sufficient material available in the Library. If not, you may wish to change your topic at this point.
2. Scan magazine indexes to see what, if any, information has been written on the topic. InfoTrac research databases are the best indexes to start your search. Consult the Library's PERIODICAL LIST to find out which magazines are readily available.
3. Obtain a general idea of the subject by reading background information found in encyclopedias such as World Book Encyclopedia, Encyclopedia Americana, or Encyclopaedia Britannica

II. ORGANIZING YOUR THOUGHTS ON PAPER

- A. Write a thesis statement describing the purpose of your paper. Is the purpose to inform, to show progress, to analyze, to persuade, or to recommend?
- B. Based on your preliminary readings prepare a tentative outline consisting of the key ideas supporting your thesis.

III. FINDING MATERIALS FOR YOUR PAPER

- A. **VCCSLinc Library Catalog** - Search the subject headings for material on your topic. You can also look up titles of books found in bibliographies at the end of articles and encyclopedias.
- B. **REFERENCE** - Use dictionaries, encyclopedias, handbooks, almanacs, atlases, bibliographical sources or ask for assistance at the **Reference Desk**.
- C. **INDEXES** - Use indexes to locate periodical articles on the topic. It may be necessary to use a specific subject index such as ERIC, CINAHL (Cumulative Index to Nursing and Allied Health Literature), or PsycARTICLES.

- D. **BOOK REVIEWS** - Use Book Review Digest, Masterplots, or Literature Resource Center database.
- E. **NEWSPAPER ARTICLES** - Use the New York Times Index in book form for articles before 1992. Use Factiva or InfoTrac database for more recent material.
- F. **INTERNET** - Using the computers in the library you can find information with a search engine, such as Yahoo or Google, or you can type in a specific address.

You now have (a) a topic, (b) a thesis statement, (c) a tentative outline, and (d) your sources. With these things in hand, you are ready for serious reading which is the basis for developing a completed outline and writing your paper.

IV. READING AND TAKING NOTES

A. **Bibliography File/Cards**

- 1. It is very important that you keep a working bibliography of all your sources. To keep an accurate record, use a BIBLIOGRAPHY FILE/CARD to list all pertinent information, such as title, author(s), publisher, etc.
- 2. The bibliography file/card should contain all the information you need for your citations and works cited list.
- 3. Include the CALL NUMBER - you may need to relocate the item!

B. **Note File/Cards**

- 1. Accurate notes are essential to a well-organized paper.
- 2. Make a separate entry or card for each idea or direct quote you extract from another source.
- 3. Good Notes should be:
 - a. legible (write clearly)
 - b. relevant (make sure information fits your outline)
 - c. brief (but accurate and complete)
 - d. flexible (arrange entries/cards according to outline)

V. WRITING YOUR PAPER

A. From your notes you can write a detailed outline showing the major and minor points of your paper. This outline will keep you focused and better organized and should be specific enough to act as a final guide to the preparation of the first draft of your paper.

B. Re-read, then re-write the first draft into the final paper, making sure you have properly documented the paper with in-text citations and a bibliography.

A ***bibliography*** is an alphabetical list of the sources used to write a term paper. It should appear at the end of the paper on a separate page with the heading “Works Cited” in MLA style or with the heading “References” in APA style.

For more information on how to write your paper and/or how to correctly prepare in-text citations and works cited, consult any of the following books or others in the same call number area.

BF 76.7 .P83 2001	Publication Manual of the American Psychological Association. 5 th ed. Washington, DC: American Psychological Association, 2001.
LB 1047.3 .M47 2001	Meriwether, Nell W. 12 Easy Steps to Successful Research Papers. 2 nd ed. Lincolnwood, IL: NTC Publishing Group, 2001.
LB 2369 .G53 2003	Gibaldi, Joseph. <u>MLA Handbook For Writers of Research Papers</u> . 6 th ed. New York: Modern Language Association of America, 2003.
LB 2369 .L4 2002	Lester, James D. <u>Writing Research Papers: A Complete Guide</u> . New York: Longman, 2002.
PE 1408 .H2778 2003	Hacker, Diana. <u>A Writer’s Reference</u> . 5 th ed. Boston: St. Martin’s, 2003.

EXAMPLES OF MLA CITATIONS FOR VARIOUS SOURCES
(For APA style see separate pamphlets for examples of APA style)

- ◆**Basic format for Books:**
- ◆Author’s Name. Title of Book. City of Publication: Publisher, Year of Publication.

BOOK BY A SINGLE AUTHOR

Michener, James A. Mexico. New York: Random House, 1992.

BOOK BY TWO AUTHORS

Hickock, Eugene W. and Gary L. McDowell. Justice vs. Law: Courts and Politics in American Society. New York: Free Press, 1993.

BOOK WITH AN EDITOR

Hayes, John R., ed. The Genius of Arab Civilization: Source of Renaissance. 3rd ed. New York: New York UP, 1992.

ARTICLE IN A REFERENCE BOOK

Bawer, Bruce. “Graham Greene: The Politics.” The New Criterion 8.3 (1989): 34-41. Rpt. in Contemporary Literary Criticism. Ed. Thomas Votteler. Vol. 72. Detroit: Gale, 1992. 176-8.

Thompson, G.R. “Edgar Allan Poe.” Dictionary of Literary Biography: Antebellum Writers in New York and the South. Vol. 3. Detroit: Gale, 1979. 249-97.

(*SIGNED*)
Jones, Shirley A. “Barrier-Free Education.” Encyclopedia of Special Education. Ed. Cecil R. Reynolds and Lester Mann. 3 vols. New York: Wiley, 1987.

(*UNSIGNED*)
“Central Treaty Organization.” Encyclopedia Americana. 1991 ed.