

**AIRDRIE KOINONIA CHRISTIAN SCHOOL
RESEARCH REPORT MANUAL
GRADE 7-12**

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GRADE 9 SCIENCE
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WORDS: 3451

RESEARCH REPORT SAMPLE OUTLINE

- I. Select a Topic
- II. Finalize the topic
- III. Make an outline
- IV. Find additional sources
- V. Make a bibliography card
- VI. Take notes
 - A. Planning your strategy
 1. Label cards with subheadings
 2. Put letter/number code in corner
 3. Write notes in own words
 4. Write notes in complete sentences
 - B. Finishing the Task
 1. Begin with general course
 2. Proceed to more detailed sources
 3. Determine number of cards by length of report
 4. Add new subheadings if necessary
 5. Consider Biblical perspective
- VII. Organize your notes
 - A. Sort card into stacks
 - B. Organize each stack
 - C. Organize stacks into order
- VIII. Write the rough draft
 - A. Write in pencil or type on computer
 - B. Analyze for footnotes
- IX. Revise rough draft
 - A. Proofread and correct rough draft
 - B. Write introduction
 - C. Write conclusion
- X. Write final copy
 - A. Ensure smooth transitions
 - B. Ensure attractive appearance
 - C. Format footnotes or endnotes page
 - D. Write bibliography page
 - E. Format title page
 - F. Add pictures and maps if needed (appendix)
 - G. Use outline for table of contents
 - H. Put in report cover

PROCEDURES

I. **Select a Topic & Prepare Materials**

Select a topic; purchase a set of 4" x 6" file cards and a rubber band to hold them together

II. **Finalize the Topic**

Find a general work on your topic such as a general reference. This gives you an overview of your topic. It will indicate to you whether your topic is too big or small. It will also give you an idea (sometimes) of major books or authors that deal with your subject. Adjust your topic if necessary.

III. **Make an Outline**

- A. Numbers and letters alternate to identify headings
- B. Roman numerals are used for major topics
- C. Capital letters are used for major subtopics
- D. Arabic numerals are used for minor subtopics
 - 1. Subheadings are indented
 - 2. Subtopics have at least two entries
 - a) Minor subtopics use single parentheses
 - b) Letters and numbers continue to alternate
- E. Headings at the same level are written with parallel phrasing
- F. Headings at different levels can be phrased differently
 - 1. Verb Phrase
 - 2. Adjective Phrase
 - 3. Prepositional Phrase
 - 4. One Word
- G. Topic is appropriately covered

IV. **Find Additional Resources**

Find additional sources you will need to complete your report. Look for both general and specific reference works. For example, if you are writing a report on Albert Einstein, it would be wise to get a book about great scientists that might have one chapter on Einstein. This will be much easier to take notes from than a biography of six hundred pages. If possible, do not return these books to the library until you hand in your paper. You never know when you may need to refer to them for additional information.

V. Make a Bibliography Card

Assign a letter for each reference you use (A,B,C...). Record all information that should go into your final bibliography. Your first book (the general reference) will be designated "A". **Write all the information in the same form as required for your final bibliography.** (See "Bibliography Formatting" at the end of Manual.) Do this as soon as you begin to use a book or reference; otherwise you may not get a chance later.

Bibliography-1
A. Hazeltine, Brian C. <i>Writing Research Reports</i> . Toronto: Macmillan Publishing, 1994.
B. Hoffman, Harold. <i>The Science of Research</i> . Vancouver: Prentice-Hall, 1993.
C. Hamm, Ruby. "Love Those Reports. <i>World Book Encyclopedia</i> , 1993, Vol. 25, p. 435-443

VI. Take notes

- A. Planning your strategy
 1. **Begin taking notes from your most general reference work.** (However, do not take many notes from an encyclopedia.) Since you are using a variety of resources, try not to take too many notes from the first source at the expense of your other resources.
 2. As you take notes, label the top centre of your card with an appropriate subheading. **The subheading should clearly indicate the contents of that card.** Subheadings will usually be the same as the subheadings in your outline. Avoid having more than two or three cards with exactly the same subheading.
 3. Put the letter of your book (A,B,C...) in the top right-hand corner, and the page number from which your notes were taken beside it. (i.e. A-435)
 4. **Write your notes in your own words** unless you wish to quote directly from the book (five words in a row is considered a quote). Quotes must be written exactly as found in the book and formatted as per the guidelines below. **However, use quotes sparingly! A few go a long way!**

5. Follow this sample:

Note cards – Importance Of	A-435
Good notes are important. If notes are well written, the rough draft will be much easier to do. Writing with complete sentences will keep the original thought clear and avoid confusion. Copying from the book could lead to a failing grade and ruin a good report. Paraphrasing from the start will avoid this problem.	

6. **Write your notes in complete sentences in order to avoid any confusion later.** Usually each card will contain a whole paragraph, but it may contain only one or two sentences. **Each card should contain material related to only one subheading.** Never split a sentence between two cards; instead write on the back of a card. However, if you have more than just a few words, it is best to start an new card. Give it the same subheading, but label the cards #1, & #2 to show that they go together.

B. Finishing the Task

1. **Continue taking notes from your most general reference until you have gone through all your subheadings.** You should usually have at least one or two cards for each subheading. **Then** proceed to the **next most general work** among your references.
2. As you proceed to increasingly specific references, your **notes will become increasingly detailed.** You will be filling in your original framework with quotes, statistics and interesting bits of information that give your report colour and impact.
3. The number of cards you will need depends on the size of your handwriting and the length of the assignment. **Do not be concerned about some overlap** among your cards. Sometimes you will find the same points made in one of your later books in a more interesting or powerful manner. Put it on a card! Decide later which one you wish to use.
4. At this point, you may discover one or two new subheadings that were not covered in the more general works. Use them if they seem appropriate and **adjust your outline** accordingly.
5. Now that you understand your topic, consider **what the Bible might say** about it. Set aside a card for Biblical references. They may not be required, but should be included if they are appropriate. Use a concordance to find the verses; do not rely on your memory only.

VII. Organize Your Notes

- A. Once you have completed all your notes, sit down at a large table and deal out the cards in stacks according to the subheadings from your outline. (All notes on a particular subheading will be in one stack).
- B. Then **organize each individual stack** into the most logical and appropriate order. Make note of gaps at this point. You may need to adjust your outline again, or you may need to take more notes. If you need more information, jot a subheading on a blank card to indicate that you need more information on that topic.
- C. Then **organize your stacks** into the order in which you wish them to appear in your report. Your original outline can usually be used as a guide if you like, but it is good to consider other ways of organizing your material too. Combine all your stacks into one large stack.

VIII. Write the Rough Draft

- A. Type the rough draft on the computer with your line spacing set at double. **Type in the card code (e.g. A-435) at the end of each paragraph for every card you use.** That way you can refer back to your books later to clarify a note that is unclear, and you will be able to make your list of footnotes. Fill in gaps as you go and discard cards that don't seem to fit your report. Adjust the wording from your note cards if you need to, especially to ensure smooth transitions between paragraphs. Be sure to use quotation marks where necessary.
- B. Go over your rough draft and analyze which points should be footnoted. **Footnotes are needed for direct quotations, opinions of others, statistics, and little known or surprising facts.** When in doubt, footnote it. Footnotes should be numbered consecutively throughout the report. Use the "footnote" command on your word processor to construct your footnotes – this will ensure they are placed at the bottom of the page and are numbered correctly.

IX. Revising the Rough Draft

- A. Read over the rough draft and correct obvious spelling and grammatical errors.
- B. Decide which notecard codes can be deleted and do so. The remainder should become footnotes in sequential order.
- C. Ensure that there is a **clear introduction and conclusion.**
- D. Look for any organizational flaws.
 1. Does the order of topics make logical sense?
 2. Are the topics well balanced in terms of how much space is given to each area?
 3. Are there gaps in your treatment of the subject.

- E. Make these corrections as needed and then proceed to the next step.

X. Preparing the Final Copy

- A. The final copy of your paper can be adjusted directly from your rough draft. **Save your final copy with a different file name so you don't lose your rough draft.** You may incorporate major heading into the report unless it is for Language Arts. **Headings make it easier to move from one topic to the next; however, use major headings only.** As a rule, you should attempt to word each paragraph so it flows logically from the one before.
- B. **Final drafts should have all spelling and grammatical errors corrected before handing in.**
- C. Pictures, diagrams, maps, graphs, or tables can be included in your report to enhance the appearance and clarify what you are trying to say. They should be neatly done, easy to read and understand and clearly labelled. **They should be placed appropriately in the report within the same margins as your typed work and footnoted.** If possible, place a frame or box where you would like your picture to appear. Arrange your text so it automatically “word wraps” around the text box. Add a caption to the frame to describe the photo or graph you are going to glue there and footnote it if taken directly from a resource. Cutouts or photocopied material should be glued on to plain white paper the same size as the rest of your report. You may also place your additional photos and graphs in an “Appendix” to your paper.
- D. Footnote numbers should come immediately after the relevant passage and be in superscript like ^{this}. **Your footnotes should be formatted correctly exactly as described in "Footnote Formatting" at the back of the Manual.** (If you type your Bibliography first, then you can cut and paste the data into your footnotes. **However, you must make the appropriate formatting changes!**)
- E. Your bibliography should include all the books (and only the books) you actually used for notes. Put the word “Bibliography” at the top of a separate page. All sources are to be listed in one list, alphabetically by the author’s last name **using proper bibliographic form. Do not number or give a letter for the entries.** The first line of each bibliographic entry should be a hanging indent of .5” (See Guidelines).
- F. Your title should accurately reflect the contents of your final report. It should appear on a separate page at the front of the report. (See Guidelines).
- G. Your outline will act as your “Table of Contents.” It is not necessary to indicate on which page a topic begins.
- H. It is a good idea to put your report in a commercial Report Cover to protect it. Those with a clear plastic front are the best because the title page is clear from the beginning, **and they can be re-used!**

GUIDELINES FOR PROPER FORM AND LAYOUT

I. Size and Difficulty

Students will be expected to complete two or more major research reports each year, one in Social Studies, and one in Science or Bible. Teachers will determine the size within the guidelines. Reports should be within 10% of the number of words actually assigned.

Grade	Length	Min # Sources (in addition to Bible)	Footnotes
7	1000-1250	3 (2 books, 1 periodical or internet)	Min. 2
8	1250-1500	4 (2 books, 1 periodical, 1 internet)	Min. 3
9/10	1500-2000	5 (3 books, 1 periodical, 1 internet)	Min. 4
11/12	1750-2500	6-8 (3 books, 1 periodical, 2 internet)	Min. 5

II. Layout and Appearance Checklist

- _____ A. Paper should be printed on plain white paper. (Unless handwritten in which case use standard lined paper.)
- _____ B. Paper should be printed on one side of the paper only.
- _____ C. Use a Times New Roman 12 font for the body text.
- _____ D. Use a Times New Roman 16 or Arial 14 and **boldface** font for headings.
- _____ E. Use double spacing.
- _____ F. Indent new paragraphs by 0.5" (**Do not add another blank line.**)
- _____ G. Margins should be set at 1.5" left and right.
- _____ H. Extra spacing should be added before subheadings but not after.
- _____ I. Headings should not be left at the bottom of the page apart from the paragraph they describe.
- _____ J. The Title Page should come first and follow the format of this Manual's with title, student's name & grade, class, date, and word count for the **body** of the report.
- _____ K. Outline should follow the title page.
- _____ L. Minor errors (e.g. one word) can be corrected with correction fluid.
- _____ M. Major errors should be corrected by reprinting the page.
- _____ N. Footnotes should appear at the bottom of each page. (Unless handwritten in which case they can be listed as endnotes on one page just before the Bibliography)
- _____ O. The bibliography follows the last page unless there is an appendix.
- _____ P. All pages, except the Title page should have footer with student's last name and page number centered.

III. Citation Guidelines

- A. Cite sources for **ALL statistics, opinions, and little known or surprising facts!**
- B. Cite sources for all **direct quotations**.
 - 1. If you are placing a direct quote of “less than ten words”¹ into your paper, you may keep it as part of the sentence but place quotation marks around it as done in this sentence.
 - 2. **If you are using a quote of more than ten words you must “block quote” the passage by indenting the passage 1” (2.5 cm) on either side, single spacing the body, justifying the alignment, and separating it from the body of your paper by 1 line space as follows:**

Indent the passage one inch on each side – left and right margin- this indicates to the reader that this major part of your paper was taken directly from one of your sources. You can accomplish this by using your INDENT commands in your word processor instead of pressing tab. This will ensure that you are able to justify the alignment of your block quotation.²

- 3. You can then continue with the remainder of your paper.

IV. Footnote Formatting

All entries are numbered in order of their appearance in the report. Follow the guidelines for order, punctuation, and Italics exactly. All footnotes are indented 0.5” or 1 tab-stop. Note that the authors’ first names come first in footnotes, and there are shortened forms for sources that are used more than once.

A. An Encyclopedia

Author, if known (1st name, last name), “title of article,” *name of encyclopedia*, date of publication, volume and page.

¹ Brian Hazeltine, “Writing a Research Report,” *The Amazing Encyclopedia*. (Toronto: Britannica, 1954: Vol. 36) 435.

¹ "Mealworm." *Encyclopedia Britannica*. (Toronto: Britannica, 1954: Vol. 36) 435.

B. Book with 1 Author

Author, *Title of book* (City: Publisher, Year) page.

² Paul Holmes, *All About Research Reports* (Toronto: Macmillan, 1999) 345.

C. Book with 2 Authors

First author and second author, *Title of book* (City: Publisher, Year) page.

¹ Jean Laplanche and Jean-Bertrand Pontalis, *Vocabulaire de la Psychanalyse* (Paris: PUF, 1973) 14.

D. Government Publication

Government Dept, Sub Dept. *Name of pamphlet* (City: Publisher, Year) page.

¹ Revenue Canada, Taxation Department, *GST Made Simple: For All Canadians* (Ottawa: Government of Canada, 1999) 2.

E. Newspaper

Author (if one), "Name of article," *Name of paper* [City if not in name] Date: Section.

¹ "It's a Go for Amistad," *Gazette* [Montreal] 9 Dec. 1997: F7.

F. CD-ROM

"Name of article," *Name of CD*, Version, CD-ROM (City: Publisher, Year).

¹ "Florida, Area Snapshot," *CensusCD*, Version 1.1, CD-ROM (East Brunswick: GeoLytics, 1996).

G. Computer Software

Author (use "et al" if more than one), *Name of software*, Version (City: Publisher, Year)

¹ M. J. Frisch, et al., *Gaussian 94*, Rev. D.4 (Pittsburgh: Gaussian, 1995).

H. Website

Author, *Name of Article or website*, Year, Sponsor, Last updated date, address.

Note: If you have to split the address because it is too large place an extra space after a forward slash /

¹ Richard B. Latner, *Crisis at Fort Sumter*, 1996, Tulane University, 14 Feb. 1998, <<http://www.tulane.edu/~latner/CrisisMain.html>>.

I. Personal Communication (Either form is acceptable.)

¹ Sarah Jones, "Re: Interview," *e-mail to the author*, 14 Feb. 1998.

² Sarah Jones, *Personal Interview*, September 30, 1999.

J. Sacred Resources

¹ *The Holy Bible. Revised Standard Version*, "Jeremiah 51:34," (New York: New American Library, 1962) 1054.

K. Pamphlet

Name of pamphlet. (City: Publisher, Year).

¹ *Colleges: Good for Connecticut, Good for You!* (Hartford: Capital Press, 1997).

L. Journal:

First name, last name, "Name of article," *Name of journal* Volume, edition (year): Page.

¹ Richard Mason, "How Things Happen? Divine-Natural Law in Spinoza," *Studia Leibnitiana* 28 (1996): 19

M. Magazine

First name, last name, "Article name," *Name of magazine* Edition, date: Page.

¹ John Richardson, "For Love of Picasso," *Vanity Fair* Nov. 1997: 128.

O. Footnote from same reference as immediately preceding footnote

¹ "Ibid." p.234

P. Footnote from previously cited reference

¹ Hazeltine, p.186.

V. Bibliography Formatting

Your bibliography page contains all of the resources you used during the course of researching your term paper. All of the sources you have previously cited in your footnotes **must** be included as well as any other sources you used.

All bibliographic entries are arranged alphabetically by the author's last name or title of the article if the author is unknown. **Be very particular with your punctuation – it has to be exact! (See Sample Bibliography at end of Manual.)**

The basic difference from footnoting is:

- Last name, first name
- No parentheses around the city and the publisher
- No page number

- Use a hanging indent instead of a first line indent
- Place a period after the author's name instead of a comma
- Do not number your bibliography entries

A. An Encyclopedia

Hazeltine, Brian. "Writing a Research Report," *The Amazing Encyclopedia*. Toronto: Britannica, 1954: Vol. 36.

"Mealworm." *Encyclopedia Britannica*. Toronto: Britannica, 1954: Vol. 36.

B. Book with 1 Author

Holmes, Paul. *All About Research Reports*. Toronto: Macmillan, 1999

C. Book with 2 Authors

Laplanche, Jean, and Pontalis, Jean-Bertrand. *Vocabulaire de la Psychanalyse*. Paris: PUF, 1973.

D. Government Publication

Revenue Canada, Taxation Department. *GST Made Simple: For All Canadians*. Ottawa: Government of Canada, 1992.

E. Newspaper

"It's a Go for Amistad." *Gazette* [Montreal] 9 Dec. 1997: F7.

F. CD-ROM

"Florida, Area Snapshot." *CensusCD*, Version 1.1. CD-ROM. East Brunswick: GeoLytics, 1996.

G. Computer Software

Frisch, M.J. et al.. *Gaussian 94*, Rev. D.4. Pittsburgh: Gaussian, 1995.

H. Website

Latner, Richard B. *Crisis at Fort Sumter*. 1996. Tulane University. 14 Feb. 1998.
<<http://www.tulane.edu/~latner/CrisisMain.html>>.

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Jones, Sarah. "Re: Interview," *e-mail to the author*. 14 Feb. 1998.
Jones, Sarah. *Personal Interview*. September 30, 1999.

J. Sacred Resources

The Holy Bible. Revised Standard Version. "Jeremiah 51:34." New York: New American Library, 1962.

K. Pamphlet

Colleges: Good for Connecticut, Good for You! Hartford: Capital Press, 1997.

L. Journal:

Last name, first name. "Name of article." *Name of journal* Edition (Year): page numbers

Mason, Richard. "How Things Happen? Divine-Natural Law in Spinoza." *Studia Leibnitiana* 28 (1996): 17–36

M. Magazine:

Last name, first name. "Name of article." *Name of magazine* Edition Year: Beginning page +

Richardson, John. "For Love of Picasso." *Vanity Fair* Nov. 1997: 128+.

Bibliography

- Colleges: Good for Connecticut, Good for You!* Hartford: Capital Press, 1997.
- "Florida, Area Snapshot." *CensusCD*, Version 1.1. CD-ROM. East Brunswick: GeoLytics, 1996.
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- "It's a Go for Amistad." *Gazette* [Montreal] 9 Dec. 1997: F7.
- Jones, Sarah. *Personal Interview*. September 30, 1999.
- Jones, Sarah. "Re: Interview," *e-mail to the author*. 14 Feb. 1998.
- Laplanche, Jean, and Pontalis, Jean-Bertrand. *Vocabulaire de la Psychanalyse*. Paris: PUF, 1973.
- Latner, Richard B. *Crisis at Fort Sumter*. 1996. Tulane University. 14 Feb. 1998.
<<http://www.tulane.edu/~latner/CrisisMain.html>>.
- "Mealworm." *Encyclopedia Britannica*. Toronto: Britannica, 1954: Vol. 36.
- Revenue Canada, Taxation Department. *GST Made Simple: For All Canadians*. Ottawa: Government of Canada, 1992.
- Richardson, John. "For Love of Picasso." *Vanity Fair* Nov. 1997: 128+.
- The Holy Bible. Revised Standard Version*. "Jeremiah 51:34." New York: New American Library, 1962.