

Baldwin Union Free School District



Style Manual **Grades 3-5** *Revised August 2008*

Also available at www.baldwinschools.org
(under *Schools*)

Please keep as a reference
for grades 3,4, and 5

This Style Manual belongs to:

A Note to Students, Teachers and Parents:

In developing this Style Manual, it was our goal to provide you with a user-friendly tool to assist you in developing research projects. We hope that you find the guide useful and refer to it often as you conduct your research. If you have any suggestions for making this guide better, we'd like to hear your comments.

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WHAT IS RESEARCH?

Research is the process by which information is gathered, analyzed and organized to create an original piece of work.

Your interests and questions about a specific topic is your first approach in creating your project. Exploring different sources and asking specific questions helps you to narrow your topic and focus on a more specific issue. Your goal is to obtain sufficient information relating to your focus.

A variety of sources is needed to support the focus. Sources may consist of books, periodicals (magazines, newspapers, journals), technology (CD-ROMS, videos, Internet), interviews and people.

We are living in the Age of Technology. Information can be found in numerous places and in different forms. You will need to keep your sources organized, while being sure your information is reliable. A reliable source is a factual, dependable piece of information. You need to be able to trust where the information is coming from. Be careful when using websites. Anyone can create a website and display information.

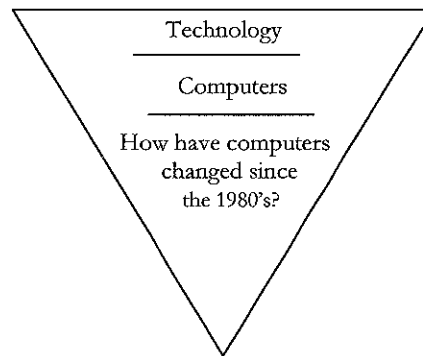
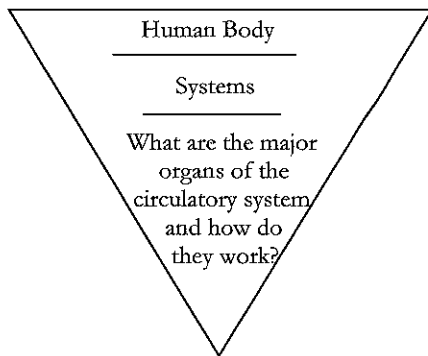
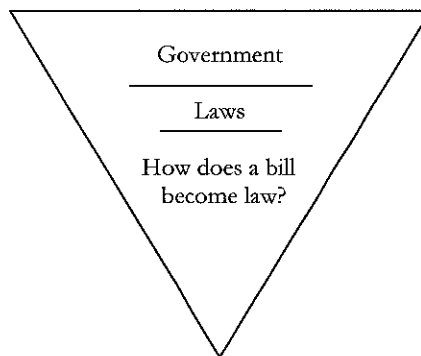
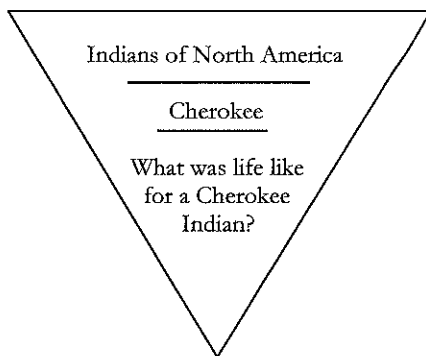
During your research, it will be necessary to take notes and record all sources for your bibliography. This process needs to be consistent and organized. Always remember to keep your notes and sources of information organized in case further information is needed in the future. Samples of note taking and source sheets are provided in the packet.

Your final product may be presented in a variety of forms. It may be a written report, multimedia presentation, drama performance, interview or an art exhibit. The possibilities are endless.

NARROWING THE TOPIC

When you are given a research assignment, your first job is to decide what to investigate. Choosing a subject for research is the most important part of the assignment. Ask yourself this question: **What do I want to know more about?**

Your teacher may assign the entire class a general topic such as North American Indians. The general topic is too broad. You must narrow the topic. For example, you can choose one tribe, the Cherokee. To focus your research, you might explore one question about the tribe. What was life like for a Cherokee Indian? This is how you can narrow your topic and develop a focus. Below are several visual diagrams showing how to change a general topic into a more focused topic to research.



- TIPS:
- *Choose a topic that interests you.
 - *Narrow your topic.
 - *Form a focus by asking specific questions.
 - *Use Why? or How? questions in order to ensure you have enough of a focus to research.
 - *Research the answer to your question.

ORGANIZATION

After you have picked a topic and written a focus question, you may want to set up a graphic organizer in order to prepare for research. Graphic organizers can help you arrange information into sections. This will allow you to determine how much information you need in order to completely answer your focus question.

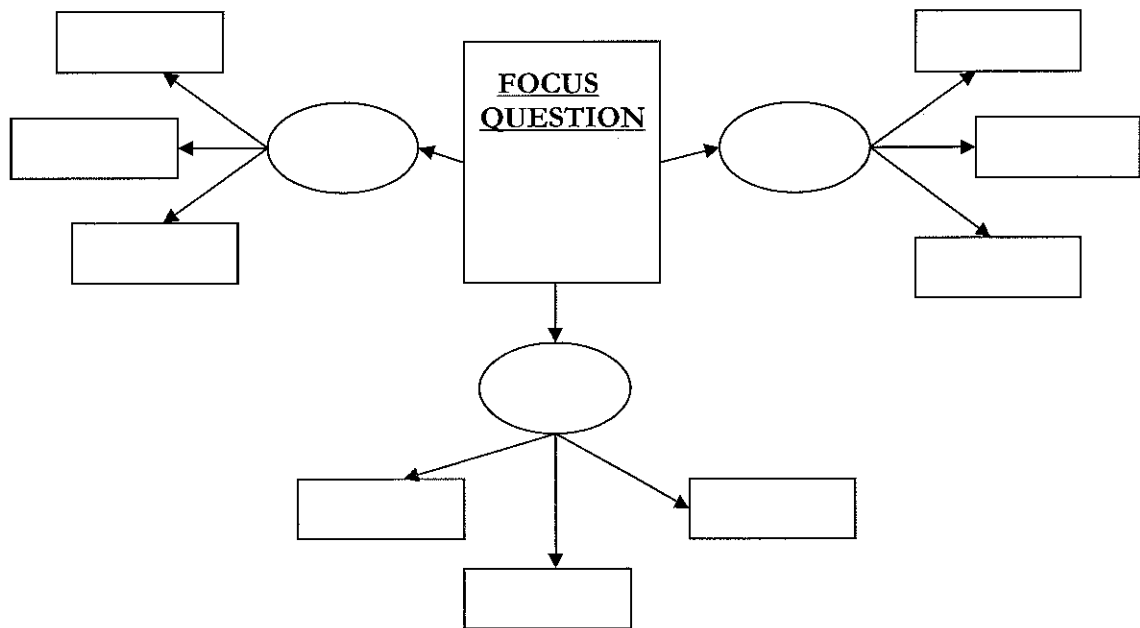
You may break down your focus question into other sub-questions, which can assist in a complete research project.

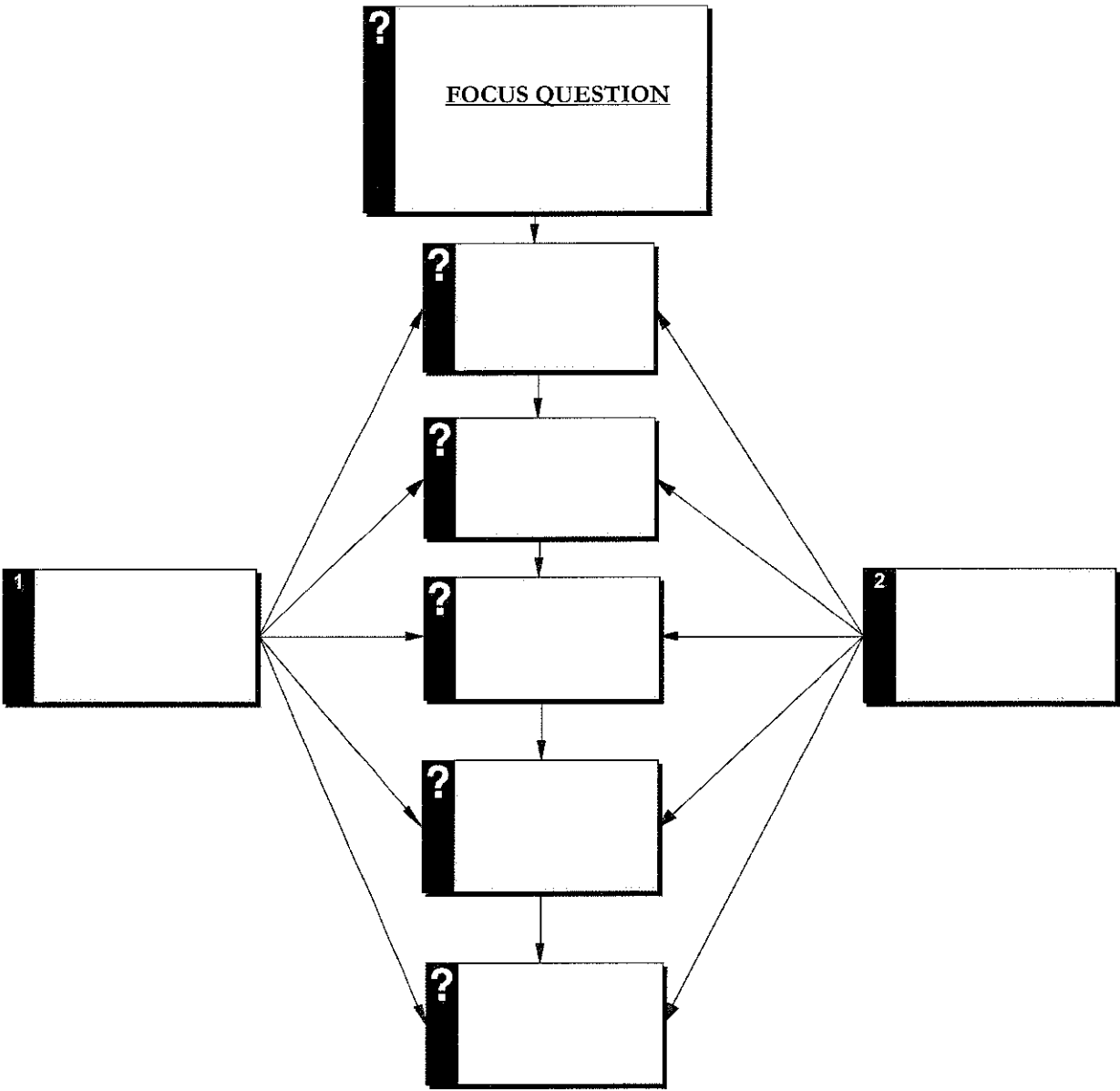
There are various types of graphic organizers. Basic organizers begin with a focus (main idea), then branch out to subtopics and details. Compare and contrast maps keep you focused on the questions you wish to research about both issues.

You may use the entire organizer to write in questions, or leave some blank spaces in order to record your answers. You can always add sections, if you need more information.

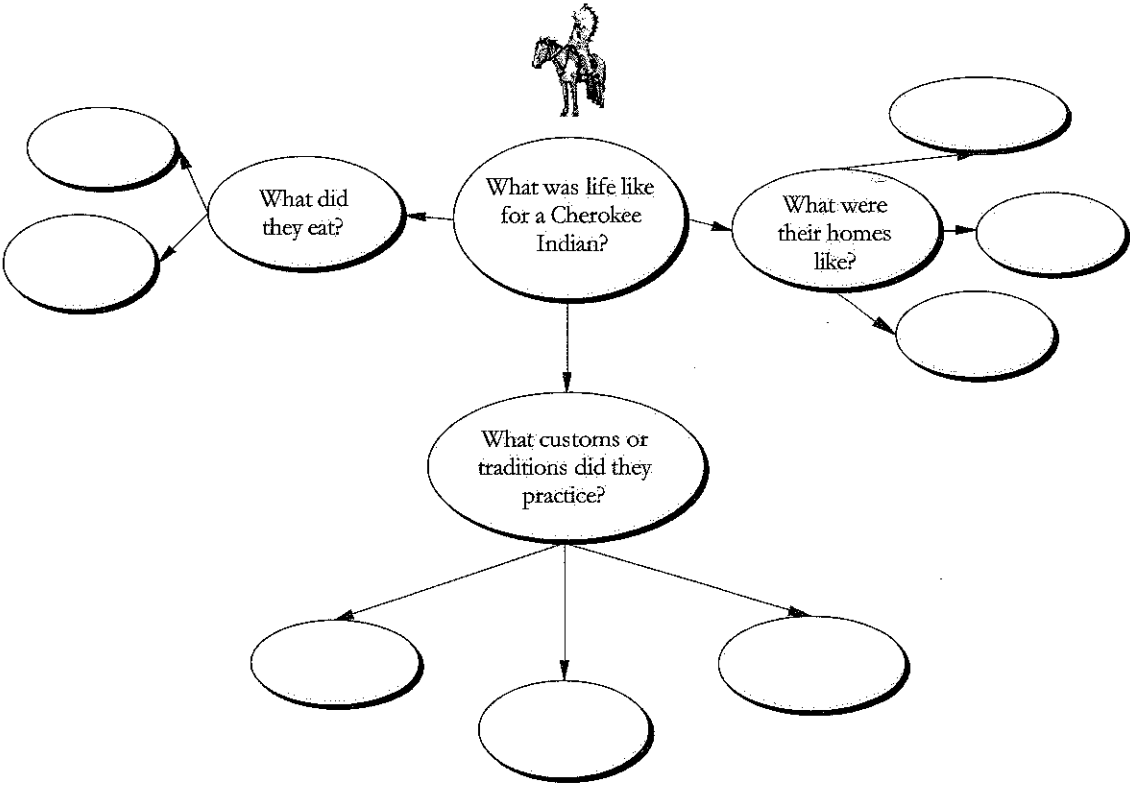
BASIC GRAPHIC ORGANIZER

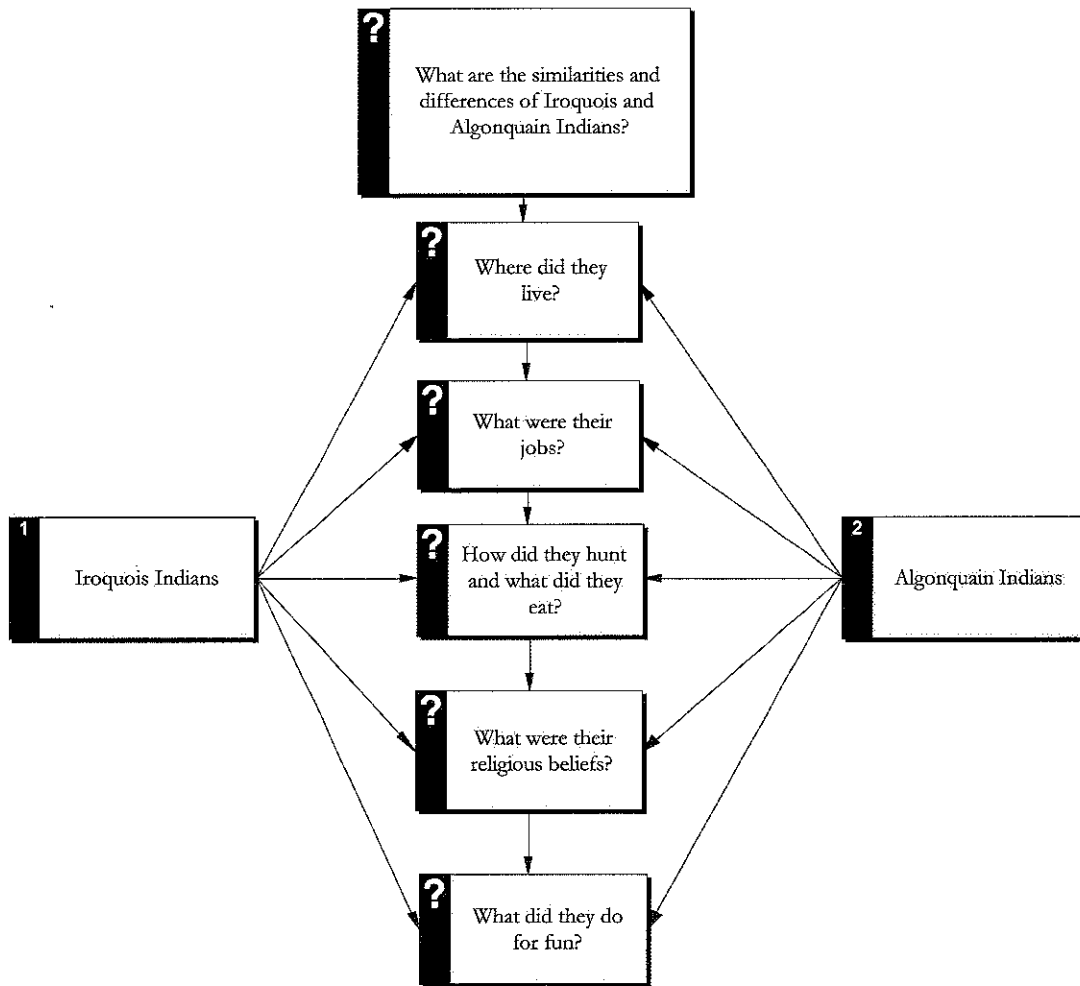
This type of graphic organizer can be used and adjusted for most focus questions. Examples might be the way of life for a culture or person, events, or characteristics of animals.





Below are examples using the graphic organizer to continue the research process. Notice how the focus question has been broken down further into three sub-questions pertaining to the focus. The empty sections can be used for notes or for generating more questions.





NOTE TAKING

- Now that your focus question is set up into a graphic organizer, research begins. Your goal is to answer all of your questions you have written. As you find these answers, you may realize that you need to add questions to your organizer.
- Remember to take notes immediately after you read something about your topic.
- Write notes in your own words, except when quoting.
- Use only key words, not sentences. You don't need to write every single word.
- Use abbreviations or symbols.
- Notes can be written on a note sheet, on index cards, on the graphic organizer, or with a word processor on the computer. Whichever way you choose, be sure to keep a list of your sources.
- Examples of the note sheet, index card, and graphic organizer are provided.
Word processors and other programs may be used on a computer.

Note Sheet
Example

Baldwin Public School District		Note #
Topic:		Date:
Name:		Grade:
Source of information:		
Title of Book:		
Author(s):		
Publisher :		
City:		
Copyright Date:		
Title of Article	Volume:	Pages
Internet Address:		
NOTES:		

NOTE TAKING

Baldwin Public School District	Note # <i>1</i>
Topic: <i>Cherokee - Location</i>	Date:
Name:	Grade: <i>4</i>
Source of information: <i>World Book Encyclopedia</i>	
Title of Book:	
Author(s):	
Publisher: <i>World Book</i>	
City:	
Copyright Date: <i>1994</i>	
Title of Article: <i>Cherokee</i>	Volume: <i>C</i> Pages: <i>101-103</i>
Internet Address:	
NOTES:	
• <i>Southern Appalachian region</i>	
• <i>hunted</i>	
• <i>farmed</i>	

Note Sheet
Example

INDEX CARD NOTES

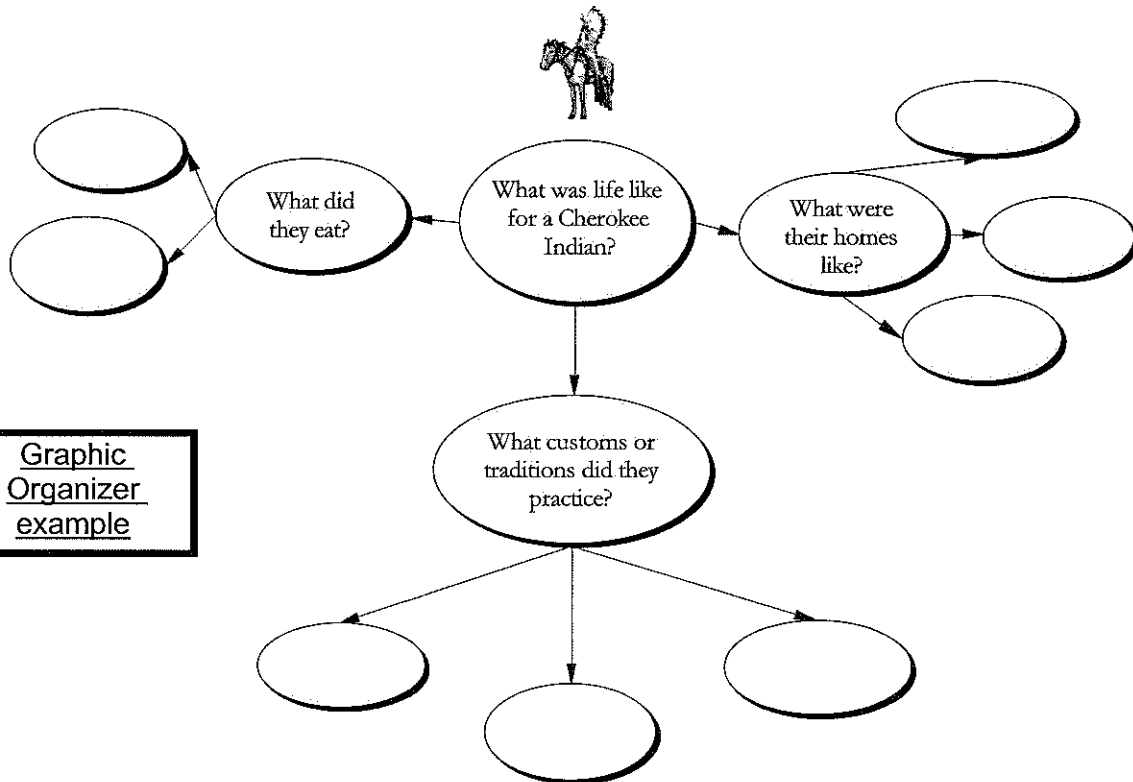
What they ate -

Crops – corn, bean, squash

Hunted – deer, wild turkeys

Index card
example

PUTTING NOTES ON A GRAPHIC ORGANIZER



Graphic
Organizer
example

If you are taking notes on index cards, you will need to keep track of the sources you are using in order to write your works cited page. Use this sheet as your guide. The information you need to fill in will be used for the works cited page, so be sure to fill in the spaces before you return your source.

Name: _____

Source Sheet

Topic: _____

Focus Question: _____

Possible subject headings to research: _____

1. _____ 2. _____ 3. _____

A. Non-Fiction Books

1. Title: _____
Author(s) : _____
Place Published: _____
Publisher: _____
Copyright Date: _____

2. Title: _____
Author(s) : _____
Place Published: _____
Publisher: _____
Copyright Date: _____

B. Encyclopedia Articles

1. Encyclopedia: _____
Article Title: _____
Author (if noted): _____
Copyright Date: _____

2. Encyclopedia: _____
Article Title: _____
Author (if noted): _____
Copyright Date: _____

C. Computer Sources

1. Name of Program: _____
Place Published: _____ Publisher: _____
Author (if noted): _____ Copyright Date: _____
2. Name of Program: _____
Place Published: _____ Publisher: _____
Author (if noted): _____ Copyright Date: _____

D. Internet Sources

1. "Title of Item": _____
Author: _____
Online Publisher: _____
Web/Internet Address: _____
Date: _____
2. "Title of Item": _____
Author: _____
Online Publisher: _____
Web/Internet Address: _____
Date: _____

E. Magazine Article

1. Magazine: _____
Article Title: _____
Author (if noted): _____
Day: _____ Month: _____ Year: _____

E. F. Newspaper Article

1. Newspaper: _____
Name of Article: _____
Author: _____
Day: _____ Month: _____ Year: _____

DOCUMENTATION

When taking notes and writing your report, it is very important that you put the ideas which you have researched into your own words. If you copy someone's words without giving credit to that person, it is called plagiarism. You can avoid plagiarism two ways:

1. Paraphrase information into your own words.
2. Place quotation marks around information which you have copied word for word.

The following paragraph was copied word for word from *The United States Adventures in Time and Place* by James A. Banks et.al.

“The Great Plains are made up of dry prairies that cover much of the Middle West. A prairie is flat or gently rolling land covered mostly with grasses and wildflowers. Summers can be extremely cold. The lack of rain makes growing corn and other crops difficult except in river areas. Until the late 1800's, herds of buffalo roamed the Great Plains.”

This is how the paragraph might read when properly paraphrased:

The Great Plains located throughout the Middle West of the United States consist of grassy, rolling land. Cold summers and little rainfall make growing crops difficult.

This is an example of a paragraph which was incorrectly paraphrased:

The Great Plains consist of dry prairies that cover most of the Middle West. *(changed made up of to consist)* Covered with grass and wildflowers, a prairie is flat or gently rolling land. *(changed the word order of the sentence)* Summers can be cold. *(omitted a word)*

It is important to note that it is still considered plagiarism if you change or omit an occasional word when paraphrasing.

Generally, you should limit your quotes to three lines.

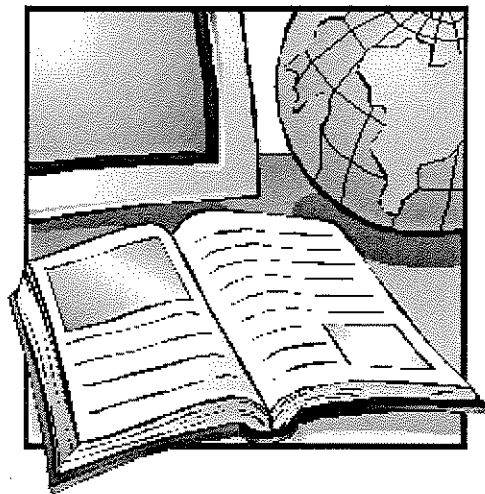
THE THREE MAIN PARTS OF YOUR RESEARCH PAPER

Your report needs to have a beginning, middle and end. These three main parts are important and have a special purpose. Your graphic organizer and notes will be needed to organize your paper.

The beginning of your paper is called the introduction. In this opening paragraph, you are getting the reader's attention. Your goal is to present a clear topic sentence that will let the reader know what is to come in your paper. You can turn your focus question into an opening sentence.

The middle of your report is called the body. This section contains your facts, supporting details and important vocabulary that you researched. You may have several paragraphs in the body of your report. Each sub-section of your graphic organizer becomes its own paragraph. Remember that each paragraph should contain at least five sentences.

The last part of your paper is called the conclusion. At this point, the reader should know that you have explained or proven your topic (focus). Restating a few important facts will stress the importance of your ideas.



WRITING YOUR FIRST DRAFT

Now that you have your notes and graphic organizer, it is time to start writing your paper. This will be your first step in putting your graphic organizer and notes into sentences. These sentences become your introduction, body, and conclusion of your research paper. Do not expect to start your first draft the day before the paper is due. Don't be surprised if you need to revise or make changes several times before writing your final report.

Whether you are using a word processor or a notebook, it may be helpful to double space (skip lines) when writing your draft. When you have used all-important facts, details and vocabulary, be sure your sentences are in the order you wish. Remember that each section of your graphic organizer is a separate paragraph.

PROOFREADING TIPS

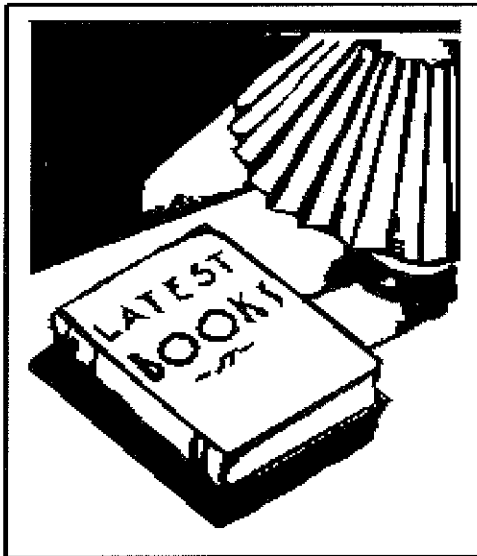
You will have many opportunities to edit and revise your work. Be sure you have used all of your notes in your paper.

- Read your paper aloud to check for clear sentences.
- Don't forget to use your own words.
- As you write your drafts, leave some time in between readings.
- Check for correct spelling, punctuation and grammar usage.
- When you have completed your draft, ask a friend to read or listen to your paper as you read it aloud. This will help to know if your focus is clear and in the proper order.

WRITING A FINAL REPORT

When writing the final report, remember to do the following:

1. Include an introduction, body and a conclusion.
2. Read the final copy to make sure that it makes sense to you.
3. Check for correct spelling and punctuation.
4. Write or type the report neatly.
5. Include illustrations, diagrams, charts, etc.
6. Include a works cited page (bibliography) in alphabetical order.
7. Make a cover page with the title, your name, and the date.
8. Include specific items requested by the teacher.



WORKS CITED – EXAMPLE FORMATS

⇒ A BOOK BY ONE AUTHOR

Author's Last Name, First Name. Title. Place of Publication: Publisher, Year.

Example: Solomon, Charles. Enchanted Drawings: the History of Animation. New York: Wings Books, 1994.

⇒ A BOOK WITH TWO OR MORE AUTHORS

Author's Last Name, First Name, and Second Author's First Name and Last Name. Title. Place of Publication: Publisher, Year.

Example: Rebello, Stephen and Richard Allen. Reel Art: Great Posters from the Golden Age of the Silver Screen. New York: Abbeville Press, 1988.

⇒ AN ENCYCLOPEDIA ARTICLE (WITH AUTHOR)

Author's Last Name, First Name. "Title of Article." Encyclopedia Name. Year ed. (If no author is given, begin with title).

Example: McCloud, Scott. "Cartoon." The World Book Encyclopedia. 1997.

⇒ A MAGAZINE ARTICLE (WITH AUTHOR)

Author's Last Name, First Name. "Title of the Article." Magazine Name Day Month Year: Pages.

Example: Hafner, Katie. "Disney's Wizards." Newsweek 11 Aug. 1997: 48-51.

⇒ A VIDEO

Title. Director. Medium type. Distributor, Year.

Example: Romeo and Juliet. Dir. Franco Zeffirelli. Videotape. Paramount Pictures, 1985.

⇒ AN INTERVIEW

Interviewee's Last Name, First Name. Type of interview. Day Month Year.

Example: Smith, H. Personal Interview. 10 Oct. 1997.

⇒ **A MULTIMEDIA ENCYCLOPEDIA (NO AUTHOR)**

“Title of the Article.” Encyclopedia Name. Version. Publication Medium (CD-ROM or Diskette). Place of Publication: Publisher, Date.

Example: “Native Americans.” The World Book Encyclopedia. Network Version. CD-ROM.
World Book, 1996.

⇒ **A MAGAZINE ARTICLE ON CD-ROM (WITH AUTHOR)**

Author’s Last Name, First Name. “Title of the Article.” Magazine Name. Day Month Year: Pages. Title of the Database. Publication Medium (CD-ROM). Vendor Name, Date.

Example: Anderson, Marilyn. “How Can We.” Hopscotch. Aug./Sept. 1996: 18. SIRS Discoverer. CD-ROM. SIRS, 1997.

⇒ **WEBSITE (USUALLY NO AUTHOR)**

Author’s Last Name, First Name (if given). “Title of Item.” Online Publisher (Name of organization, if given).
<Web/Internet Address> Date of Use.

Example: Goff, Ted. “Goff’s Cartoons for Newsletters.” Online.
<.net/personal/tgoff/cartoons/gifs/20safe1.html>9 Oct. 1997.

⇒ **A GENERAL COMPUTER REFERENCE**

Author’s Lat Name, First Name (usually not given). Title of Original Paper Source. Title of Electronic Source. Publication Medium. Place of Publication (if given) Vendor, Date.

Example: “Noted American Cartoonists.” The World Almanac and Book of Facts 1995.
Microsoft Bookshelf. CD-ROM. Microsoft, 1995.

HELPFUL TIPS

1. Alphabetize the “works cited” list by the first word of the entry.
2. If there is no author, use the first word of the title. Never use **A**, **AN**, or **THE** as first words.
3. Recheck your punctuation: capitals, quotation marks, underlining, indentations, colons, and periods.
4. Double-space the entire “works cited” list.
5. If an example of your source is not listed, ask your librarian or teacher for help.

WORKS CITED (SAMPLE)

- Goff, Ted. "Goff's Cartoons for Newsletters." Online. <<http://www.tfs.net/personal/tgoff/cartoons/gifs/20safe1.html>> 9 Oct. 1997.
- Hafner, Katie. "Disney's Wizards." Newsweek 11 Aug. 1997: 48-51.
- McCloud, Scott. "Cartoon." The World Book Encyclopedia. 1997.
- "Native Americans." The World Book Encyclopedia. Network Version. CD-ROM.
World Book, 1996.
- Rebello, Stephen and Richard Allen. Reel Art: Great Posters from the Golden Age of the Silver Screen. New York: Abbeville Press, 1988.
- Romeo and Juliet. Dir. Franco Zeffirelli. Videotape. Paramount Pictures, 1985.
- Smith, H. Personal Interview. 10 Oct. 1997.
- Solomon, Charles. Enchanted Drawings: the History of Animation. New York: Wings Books, 1994.

NOTES AND WORKS CITED FORM

(duplicate as needed)

Baldwin Public School District	Note #
Topic:	Date:
Name:	Grade:
Source of information:	
Title of Book:	
Author(s):	
Publisher :	
City:	
Copyright Date:	
Title of Article	Volume: Pages
Internet Address:	
NOTES:	