USING RESEARCH

GLE 38: write extended research reports which include researched information that supports main ideas; facts, details, examples, and explanations from sources; complete documentation (endnotes or parenthetical citations, works cited lists or bibliographies) consistent with a specified style guide

GLE 40: use selected style guides to produce complex reports that include credit for sources and standard formatting for source acknowledgment

USING RESEARCH IN YOUR WRITING

In doing research, you will likely find many sources that have all kinds of information about your topic – and some information may be off-topic. As you know, the first step is to choose those resources that are relevant and support main ideas in your paper. A helpful way to determine which information in a source is relevant to your point is by making notes in the margins of your draft research paper as you read through sources and organize your ideas. Use the notes on your draft to point out which sources to mention that will support a point you are making in that part of the draft.

Next, you need to incorporate facts, details, examples, and explanations from sources into the body of your paper. You do this by using direct quotations, paraphrases, and summaries. Anything that comes directly from a source, meaning that it was written or said by someone other than you, must be cited. You do not need to cite commonly known facts such as the following:

Abraham Lincoln gave a speech called the Gettysburg Address.

But you do need to cite sources of pertinent facts and ideas, such as this:

Myth has risen up around the brief but monumental speech, including that Lincoln wrote it on the back of an envelope or on the train to Gettysburg; neither of this is true (Johnson).

“When in doubt, cite” is a good rule to follow.

Following are categories of references that you must cite. Each one must have an in-text citation. Examples of in-text citations are given in the next section. You will read later about what information to provide about each source in the bibliography at the end of your paper.

Direct quotations are the exact words of the original author or speaker. Use quotation marks around the quoted words, and attribute the words to the person who said or wrote them.

Example: At the beginning of “The Masque of the Red Death,” Poe describes Prince Prospero as “happy,” “dauntless,” and “sagacious.”
Using another writer’s words as if they were your own is called **plagiarism**, and it is a form of stealing. Plagiarism is an intentional act; but when an honest writer carelessly omits the quotations marks and citations on the words of others, it can be perceived as a conscious attempt to plagiarize someone else’s material. You don’t want any element of doubt to creep in and weaken the argument you have made in your report, so be sure to respect your research sources. Carefully check how you use and give credit to quoted material.

When using longer excerpts of text (usually three lines or longer), do not use quotation marks. Instead, set off the excerpt from the rest of the text by beginning it on the next line. Indent the entire excerpt one inch from the left-hand margin.

**Example:** Prospero shows unusual (and perhaps foolhardy) disregard for the danger posed by the dreaded disease:

> It was towards the close of the fifth or sixth month of his seclusion, and while the pestilence raged most furiously abroad, that the Prince Prospero entertained his thousand friends at a masque ball of the most unusual magnificence.

**Paraphrasing** (also called an **indirect quote**) is restating the words of another person in your own words. Paraphrasing does not use quotation marks, but it does give credit to the person who originally said it.

**Example:**

**ORIGINAL MATERIAL**

William Seward, Lincoln’s secretary of state, commented on the limitations of the Emancipation Proclamation. He said, “We show our sympathy with slavery by emancipating slaves where we cannot reach them and holding them in bondage where we can set them free.”

**PARAPHRASE**

Lincoln’s secretary of state William Seward recognized that the Emancipation Proclamation created no actual change for slaves at the time.

**Summarizing** involves putting the original author’s main idea into your own words. When you summarize, you only include the author’s main point. Summaries are much shorter than the original material and provide a broad overview of it.

**Example:** The Declaration of Independence states the reasons that the colonists sought independence from England.

While using source material is an important aspect of research papers, be careful not to overuse it. Remember that quotations and other cited inserts are used to support your own thoughts and ideas – they do no replace them.
CITING SOURCES
When you write a research report, you must include complete documentation to give credit to the sources you use. This includes in-text citations and a list of sources. These inclusions should tell readers where you got particular bits of information. The citations and list of resources you used should be formatted in whatever style your teacher asks you to use. The next section tells a bit about common style guides. After that, you can read more about citations, endnotes and resource lists, also known as bibliographies.

STYLE GUIDES
A common style widely used for literary analysis and for English Language Arts studies is MLA style. It is presented in the Modern Language Association’s style guide MLA Handbook for Writers of Research Papers. The MLA style of formatting citations is used in this chapter for demonstration purposes because you will likely be asked to use this style when writing papers and research reports.

PARENTHETICAL CITATIONS
In the body of a paper, the pertinent material gathered from your sources should be integrated with your own ideas. Whenever particular wording or an idea comes from a source rather than from you, the author, it must be cited (credit given to the original source). A parenthetical citation (often called an in-text citation) is placed in parentheses after a quote, paraphrase or summary. It cites the source from which the idea or quote came. Here is a quick rundown from the MLA style guide that shows some examples of common in-text citations.

Parenthetical Citation Examples, MLA Style
When you are adding support for a work by one author, list the author’s last name and the cited page number – with no comma between.

Example: The trip was dangerous and time consuming for the settlers (Hardin 185).
Also, notice that the end punctuation of the cited line goes after the parenthetical citation.

If the material is summarized from more than one page, give the page range.

Example: They had to cover many miles in a short amount of time (Hardin 186-188).

When the author is cited in the text, put only the page number in parentheses.

Example: Hardin states that the harsh weather and rough terrain were deadly for some settlers (191).

For a work by two authors, list both names and the page number.

Example: Native Americans strongly opposed this westward expansion (Wiley and Reagan, 195).
FOOTNOTES AND ENDNOTES
Some styles offer an alternative to parenthetical citations in the form of footnotes or endnotes. In other words, if your teacher asks you to, you may not need to include in-text citations plus a list of cited works. Instead, you would place a number in superscript (small, slightly raised Arabic numeral) after a quotation, paraphrase, or summary from a source, and then include a corresponding numbered list of those sources at the bottom of a page (footnotes) or at the end of the paper (endnotes). Here is an example using the earlier example about the Gettysburg Address:

In-text example:
Myth has risen up around the brief but monumental speech, including that Lincoln wrote it on the back of an envelope or on the train to Gettysburg, neither of which is true. ¹

Footnote/endnote example:

For the second mention of the same work, you only need to list the author’s name and page number.

Example: ⁴Johnson 13.

As always, check with your teacher about which style guide to use for your report and which format of citations and resources listing you should follow. Whichever style guide you choose will have detailed instructions about how footnotes and endnotes should appear.

FORMATTING WORKS-CITED LISTS AND BIBLIOGRAPHIES
Each in-text citation refers the reader to a list of sources. A works-cited list or a bibliography is a list of resources that usually appears at the end of a report or paper. Sources are alphabetized by the author’s last name. Exactly how the research sources should be listed will depend on the style guide you are using. Below is an example of a quote and what its works-cited entry would look like In MLA style. Note the unusual end punctuation used with this type of citation. You can see that the question marks appear at the end of the quoted line, but the period comes at the end, after the parenthetical citation.

Direct quotation example:
During the Romantic Period, authors looked to art, not science, for universal truth, believing the following: “Nature is the incarnation of thought. The world is the mind precipitated” (Emerson).

The corresponding entry in your works-cited section at the end of the paper would read as follows:

Corresponding works-cited entry:
Here are some examples of how to include parenthetical citations. When a page number helps further identify where to find the cited material, include that in the in-text citation. For example, if the poem quoted above were found in a book, the page number would be given after the author’s name (Emerson 27). If you reference more than one work by an author, use the title – or an abbreviation of a long title – in the citation rather than just the author’s name: (Nature 27). If the text you write provides both the author’s name and title of the work where the cited material is found, then all you need to provide is the page number.

*Example:* during the Romantic Period, authors looked to art, not science, for a universal truth. In his essay “Nature,” Ralph Waldo Emerson wrote, “Nature is the incarnation of thought. The world is the mind precipitated” (27).

A works-cited page is a list of the sources that you have cited in your report. Here is an example.

**Works Cited**


Notice that in MLA style, the list appears in alphabetical order by the author’s last name. All lines of a listing, except the first line, are indented one-half inch.
The men dropped here and there like bundles. The captain of the youth's company had been killed in an early part of the action. His body lay stretched out in the position of a tired man resting, but upon his face, there was an astonished and sorrowful look, as if he thought some friend has done him an ill turn. The babbling man was grazed by a shot that made the blood stream widely down his face. He clapped both hands to his head. "Oh!" he said, and ran. Another grunted suddenly as if he had been struck by a club in the stomach. He sat down and gazed ruefully. In his eyes there was mute, indefinite reproach. Farther up the line a man, standing behind a tree, had had his knee joint splintered by a ball. Immediately he had dropped his rifle and gripped the tree with both arms. And there he remained, clinging desperately and crying for assistance that he might withdraw his hold upon the tree.

(1) If you were writing about how well Crane uses vivid language to describe the emotional state of his characters, which line from the passage would best support this claim?
   A. The captain of the youth's company had been killed in an early part of the action.
   B. He set down and gazed ruefully.
   C. In his eyes there was mute, indefinite reproach.
   D. Immediately he had dropped his rifle and gripped the tree with both arms.

(2) Which of the following statements would make a good synopsis of how Crane most likely feels about war?
   A. War is a horrible experience for all people.
   B. War is always a glorious and honorable endeavor.
   C. War is nothing more than a big, laughable joke.
   D. War is something everyone should experience.

(3) When adding this book to your works-cited list, how should you format the entry in MLA style?
Excerpt from the "Emancipation Proclamation" by President Abraham Lincoln, issued in September 1862 and effective on January 1, 1863.

Now, therefore I, Abraham Lincoln, President of the United States, by virtue of the power in me vested as Commander-in-Chief, of the Army and Navy of the United States in time of actual armed rebellion against the authority and government of the United States, and as a fit and necessary war measure for suppressing said rebellion, do, on this first day of January, in the year of our Lord one thousand eight hundred and sixty-three, and in accordance with my purpose so to do publicly proclaimed for the full period of one hundred days, from the day first above mentioned, order and designate as the States and parts of States wherein the people thereof respectively, are this day in rebellion against the United States, the following, to wit:

Arkansas, Texas, Louisiana, (except the Parishes of St. Bernard, Plaquemines, Jefferson, St. John, St. Charles, St. James, Ascension, Assumption, Terrebonne, Lafourche, St. Mary, St. Martin, and Orleans, including the City of New Orleans), Mississippi, Alabama, Florida, Georgia, South Carolina, North Carolina, and Virginia, (except the forty-eight counties designated as West Virginia, and also the counties of Berkley, Accomac, Northampton, Elizabeth City, York, Princess Ann, and Norfolk, including the cities of Norfolk and Portsmouth), and which excepted parts, are for the present, left precisely as if this proclamation were not issued.

And by virtue of the power, and for the purpose aforesaid, I do order and declare that all persons held as slaves within said designated States, and parts of States, are, and henceforward shall be free; and that the Executive government of the United States, including the military and naval authorities thereof, will recognize and maintain the freedom of said persons.

And I hereby enjoin upon the people so declared to be free to abstain from all violence, unless in necessary self-defense, and I recommend to them that, in all cases when allowed, they labor faithfully for reasonable wages.

And I further declare and make known, that such persons of suitable condition, will be received into the armed service of the United States to garrison forts, position stations, and other places, and to man vessels of all sorts in said service.

(4) Why would this source be useful in a research paper about the American Civil War?
A. It tells why the Civil War came to an end.  
B. It provides details about historic events.  
C. It tells information about Lincoln's life.  
D. It gives us the opinion of a literary critic.

(5) In his excerpt, Tyler directly quoted part of a phrase from his research material. Which sentence contains a phrase that needs quotation marks and a citation?
A. The Emancipation Proclamation freed the slaves in the United States, at least on paper.  
B. It also made the states that opposed the freedom of slaves.  
C. Basically, it gave the rights of the law to the newly freed slaves.  
D. It also dictated the government of the United States, including the military and naval authorities thereof, to protect that freedom.

(6) After reading both Crane's account of a Civil War battle and Lincoln's proclamation, what complexity do you recognize about the American Civil War?
A. The South did not want the war, but the North decided it was the only way.  
B. The biggest fear of that time was of an uprising by the newly freed slaves.  
C. The consequences of war are more harsh than the idealism of ending slavery.  
D. The president had an important message, but the fighting drowned him out.
(1) Sonia is writing a works cited list for her paper on Transcendentalism. Which piece of information should be included in each bibliography entry? (40)
   A. year of publication    C. reason for consulting
   B. expertise of author    D. objectivity of source

(2) Mark wants to include the following direct quotation in his paper on Emerson:
   According to Matthews, "Although his audience often did not agree with or even understand his philosophies, Emerson had a great following. His powerful public speaking manner always captured his audience" (Matthews 2004, 193).
   Which change, if any, should be made to the parenthetical citation? (38)
   A. (Matthews, 193)    B. (Matthews)    C. (193)    D. No change.

(3) Dan is writing an essay about why leaflets were considered important in 1774 Boston. Which of Adam's quotations best supports his essay topic? (38)
   A. "The natural liberty of man is to be free from any superior power on Earth."
   B. "The public cannot be too curious concerning the characters of public men."
   C. "Among the natural rights of the Colonists are these: First, a right to life; Secondly, to liberty; Thirdly, to property."
   D. "There is seldom an Instance of a Man guilty of betraying his Country, who had not before lost the Feeling of moral Obligations in his private Connections."

(4) Andrew wants to include the following direct quotation in his paper on Samuel Adams.
   "When reading the publications of Samuel Adams, it is important to realize Adams was one of the biggest rabble-rousers of his time" (Clark 154).
   Which change, if any, should be made to the parenthetical citation? (40)
   A. (Clark, "Samuel Adams" 154)    B. (Louis Clark)    C. (154)    D. No change.