Belchertown High School
Science Term Paper
Style Guidelines and References Instructions
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General Information

- You should be writing this as if your were writing for a chapter of a book about topics of interest in science
- 5-7 pages (not including Title Page and References)
- Double-spaced (except Abstract)
- Typed with 1" margins
- 12 point font maximum
- Numbered pages (bottom center) starting after the Title Page
- Footnotes are not appropriate for scientific papers, use parenthetical citations

Plagiarism

Plagiarism may take the form of repeating someone else's sentences as your own, adopting a particularly apt phrase as your own, and paraphrasing someone else’s thinking in the development of a thesis as your own. In short, to plagiarize is to give the impression that you have written or thought something that you have borrowed from another. A writer may use another's words or thoughts, but they must be acknowledged as such.

Parenthetical Documentation

The parenthetical style of documentation requires that you provide full documentation only once for each source cited. This will be done in the References Section at the end of the paper. Within the paper itself you will give only brief reference, in parentheses, to any sources cited.

Begin the parenthetical documentation one space after the material cited. No punctuation of any kind should come between the material cited and the parentheses.

NEVER quote in a scientific paper - instead, always re-state ideas in your own words and then cite the idea. Citing means placing the author's name (of the original idea) in parentheses followed by a comma and then the page number from the reference used.

- Example: If your source says, “Nicotine has been shown to repress the immune system.”
- Your paper says, It has been demonstrated that the immune system does not function effectively when one uses nicotine (Author's Last Name, Page #).
- If you have 2 or more articles by the same person or people, cite them and reference them in your References as “a” and “b”.

Forms of Parenthetical Reference

1. If the work to be cited was written by a single author and is alphabetized in the bibliography under the author's last name, your parenthetical reference will give the author's last name followed by a page number: (Ford, 22).

2. If you have already given the author's name in a previous citation and if there are no citations in between by other authors, then you need give only the page number in the reference: (54).
3. If there is no author, i.e. if your bibliographical entry begins with a title, use the title or the first word under which it is alphabetized if it is long: (Mascara, 2b).

4. If there are two authors, use both last names: (Smith and Topor, 123). If there are three, use all three: (Smith, Topor and Jones, 124).

5. If there is no author, but the bibliographical entry begins with the name of an editor, a translator, or a compiler, use the last name of that person followed by a page number: (Apostolos, 86).

6. If the author is a corporate entity, or if the work cited is a government document, use the name of the originating entity or the first word under which it is alphabetized: (National Institute of Health, 22) or (National, 22).

7. If your reference is to one volume in a multivolume set, give the author's last name followed by the volume number, a colon, and the page number (Budge 2:123). In the case of non-print media (records, films, radio, television, etc.) there will, of course be no page number: (Brahms).

8. If the bibliography contains only one work by the author cited, you should give only the authors last name to identify the work unless of course, there were two authors with the same last name in which case you would have to give the first name too.

**Sections**

Your paper will be broken down into 4 main sections:

1) Title Page
   a) Separate page (first page of the paper)
   b) No page number
   c) The title of your paper should be in all CAPITALS and centered in the middle of the page both horizontally and vertically
   d) Your name should be centered below it on the next line in regular case letters
   e) Your class/section should be centered on the next line in regular case letters - Example:

   TITLE OF THE TERM PAPER
   Joan R. Doe
   College Prep. Biology/Section E

2) Abstract
   a) Separate page (second page of the paper)
   b) Title the page "ABSTRACT", underlined and centered on the first line of the page
   c) Skip a line below the title before beginning the writing
   d) This is the only single spaced section of you paper
e) First numbered page of the paper - start numbering here with (1) this section comes first in your paper, but actually should be the very last thing you write; it is a summary overview of your entire paper
f) This should be about 1/3 to 1/2 of the page in length
g) Do not indent to make paragraphs; this section is a single paragraph that is not indented

3) Body
a) This section begins on a new page after the Abstract
b) This consists of 3 subsections but they are not labeled, they just run one into the next; I have given them titles below just to help you keep your thoughts in the order they should appear in the Body portion of the paper
c) This section should be double spaced
d) This section should contain citations
e) This section should be written in paragraph style

Background
➢ 1 - 2 paragraphs giving general background about your topic
➢ This section is where you introduce your topic to the reader

Current Research
➢ This will be the main portion of your paper (roughly 4 - 6 pages)
➢ This is where you tell your reader about all the information you found on your topic - make sure you put it in a logical order that flows well

Future Research
➢ You “wrap-up” your Body section of the paper by taking 1 - 2 paragraphs to tell your reader what needs to be done by scientists in your topic
➢ That is, state gaps in the knowledge and what future research should be accomplished

4) References
a) This will be the last page of your paper
b) It should be numbered (but does not count toward the 5 - 7 page limit)
c) Title the page “REFERENCES”, underlined and centered on the first line of the page
d) This page should be double-spaced and indented as the examples show
e) References should be listed alphabetically (If more than one of your references is by the same author, list them chronologically with the most recent first)
f) Some examples of format are as follows: (note: capitals and lower case letters)
g) Also, it is not necessary to follow this format so long as you are consistent throughout your References:
<table>
<thead>
<tr>
<th>Type of Media</th>
<th>Example Reference</th>
</tr>
</thead>
</table>
Citation Styles for Electronic References
(be sure to double space and indent)

Individual Works

Basic forms, commercial supplier, and using an Internet protocol:

Author/editor. (Year). Title (edition), [Type of medium]. Producer (optional). Available: Supplier/Database identifier or number [Access date].

Author/editor. (Year). Title (edition), [Type of medium]. Producer (optional). Available Protocol (if applicable): Site/Path/File [Access date].

Examples:


* Write "No date" when the electronic publication date is not available.
* When citing information retrieved on the World Wide Web, it is not necessary to repeat the protocol (HTTP) after "Available" since that is stated in the URL.
Parts of Works

Basic forms, commercial supplier, and using an Internet protocol:

Author/editor. (Year). Title. In Source (edition), [Type of medium]. Producer (optional). Available: Supplier/Database identifier or number [Access date].


Examples:

  * This is an article from an encyclopedia with no author given.


  * When citing information retrieved on the World Wide Web, it is not necessary to repeat the protocol (HTTP) after "Available" since that is stated in the URL.

Journal Articles

Basic forms, commercial supplier, and using an Internet protocol: (be sure to double space and indent)

Author. (Year). Title. Journal Title [Type of medium], volume(issue), paging or indicator of length. Available: Supplier/Database name (Database identifier or number, if available)/Item or accession number [Access date].

Author. (Year). Title. Journal Title [Type of medium], volume(issue), paging or indicator of length. Available Protocol (if applicable): Site/Path/File [Access date].

Examples: (be sure to double space and indent)
13).


  * This is a reference for a book review; brackets indicate title is supplied.
  * When citing information retrieved on the World Wide Web, it is not necessary to repeat the protocol (Gopher) after "Available" since that is stated in the URL.


  * When citing information retrieved on the World Wide Web, it is not necessary to repeat the protocol (HTTP) after "Available" since that is stated in the URL.

Magazine Articles

Basic forms, commercial supplier, and using an Internet protocol:
   (be sure to double space and indent)

Author. (Year, month day). Title. Magazine Title [Type of medium], volume (if given), paging or indicator of length. Available: Supplier/Database name (Database identifier or number, if available)/Item or accession number [Access date].

Author. (Year, month day). Title. Magazine Title [Type of medium], volume (if given), paging or indicator of length. Available Protocol (if applicable): Site/Path/File [Access date].

Examples:


* When citing information retrieved on the World Wide Web, it is not necessary to repeat the protocol (HTTP) after "Available" since that is stated in the URL.

**Newspaper Articles**

Basic forms, commercial supplier, and using an Internet protocol: (be sure to double space and indent)

Author. (Year, month day). Title. *Newspaper Title* [Type of medium], paging or indicator of length. Available: Supplier/Database name (Database identifier or number, if available)/Item or accession number [Access date].

Author. (Year, month day). Title. *Newspaper Title* [Type of medium], paging or indicator of length. Available Protocol (if applicable): Site/Path/File [Access date].

**Examples:**


* This reference gives beginning page and the number of paragraphs; this information is useful if one wishes to refer to material in text references.
* When citing information retrieved on the World Wide Web, it is not necessary to repeat the protocol (HTTP) after "Available" since that is stated in the URL.

**Discussion List Messages**

(be sure to double space and indent)

Basic forms:

Author. (Year, Month day). Subject of message. *Discussion List* [Type of medium]. Available E-mail: DISCUSSION LIST@e-mail
address [Access date].

Author. (Year, Month day). Subject of message. Discussion List [Type of medium]. Available E-mail: LISTSERV@e-mail address/Get [Access date].

Examples:

- RRRECOME. (1995, April 1). Top ten rules of film criticism. Discussions on All Forms of Cinema [Online]. Available E-mail: CINEMA-L@american.edu [1995, April 1].

  * Author's login name, in uppercase, is given as the first element.

<LRRECOME. Discussions on All Forms of Cinema [Online]. Available E-mail: LISTSERV@american.edu/Get cinema-l log9504A [1995, August 1].

  * Reference is obtained by searching the list's archive.

Personal Electronic Communications (E-mail)

Basic forms:

Sender (Sender's E-mail address). (Year, Month day). Subject of Message. E-mail to recipient (Recipient's E-mail address)

Examples:

- Day, Martha (MDAY@sage.uvm.edu). (1995, July 30). Review of film — Bad Lieutenant. E-mail to Xia Li (XLI@moose.uvm.edu).

Reference Citations in Text

The approach to documentation recommended by the American Psychological Association is called the author-date system. Citations in the text refer the reader to the "Reference List" at the end of the book, chapter, article or paper. Below are a few examples where the reader is guided to a specific paragraph in the electronic document.

- Native peoples have little to lose by adopting these practices (Johnson, 1994, paragraph 10).
• Viviano sees advantages in this line of defense (1995, paragraph 3).

• Buddhist organizations have taken a somewhat different approach ... (Inada, 1995, paragraph 2).


The Informational Research Process - and Note Cards

When looking for the most up to date and extensive primary and secondary sources for your term paper remember there are many excellent locations and media available to you.

When beginning your researching it is important to get a basic understanding of the topic by reading your textbook, encyclopedias, and other tertiary sources. While you can not use information from them for your term paper, the information becomes easier to understand when you read primary or secondary sources, interview experts, and eventually attempt to present the information in a logical manner in your term paper.

The first place most people look is the library. You can use the Belchertown High School Library, Clapp Memorial Library, and with permission from our Librarian you can use the University of Massachusetts library system. Each of these facilities is equipped with a large offering of books, magazines, and reference materials. It is important to know that you are not limited to print materials found in the stacks. There is access to the computer base of information available on compact disk as well as the Internet. The Internet is not always a reliable source. Unless there is an author and reputable credentials listed with the article, the article is considered to be a tertiary source at best. The library also has audio and video materials present to help with general background information. If you have any difficulties in finding your subject matter be sure to ask a librarian. They are well trained and happy to help you research your topic. Many people begin and end their search in the library and may be missing out on other great opportunities to get information first hand.

Experts in the field of study you are investigating are readily available and usually willing to assist you. An interview with an expert is a primary reference. Experts are usually willing to recommend primary and secondary sources on your topic. Also, they may be willing to refer you to someone else who can help you with your search if they can't. Experts are university professors, graduate students, teachers, doctors, veterinarians, nurses, police, greenhouse managers, museum and science center staff, zoo staff and anyone else who is considered an expert in their field. When interviewing an expert it is best to have some basic understanding of the topic. It is a good idea to ask if it is acceptable to use a tape recorder. If it isn't, then be ready to take extensive notes during the interview.

As you are reading a primary or secondary source to gather information or after your expert interview you need to make note cards. **Note cards** are to be information
that you will be putting into your term paper not useless or unrelated pieces of information. Note cards are the keys to success in writing a term paper. If you do a good job on the note cards the rest of the process is considerably easier. Once the note cards are written an outline is easily accomplished and the term paper is mostly just following what is on the cards in the order found in the outline.

There are three types of note cards:

a. Title card
b. Bibliography card
c. Fact(s) card

The title card includes your name, date, class, period and the complete title of the term paper (in the form of a question). For example:

<table>
<thead>
<tr>
<th>CP Biology</th>
<th>John Rogers</th>
</tr>
</thead>
<tbody>
<tr>
<td>Period A</td>
<td>10/7/98</td>
</tr>
</tbody>
</table>

What are the front leg injuries that racehorses get and how can they be treated?

You will need one bibliography card for each source. The format of the bibliography card depends upon the type of source. Use the following bibliography style sheet to determine the correct format. You must carefully place all information onto the card exactly as the format example does. You will need this for the term paper bibliography. Next place a capital letter in the top right hand corner of the card. If it is the first source put A, the second source put B, etc.

The following example is the fourth source to be read:

While three sources are required initially, you will probably require five or more sources to get all the information to answer your question.

The third type of note card is the fact card. Before you write each fact card from your source be sure that the fact is important to the topic. Each fact card must have four parts. The source letter is placed in the top right corner. The page number is placed next to the source letter. There must be a specific heading i.e. no two-fact cards can have the same specific heading. Lastly, one or more closely related facts should be placed on the card. For example:

<table>
<thead>
<tr>
<th>Sprain Classification</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sprains are classified as mild, moderate or severe sprain.</td>
</tr>
<tr>
<td>Mild sprain = mild pain with little or no joint swelling.</td>
</tr>
<tr>
<td>Moderate sprain = mild to moderate pain with slight joint swelling.</td>
</tr>
<tr>
<td>Severe sprain = significant pain with major joint swelling</td>
</tr>
</tbody>
</table>

While you are only required to turn in fifty fact cards for grading, you will need at least seventy five fact cards to complete the five to seven typed pages of information for your term paper. You are done collecting information when you’ve completely answered your question not at some magical number of fact cards.

The Outline or How to Organize Your Ideas

The main purpose of an outline is to organize the ideas to be presented in the paper in a logical manner. Another purpose of an outline is to help identify whether there are missing ideas needed to answer your question. Since the ideas have been written onto note cards, you must have your note cards completed before you begin i.e. you have all information discussing all aspects of the problem you are going to write about.

Before you can write your outline the note cards must be organized into the order that you will be presenting the information in the term paper. To do this is a two step process exactly like you would sort a deck of cards

1. Sort the cards into “suits” or groups of facts. Determine what the group names will be. This will be different depending on the topic. An example of groups of facts for a disease term paper would be “history”, “normal”, “symptoms”, “changes in the body”, “treatments”, and “future solutions”. Write the name of each group on a sheet of paper and put the sheets on the floor or a desk in the order you will present them in the term paper. Sort the cards into the appropriate
groups by using the specific heading on the top of the card until all
cards have been put into a group.

2. Organize the cards within each group. Take one group at a time and
put the cards into the order that you will be presenting the information
in the term paper by reading the specific heading on the top of the
card. Once this is done you are now ready to write the outline, which
should write itself.

To begin writing the outline, format the sheet of paper you will be turning
in with your name, date, class, period and the assignment (outline). Then write
the title of your term paper (remember this is the question you are answering).
You will place the information in order on the outline using roman numerals,
capital letters, numbers, and small case letters.

The roman numerals will be the first group of cards heading such as
history or introduction. The capital letters will be the specific headings that you
have on the top of each note card. If there is more than one fact on a note card
or a few note cards have closely related facts then use numbers below the
capital letter, each number having the general idea of the fact. If any of the
numbered lines have more than one fact or a few cards with closely related facts
then use small case letters with each fact. It is unusual to have to use small case
letters.

An example of a set up for an outline is:

<table>
<thead>
<tr>
<th>Science Class</th>
<th>Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>Period</td>
<td>Date</td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Outline

Title (in the form of a question)

I. First group of cards heading ("history" for example)
   A. First card's specific heading
   B. Second card's specific heading
   C. Third card's specific heading. Let us say that this card has two other
closely related facts on it or two other cards, such as definitions,
examples or other types of lists.
      1. first idea of the card or cards
      2. second idea of the card or cards
   D. Continue until all cards and ideas in the first group are used.

II. Second group of cards heading ("normal" for example)
   A. First card's specific heading
   B. Second card's specific heading
   C. Continue until all cards and ideas in the second group are used.
III. Continue using the group headings, specific headings, and ideas until all cards are used.

When you are done, you should have used all of your note cards that you intend to use to write the term paper. Therefore, the outline should be about 75-100 lines long. Now ask yourself two questions:
1. Do I have all of the information to completely answer the question I have asked?
2. Does the order of the information make sense and flow from one topic to another?
If not, go back and get more information or fix the order so the term paper will make sense and flows well.