

Chapter 3: Writing The Works Cited Page

The information on the following pages was adapted from MLA Handbook for Writers of Research Papers Sixth Edition by Joseph Gibaldi.

After you have finished your report it is time to write your works cited page. Use the information on your works cited cards or note sheets to write your works cited page. Be sure that you follow the directions below carefully! Set up your references exactly the same way as the examples.

For A Book by a Single Author:

1. Author's full name (last name [comma] first name followed by a period.)
2. Full title (Underlined and followed by a period).
3. City of publication (Followed by a colon).
4. Publishers name (Followed by a comma).
5. Year of publication/copyright date (Followed by a period).

Example:

Avraham, Regina. The Circulatory System. New York: Chelsea House, 1989.

For A Book by Two or More Authors:

1. First Author listed (last name [comma], first name followed by a comma)
2. Then list the name of the second author in normal form (first name and last name).
3. Place a period after the last authors name.
4. Follow steps 2-5 from book by a single author to finish the reference listing!

***If the book has more than three authors you may name only the first author (last name first) and then add the words *et al.* which means "and others".

Example:

Smith, Suzanne, and Diane Shade. Frogs in Their Natural Habitat. London: Oxford Publishing, 1997.

OR

Silverstein, Alvin, et al. The Circulatory System. New York: Twenty-First Century Books, 1994.

For an Article In A Magazine or Newspaper:

1. Author's name (Last name [comma], First name followed by a period.)
2. Title of the article (in quotation marks followed by a period)
3. Title of the magazine or newspaper (Underlined)
4. Date of publication (List day, month abbreviation and then year followed by a colon.)
5. Page numbers of the article (followed by a period)

Examples:

Hittner, Patricia. "Women and Heart Disease." Better Homes and Gardens June 1992: 55-57.

Jaroff, Leon. "The Biggest Killer—Heart Disease." Time 9 Nov. 1992: 72-73

For An Internet Source:

1. Author's name if known (last name [comma], first name followed by a period).
2. Title of the document (in quotation marks followed by a period).
3. Title of the site, project, or database (underlined and followed by a period).
4. Name of the organization or institution sponsoring the site, if it is known (followed by a period.)
5. Date when you accessed the source (Month abbreviation and year followed by a period).
6. Network address or URL (place in arrow brackets < > followed by a period)

Example:

Jones, James. "Heart & Stroke A-Z". Home Health & Family. Feb. 2006.
<<http://www.womenshealth.org>>.

For An Interview:

1. List the name of the person interviewed (last name [comma] first name followed by a period.)
2. List the kind of interview *personal interview, telephone interview, e-mail interview* (followed by a period).
3. List the date or dates of the interview (day, month abbreviation and year followed by a period.)

Example: Scheib, Ronald. Telephone Interview. 6 Feb. 2006.

Important Information About Your Works Cited Page

- If no author is listed you can use the editor's name instead. If there is no editor then begin your reference with the title of the work. Be sure to place it in alphabetical order with the other references on your works cited page.
- If you have used other sources such as television shows, sound recordings, maps etc... see your teacher to find out how to list them on the works cited page.
- Be sure to start your works cited page with the heading **Works Cited** centered at the top.
- If your reference goes onto a second line, make sure you indent the second line five spaces. Look at the example below.
Hittner, Patricia. "Women and Heart Disease." Better Homes and Gardens June 1992: 55-57.
- Do not use short form dates such as 1/9/94. Write it out 9 Jan. 1994.
- Double space between each new reference. Use a single space if the same reference goes onto a second line, and don't forget to indent!
- Print your works cited page in plain font, black ink and a standard font size between 12 and 14.
- Remember the works cited page should be on a separate page.
- **PAY ATTENTION TO THE PUNCTUATION AND FORMAT USED IN THE EXAMPLES IN THIS CHAPTER!**

Sample Works Cited Page

- Avraham, Regina. The Circulatory System. New York: Chelsea House, 1989.
- Hittner, Patricia. "Women and Heart Disease." Better Homes and Gardens June 1992: 55-57.
- Jaroff, Leon. "The Biggest Killer—Heart Disease." Time 9 Nov. 1992: 72-73.
- Jones, James. "Heart & Stroke A-Z". Home Health & Family. Feb. 2006. <<http://www.womenshealth.org>>.
- Scheib, Ronald. Telephone Interview. 6 Feb. 2006.
- Silverstein, Alvin, et al. The Circulatory System. New York: Twenty-First Century Books, 1994.
- Smith, Suzanne, and Diane Shade. The Effect of Heart Disease on Society. London: Oxford Publishing, 1997.

Chapter 4: Your Entire Written Report

I've been reading lots of information about my topic and taking notes.

What do I need to do next?

Now that you have researched your topic and collected information and facts, it is time to begin writing your entire written report

The written report is a summary of everything you did to investigate your selected topic. It contains all the information you learned while completing your project. The written report provides you with the opportunity to think about what you have learned and to share this knowledge with others.

Is my literature review section the only part of my written report?

No, there are several other parts of the written report. Because you have done a research project, the literature review will be the largest section of your report.

Read the information below to learn about the sections of your written report.

The sections should be included in your report in the order listed below.

Instructions for Formatting Written Reports Research Projects (Gr.4)

- ❖ All reports and report parts should be typed and double-spaced.
- ❖ The margins should be between 1—1 $\frac{1}{2}$ inches.
- ❖ Use a standard font that is easy to read. Font size should be between 12—14. Headings can be in a larger font size!
- ❖ Print all text (except for headings and graphs) in black ink.
- ❖ Your entire written report should be a minimum of four pages (not including the title page, works cited page and acknowledgements page.)
- ❖ Use a heading for each new section of your report. Follow directions carefully or you will lose points!
- ❖ When your report is due remember to turn in your checklist.

The instructions below give you the order of information in your report. They also tell you what each section should include. Be sure to follow the directions carefully!

1st TITLE PAGE

The title page should be on a separate page. It includes the title of your project, your grade and your number (given to you in class). **NO NAMES** should appear on your title page or in your report!

If you choose you might also include a picture or a graphic on your title page. (This is not required!)

2nd PURPOSE

Place the purpose on a separate page from the title page. Be sure to first type the heading "Purpose".

Your purpose is a short paragraph that explains what you wanted to discover by researching the topic you chose. It tells the reader why you have chosen your topic.

3rd PROCEDURE

You do not need to have the procedure on a separate page from the purpose! Simply skip some space after the purpose and then type the heading "Procedure".

The procedure is a short paragraph listing the steps you followed to gather your resources and information.

4th MATERIALS LIST

List the main materials used to create your display board and display materials that are sitting in front of your board.

(If your display board and other items aren't totally finished, start your materials list and add to it as you go.)

The materials list does not need to be on a separate page.

Be sure to type the heading "Materials List" before you type your list.

5th LITERATURE REVIEW

This is where you write the information you've collected about your topic from various resources such as websites, books etc...

Be sure to start this section by typing the heading "Literature Review"

*****The literature review section of your written report should be a minimum of 3 typed, double-spaced pages.**

6th CONCLUSION

Begin by typing the heading "Conclusion"

In this section of your report you need to write one or two good paragraphs that summarize or highlight some of the important or interesting information you learned by researching your topic.

In this section, you should also include a few sentences telling the judges what you would do to study this topic further or even how you might turn this research project topic into an experiment for another science fair.

7th WORKS CITED PAGE

******GO TO A SEPARATE PAGE TO START WRITING YOUR WORKS CITED PAGE!**

Be sure to start the page by typing the heading " Works Cited".

This page is an alphabetical listing of all the sources you used to gather information that helped you to write your literature review.

USE THE WORKS CITED INSTRUCTIONS FOUND IN CHAPTER 3 TO HELP YOU WRITE YOUR WORKS CITED PAGE!

8TH ACKNOWLEDGEMENTS PAGE

*****GO TO A SEPARATE PAGE TO START WRITING YOUR ACKNOWLEDGEMENTS PAGE**

On this page you thank the people who helped you to complete your project. Don't forget to thank your parents!!!

Be sure to include the heading 'Acknowledgements'

Chapter 5: The Display Board

**I'm working on my written report.
When should I start planning my display board?**

While you are working on the first draft of your written report is a good time to think about your display board. Read the information below to learn more about what items should go on the display board as well as some helpful hints for creating your display.

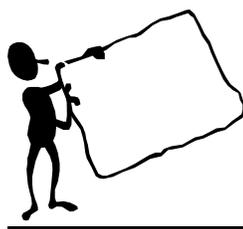
The display board forms the background for your science fair project.

If you have done a research project, the display board is a place for you to share all of the interesting information you've learned through your research.

Display boards can be purchased at office supply and craft stores.

The standard size is 36" by 48". Display boards are available that are thin and economical (corrugated cardboard) to thicker and more expensive (foam board). A variety of colors are available.

Your display board should be no wider than 48" so that it will fit on the table. It should be able to stand on its own without any other support. Poster board does not make a good display board because it is too flimsy to support any weight.



Helpful Hints When Creating Your Display Board

1. THE TITLE

- Your title should be neat and large enough to read from about three feet away.
- A shorter title is more attractive and draws more attention.
- Use about six to ten words with a maximum of about fifty letters.
- You can use precut letters or make your own out of construction paper. You might also stencil the lettering directly onto the display board.
- Before you glue your letters down, be sure that they are straight and neatly arranged.

2. DISPLAY MATERIALS

- For those of you who have done a research project you will want to arrange to have display materials on the table in front of your display board. If you have done an experiment you may choose to have display materials on the table but they are not required.
- Be sure that display materials don't block the judges view of your display board!

3. HEADINGS AND TYPED MATERIAL

- Place all typed material on a colored backing, such as construction paper or card stock. If your display board is colored you might decide to skip this step!
- Leave a colored border around the edge of each piece of white paper.
- Use a paper cutter or a ruler so the edges are straight.
- Make the headings and title stand out by using larger letters.

- When you come to set up your display at the science fair be sure to bring an emergency repair kit that contains extra letters, glue, the colored paper you used, markers etc... This way you can make last minute repairs in case something is damaged or falls off.

4. MISCELLANEOUS TIPS

- Limit the number of colors you use on your display board.
- Attach all items neatly. If you have many pieces of paper, place them one on top of the other so that the top paper can be lifted to reveal the ones underneath.
- Balance the arrangement of items on your board. Distribute them evenly so that the items cover about the same amount of space on each side of your display.
- Use rubber cement, a glue stick or double-sided tape to attach the papers to your board. ***WHITE SCHOOL GLUE LEAVES WRINKLES!!!
- Don't leave large, empty, white spaces on your board.
- If you have exhibit materials on the table be sure that they don't block the judges view of your display board.
- Make the title and headings eye catching and easy to read.
- Make sure that folders that are attached to your board don't fall open.
- Have a place on your display board (a folder, pocket, envelope etc...) in which you can place your written report.
- Make sure that everything is spelled correctly.

If you are including exhibit materials on the table in front of your display board, read the suggestions below.

Remember Safety First!

In order to keep everyone safe, do not use the following items as part of your exhibit materials in front of your board.

1. Open microbe or bacteria cultures.
2. Fungi that is not sealed in a container.
3. Strong chemicals (anything that can burn the skin).
4. Batteries that are cut open.
5. Materials that are highly flammable.
6. Aerosol cans of household cleaners or other substances.
7. Medications
8. Anything poisonous
9. Sharp items such as knives, scalpels, scissors etc...
10. Breakable containers

YOU SHOULD NEVER INCLUDE LIVE ANIMALS AS PART OF YOUR DISPLAY!!!

If your research project topic was an animal you should include pictures of the animal. No live animals are permitted at science fairs! There may be people who are allergic to them. It is also very stressful for an animal to have all of those people looking at it!

What items are required on my display board?

First, you need to have a place on the display board (a folder, envelope etc..) that will hold your written report!

The rest of this page will show you the other required parts of your display board.

Required Format For Display Boards Research Projects

On the large, center panel you must have the following:

1. The title of your project.
2. Your number (the number you use in science class).
3. Your grade level (grade 4).

On the left panel you must have the following:

1. Your purpose (the reason you chose to do this topic).

On the right panel you must have the following:

1. Your conclusion (What did you learn from completing this project?)

All of your other information, pictures, drawings etc... can be placed on your display board wherever you choose!