

# Formatting a Research Essay



**Level: OBS**

**Goal:** Use Word '97 to format a research essay.

## **Learning Outcomes:**

- Create a properly formatted research essay using Word '97.
- Use proper documentation in an essay.

## **Contents:**

- Format a research essay
  - a) Cover page
  - b) Body
    - i) Spacing
    - ii) Margins
    - iii) Numbering the pages
    - iv) Punctuation
    - v) Headers and Footers
- Documentation
  - a) Citations within an essay
  - b) Works cited page at the end of an essay
  - c) Internet sites - MLA documentation
  - d) Sample Works Cited Page

## **Prerequisite:**

- Basic skills in word processing

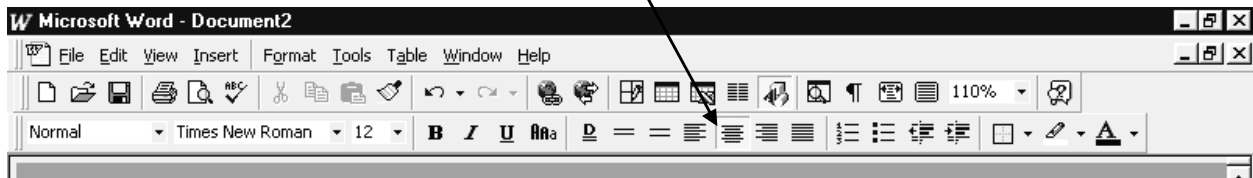
# FORMATTING A RESEARCH ESSAY

After you have done the research, taken notes, and prepared an outline for your essay, it is time to write the paper.

## Cover Page

1) Centre the title one quarter to one third down the page.

a) You can centre text by *clicking on the centring button* on the formatting toolbar before you type.



b) After you type, you can select the text (title) and then *click on the centring button*.

- 2) Do not put italics, underlining, or quotation marks in the title. Don't make your title a sentence or put a period after it. Don't capitalize unimportant words such as articles, conjunctions or prepositions with fewer than five letters unless they are the first or last word.
- 3) Include your name, the teacher's name, the course name (course number, school, and campus if applicable), and the date.

# **Women in the Military**

By Louanne Briar

For Julie Hanna

College Prep Communications

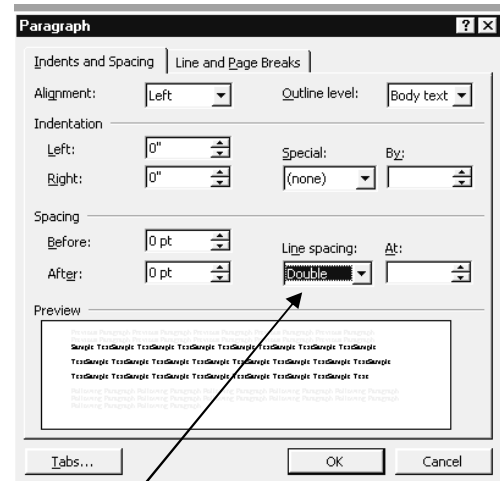
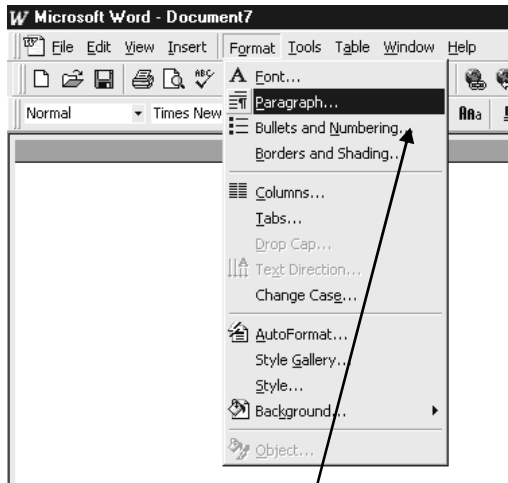
Sir Sandford Fleming College

Lakeshore Campus

March 25, 2002

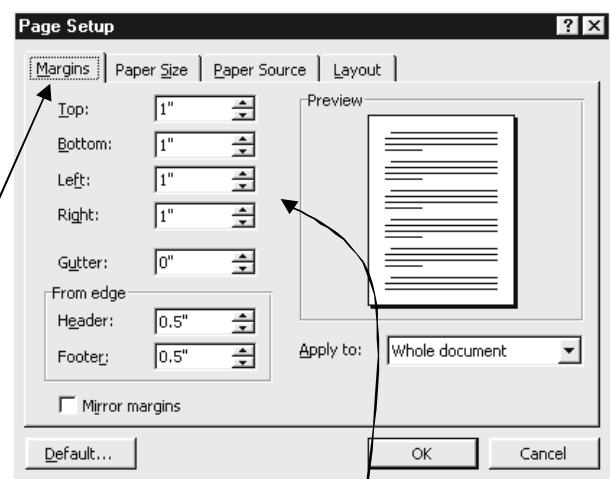
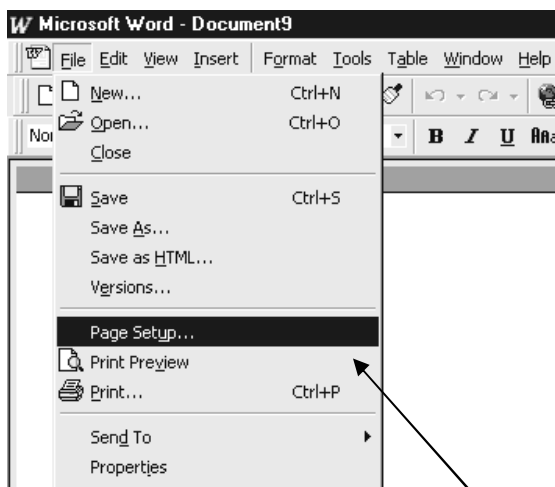
## The Body

- 1) Word process (or write clearly) your essay on white paper.
- 2) Double Space.



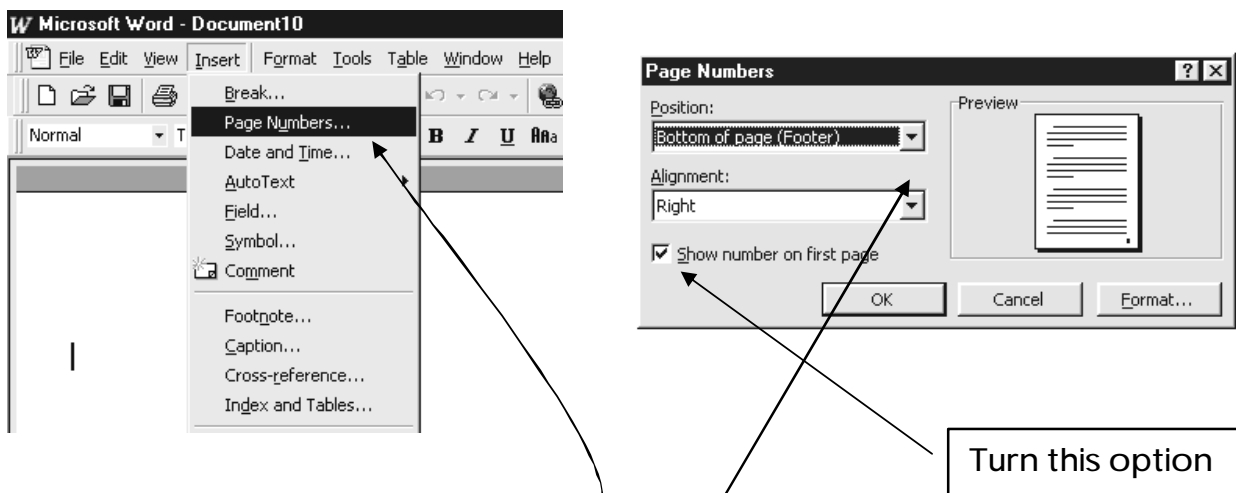
- a) In the **Format** menu, click on **Paragraph**
- b) In the section for **Line Spacing**, choose **Double**.

- 3) Use 2.5 cm. (1 inch) margins all around. (Some teachers prefer a larger top and left margins.)



- a) On the **File** Menu, choose **Page Setup**
- b) Choose the **Margins** tab and then set the margins to **2.5 cm or 1 inch**

- 4) To begin a paragraph, indent 5 spaces or press TAB, or leave double spaces between paragraphs. For hand written essays, indent 2.5 cm. (1 inch).
  
- 5) Number the pages. Usually the first page is not numbered. To be sure that pages of your essay do not get separated, you can put your last name with the page number in the upper right corner of each page (e.g. Peters 2).



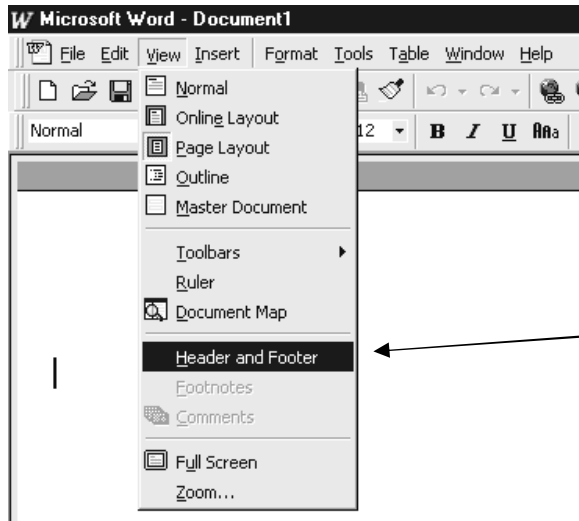
- a) In MS Word, click on the ***Insert*** Menu.
- b) Choose ***page numbers***
- c) Choose the ***position*** and ***alignment*** for the numbers.

6) Punctuation:

- a) Except for quotation marks and occasionally a dash, punctuation should not begin a line.
- b) Use ellipsis ( ... ) to show that text has been omitted.
- c) Use square brackets [ ] to show an addition or change that you have made to a quotation, perhaps to clarify it.

## 7) Headers and Footers:

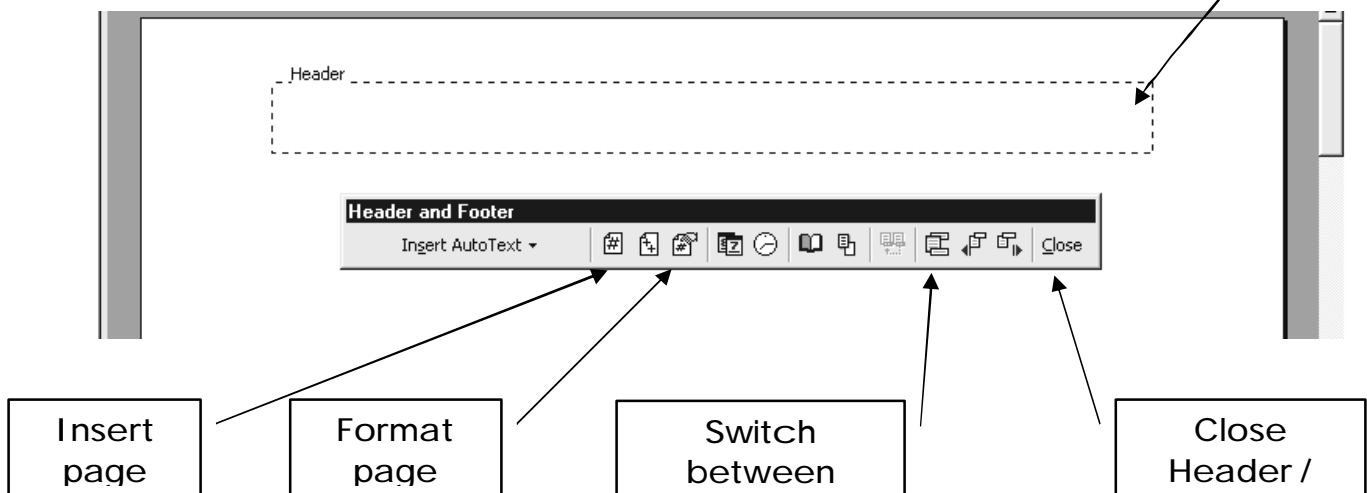
A header or footer is text or graphics - such as a page number, the date, or a company logo - that is usually printed at the top or bottom of each page in a document. A header is printed in the top margin; a footer is printed in the bottom margin.



a) In MS Word, click on the **View** Menu.

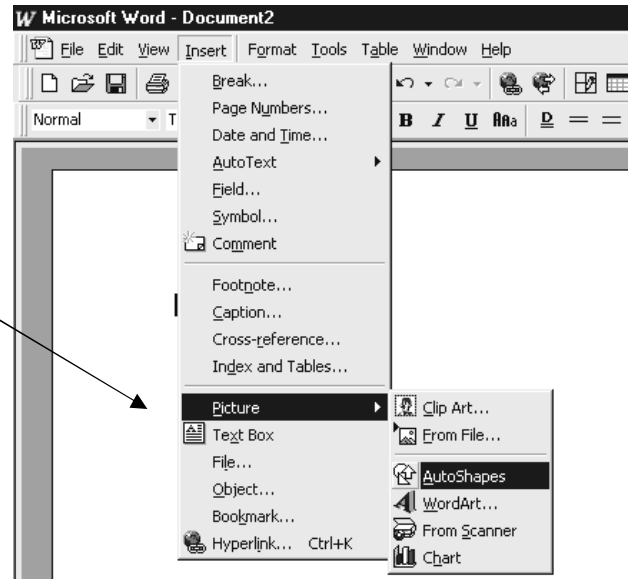
b) Choose **header and footer**.

c) You will be able to **type in the header area** and also be able to choose options from the Header and Footer toolbar including **switch to footer**. To make the page number part of the header or footer, the toolbar that will be visible has an icon to allow you to do this.

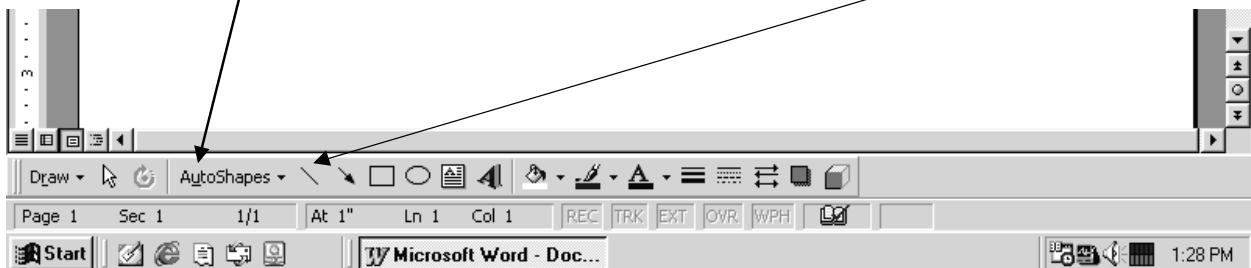


d) You may want to include a line as part of the header or footer.

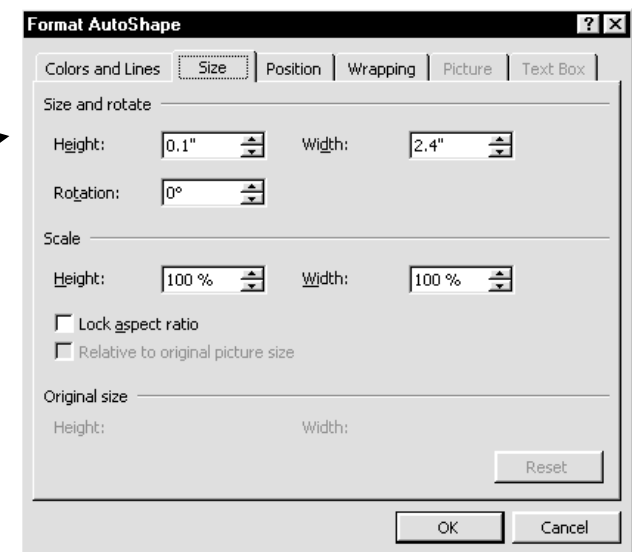
- i. In MS Word, click on the **Insert** Menu.
- ii. Choose **picture**, then **auto shapes**.



- iii. From the **AutoShapes tool bar** that will be visible at the bottom of the screen, **click on the line** and **drag** it to the position that you want it.



**Double click on the line** to format the line to the position, length and style that you like.



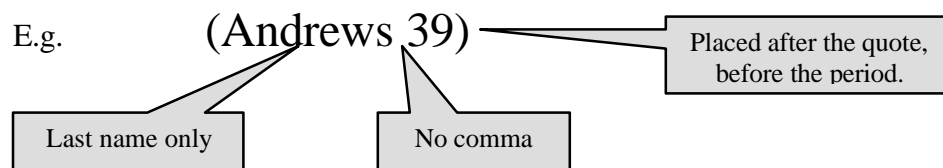
## Documentation

You must tell the reader the sources (books, articles, newspapers, etc.) of information that borrowed for your essay. You must acknowledge these sources whether you quoted directly or summarized the authors ideas in you own words.

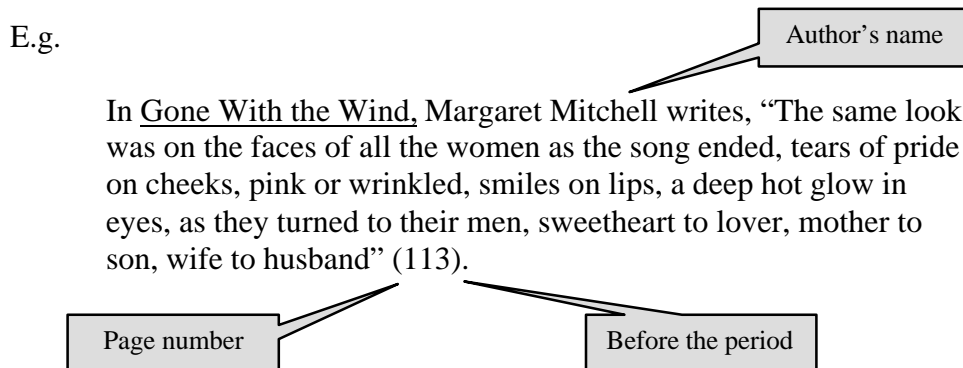
### 1. Citations within the Essay

When you quote a source, state the author's last name and the page number of the quote.

- a) You can do this by putting the author's name and the page number in parenthesis.



- b) The author's name may also be given in the sentence that you are writing. Only the page number is put in parenthesis at the end of the quote.



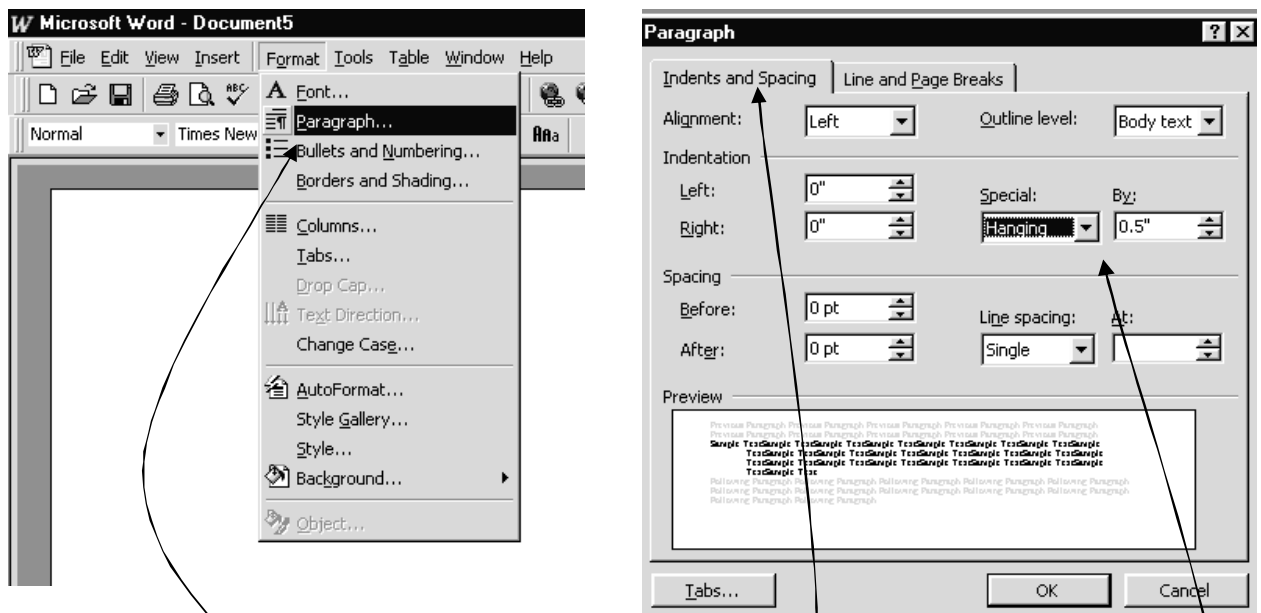
- c) Try to work quotations into your sentences.
- d) Close your paragraph with your own words - not a quotation of someone else's.
- e) If there is a quotation within a quotation, put single quotation marks around it.
- f) If there is an error in the original, you can use [sic] after the error to show that you did not produce the error and that you are aware it exists.
- g) If the quotation is long (more than 5 lines), it is indented ten spaces from the left margin and usually single spaced. It is not necessary to use quotation marks around a *block quotation*.
- h) Your alphabetized **Works Cited** page at the end of the essay will provide the complete information on the source of your quotes.



## 2. Citations at the end of the essay

A *Works Cited* page at the end of your essay should list of sources that you used.

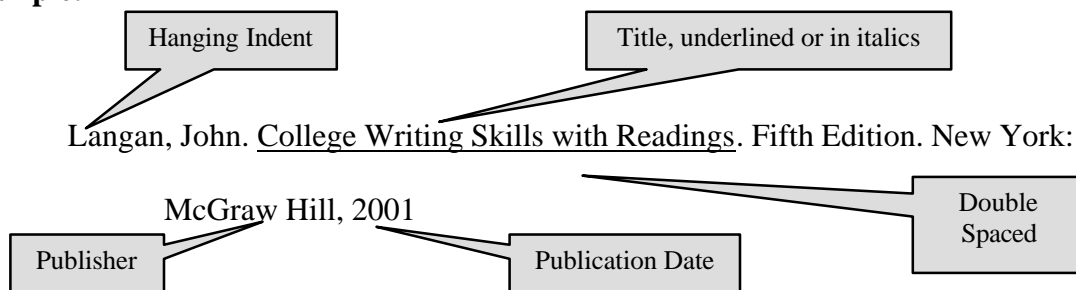
- a) Double space the list, but don't use any extra spacing between the items in the list.
- b) The list is alphabetized according to the author's last name. The entries are not numbered.
- c) The first line is flush with left margin and second and subsequent lines are indented 1 cm (1/2 inch) from the left margin. This is known as a hanging indent.



- i) Click on the **Format** Menu and choose **paragraph**.
- ii) Then, choose the **Indents and Spacings** tab.
- iii) In the section that says **Special**, choose **Hanging**.
- iv) In the **By** section, choose **1/2 inch** or **1 cm**.

- d) Entries start with authors name, last name first, followed by a comma and then the first name. The title of the book (article, film etc.), underlined or italicized, comes next. This is followed by the publication information – the edition of the book, the place and date of publication, name of the publisher. The format differs slightly depending on the type of source quoted. Refer to the sample list attached or ask your teacher for help.
- e) When there is no author listed for a work, you still have to list that work alphabetically in your Works Cited page by using the first significant word of the title.

**Sample:**



- f) Refer to these internet sites with information about MLA documentation:

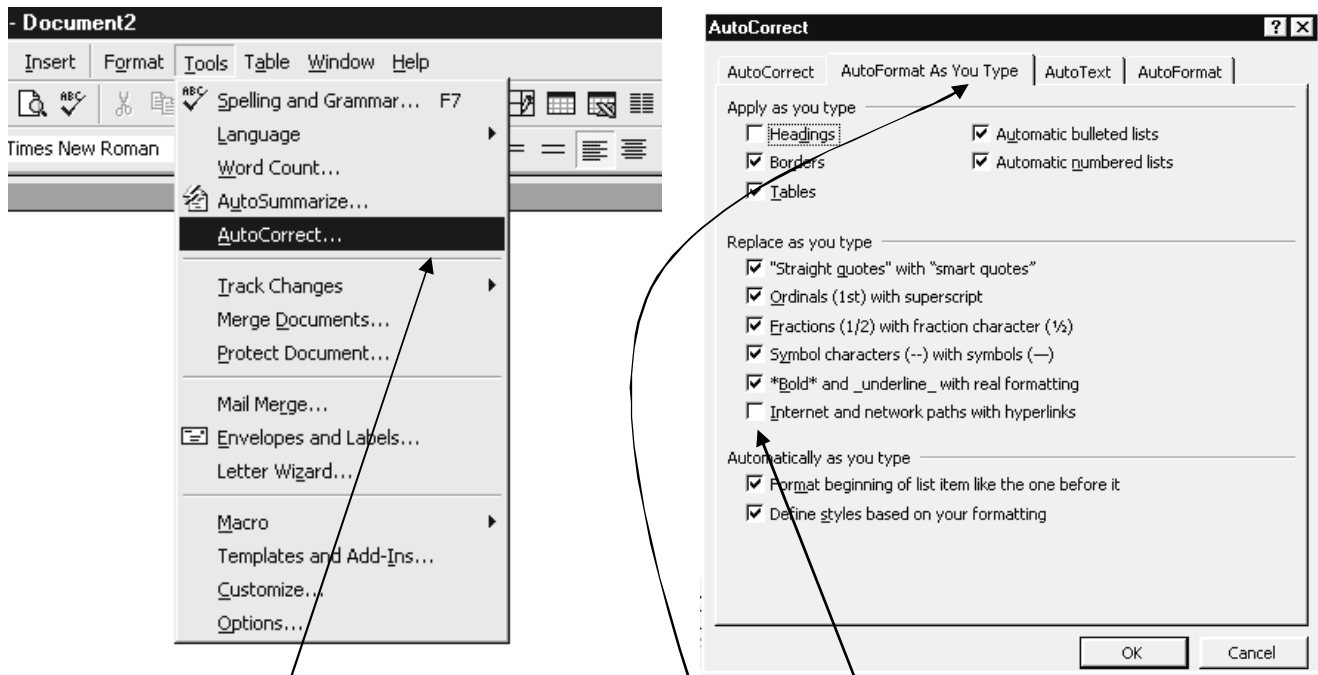
<http://webster.comnet.edu/mla.htm>

<http://www.mtsac.edu/~jgarrett/mlaweb.htm>

[http://owl.english.purdue.edu/handouts/research/r\\_mla.html](http://owl.english.purdue.edu/handouts/research/r_mla.html)

## NOTE: To turn off hyperlinking

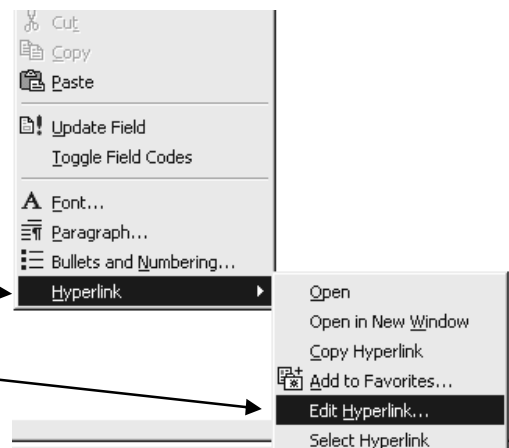
In *Word 97* you can turn off automatic hyperlinking



- 1) On the **Tools** menu, and choose **AutoCorrect**.
- 2) Then click on the tab **AutoFormat As You Type**.
- 3) Remove the check mark next to **Internet and network paths with hyperlinks**.

Alternatively, you can leave this function on but remove hyperlinking from each URL individually.

- a) Clicking with the **right mouse button** on the URL to bring up a shortcut menu.
- b) From this menu, choose **Hyperlink**
- c) Then **Edit Hyperlink**
- d) Click on the button **Remove Link**



## Sample Works Cited Page

1. American Allergy Association. Allergies in Children. New York: Random, 1998.
2. "Cigarette Sales Fall 30% as California Tax Rises." New York Times 14 Sept. 1999: A17.
3. Felluga, Dino. Undergraduate Guide to Literary Theory. 17 Dec. 1999. Purdue University. 15 November 2000 <http://omni.cc.purdue.edu/~Efelluga/theory2.html>.
4. Gillespie, Paula, and Neal Lerner. The Allyn and Bacon Guide to Peer Tutoring. Boston: Allyn and Bacon, 2000.
5. Henley, Patricia. The Hummingbird House. Denver: MacMurray and Beck, 1999.
6. "Jamaica." Encyclopedia Britannica. 1999 ed.
7. Karper, Erin. "Welcome!" Online posting. 23 Oct. 2000. Professional Writing Bulletin Board. 12 Nov. 2000  
<http://linnell.english.purdue.edu/ubb/Forum2/HTML/000001.html>.
8. Lufthansa. Advertisement. Time 20 Nov. 2000: 151.
9. Office of the Dean of Students. Resources for Success: Learning Disabilities and Attention Deficit Disorders. West Lafayette, IN: Purdue University, 2000.
10. Peterson, Nancy J., ed. Toni Morrison: Critical and Theoretical Approaches. Baltimore: Johns Hopkins UP, 1997.
11. Poland, Dave. "The Hot Button." Roughcut. 26 Oct. 1998. Turner Network Television. 28 Oct. 1998 <http://www.roughcut.com>.
12. Poniewozik, James. "TV Makes a Too-Close Call." Time 20 Nov. 2000: 70-71.
13. Purdue, Pete. Personal Interview. 1 Dec. 2000.
14. Reed, William. "Whites and the Entertainment Industry." Tennessee Tribune 25 Dec. 1996: 28. Ethnic NewsWatch. CD-ROM. Data Technologies. Feb. 1997.
15. Staples. Advertisement. CBS. 3 Dec. 2000.
16. "The Blessing Way." The X-Files. Fox. WXIA, Atlanta. 19 Jul. 1998.
17. The Usual Suspects. Dir. Bryan Singer. Perf. Kevin Spacey, Gabriel Byrne, Chazz Palminteri, Stephen Baldwin, and Benecio del Toro. Polygram, 1995.
18. U2. All That You Can't Leave Behind. Interscope, 2000.
19. United States Dept. of Health and Human Services. Healthy People 2010: Understanding and Improving Health. Washington: GPO, 2000.
20. Wheelis, Mark. "Investigating Disease Outbreaks Under a Protocol to the Biological and Toxin Weapons Convention." Emerging Infectious Diseases 6.6 (2000): 33 pars. 5 Dec. 2000 <http://www.cdc.gov/ncidod/eid/vol6no6/wheelis.htm>.
21. "World War II." Encarta. CD-ROM. Seattle: Microsoft, 1999.

*(These resources are unrelated; they provide a sample of different types of resources.)*

## WORKS CITED - MORE INFORMATION

### Book with one author

Henley, Patricia. The Hummingbird House. Denver: MacMurray and Beck, 1999.

### Book with more than one author

Gillespie, Paula, and Neal Lerner. The Allyn and Bacon Guide to Peer Tutoring. Boston: Allyn and Bacon, 2000.

### Book or article with no author named

"Cigarette Sales Fall 30% as California Tax Rises." New York Times 14 Sept. 1999: A17.

### Book with a corporate author

American Allergy Association. Allergies in Children. New York: Random, 1998.

### Anthology or collection

Peterson, Nancy J., ed. Toni Morrison: Critical and Theoretical Approaches. Baltimore: Johns Hopkins UP, 1997.

### Article from a reference book

"Jamaica." Encyclopedia Britannica. 1999 ed.

### An article in a periodical (such as a newspaper or magazine)

Poniewozik, James. "TV Makes a Too-Close Call." Time 20 Nov. 2000: 70-71.

### **Government publication**

United States Dept. of Health and Human Services. Healthy People 2010: Understanding and Improving Health. Washington: GPO, 2000.

### **Pamphlet**

Office of the Dean of Students. Resources for Success: Learning Disabilities and Attention Deficit Disorders. West Lafayette, IN: Purdue University, 2000.

### **Interview that you conducted**

Purdue, Pete. Personal Interview. 1 Dec. 2000.

### **Advertisement**

Lufthansa. Advertisement. Time 20 Nov. 2000: 151.

### **Television or radio program**

"The Blessing Way." The X-Files. Fox. WXIA, Atlanta. 19 Jul. 1998.

### **Sound recording**

U2. All That You Can't Leave Behind. Interscope, 2000.

### **Film**

The Usual Suspects. Dir. Bryan Singer. Perf. Kevin Spacey, Gabriel Byrne, Chazz Palminteri, Stephen Baldwin, and Benecio del Toro. Polygram, 1995.

### **Advertisement**

Staples. Advertisement. CBS. 3 Dec. 2000.

### **Web page**

Felluga, Dino. Undergraduate Guide to Literary Theory. 17 Dec. 1999. Purdue University. 15 November 2000 <<http://omni.cc.purdue.edu/%7Efelluga/theory2.html>>.

### **Article on a web site**

Poland, Dave. "The Hot Button." Roughcut. 26 Oct. 1998. Turner Network Television. 28 Oct. 1998 <<http://www.roughcut.com>>.

### **Online journal article**

Wheelis, Mark. "Investigating Disease Outbreaks Under a Protocol to the Biological and Toxin Weapons Convention." Emerging Infectious Diseases 6.6 (2000): 33 pars. 5 Dec. 2000 <<http://www.cdc.gov/ncidod/eid/vol6no6/wheelis.htm>>.

### **Online Posting**

Karper, Erin. "Welcome!" Online posting. 23 Oct. 2000. Professional Writing Bulletin Board. 12 Nov. 2000 <<http://linnell.english.purdue.edu/ubb/Forum2/HTML/000001.html>>.

### **Article in a reference database on CD-ROM**

"World War II." Encarta. CD-ROM. Seattle: Microsoft, 1999.

### **Article from a periodically published database on CD-ROM**

Reed, William. "Whites and the Entertainment Industry." Tennessee Tribune 25 Dec. 1996: 28. Ethnic NewsWatch. CD-ROM. Data Technologies. Feb. 1997.