Guidelines for English Term Papers

Sources: 5-10 is reasonable

- **Books** – Unless the topic is something very recent and no books have been written about it, you should mainly use printed books and periodicals for your research. Material printed in books has to go through a much more extensive editorial review for accuracy than websites have to.
- **Periodicals** – Many research journals, news magazines and special topic magazines have relevant information that you can use. Ask a librarian to assist you in finding information.
- **Internet** – Websites hosted by reputable sources can have valuable information, especially related to recent events or current topics.
- **Interview** – Maybe someone you know is an expert in an area, and you can interview them for more information.

Topic

Select one that you want to learn about and can do some research about. Better papers present a viewpoint rather than just summarize information.

Length of the Paper

This is a significant research project. The size of the report should be 2500-5000 words, which is approximately 8-12 pages.

Notecards

20-50 notecards are a reasonable number.

Notecards are your way of recording and later organizing all the information you collect from various sources. When you are ready to start writing your paper, you can use the notecards to fill in the "meat" of the outline. Notecards should be a tool to help in writing the actual paper.

There are several alternatives to hand writing everything onto 3x5 cards. Each notecard or alternative should include the source, page number, and key word from the outline. Some alternatives are:

- Printouts of webpages (highlight or mark the parts you want to use)
- Photocopies of book or magazine pages (mark what you want to use)
- Type up in one continuous document all the quotes and information you want to use. End each item with reference and page number. The advantage to this system is that you can just cut and paste into the term paper without having to re-type it all.
- Notecards (see description in PACE)

Outline

Start with an outline to guide you in your research. You will likely learn more as you do the research that will cause you to make changes to your outline. That is fine. Your final outline should match your final paper, but don't wait to make an outline until the very end. You need it to help guide you in your research.

Rough Draft

- Double-spaced (use [format – paragraph] option in word processor to do this automatically)
- One-inch margins on all sides
- Use Times-New-Roman font for text, size 12
- Create a cover page with title, date, your name

Endnotes

Endnotes are used today rather than footnotes, which are very difficult to format correctly. The purpose of endnotes is to give credit for the knowledge you have gained and used in your paper. Any direct quotes must be endnoted. Information you glean from several sources or from an encyclopedia can be considered "common knowledge" and does not have to be endnoted. Information that is unique to an author, or expresses an author's viewpoint or conclusions should be noted. When in doubt, endnote!

There are a few different acceptable styles for doing endnotes. Most often a superscript number is placed at the end of the quote which corresponds to an entry on the endnotes page.[5] Another method commonly used at many colleges is to list the author's last name followed by the page number enclosed in parenthesis after the quote or referenced material. (Smith, 245) _For this assignment, do the superscripts with an endnotes page_.

The endnotes page lists all quotes in the order in which they were referenced and give the information that the PACES describe for footnotes.

Bibliography

The PACES give the format for the bibliography section. Internet sources are not covered by the PACES. Every entry should include as much information that the PACES describe for footnotes.

- Title of the page
- Author and/or organization who published the information
- Date the page was last updated or published
- Date you accessed the page
- Web to show it was online
- The URL is optional and would be in angle brackets

Two Examples of Web sources:

Snapp, Byron. "A Review of George Muller: Delighted in God." _Chalcedon_. Chalcedon
Foundation, 2016. Web. 23 May 2016.

Ward, Peter. "Children's Education in the 1800's." _Weaste Cemetery Heritage Trail_.
Friends of Salford Cemeteries Trust, 2016. Web. 23 May 2016.