



THOMAS  
MACLAREN  
SCHOOL

## PROJECT WEEK

Dear \_\_\_\_\_,

Your Project topic this year is \_\_\_\_\_.

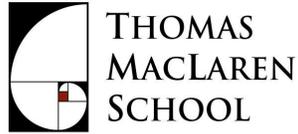
Your Project advisor is \_\_\_\_\_.

Attached is all the information you need to have a successful Project Week.

1. Specific guidelines for your Project (report & diorama guidelines)
2. Recommendations for time management (all students must show they have worked at least 30 hours on a Project; how that time is used depends upon the Grade/Project)
3. Guidelines about proper citations
4. Your timesheet that you must fill out each day and return with your Project

If you want to complete your Project over Winter Break, that is fine. You must work at least 30 hours on the Project.

We hope you learn a great deal and enjoy yourself, too!



7<sup>th</sup> Grade Medieval History  
Project Week Requirements  
**Research Paper**

Each of you will be responsible for writing a 2-3 page paper on your chosen topic. The paper should follow manuscript guidelines and the citation guidelines found in this packet.

Your paper must be organized into the following subheadings. Use the questions as guidelines for the information you should include in each section, and try to answer them in the order given. This will give your paper order and narrative flow.

If you are researching a topic on which we have spent a significant amount of time in class, focus on events or facts that we did not cover extensively.

**Basic Information**

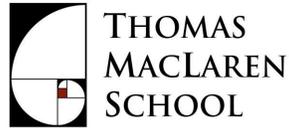
- What is the item or building?
- When and where was it made or built?
- Who made it?
- What sort of materials was it made out of?

**Context**

- Why was it made? What was its purpose?
- How well did it fulfill its purpose?
- What was going on when it was made or built? Does the item itself in any way reflect what was going on the world around it?

**Conclusion**

- What are the most important characteristics of this building or artifact?
- What later impact has it had?
- For how long and in what ways was it used?



7<sup>th</sup> Grade Medieval History  
Project Week Requirements  
**Construction**

Each construction must be approved by your Medieval History teacher before you leave for break.

Constructions may be of a building (castle, monastery, etc.) or of an artifact (illuminated manuscript, tapestry, piece of armor, etc.).

Your construction must be made to reflect your research as accurately as possible. This doesn't mean you need to use the same materials or construction techniques as they did in the Middle Ages, but you should try to make your building or artifact resemble the original to reflect your research.

Constructions should not exceed 2x2 feet. They should also be light enough to carry into school (so perhaps no authentic stone castles?). You may not make anything dangerous or messy—any reproductions of weapons must be blunt!



## **Project Week Time Management Guidelines** **7<sup>th</sup> / 8<sup>th</sup> Grade**

Overall Time to be Logged for Project during Project Week: 30 hours

### **Project Deadlines**

\_\_\_\_\_ Monday, December 11, 2017 – Submit 5 sources for approval (limit of 2 online sources!)

\_\_\_\_\_ Tuesday, January 9, 2018 – Final Project Due; paper, construction, notecards

### **Suggested Use of Time during Project Week**

Plan to divide your time into 3 major blocks of time:

1 block of 10 hours for research, reading, note-taking, and source documentation

1 block of 10 hours for completing the written portion of the project

1 block of 10 hours for completing the construction portion of the project

Here is a more specific breakdown of how you might want to budget your time on the project:

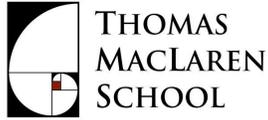
7-10 Hours Read sources and create note cards and source cards to document where your information comes from. Compile the research you need to complete the construction and written portion of your project.

2-3 Hours Organize your note cards by topic and review instructions to make sure you have gathered adequate information on all required components of the project.

1-2 Hours Review formatting and citation guidelines and create your Bibliography Page for all sources.

10-12 Hours Complete the written portion of your assignment.

10-15 Hours Complete the construction (project) portion of your assignment.



### **How to Write a Middle School Research Paper**

1. Make a Schedule. Figure out how much time to spend doing particular tasks. You should spend 10-15 hours researching and about 10 hours on the writing and revising process.
2. Do some research. This means using both electronic and bound sources to find information on your material. Included in this is taking notes on sources, not just printing out entire articles or relying on entire books. While doing this make sure to write down all bibliographic information in a safe place so you can reference it later.
3. Prepare a working outline. This means you take the information you have gathered during your research and begin organizing it into outlines. Write this out on a piece of paper. This should take the form of notes, not complete sentences or thoughts. Instead focus only on that basics of what each paragraph will cover.
4. Take notes on cards. Create cards for each paragraph and a card for each source as you come to a specific information put that on the appropriate card complete with bibliographic information.
  - a. Each card should have the paragraph the information will be used in (these can be taken directly from your outline) and the source from which you are gathering the information. The source information should include the exact page number of the book you are using.
  - b. If you are putting down a direct quote then make sure to put quotation marks around the statement so you know it is a quote. Do not merely rearrange the wording but put down the same idea: that is plagiarism. If it is a simple fact or a paraphrase, do not use the author's words; if it is a quotation, put quotation marks around it. All notes must be one or the other.
  - c. Arrange the cards in the order you will use them in your paragraph. Again, this should mimic the organization in your outline
5. Using your cards, write the first draft of your paper. This should include all quotations and proper citations. This first draft can come directly off of your notecards for the most part if you have done the proper amount of solid note taking in the previous step.
6. Revise your paper. Reread the draft from front to back and make corrections to the grammar and the organization. *Spell-check will not proofread your paper for you!* You must do more than spell-check. Read your work aloud; this will help you catch errors you would not catch by reading silently.
7. Produce the final copy of the paper.
8. Produce the Works Cited page from the bibliographic data you have compiled.



## Project Week Formatting and Citation Guidelines

### Guidelines for Research Paper Bibliography

A large part of your Project Week work will be the researching and writing of a paper. A research paper requires you to gather, read, and evaluate multiple sources on your topic, and with these write a clear and informative paper.

Source requirements (*at minimum*): **3 print; 2 electronic**

For the written component of your project, all material must be properly formatted and cited. The MacLaren manuscript form applies, specifically, *12 pt. Times New Roman font, double spacing, and 1-inch margins.*

**Plagiarizing, Quoting, and Paraphrasing:** Please be careful when quoting and paraphrasing that you DO NOT plagiarize an author's work. Here is a quick outline of the differences between quotation, paraphrasing, and plagiarism:

*Plagiarism:* Plagiarism is using someone else's ideas in your work without properly citing that information. Plagiarism can be using the exact words of an author without quoting and citing, or paraphrasing too closely to the original text. Simply moving words around or making slight changes DOES NOT mean you have created an original thought!

*Quotation:* If you are using the author's *exact* words, you must quote WORD FOR WORD, and include quotation marks around all quoted material.

*Paraphrasing:* If you paraphrase, that means you are taking material from the source and putting it into your own words. When you paraphrase you demonstrate your understanding of an author's argument or assertion, but you are still using his or her ideas, so this material MUST STILL BE CITED (as explained below). Be careful when you paraphrase that you really understand what the author is trying to say.

**Paraphrasing Exercise (from <http://owl.english.purdue.edu/owl/resource/563/02/>):**

We will continue to use MLA guidelines when paraphrasing material. Remember that you must still include a citation for a paraphrase.

*The following passage is taken from an original source:*

The twenties were the years when drinking was against the law, and the law was a bad joke because everyone knew of a local bar where liquor could be had. They were the years when organized crime ruled the cities, and the police seemed powerless to do anything against it. Classical music was forgotten while jazz spread throughout the land, and men like Bix Beiderbecke, Louis Armstrong, and Count Basie became the heroes of the young. The flapper was born in the twenties, and with her bobbed hair and short skirts, she symbolized, perhaps more than anyone or anything else, America's break with the past.

—from Kathleen Yancey, *English 102 Supplemental Guide* (1989): 25.

*This is a legitimate paraphrase of the same passage (including the proper in-text citation):*

During the twenties lawlessness and social nonconformity prevailed. In cities organized crime flourished without police interference, and in spite of nationwide prohibition of liquor sales, anyone who wished to buy a drink knew where to get one. Musicians like Louis Armstrong become favorites, particularly among young people, as many turned away from highly respectable classical music to jazz. One of the best examples of the anti-traditional trend was the proliferation of young "flappers," women who rebelled against custom by cutting off their hair and shortening their skirts (Yancey 25).

### **In-text Citations:**

To cite material within the text, we will be using MLA guidelines. When you **paraphrase** or **quote** an author's work in your paper, you must include a citation. We do this by including the last name of the author and the page number on which the material was found. The citation goes inside of the end punctuation mark. For example,

*Edmund is described by C.S. Lewis as "becoming a nastier person every minute" (48).*

or

*Edmund is described as "becoming a nastier person every minute" (Lewis 48).*

For electronic sources, you do not need a page number, but try to include the author of the webpage and article title.

### **Bibliography**

For every source you cite, you will have a corresponding entry in your Works Cited page, or bibliography. Your Works Cited page must be on a separate sheet of paper (see sample page).

For books, your citation should follow this format:

Last name, First name. *Title of book*. Place of Publication: Publisher, Year of Publication. Medium of Publication (i.e. Print).

For books with more than one author, the format should be:

Last name, First name and First name, Last name.

For chapters or essays in an anthology, the format is:

Last name, First name. "Title of Essay." *Title of Collection*. Ed. Editor's Name(s). Place of Publication: Publisher, Year. Page range of entry. Medium of Publication.

For an electronic source, try to find the following information:

- Author and/or editor names (if available)
- Article name in quotation marks (if applicable)
- Title of the Website, project, or book in italics. (Remember that some Print publications have Web publications with slightly different names. They may, for example, include the additional information or otherwise modified information, like domain names [e.g. .com or .net].)
- Any version numbers available, including revisions, posting dates, volumes, or issue numbers.
- Publisher information, including the publisher name and publishing date.
- Take note of any page numbers (if available).
- Date you accessed the material.
- URL (if required, or for your own personal reference).

For example:

Stolley, Karl. "MLA Formatting and Style Guide." The OWL at Purdue. 10 May 2006. Purdue University Writing Lab. 12 May 2006  
<<http://owl.english.purdue.edu/owl/resource/557/01/>>.

For additional information on MLA Guidelines and the writing process, please see the very useful OWL at Purdue website: <http://owl.english.purdue.edu/owl/>

### Works Cited

*The Purdue OWL*. Purdue U Writing Lab, 2008. Web. 27 Dec. 2008.

Lewis, C.S. *The Lion, the Witch, and the Wardrobe*. New York: Harper Collins Children's Books, 1950. Print.



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MANUSCRIPT FORM  
Standards for Written Work

1. Use white, college-rule, loose-leaf paper, standard letter size.
2. Write only on one side of the sheet.
3. Write in blue or black ink or typewrite. Double space the lines. Word processors may be used.  
No erasable ink or felt tip pens may be used.
4. Leave a margin of about two inches at the top of the page and margins of about one inch at the sides and bottom. The left-hand margin must be straight; the right-hand margin should be as straight as you can make it.
5. Font: 12-point font/Times New Roman or Calibri.
6. Indent the first line of each paragraph about one-half inch from the left.

7. Identify your work with the following heading:

Full name  
Course/Teacher's Name  
Assignment  
Date Due

Put this heading in the upper right hand corner above the lines.

8. If your paper has a title, write it in the center of the first line. Do not enclose the title in quotation marks or underline it. Skip a line between the title and the first line of your composition.
9. If your paper is more than one page in length, number the pages after the first, placing the number in the bottom right corner, about a half inch up from the bottom.
10. Write legibly and neatly.
11. Do not fold paper. Keep them flat in your folders.
12. Staple or paper clip pages together. Do not fold or tear the corners.
13. Cross out errors with one line, or use white-out sparingly.

