



Make your outline.

1. ☐ Get out your preliminary outline and your notes.
☐ Sort your notes into piles according to their heading.
☐ Read over your preliminary outline and your notes.
☐ Using a pencil, number your notes in the order that you will present them in your paper.
☐ On another piece of paper, make your complete outline.
☐ Check your purpose statement. Does it make sense with your notes and outline? Make any necessary changes.



Show your outline to your teacher.

Lesson 9

Formatting Quotations

(251)

If you are like most researchers, you will include quotations from others. Do not use too many quotations in your paper, though. Your readers will want to read what you wrote, not what someone else wrote. For this paper, you should have at least one quote, but no more than three. When you do use a quote, enclose it in quotation marks.

Here are guidelines for writing quotations:

You can introduce a quotation with a colon:

Soon after stepping into the presidency following Roosevelt's death, Harry Truman told his consultant: "Leonard, I have just gotten some important information. I am going to have to make a decision which no man in history has ever had to make. I'll make the decision, but it is terrifying to think about what I will have to decide."

You can introduce a quotation with the word *that*:

President Truman told his consultant *that he had* "just gotten some important information. I am going to have to make a decision which no man in history has ever had to make. I'll make the decision, but it is terrifying to think about what I will have to decide."

A long quotation:

If the quotation is more than five lines long, it should be indented one inch (2.5 cm) from both left and right margins. Single-space the quotation and do not use quotation marks.

Ten-year-old Toshio Nakamura wrote the following essay nearly a year after the bombing:

The day before the bomb, I went for a swim. In the morning, I was eating

peanuts. I saw a light. I was knocked to little sister's sleeping place. When we were saved, I could only see as far as the tram. My mother and I started to pack our things. The neighbors were walking around burned and bleeding. Hataya-san told me to run away with her. I said I wanted to wait for my mother. We went to the park. A whirlwind came. At night a gas tank burned and I saw the reflection in the river. We stayed in the park one night. Next day I went to Taiko Bridge and met my girl friends Kikuki and Murakami. They were looking for their mothers. But Kikuki's mother was wounded and Murakami's mother, alas, was dead.

Crediting Quotations

(254)

You must identify all sources of direct quotes. Here are guidelines to follow for your citations.

If the quote is from a book, write the name of the author and page number from which the quote is taken, in parentheses after the quote.

Soon after stepping into the presidency following Roosevelt's death, Harry Truman told his consultant: "Leonard, I have just gotten some important information. I am going to have to make a decision which no man in history has ever had to make. I'll make the decision, but it is terrifying to think about what I will have to decide" (**Kurzman 230**).

If the author's name is already included in your text, put only the page number in parentheses at the end of the quote.

Don Kurzman, in his book *Day of the Bomb: Countdown to Hiroshima*, stated that soon after stepping into the presidency following Roosevelt's death, Harry Truman told his consultant: "Leonard, I have just gotten some important information. I am going to have to make a decision which no man in history has ever had to make. I'll make the decision, but it is terrifying to think about what I will have to decide" (**230**).

If your quote was taken from a magazine, list the author's last name, followed by the page number.

Colonel Paul W. Tibbets entered the picture in September of 1944 when he learned that he had been chosen to lead a secret mission—so secret that he could tell no one. He was to train a crew "in secret to drop a bomb that hadn't been built, on a target that hadn't been chosen" (**Oxford 14**). Even his crew didn't know what all of this secret training was about.

Even if you do not directly quote an author, if you have paraphrased his idea or opinion, you need to credit your source.

Then, as she turned to go to the air-raid shelter, a blinding sheet of light swept across the sky and she was knocked off her feet. When she came to, she found that strips of skin had been torn from her body and she was bleeding all over. She stumbled to the nearest hospital, where her father found her later (**Kurzman 412-414**).

Getting Started

(190, 191, 252)

Are you ready to start writing? You know what you want to say, but you probably wonder how to get started. Your beginning sentence should be an interesting statement about the subject, not just the first point in your outline. It should catch the attention of your reader. Don't start every sentence with *He was* or *They have* or *Then*.

Here are two opening paragraphs for a research paper about the bombing of Hiroshima. Which is better? Why?



Circle the letter of the better beginning.

1. a. In 1945, the United States was at war with Japan. On August 6, they dropped an atomic bomb on Hiroshima. Thousands of people were killed or badly injured and much of the city destroyed.
- b. A plane appeared out of the blue and flew over the city. Seconds later, a brilliant flash of light broke the air and the noise of the explosion startled people miles away. Underneath the cloud of gas and dust that climbed higher and higher, thousands lay dead or dying.



Write the first paragraph of your paper.



Beginning the Rough Draft

(189-192, 251, 252)

Follow these instructions when writing your rough draft.

- ⇒ Use only one side of your paper. Write on every other line or double-space each line if you are using a computer.
- ⇒ Follow your outline.
- ⇒ Use your notes.
- ⇒ Use transitional words to move smoothly between paragraphs.
- ⇒ Write direct quotes according to the rules.
- ⇒ Identify sources of all direct quotes.

As you write your rough draft, do not be overly concerned about correct grammar, spelling, capitalization, and punctuation. You will revise and edit it later. For now, you just want to write.



Start writing your rough draft. Try to spend at least forty-five minutes.



Lesson 10

Continue Writing

(251, 252)

Keep writing. Remember to follow the guidelines.



Continue writing your rough draft. Try to spend at least forty-five minutes.



Lesson 11

A Good Conclusion

(192, 252)

Just as your paper needed a good beginning, it must also have a good ending. Don't just use the last point in your outline as a conclusion. You want to sum up the main idea of your paper.

Here are two examples of closing paragraphs for the paper about the bombing of Hiroshima.



Circle the letter of the better conclusion.

1. a. Atomic bombs have not been used in warfare since their use in Japan. Survivors realize the power of nuclear weapons. They hope to bring about world peace.
- b. The dropping of the bomb signified the beginning of the Atomic Age. Since then, many nuclear weapons have been developed. Some people believe that the threat of nuclear weapons is all that keeps the world from another world war. We can only pray that God will keep Hiroshima from happening all over again.



Finish writing your rough draft. Be sure you have a good conclusion.



Count your words. You need to have at least 900 words in your paper.

- 2. My paper has _____ words.

Lesson 12

Revising and Editing

(192-194, 252, 253)

You've finished your rough draft. Now it's time to perfect it. Revising is an important part of writing a paper. Be thorough in your revision.

Make your corrections and changes right on your rough draft. If you used a computer, print out the rough draft and make the changes on that copy. Don't rely on spell-check or grammar programs to catch mistakes.

Use the checklist on the next page as you revise and edit your paper.



Read, revise, and edit your paper.

- 1. ☐ Did you follow your outline?
- ☐ Did you stick to your purpose statement?
- ☐ Is your working title interesting enough? Now is the time to choose a better title, if necessary.
- ☐ Have you used good sentences and paragraphs?
- ☐ Do the sentences of each paragraph support the topic sentence?
- ☐ Is the arrangement of sentences in logical order?
- ☐ Can you combine or shorten any sentences?
- ☐ Have you used transitional words to move smoothly from one paragraph to another?
- ☐ Have you used precise and descriptive verbs and modifiers?
- ☐ Do you need to add details to make your paper more clear?
- ☐ Do you need to rearrange any sentences or move any words so that they flow more smoothly?
- ☐ Look closely at the grammar: do subjects and verbs agree? Do pronouns have clear antecedents? Do they agree with their antecedents? Are there any dangling modifiers?
- ☐ Have you used your own words, other than direct quotations you included?
- ☐ Are the quotations accurate? Have you identified the sources of direct quotations and any paraphrased ideas or opinions?
- ☐ Do you have an interesting introduction and conclusion?
- ☐ Are there any misspelled words?
- ☐ Check the punctuation and capitalization.

Hiroshima : Atomic Holocaust
^

appeared out of the blue
A plane ~~appeared~~ and flew over the city. Seconds
later, a brilliant flash of ~~bright~~ light broke the air
and the ~~noise~~ of the explosion ~~started~~ startled people miles
Underneath away ~~out of~~ the cloud of gas and dust that climbed higher and higher
thousands lay dead or dying
^

in 1939.
It all began when ~~P~~ President Roosevelt ~~received~~ received a
The letter
letter from Albert Einstein. ~~It~~ discussed the possi-
bility of an atomic bomb ^b and warned Roosevelt that
Germany might ~~make~~ develop one before the United States
did. ^(new paragraph) As a result of this letter, Manhattan Project
in 1942. Its purpose was to design and build the first atomic bomb.
was set up J. Robert Oppenheimer directed the

Lesson 13

The Final Copy

(195, 253)

You are now ready to make the final copy of your research paper. You should use a computer or typewriter if possible to make your final copy. If you do not have access to a computer or typewriter, you may make a handwritten copy.