

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

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

Your Project advisor is: ☐ Ms. Coln ☐ Mr. Kay

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

1. Specific guidelines for your Project
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

You must work at least 30 hours on the Project.

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



THOMAS  
MACLAREN  
SCHOOL

**Project Week Requirements**  
8<sup>th</sup> Grade Geography: Research Paper & Map

**Objective:** This project has two parts. Each portion helps the student gain a better understanding of a country that is considered to be a “developing nation.” While there are multiple indicators of this term the following list is compiled from the “Fragile States Index.” The first portion requires the student to choose one of the nations listed below and produce a short research paper in the manner your Geography teacher has outlined in class. The second portion requires the student to create a full color map of the country that must be drawn by hand and include all of the criteria listed below.

**Instructions:** This project has two parts, each with its own instructions

**Part 1: Research Paper (20 Hours)**

This portion is broken into two distinct parts:

**1. Research (10 Hours)**

A. This project **REQUIRES** that you consult multiple sources to gain information about your topic. You must consult three print sources (journal article, book, atlas) and two electronic sources (internet). This means you must go to the library and acquire an acceptable number of print sources. As with previous projects all sources must be legitimate academic sources (Wikipedia or ask.com is not acceptable for this project). If you have any questions about a source consult your advisor as soon as possible.

B. After identifying your sources you are expected to take notes on each as was outlined during the state project and as is outlined on the sheet about “how to write a research paper.” This includes writing an outline, taking down bibliographic information and creating note cards for each paragraph.

C. The finished paper should be between 3 to 5 pages long and should include the following information. These points should serve as the outline for each paragraph:

a. All of these countries were taken from the “Fragile States Index,” why are they considered to be states in various degrees of fragility? How stable is their government? Is that government oppressive or just ineffective? Is there a specific event that led to the country’s current problems?

b. What are the country’s major crops and export goods? Do they have a market for their goods or have natural disasters that have severely damaged the country’s ability to produce goods for trade? Was the economy of the country ever healthy or has it always been poor?

c. What relief efforts are organizations undertaking to help these nations? Has the United Nations sent aid? Do the Red Cross or other relief organizations have a presence in the country? Does the country show any signs of improvement?

d. What cultural elements of the country survive despite economic and governmental problems? Are there specific festivals that people still celebrate? Has the fragility of the government created any new cultural movements in music and art?

## **Part 2: Create a Map (10 Hours)**

### **Instructions:**

1. You must create a **HAND DRAWN**, full color map of your country. You cannot trace an existing map, this must be done by hand. This **MUST** be done on a standard piece of white poster board. Paper with these dimensions can be purchased at office max or other office supply stores.

2. Your map must be in color and colored pencils must be used for this portion. No markers, crayons or paint please.

3. Your map must display the following information:

a. Political Divisions

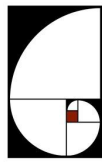
Label any state, regional, or provincial divisions within the country.

Label all major cities, particularly the capital which must be labeled with a star.

b. Natural Resources

Create a map key and label where specific natural resources are found in the country.

Finally, any questions on this project must be given to your advisor as soon as they come up. **DO NOT WAIT TO ASK QUESTIONS.** Make sure to spend the recommended amount of time on each portion to ensure that your project is up to the standards expected at Thomas MacLaren.



THOMAS  
MACLAREN  
SCHOOL

**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**

\_\_\_\_\_: Submit 5 sources for approval (limit of 2 online sources)

\_\_\_\_\_: 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:

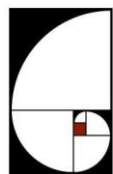
7-10 Hours    Read sources and create note cards and source cards to document where your information comes from. Compile the research you need to complete the construction and written portion of your project.

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.



THOMAS  
MACLAREN  
SCHOOL

### 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 the 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.



THOMAS  
MACLAREN  
SCHOOL

## 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.



THOMAS  
MACLAREN  
SCHOOL

**MANUSCRIPT FORM**

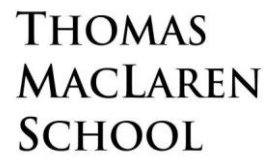
Standards for Written Work

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.





## PROJECT WEEK TIME SHEET

Log the hours you spend on your project below. You must spend a minimum of 30 hours on your Project.

DATE	TIME	TASK	PARENT SIGNATURE
		TOTAL TIME SPENT ON PROJECT	