

U.S. History Research Paper

Parenthetical Outline and Works Cited

Outline due: _____

Format Overview for all parts (including cover and works cited):

- 12 point font, Times New Roman font (**do NOT switch the font or font size**)
- 1 inch margins
- Double-spaced

Cover Page:

- Title—Not just your topic—be creative
- Your name
- Picture that represents your topic
- Ms. Abrahams
- U.S. History Period ____
- Date

Outline:

- See example format on my website
- This should be 4-5 pages, typed, double-spaced
- Title (create your own based on your topic)
- Thesis statement (in 2-3 complete sentences)
- **Your detailed outline!!!! Each fact should be cited**
- 1st word of each point should be capitalized
- 1 inch margins
- Cite each of your points on your chart
 - Parenthetical citations =

If there was no author for the source, use the 1st word from the works cited—if that word is in quotes, it needs to be documented in quotes as well

(Last name page number) Example: (Smith 249)

Outline Reminders:

- **4-5 pages! (no more than 6)**
- Page numbers! –bottom, center
- Do NOT add extra spaces/lines between your points-it is just wasting space and will cause you to lose points.
- Most points on your outline should be IN COMPLETE SENTENCES!
- Cite every single point on your outline that is a quote OR paraphrase from your sources.
- Spell out numbers if at beginning of a sentence
- No informal phrases--example: ~~too much on his plate~~
- No contractions-- ~~don't~~ do not
- Do not use the words: ~~a lot~~ ~~lots~~ (think of a better word: various, many,...)
- No 1st or 2nd person— ~~I~~ ~~you~~ ~~us~~ ~~we~~

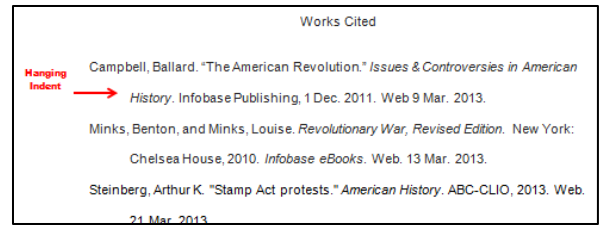
Works Cited Page:

- Import from Noodle Tools.
- After you complete your outline, take out any sources that you do NOT use on the outline.

Directions for Beginning the Outline Process:

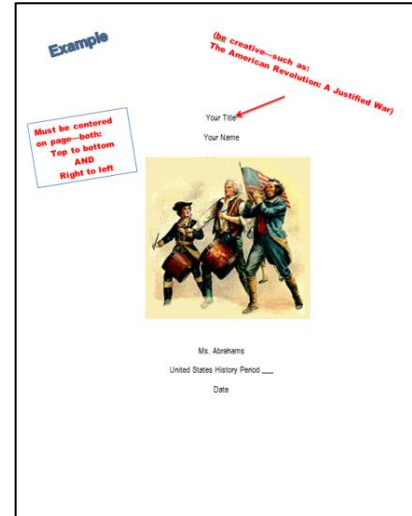
Step 1: Creating your Works Cited Page

1. Open up Noodle Tools—go to your project—click on “Sources”
2. Click “Print/Export”—choose either “Print/Export to Google Doc”
3. Make sure everything is correct on your Works Cited Page
 - Problems you might see that need to be corrected:
 - Title of Article is in all capital letters—fix this—only 1st letter should be capitalized
 - No period at the end of the document listed (ALL citations should end in a period)
 - ABC-CLIO is not in all capital letters—fix this—it should be ALL CAPITALIZED
 - No hanging indent—fix this—all sources should have a hanging indent. See the directions at the bottom of the front of this sheet.



Step 2: Creating your Cover Page

1. Go to the top of the Works cited page.
 - Hit CONTROL and ENTER at the same time (this give you a page break so that your cover page and work cited are always on separate pages).
2. Turn on double spacing.
3. Center the following information on the page (both horizontal and vertical)
 - Title—Not just your topic—be creative
 - Your name
 - Picture that represents your topic
 - Ms. Abrahams
 - U.S. History Period ____
 - Date



Step 3: Creating your Outline

1. Go to the end of the Cover Page.
 - Hit CONTROL and ENTER at the same time (this give you a page break so that your cover page and work cited are always on separate pages).
2. Page numbers: Click “Insert”—“Page number”—click on one on the bottom right
3. Type in your Title—then hit enter
4. Type “Thesis:”—type in your thesis sentence(s) in complete sentences. Then hit enter
5. Start typing your 3-5 main points of your thesis in Outline form (it will start to outline for you—allow it)
6. Now you can start typing in your notes from Noodle Tools.
7. Reminder: Most of your bullet points should be notes from Noodle Tools—meaning they should be written in **COMPLETE SENTENCES!** Each of those notes **MUST** have a **correct citation** at the end—ex. (Smith 329).

