

How to Format a Research Paper

Invention Fair Research Paper

Prepared for Mr. Mindock

by

Scholarly Student

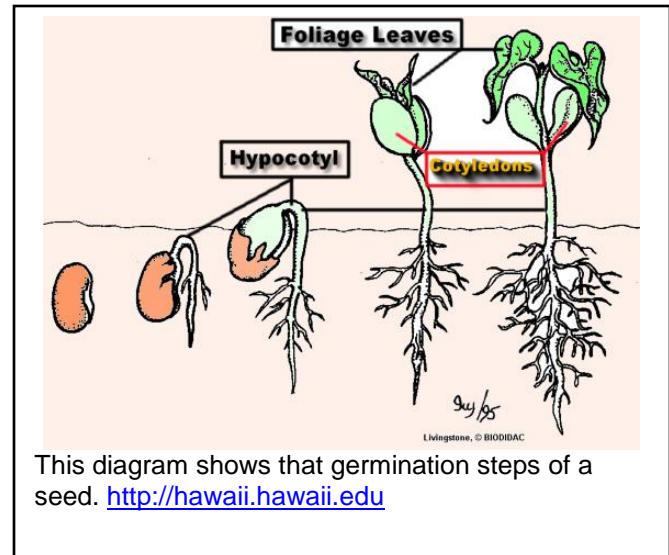
St. Paul's First Lutheran School

March 31, 2008

This paper is an overview to help students to format a research paper to the specific guidelines of their teacher. By reviewing this paper the reader should be able to read the directions and complete their paper successfully at home. This paper will be found as a link on the St. Paul's web page where students may also download the document. This paper is written in *Microsoft Word* and the directions are for this common program. This paper will cover how to format the general paper, insert a graphic, include footers, and reminders.

In order to format the paper in the proper setting it is important to use one of the previously stated and approved fonts, 10 or 12 point. The final paper will need to have one inch margins. To check that the margins are the correct size go to file then down to page setup and then select the tab that has margins at the top. When looking at this window make sure that the top, bottom, left and right are all one inch (1.00) margins. To set up double spacing first go to edit, select all; then click on the tab labeled format at the top and click on paragraph. When looking at this window, look in the middle right and under line spacing select double. To insert your name as the footer go to the tab view at the top and click on header and footer. Click the proper icon to be able to make it at the bottom of the page and insert your name and period; for those who have downloaded this document just double click at the bottom and insert name/period.

Now that the paper has the basic formatting set up it is important to insert a picture into the document. To do this it is first important to insert a **text box** (inset... textbox). Once the box is in the paper it needs to be enlarged so that the picture can be put inside. The box should be no more than a 4-inch square. Below the picture/graphic it is essential to insert a caption **and** the URL (site the e-source) that the image was gained.



(If there is no documentation of the source it is plagiarism!) To make sure that the text goes around the graphic put the cursor on the edge of the box and click on format text box. When there, click onto the layout tab and click on the image that says tight. With these steps text will not get lost behind the box and there will not be a large empty space in the document. Additionally it is very important to refer to the diagram within the body of the research paper and to limit graphics to no more than one per page.

When writing this specific research paper, please do not forget the following. This is a research paper; write in 3rd person. Your audience is another 7th/8th grader; write on a level that you understand. **Plagiarism** will not be tolerated. Be sure to give credit to the source when necessary and to include at least one direct quote. As stated by Isaac Newton, "For every action there is an

equal and opposite reaction" (Laws of Motion). Individual papers are to be more than two and less than four typed pages with at least **five** bibliographical resources; no more than **three** sources from the Internet. (partners, please check guidelines)

Turn in the drafts that will be edited in both your science class and the final draft that will be edited in your English class; these are worth points! (Remember that when editing in English there should be a new updated copy of the research paper including the diagram, quote, and bibliography. *–It is a final draft for a last review/edit.*) If while working with *Microsoft Word* problems are encountered don't forget to use the help tab or ask a knowledgeable friend or adult (ex. Mr. Bredendick).

Don't forget that the research paper is due on Thursday, April 10, 2008.

The first draft is due, Friday, April 4, 2008. The paper is to be stapled together and all drafts are attached behind the bibliography. Walk into class with the paper printed out. If necessary go to the library, a friends or *Kinko's* to print out your research paper so that it is ready to turn in when you have class.

Note: dates apply to 8th graders. Seventh grade dates have been modified.

First draft: Tuesday, April 8th, 2008

Second draft: Thursday, April 10th

Final Draft: Friday, April 11th, 2008

Bibliography

Don't forget to use easybib.com