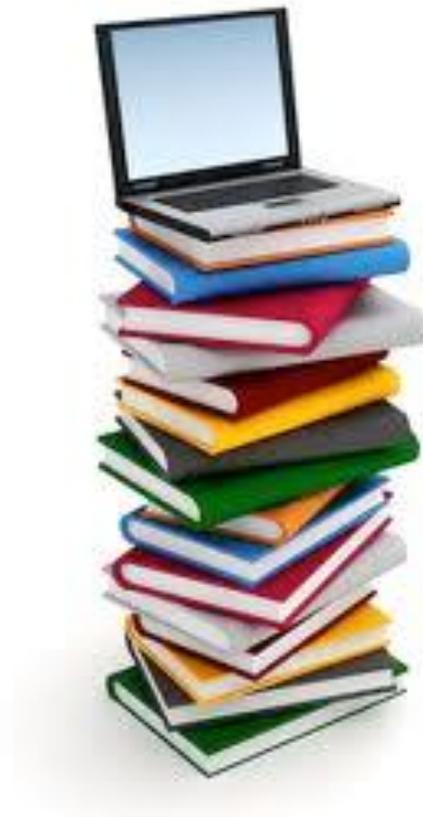


**Bellevue West High School Library Media Center**  
Bellevue Public Schools  
Fall 2015

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**Research Handbook**

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## General Information

**School:** Bellevue West High School  
1501 Thurston Ave.  
Bellevue, NE 68123  
Phone: (402) 293-4040  
Fax: (402) 293 – 4149

**Librarian Contact Info:** Kim Gangwish  
email: [kimberly.gangwish@bpsne.net](mailto:kimberly.gangwish@bpsne.net)

Follow us on Twitter [@TbirdEMPIRE](https://twitter.com/TbirdEMPIRE)

**School Hours:** 7:45 am – 3:20 pm

**Library Media Center Hours:** 7:30 am – 3:00 pm

(The Library Media Center Hours are flexible.  
Teachers can contact Library Media Specialist for scheduling an entire class period)

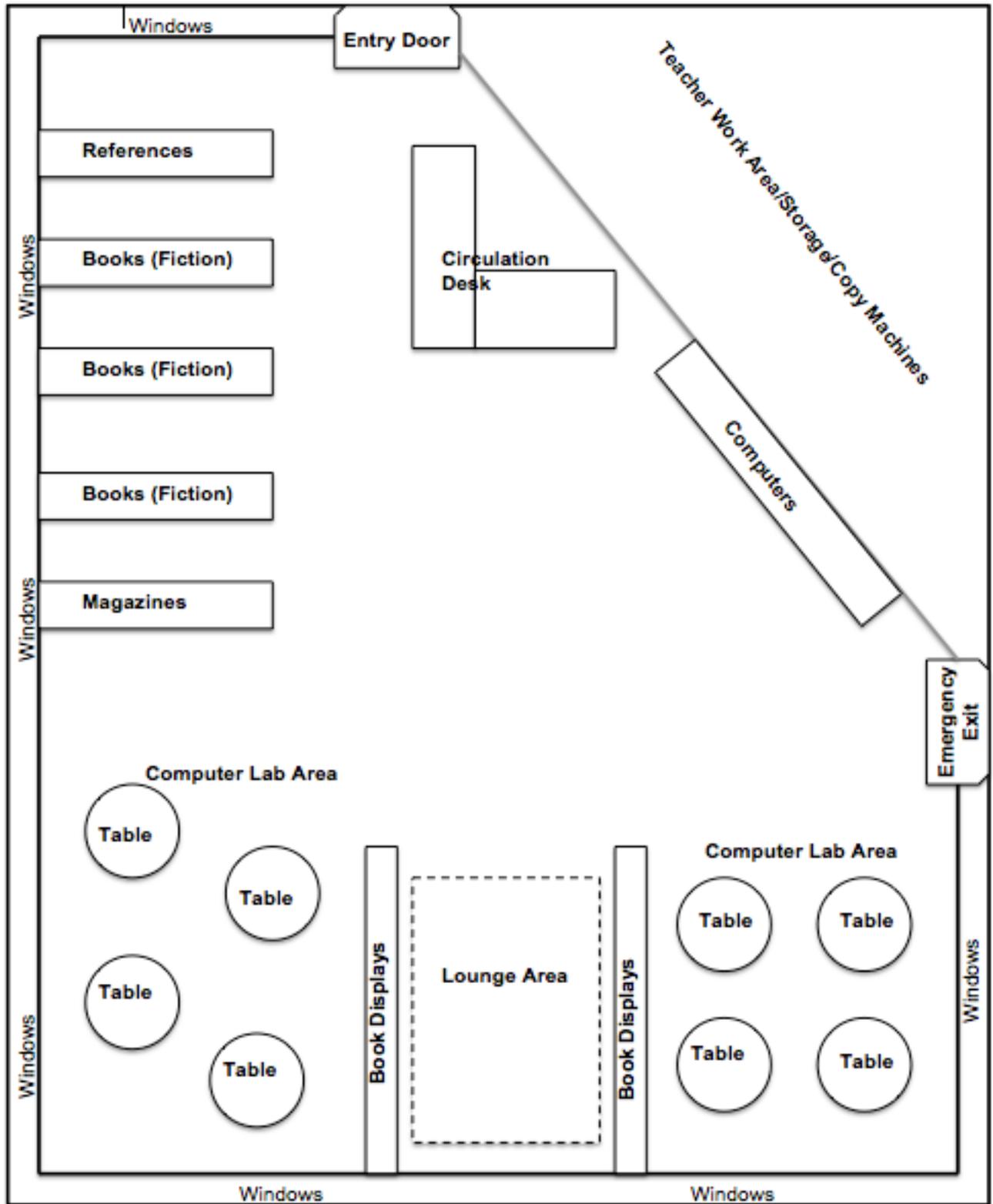
**Grades:** 9-12

**School Motto:** Continuous Learning for All

**Mission Statement:** We believe given time, support, and opportunity all students can learn.

**Library Media Center Mission:** The mission of Bellevue West Library Media Center is to provide a learning environment that gives all students time, support, and opportunities for them to reach their highest potential. The Library Media Center will empower students to be critical thinkers, enthusiastic readers, skillful researchers, and ethical users and creators of information through direct instruction with students, collaboration with staff, and a media program that provides a variety of services and resources.

# Media Center Map

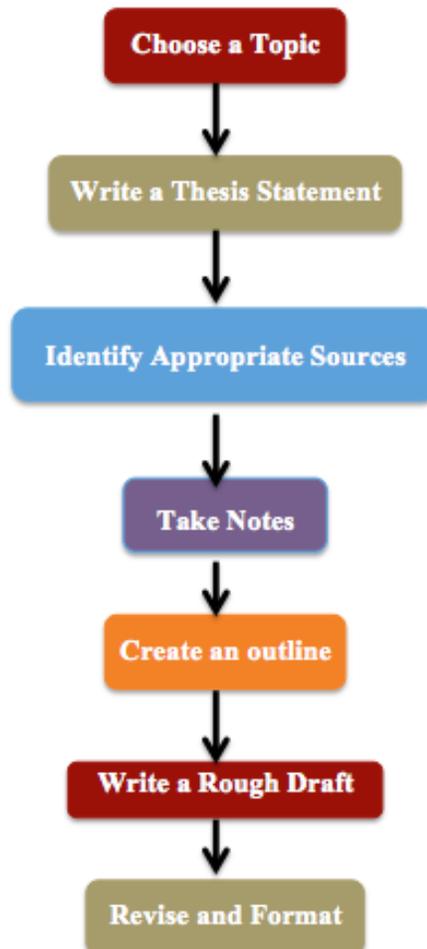


## Research Process Overview

Many classes at Bellevue West High School will require a research project or paper to be completed. This can be overwhelming for many students. Use this handbook as a resource to help you out.

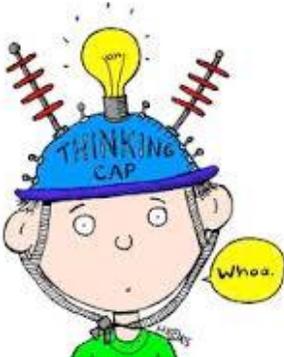


**At Bellevue West High School, the research process is based on using the Modern Language Association (MLA) format.** There are other style manuals that exist including American Psychological Association (APA) and Chicago Manual of Style that you may be required to use at some point in the future.



## Choosing a Topic

Selecting a good topic may be one of the most difficult steps of the research process. Your topic must be narrow and focused enough to be interesting, but yet broad enough to find enough information. Brainstorming is often used to help come up with some specific ideas.



**Research Tip:** Pick a topic that interests you! You are going to live with this topic for weeks while you research, read, and write your paper. Choose something that will hold your interest.

**Need help finding topic ideas?** Here are some online resources to help you.

**Idea Generator** – this website allows you to browse through thousands of keywords and phrases and organized by subject areas. This site could help you come up with topic ideas. <http://www.lib.odu.edu/researchassistance/ideagenerator/index.htm>

**Google News** – this website provides national and international news on a variety of subjects gathered from thousands of sources. <http://news.google.com/>

**Taking Sides** – this website is a catalog and list of titles from the Taking Sides book series. Each title will offer a pro and con related resources.

Research process: An Overview: Choosing a Topic  
<http://ggu.libguides.com/research>

## Finding Sources

There are many different types of information sources out there that can be used for research. The chart below lists some common information sources with examples to help you evaluate and select sources for your paper.

Source	Description	Examples
Newspapers	Articles on current events written by journalists or reporters and geared toward the general public.	The New York Times The Chicago Tribune Omaha World Herald
Magazines	Articles on current events and other general interests. Articles from magazines can help you generate ideas about issues, controversies, or unanswered questions about a topic.	Newsweek Time National Geographic
Databases	Include a variety of information on many subjects found online. Some of the information you can obtain from databases includes: news and journal articles, datasets, analyst reports, dissertations and company financial data.	EBSCO Host World Book Online Nebraska Access OneSource
Internet	Includes a wide variety of information; websites, search engines, social networking, and blogs. Always evaluate website information carefully.	Google (search engine) Yahoo! (search engine)
Books & eBooks	Books cover virtually any topic, fiction or non-fiction. Books usually provide in-depth and historical analysis of a subject.	Print books in the library *Bellevue West Library *Omaha Public Library  eBooks from library databases.

## Choosing Appropriate Sources

Once you have gotten the focus of your paper, you need to begin to gather reliable sources. Not all sources related to your topic are appropriate for your research paper. A critical step in the research process is evaluating the information you have found. It is important to collect information from reputable sources.

Since the internet provides so much information that can be posted by anyone, it is especially important to evaluate internet sources. The website address alone can provide a clue to if it is a credible source.



**.com = commercial**  
**.edu = educational**  
**.gov = government**  
**.org = non-profit organization**

Take a look at the **ABCD's** of evaluation when you are evaluating sources.

### **A = Accuracy & Authority**

Does the author appear qualified to present information on the topic?

### **B = Bias**

Does the source enrich the reader's experience than promoting social biases like gender, racial, or religious issues.

### **C = Content & Currency**

Is there enough information to make visiting this site worthwhile?

Is the last modified or updated date provided? Is it a recent date?

Is the most recent revision or copyright date appropriate for the content?

### **D = Design**

Is the text easy to read and appealing to the eyes. Text is not cluttered with distracting fonts, graphics, and backgrounds or advertisements.

# Plagiarism

Bellevue Public School District strives to create an environment of academic integrity where all students can create original works with appropriate identification of the sources of information used. Academic dishonesty is a very serious offense, so plagiarism will not be tolerated.



## Definition of Plagiarism:

According to the Merriam-Webster online dictionary, to “plagiarize” means...

- To steal and pass off the idea’s or words of another as one’s own.
- To use another’s production without crediting the source

In other words, plagiarism is an act of fraud. Plagiarized sources would include, but are not limited to, written words, pictures, photographs, music, internet sources, works of art, and spoken word.

The following would be considered plagiarism:

- Turning in someone else’s work as your own
- Copying words or ideas from someone without giving credit
- Not putting a quotation in quotation marks
- Citing a source incorrectly
- Changing words or paraphrasing a sentence from a source without giving credit.

Shaler Area High School Handbook for Writing and Research  
<http://www.sasd.k12.pa.us/Downloads/SAHS%20Writing%20Handbook2.pdf>

Plagiarism.org  
<http://www.plagiarism.org/plagiarism-101/what-is-plagiarism/>

## How to Avoid Plagiarism:

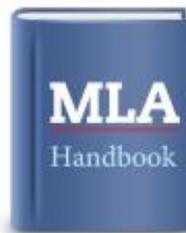
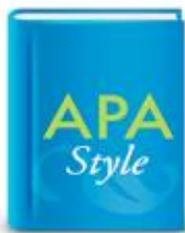
1. **Paraphrase** – Read the information and put it into your own words. Do not copy the source word for word, if you do make sure you use quotation marks.
2. **Cite your Sources** – citing sources is the most effective way to avoid plagiarism. Follow the formatting for citing sources mentioned later in the handbook.
3. **Quoting** – When you are quoting a source, use the quote exactly the way it appears. Do not misquote someone. It is typically frowned upon if you quote more than 50 words.
4. **References/Works Cited/Bibliography** – One of the most important ways to avoid plagiarism is to include a page that lists all of the sources you referred to at the end of your paper. For help creating your Works Cited page, refer to this handbook.

6 Ways to Avoid Plagiarism in Research Papers by WriteCheck.com  
<http://en.writecheck.com/ways-to-avoid-plagiarism/>

## Cite Sources

Using parentheses in your paper to document the source you are citing is a way to let the reader know what information is original and what information you borrowed from someone else. If you do not cite your sources, you are committing plagiarism. Using parentheses will give your work credibility and lets your teacher know that you did the research. It also will allow for you teacher to check the original source you cited for accuracy.

**Parenthetical Citation** must include the author's last name and page number in parentheses.



### When should you cite sources?

Whenever you use material from another source, you need to let the reader/teacher know immediately. Use parentheses right after you use the material letting the reading know where the information came from.

- **Direct Quotations** – written or spoken.
- **Paraphrased or Summarized Information**
- **Statistical Data**
- **Images that are attributed to someone else.**

### When is not necessary to cite sources?

- Your own opinions, interpretations, and analysis
- General Information (same information is found in three or more sources)
- Well-known facts

# Quick Guide for Citing Resources -- MLA Style

At Bellevue West High School, the instructors use MLA Style.

## Print Sources

### Book (one author)

Author. *Title*. Place of publication: Publisher, copyright date. Format.

Paterson, Henry. *Engineering: What We Can Learn from our Failures*. New York: St. Martin's, 1985. Print.

### Book (two or three authors)

Leakey, Mary D. and Louis S.B. Leakey. *Some String Figures from North East Angola*. Lisboa: Museu do Dundo, 1949. Print.

### Encyclopedia Article

"Name of article looked up." *Encyclopedia*. Edition. Copyright year. Print.

"Magna Carta." *The New Encyclopedia Britannica*. 15th ed. 1998. Print.

### Magazine Article

Author. "Article Title." *Magazine*. Date: pages. Print.

Cook, Mariana. "Cousin Kay." *Victoria*. Nov. 2001: 27-28. Print.

### Map or Chart

*Michigan*. Map. Chicago: Rand, 2000. Print.

## Electronic Sources

### Article in an Online Magazine or Newspaper

Name of author. "Title of article." *Title of Magazine or Newspaper*. Publisher. Date of publication. Medium of Publication (web). Date of access.

Kristol, William. "Doing the Unpopular Thing." *Time*. Time, Inc. 23 Apr. 2007. Web. 30 Apr. 2007.

### A Page on a Web Site

Author. "Page Title." *Title of Website*. Publisher or sponsor of the site; if not available, use N.p. Date of publication. Medium of publication (web). Date of access.

Stolley, Karl. "MLA Formatting and Style Guide". *The Owl at Purdue*. Purdue University. 10 May 2006. Web. 20 April 2007.

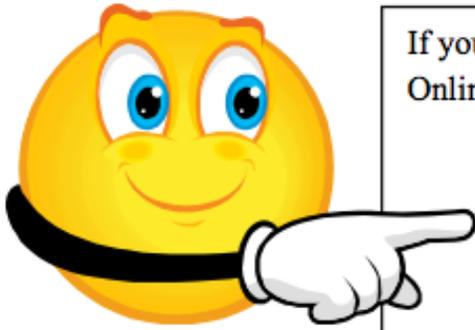
"Chemotherapy and Your Emotions." *Coping with Physical and Emotional Changes*. National Cancer Society. 2009. Web. 20 April 2009.

"Violent Music Lyrics Increase Aggressive Thoughts and Feelings, According to New Study." *ScienceDaily*. N.p. 5 May 2009. Web. 12 Dec. 2009.

### Online Dictionary/Encyclopedia

"Title of article or word looked up." *Name of encyclopedia or dictionary*. Publisher. Edition or Year. Format. Date of access.

"Concise." *Merriam-Webster Unabridged Dictionary*. Merriam-Webster, Inc., 2009. Web. 14 Apr. 2009.



If you need to cite a source that isn't listed here, reference the Purdue Online Writing Lab:

Go to: <https://owl.english.purdue.edu/owl/>

Click on: Research and Citation

Click on: MLA Style

Click on: MLA Formatting and Style Guide

Choose the source you need

Shaler Area High School Handbook for Writing and Research

<http://www.sasd.k12.pa.us/Downloads/SAHS%20Writing%20Handbook2.pdf>