

## Title Page

- Top Margin = 2"
- Side Margins = Default or 1"
- 12 pt. Font
- Times New Roman
- Center Text
- No page number

Title [Enter 16 times]

Student Name  
Class Name [Enter 16 times]

Date

2" TM

Title

ELECTRONIC KEYBOARDING APPLICATIONS

DS (4 SS; 2 DS)

Report  
body

Learning to key is of little value unless one applies it in preparing a useful document--a letter, a report, and so on. Three basic kinds of software are available to assist those with keying skill in applying that skill electronically.

DS

Side  
heading

Word Processing Software

DS

Textual  
citation

Word processing software is specifically designed to assist in the document preparation needs of individuals or businesses. Word processing software permits the user to "create, edit, format, store, and print documents." (Fulton and Hanks, 1996, 152) The software can be used to process a wide variety of documents such as memos, letters, reports, and tables.

1" LM

This software has special features such as automatic centering and wordwrap that reduce time and effort. It also permits easy error correction, format and sequence changes, and insertion of variables "on screen" before a copy is printed. These features increase efficiency by eliminating document rekeying.

1" RM

DS

Side  
heading

Database Software

DS

Textual  
citation

A database is any collection of related items stored in computer memory. The data in a database may be about club members, employee payroll, company sales, and so on. Database software allows the user to enter data, arrange it, retrieve and change it, or select certain data (such as an address) for use in documents:

(Tilton, et al, 1996, 112-113)

At least 1"

**Unbound Report with Textual Citations**

## Report Formatting General Guidelines

### Standard Margins:

#### Unbound Reports – First page:

Side margins: defaults or 1"  
Top margin: default + 6 hard returns or 2" (line 13)  
Bottom margin: at least 1"

#### Unbound Reports – Second page and subsequent pages:

Side margins: defaults or 1"  
Top margin: default or 6 hard returns (line 7)  
Bottom margin: at least 1"  
Page number: top right at ½" preceded by student's last name

#### Bound Reports

Left margin: 1.5"  
All other margins remain as above for Unbound Reports

**Font:** 12 pt. Times New Roman

### Internal Spacing:

QS (4 hard returns) between report title and first line of body  
DS multiple-line titles  
DS between side headings and following text and between paragraphs  
DS paragraphs unless otherwise directed.  
DS between page number and text on the second and subsequent pages

### Textual Citation:

References used to give credit for paraphrased or quoted material are cited in parentheses in the report body.  
Include: name(s) of the author(s)  
the year of publication  
the page number(s) of the material cited  
Quotation marks: used for direct quotes of up to three lines within text but not for Paraphrased material or a long quotation of four or more lines  
Long quotes: single spaced  
blocked at paragraph point (0.5") and run the lines to the right margin use an ellipsis (...) to indicate any material omitted from a quotation

The ability to proofread accurately is one of the most important skills for ... daily activities that involve working with written communication. (Jones and Kane, 1990, iii)

Enumerated items: indent at paragraph point (0.5") and block lines at that point  
SS individual items  
DS between items as well as above and below a series of items

**Note:** both the textual citation and endnote method of documentation require a REFERENCES page. It follows an ENDNOTES page.

SS = single spaced      DS = double spaced      QS = quadruple spaced

## Endnotes Page

- Top Margin = 2”
- Side Margins = Default or 1”
- Single Space each reference entry
- Double Space between references
- Endnotes are numbered using the note numbers from the reference in the text
- The first line is indented—subsequent lines are flush left
- Endnotes page follows the report

Last name, page #

### ENDNOTES

1. David J. Rachman and Michael H. Mescon,  
Business Today (New York: Random House, 2007), p. 529.

2. Greg Anrig, Jr., “Making the Most of 2000’s Low  
Tax Rate,” Money, February 2000, pp. 56-57.

## Reference Page

- Top Margin = 2"
- Side Margins = Default or 1"
- Single Space each reference entry
- Use hanging indent for each reference
- Double Space between references
- Alphabetical by author's last name

Last name, page #

### REFERENCES

#### **Book, One Author**

Amsbary, George S. Proof It! Cincinnati: South-Western Publishing Co., 1994.

Miller, Travis A. Mind Your Manners. New York: Scholastic Publishing Co., 2007

#### **Book, Two or Three Authors**

Jones, Ellis, and David Kane. Proofreading & Editing Precision. Cincinnati: South-Western Publishing, 1990.

#### **Book, Four or More Authors or Editors**

Tilton, Rita S., et al. The Electronic Office. Cincinnati: South-Western Publishing Co., 1996.

#### **Encyclopedia or Reference Book**

Gifis, Steven. "Laws." Law Dictionary. New York: Barrons, 1991.

#### **Magazine Article**

Clippinger, Dorinda. "Write This Way," The Small Business Journal. Mar. 1995:11+

#### **World Wide Web**

Mannix, Margaret. "The Home-Page Help Wanted," U.S. News & World Report. HTTP://WWW.OCC.COM (30 Oct. 1995).

## Internet Resources

### MLA Sources:

<http://owl.english.purdue.edu/owl/resource/557/01/>

<http://www.ccc.commnet.edu/mla/index.shtml>

<http://www.liunet.edu/cwis/cwp/library/workshop/citation.htm>

### APA Sources:

<http://owl.english.purdue.edu/owl/resource/560/01/>

<http://www.liunet.edu/cwis/cwp/library/workshop/citapa.htm>

<http://www.wisc.edu/writing/Handbook/DocAPA.html>

### Chicago Sources:

[http://writing.colostate.edu/guides/researchsources/documentation/cms\\_author/](http://writing.colostate.edu/guides/researchsources/documentation/cms_author/)

<http://www.wisc.edu/writing/Handbook/DocChicago.html>

<http://depts.gallaudet.edu/englishworks/writing/turabianguide.html>

### Combination Sources:

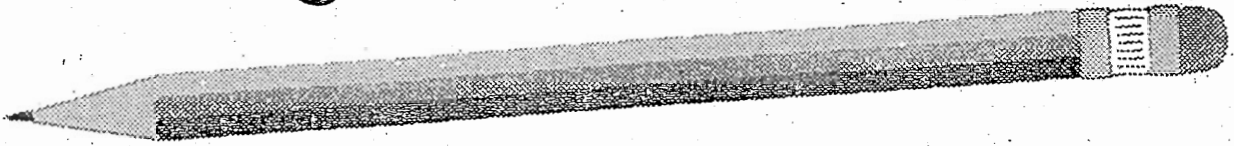
<http://nutsandbolts.washcoll.edu/nb-home.html>

<http://www.calstatela.edu/library/styleman.htm>

<http://www.aresearchguide.com/styleguides.html>

<http://www.dianahacker.com/resdoc/>

# Editing & Revision Activities



The following editing notations can be duplicated and given to the students to keep in their writing folders and refer to when they are needed.

Editor's Mark	Meaning	Example
	Delete	It was <del>was</del> very tiny.
≡	Capitalize	<u>t</u> he boy ran quickly.
/	Make lower case	Many <del>A</del> thletes ran in the marathon.
^	Add a word	ice <sup>cream</sup> sundae
RO	Run-on sentence	Who's there <sup>RO</sup> what do you want?
frag.	Sentence fragment	The peddler's cart. <sup>frag.</sup>
sp	Spelling error	Monkie <sup>sp</sup> s swung on the tree.
∩	Reverse letters or words	Five books (on/were) the sh <sup>∩</sup> lef.
⊙	Add a period	Children played ⊙
∧	Add a comma	apples, <sup>∧</sup> peaches, and pears
∨	Add an apostrophe	John <sup>∨</sup> 's puppy
∩ ∨	Add quotation marks	∩ Help! ∨ I cried.
¶	Begin a new paragraph	"Hello," said Carla. ¶ "Hi," Beth replied.
#	Make a space	French <sup>#</sup> fries
○	Close the space	country ○ side
1. ] 2. [	1. Indent 2. Do not indent	] The boy ran to the sandbox to find his toy tractors.

## Note Cards

- Identify the source of the information on the listing  
Include the author's name and page number on which the information is found.
- Summarize the information in your own words
- Use quotation marks if you copy the information exactly.  
This rule applies whether you are copying a lot of information or only a phrase.
- Give each listing a simple descriptive heading.

Last name, card #

### Purpose of Transportation

To bring "people or goods to places where they are needed," not to support the automobile industry, nor increase unnecessary transportation, but to "offer a change of speed and mode to fit a diversity of human purposes."

Mumford, 238



# AN EXAMPLE OF OUTLINE FORMAT

## Radio

- I. Introduction
- II. How radios work
  - A. Radio waves
  - B. AM and FM waves are different
    1. AM waves
    2. FM waves
- III. Radio Industry
  - A. Two ways of assigning call letters
    1. Old stations
    2. New stations
  - B. Radio station licensing
  - C. Careers in broadcasting
    1. Organizational structure of stations
    2. On-air personalities
      - a. training
      - b. responsibilities
- IV. Uses
  - A. Two-way radio
    1. Military
    2. Police
    3. Play
  - B. Amateur
    1. Private use
    2. Business
  - C. Broadcasting
    1. Entertainment
    2. News
    3. Advertisement
    4. Education
    5. Talk shows
  - D. Famous radio shows
    1. Old
      - a. Abbott and Costello
      - b. Dragnet
    2. New
      - a. Rush Limbaugh
      - b. Donut Holes
- V. Conclusion

## An Important Note on Documentation and Plagiarism

You must attribute information to its source. Use parenthetical documentation (MLA style), not footnotes.

There are three reasons for this:

- 1) It indicates that this could be replicated
- 2) It gives credit where credit is due
- 3) It provides direction for others who may follow your findings.

Plagiarism means “to take ideas, writings, etc. from another and offer them as one’s own.” Plagiarism is immoral; it is the same thing as stealing from another person, because you are stealing that person’s words. On college campuses plagiarism is called “premeditated dishonesty,” and the penalty is more severe than cheating on a test. In most schools, this offense means permanent expulsion. Plagiarism is not condoned by anyone; it is a serious offense. **Plagiarism will not be tolerated! Plagiarism will affect your grade.**

The following guidelines can help you avoid plagiarism problems:

1. **Always** put quotation marks around any direct statement from someone else’s work.
2. Give credit to the author for any *paraphrase* of his or her ideas or statements, even though quotation marks are not used, because these ideas are clearly not your own.
3. Reference any material, ideas, or thoughts you found in a specific source if it is evident that they came from your reading and are not common knowledge.
4. Do not reference material that is **common knowledge**. This refers to biographical material such as birthplace, date of birth, death, and other general knowledge. The statement “Skin cancer is caused by too much exposure to the rays of the sun and may not be noticed for years,” is an example of information that is common knowledge.
5. Reference any summary, even if it is in your own words, of a discussion from one of your sources.
6. Reference any charts, graphs, or tables that are created by others or that you make with someone else’s information. Put the reference immediately below the title of the chart, graph, or table.

CHECKLISTS  
Fifteen Questions to Ask **BEFORE** the Final Draft

1. *Purpose*  
Does the paper have a well-defined purpose and has the purpose been fulfilled in the paper?
2. *Title*  
Is the title short and does it give the reader an idea of what is to follow?
3. *Requirements*  
Have all required portions of the project been included? (introduction, conclusion, endnotes, bibliography, etc.)
4. *References*  
Have the required number of reference sources been used?
5. *Research Questions*  
Have all research questions been answered in the paper?
6. *Documentation*  
Was the format for endnotes and bibliography correct?
7. *Sequence*  
Is the paper written in logical order?
8. *Punctuation*  
Has all punctuation including paragraphs, spelling, periods, commas, capitals, question marks, and sentences been checked and rechecked?
9. *Format*  
Is the paper presented in proper format including margins, page numbers, and overall neatness?
10. *Graphs*  
Are all graphs and charts relevant and well-explained in the paper?
11. *Acknowledgements*  
Is the paper written in your own words, and has proper credit been given when using the thoughts and words of others?
12. *Final Check*  
Has the paper been read aloud at least one time?
13. *Facts*  
Have facts and opinions been clearly represented?
14. *Structure*  
Have sentence structure and sentences been varied?
15. *Positive Attitude*  
Am I proud of the final product?

(R8.1.2) Cite source 1 correctly

\_\_\_\_\_/5 points

<p><b>Sources</b>  <b>For source #1 list:</b>                  Title                  Author                  Date                  Type of Source</p> <p>Answer the question: Is the source reliable and accurate? Yes or no.</p>	
--	--

(R8.1.2) Take notes and summarize from Source #1

<p>Notes on Question #1</p> <p style="text-align: right;">_____/4 pt</p>	<p>Notes on Question #2</p> <p style="text-align: right;">_____/4 pt</p>
<p>Other interesting facts found</p> <p style="text-align: right;">_____/4 pt</p>	

# 1. Research Project Student Instructions

1. Choose a topic about life, culture, or customs in another country. This must include facts about people such as (clothing, food, holidays, sports, etc.).
2. Search through the references to find 3 or more facts. Select references which are likely to be true.
3. Record those facts and the information about the references you selected on the worksheet
4. Be sure you use 3 or more references, not just one.
5. When you have all of your facts written down, follow the I Didn't Know That book pattern to write about your topic. If you have time, you may illustrate your page.
6. Practice reading your research orally. In Task 4 of this test, you will be required to read your research orally.

## Criteria

Your researchwork will be assessed on how well you:

Select a topic and think of questions to help you learn.

Find facts and details from good sources that fit your topic.

Use reference materials.

## Materials You May Use

Reference materials in the room or school library

Worksheet to take the notes on your sources

Drawing paper and art supplies to design and illustrate your I Didn't Know That . . . page

\*\*\*\*\*

## Source #1:

Name of Book \_\_\_\_\_

Source: (Author, date, Internet Address) \_\_\_\_\_

(1 point citation)

## 2. Source #3:

Name of Book \_\_\_\_\_

Source: (Author, date, Internet Address) \_\_\_\_\_

(1 point citation)

## 3. Source #2:

Name of Book \_\_\_\_\_

Source: (Author, date, Internet Address) \_\_\_\_\_

(1 point citation)

## 4. What can I tell about source #2? (1 point)

\_\_\_\_\_ The date is recent enough to be new research.

\_\_\_\_\_ The author is an expert on the topic.

\_\_\_\_\_ The source is non fiction.

5. **What can I tell about source #1?** (1 point)

The date is recent enough to be new research.

The author is an expert on the topic.

The source is non fiction.

6. **What can I tell about source #3?** (1 point)

The date is recent enough to be new research.

The author is an expert on the topic.

The source is non fiction.

7. **Source #3 is appropriate.** (1 point)

8. **Source #2 is appropriate.** (1 point)

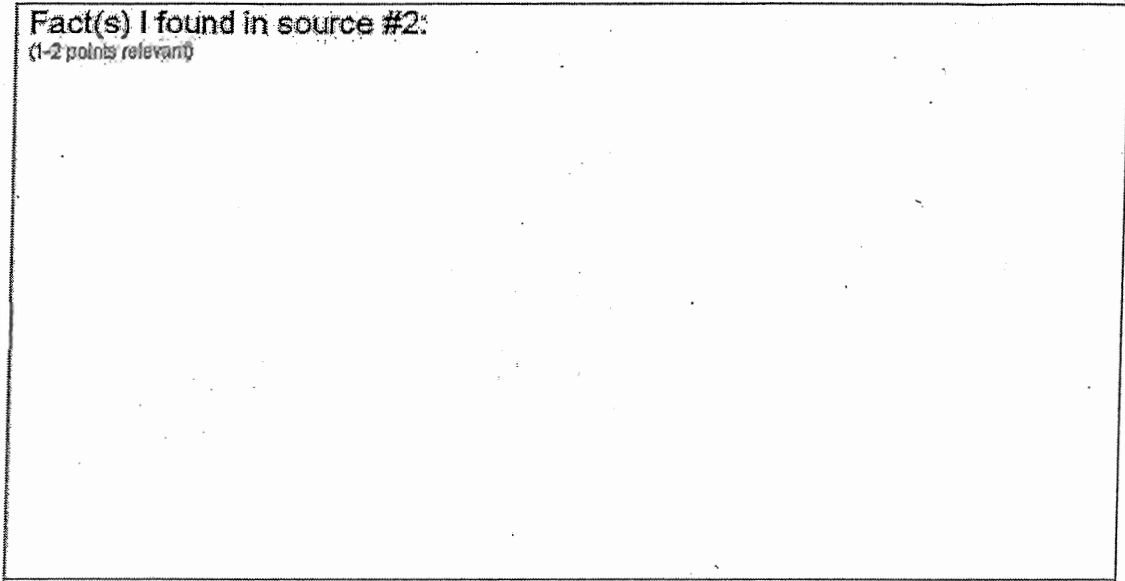
9. **Source #1 is appropriate.** (1 point)

10. **Fact(s) I found in source #3:**

(1-2 points relevant)

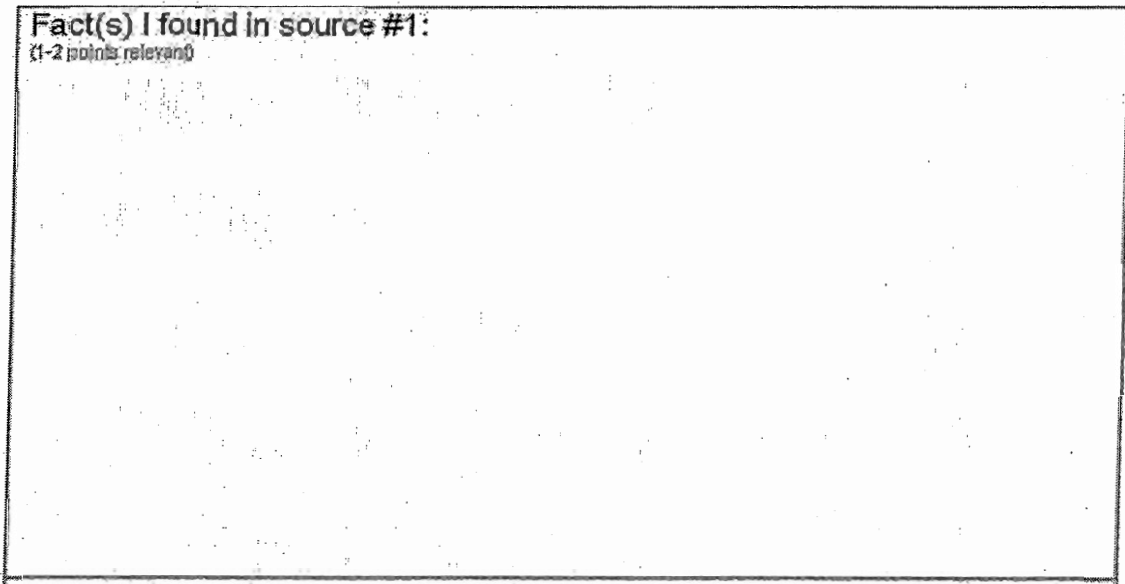
11.

**Fact(s) I found in source #2:**  
(1-2 points relevant)



12.

**Fact(s) I found in source #1:**  
(1-2 points relevant)



13.

Relevancy of sentences on I Didn't Know That ... Page (4 points)