Research Paper Guidelines

Due Date: December 10, 2019

Submit by e-mail to msubound@lyon.edu, Website instructions: www.lyon.edu/UBMS

Paper Formatting:
Paper should be approximately 3 pages of text (title page and reference list don’t count as pages), double spaced, 12 point font (Times New Roman or Arial). In-text citations and works cited/reference page should be done in APA formatting (See Purdue OWL Lab for help https://owl.english.purdue.edu).

Your Paper Should Include:

1. **Title page**: title of your paper, your name, your research mentor’s name, the name of your high school teacher, and the date the paper was submitted

2. **Introductory paragraph**: states your topic and the main points you will cover in your paper

3. **Body of paper with several paragraphs**: discuss your main points and the information you found about your topic

4. **Closing paragraph that summarizes the information**: summary of what you presented and any conclusions you have come to as a result of the information you found

5. **Works Cited page**: listing the sources you used in your paper
   a) You should have at least three sources
   b) Check out the sources and helpful information linked to the Research Paper Help Page on the UBMS website.

6. **Mentor Signature Page**: found at www.lyon.edu/UBMS
### Additional Helpful Tips!

Visit [https://owl.english.purdue.edu/](https://owl.english.purdue.edu/) for citation formats!

#### Citing Sources:

1. **Direct Quotes**: It is okay to include *brief quotes* in your paper, but they must be enclosed in “quotation marks”, with the author’s last name and the year of the publication in parentheses at the end of the sentence.

   **Ex**: Peter Rodger’s article on freshwater says that “levels of the underground aquifers below New Delhi, Beijing and many other burgeoning urban areas are falling” (Rodgers, 2008).

   ![Note that the period goes after the parenthesis!](https://example.com)

2. **Quotes in your own words**: If you use information from a source, even if you put it in your own words, you **must include** the source in parentheses at the end of the sentence or paragraph where you discuss the information.

   **Ex**: Many bats are close to going extinct because of this spreading fungal disease (Cryan, 2013).

3. **For Internet sources**: put the web address in parentheses if there is not an author.  

   **A word of advice: About Plagiarism**

   Most of your paper should summarize or paraphrase the information you have found about your topic and should be written in your own words. You **must give credit to the sources of all information you use or you will be guilty of plagiarism**, which is a serious offense. All of the sources that you get information from for your paper must be listed on your works cited page. All sources listed on your works cited page should also be cited somewhere in your paper.

### Works Cited Page:

When you enroll in college, you will learn the proper way to document sources in the various formats required for different fields of study. For our purposes, we require only that you provide:

- a. the name of the author (if there is an author)
- b. title of book, magazine or journal (for magazine or journal articles, include both the magazine or journal title and the name of the article)
- c. page number, if information is from a book, magazine or journal article
- d. publisher name and date of publication
- e. for internet sources, include the author (if there is one), the URL and the date you extracted the information

### Rubric:

The rubric we will use to evaluate your paper is included in your packet. As you work on your paper, please review the rubric to make sure your paper includes all of the required information. Good luck with your paper! Please contact us if you have any questions. We are here to help!