

HIGH SCHOOL RESEARCH PAPER GUIDELINES

All high school students are required to complete a research paper as a junior at Life Christian Academy. Some students have opted to write a longer paper in order to earn a half credit for Independent Research. At the beginning of the student's junior year, the Research Paper Coordinator must be informed if the paper will be credit or non-credit and which semester it will be done.

Purpose: To demonstrate that the student has the ability to do independent research and to write a well-organized research paper.

Responsibilities:

- **Parents** are responsible to see that this is completed and that the specific elements are turned in to the Research Paper Coordinator by the deadline dates listed below. Parents should proofread the paper for correctness of grammar, spelling, structure and documentation of sources and make sure that there is no plagiarism, that quotation marks are used correctly.
- **Students** should make corrections before turning the paper in to the school. Students will be required to correct any mistakes and return the paper to the Research Paper Coordinator after submission.
- **Research Paper Coordinator** will read the papers, mark any errors and return them to the students or approve the paper to meet the requirement and forward to the High School Coordinator for permanent file.

The following guidelines list requirements for both credit and non-credit papers.

Requirement:	<u>Non-Credit</u>	<u>½ Credit</u>
• Length:	5 - 10 pages	15 pages minimum
• Sources:	4 or more Books and/or periodicals plus 2 or more on-line sources	8 or more Books and/or periodicals 4 or more on-line sources (min. 10 cited)
• Hours:	N/A	45 hours minimum
• Format:	The paper should be typewritten and double-spaced---computer generated, if possible.	
	• Title Page: Title of paper, name, grade, year	
	• Outline: thesis statement (at top), introduction, 3-5 main divisions and conclusion	
	• Text: main body - good intro, 4-5 pages of information and good conclusion	
	• Documentation: use parenthetical citation within the body of the paper	
	• Works Cited Page: Alphabetical (by author's last name) list of works used in paper with publication information	
	• Bibliography	

Reference Book: *MLA Handbook for Writers of Research Papers*, by Gibaldi and Archtert. This book explains parenthetical citation, the works cited page, quotations, and general information about writing a good paper. There is specific information in this book on how to document internet or other computer type sources.

Deadline Dates: Items must be turned in to the Research Paper Coordinator on or before the due dates

- **Sept 20 or Jan 20** Title and source list
- **Nov 30 or March 30** Rough draft, must include documentation (parenthetical citation and works cited page)
- **Dec 15 or April 30** Final draft