

## Research Formatting and Citation Guidelines for OGMS

In an effort to be consistent, the following formatting criterion should be encouraged when students are creating a research document within your content area.

### Document Formatting

- >Font size of 12
- >Black font
- >Double spaced
- >A choice of Arial, Calibri, or Times New Roman for font style
- >One tab indentation for all paragraphs

### Citing Sources

#### **6<sup>th</sup> Grade Students**

- >Pre-teach lesson on how to cite sources and to avoid plagiarism.
- > Watch Brain Pop video, *Plagiarism*. Review lessons, skills together.
- >Use RADCAB rubric to assess document and web sites: student and teacher
- >Use Bibliography as title of sources page
- >Teachers encouraged
- >Cut and paste the web sites they use on sources page
- >Use copyright free photos and sounds (not always found in Google images)
- >All photos used must be cited
- >Music-only use 10% of the song (fair use agreement)

#### **7<sup>th</sup> Grade Students**

- >Pre-teach lesson on how to cite sources and to avoid plagiarism.
- >Watch plagiarism video or assign video from My Big Campus, suggested videos:
  - Plagiarism*, submitted by Lori Harman
  - Plagiarism: How to Avoid It*, submitted by Anne Allen
- >Use RADCAB rubric to assess document and websites: student and teacher
- >Use Bibliography as title of sources page
- >APA style for citing sources, not just cut and paste.
- >Encourage use of data bases for information over Google searching. Using the MCPL website is an excellent source of databases for any content field.
- >Teachers encouraged to pre-select sources for student use on projects
- >Use copyright free photos and sounds (not always found in Google images)
- >All photos used must be cited
- >Music-only use 10% of the song (fair use agreement)

## **8<sup>th</sup> Grade Students**

- >Review with all students' importance of correctly citing sources and how to avoid plagiarism.
- >Watch plagiarism video or assign video from My Big Campus, suggested videos:
  - Plagiarism*, submitted by Lori Harman
  - Plagiarism: How to Avoid It*, submitted by Anne Allen
- >Use RADCAB rubric to assess document and websites: student and teacher
- >Use Bibliography as title of sources page
- >APA style for citing sources, not just cut and paste.
- >Encourage use of data bases for information over Google searching. Using the MCPL website is an excellent source of databases for any content field.
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- >All photos used must be cited
- >Music-only use 10% of the song (fair use agreement)

## Additional Plagiarism and Citation Sources for Staff

<http://webenglishteacher.com/plagiarism.html>

<http://www.readwritethink.org/classroom-resources/lesson-plans/exploring-plagiarism-copyright-paraphrasing-1062.html>

<http://www.readwritethink.org/classroom-resources/lesson-plans/research-building-blocks-cite-158.html>

<http://eduscapes.com/tap/topic24a.htm>

## Use Your Library Media Specialist

- >Collaborate together teaching lessons on citing and plagiarism
- >LMS lesson on reliability of web site sources
- >LMS lesson on narrowing down research with key words
- >LMS lesson on data bases through MCPL or local sources we use in OG
- >LMS lesson designed together to enhance research skills

## Web-based Citation Sources

<http://www.noodletools.com>

(Temporary username: msmedia, password: panthers) This site allows students to take notes while researching, cite the source and keep them organized on their page. Site is student friendly to teach how to correctly cite a source.

<http://www.citationmachine.net/index2.php>

<http://easybib.com/>

### Examples of Pre and Post Questions to Gauge Student Understanding of Plagiarism and Source Citing

- Define plagiarism in your own words.
- Define paraphrasing.
- What does royalty free or copyright free photography mean when citing?
- What does it mean to be ethical?
- As a teacher, what would be the most obvious type of plagiarism we would note?
- What is unintentional plagiarism versus intentional plagiarism?
- If you put a sentence in quotes to show you are not copying from a text, how do you make sure it won't be labeled as plagiarism?
- When researching, how do you weed through websites to make sure the information is relevant?
- Does it make a difference how current a web site is on the internet?
- Can a website contain bias? Do you know what it means to be biased? How can you detect this in a website?
- Define a bibliography page.
- What is the correct method to cite your sources?
- How many sources should a paper need to be credible for research?
- If you find it on the internet, is it true? How can you tell? (Think commercial about supermodel, "but I read it on the internet")
- To Google something is the best method when conducting research. Why or why not?
- If I can't open the first few sites, they must all be blocked.
- Our school blocks content because???
- The first few websites that pop up are most relevant because? (Do students understand people pay to be on top of a Google/Bing hit? Does not mean they are the best choice.)
- What is a database? Why should I use them over Google?

There are many ideas and sources you can use to gauge student knowledge and understanding on this subject. Hopefully, this will give you a base to start with to expand your lessons in class.