

# The Library Key and Writing a Term Paper

by

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## Part I The library key - a brief direction to the use of the library

### I. Preface

"Knowledge is of two kinds: we know a subject ourselves, or we know where we can find information upon it.

A man will turn over half a library to make one book."

—Samuel Johnson (1709-1784)

The library is one of the most valuable resources on the college campus, and every successful student draws constantly on its facilities. It's our good fortune.

Learn how to use our library efficiently—become familiar with the card catalog system, learn where and by what system books are shelved, get acquainted with periodical guides, and special indexes.

Once we have mastered these skills, we will be able to find information quickly and easily instead of aimless wandering about the library in search of fugitive items.

### II. Classification and Arrangement of Books

#### A. Classification

##### 1. Dewey Decimal Classification (DC)

000-099 general works (ency., perio., reference works)

100-199 philosophy (conduct, psychology, ethics)

200-299 religion (mythology)

300-399 social science, sociology (economics, education, civics, vocation)

400-499 philology (language)

500-599 pure science (mathematics, chemistry, physics, biology)

600-699 useful arts (technology: agriculture, aeronautics, engineering)

700-799 fine arts, recreation (painting, sculpture, music)

800-899 literature (poetry, drama, essay)

900-999 history, biography (geography, travel)

##### 2. Library of Congress Classification (LC)

A general works, polygraphy

B philosophy, religion

C history, auxiliary sciences

D history and topography (except American)

E-F America

G geography, anthropology, sports

H social science

J political science

K law

L education

- M music
- N fine arts
- P language and literature
- PN literary history and literature
- Q science
- R medicine
- S agriculture, plant and animal industry
- T technology
- U military science
- V naval science
- Z bibliography and library science

B. Arrangement

Books are arranged from left to right on each shelf and from top to bottom of the stack.

III. The Catalog Card (Index to the Book Collection)

A. Kinds

1. author card (main, card unit card, official card)

|                          |  |
|--------------------------|--|
| CALL                     | Author's name, date of birth (and death)   |
| No.                      | Full title of book<br>place, publisher name, date.<br>introductory page, total page, portrait, book size |
|                          | Bibl : p. 217-19.  |
|                          | 1. subject heading-subdivision   |
|                          | 2. subject heading-subdivision I. title:heading  |
| LC No.                   |  |
| Library of Congress. ( ) | DC Class No.   |

2. title card
3. subject card
4. cross-reference card
5. analytical card

B. Arrangement

1. Guide card
2. Alphabetical arrangement is word-by-word.

IV. The Book

A. Physical Division

1. binding
2. preliminary page

3. text
4. auxiliary or reference materials

B. Parts of a Book

1. title page: title, author, editor, edition, reprints, publisher
2. copyright
3. preface or forward or acknowledgement
4. contents (outline)
5. illus. maps etc.
6. introd. (important in understanding the book)
7. text and notes
8. appendix
9. bibliography (list of sources)
10. glossary (explanation of technical words)
11. indexes (a topic, people or place list with a subject's Subdivisions and cross reference)

V. Reference Books (They give a definite fact or piece of information) Best type of them include :

(1) bibl. (2) signed art. (3) cross reference

A. Dictionary (book about words ; some of the most interesting things are in the Introd. )

1. Unabridged dict.
2. Desk or Collegiate dict.
3. Dict. of synonyms, antonyms
4. Dict. of usage
5. Dict. of foreign language

B. Encyclopedia (concerns only with noun or substantive phrases but can never be completely up to date so needs yearbook and continuous revision)

1. One-volume works
2. Multi-volume sets
  - a. World Book Ency. (for young people & adult)
  - b. Ency. Americana (excellent in science)
  - c. Collie's Ency. (for average American)
  - d. Ency. Britannica (philosophy, history, Greek art, physics, anthropology)

Notes : When the meaning of a word found in dictionaries is not quite understood, use an Ency. to find the relevant reference materials in the bibl. at the end of the article.

C. Index (points out where information can be found)

1. Reader's Guide to Periodical Literature
2. Agriculture Index
3. Applied Science & Technology Index

D. Handbook (manual)

1. Handbook of Chemistry & Physics

2. A Manual on Cons. of Soil & Water

E. Almanac, Yearbook, Annual (presents the events of the past year)

1. World Almanac

2. Year Book of the United Nation

3. Yearbook of Agriculture USDA

F. Atlas (maps, charts, plates)

1. Atlas of American History

G. Guide

1. Guide to Reference Books

H. Bibliography

1. List of books, magazine articles or other printed materials

I. Books of Quotations

1. Home Book of Bible Quotations

J. Newspaper files

## VI. Periodicals, Bulletins, Pamphlets

A. Periodical:

1. inestimatable value

2. current issues and bound vols. with various index

B. Bulletin:

official statement of information

C. Pamphlet

deals with a single topic and is complete in itself.

## VII. Abbreviations & Bibliography Terms

abr. abridged

bibl. bibliography

bul. bulletin

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ca. about

cf. compare

chap. chapter

col. (s) columns

e. d. edition, edited

e. g. for example

enl. enlarged

et al. and others

f., ff. following

fig. figure

ibid. in the same place

i. e. that is

illus. illustration

introd. introduction

loc. cit. in the place cited

ms. (mss.) manuscript (s)

n. d. no date of publication

n. p. no place of publication

op. cit. in the work cited

p. pp. page (s)

pam. pamphlet

pref. preface

pseud. pseudonym

rev. revised

sup. supplement

t. p. title page

tr. translated (-tion)

vol. (s) volume (s)

## Part II Writing a term paper-on its preparation

### I. Preface

#### A. Definition

Term paper or undergraduate-level research paper is an exposition designed to present the results of the student's inquiry into, or investigation of, a chosen subject.

#### B. Purpose

We can learn how to collect, sift, evaluate, organize and present information or evidence from other men's facts and ideas.

#### C. Necessary supplies

1. 3×5" cards or slips for bibliography cards
2. 4×6" (or 5×8") cards or slips for taking notes
3. Theme paper & cover

#### D. Notice

1. Writing a research paper demands a sense of responsibility. We must cite the sources where we got the facts & assertions.
2. In preparing a search paper, we should be
  - a. thorough : to find & sift all the relevant evidence
  - b. critical of our evidence : to test the reliability of our authorities
  - c. accurate : to present our facts and cite our sources with the utmost precision.
  - d. objective : to distinguish between our facts and the opinions or generalizations to which our facts lead us.

### II. Procedure

#### A. Preliminary to Writing

1. Select a subject
  - a. sufficient interest to you?
  - b. study seriously within time limits?
  - c. cover the subject in a thorough & detailed manner within the number of words?
  - d. sufficient material can be found?
2. Restrict the subject (not too broad, not too general)
  - a. Look in the card catalog to find the subdivisions under your subject headings.
  - b. Find subdivisions of your subject in a periodical index and general encyclopedia.
  - c. Restrict the subject from general to specific.
3. Decide upon purpose of your paper
  - a. to inform
  - b. to show progress

- c. to analyze an event, a situation or a period.
- d. to persuade and recommend.
4. Make a tentative statement of your paper, that is, of the proposition you will attempt to defend, clarify, or develop
  - a. What subject areas your paper includes or touches.
  - b. Decide the kinds of sources which provide the information you need.
  - c. Compile a preliminary bibliography or a list of references after using an Encyclopedia.
5. Begin the preliminary search of material
  - a. Consult the card catalog to find the books.
  - b. Look at the table of contents and the indexes of the books.
  - c. Consult a bibliography or guide to find more materials.
  - d. Use a dictionary and encyclopedia for definition, terminology and information.
  - e. Use indexes to find recent material in periodicals.
  - f. Consult a handbook for statistical information.
  - g. Use biographical dictionaries.
  - h. Use atlas, gazetteer.
6. Begin preliminary reading
  - a. Read a background or overview article of the subject.
  - b. Examine a general article in Encyclopedia.
  - c. Read a popular article in a periodical.
  - d. Skim through the material.
  - e. Make brief notes of references for later serious reading.
7. Make a tentative bibliography of materials
  - a. Make bibliography on cards
    - (1) uniform size (3×5")
    - (2) a separate card for each bibliography reference
  - b. Give basic information for each reference
    - (1) author
    - (2) title
    - (3) facts of publication
    - (4) page or pages
    - (5) call number
  - c. Include a brief descriptive statement indicating the content and usefulness
  - d. Sample bibliography card

(1) Book by one author

|      |                                   |
|------|-----------------------------------|
|      | Author's name (last name first)   |
|      | <u>Title of book</u> (underlined) |
|      | place; Publisher; DATE            |
| call |                                   |
| no.  | other useful details              |

(2) Article in a periodical

|  |  |
|--|--|
|  | Author's name                            |
|  | "title of article" (quotatin mark)       |
|  | <u>title of periodical</u> , vol : pages |
|  | DATE                                     |

(3) Article in an Encyclopedia

|  |                       |
|--|-----------------------|
|  | Author's name         |
|  | "title of article"    |
|  | title of Encyclopedia |
|  | vol, pages, DATE      |

(4) Book with chapters by different authors

|      |                                    |
|------|------------------------------------|
|      | Author's name of chapter used      |
|      | chapter no. "title of chapter" pp. |
|      | <u>title of book</u>               |
| CALL |                                    |
| No.  | name of editor; publisher, DATE    |

(5) Pamphlet or other miscellaneous publication

|      |                                      |
|------|--------------------------------------|
|      | Author's name (if possible)          |
|      | name of organization or institution  |
|      | <u>title of publication</u>          |
|      | SERIES No. (or other identification) |
|      | place : DATE                         |
| CALL |                                      |
| No.  | (In what library).                   |

(intopical or sentence form)

- a. organize the outline logically
- b. fill gaps in outline by additional reading and notetaking
- c. discard irrelevant material

**B. Writing the Term Paper**

**1. Write the first draft**

- a. suggest why the topic is interesting and important in first few paragraphs
- b. conclude the introduction with a statement of central idea or thesis which gives purpose and unity to your paper as a whole
- c. compose sections of paper as separate units
- d. develop a section to present your own thinking
- e. include restatement of your thesis with emphasis upon your own point of view and final impression you wish to leave with the reader

**2. Use footnotes**

- a. uses for footnotes
  - (1) direct quotation
  - (2) acknowledgement of an opinion, a discussion or a specific material
  - (3) statistical information, graph, charts
  - (4) suggest additional reading
  - (5) add an explanation
  - (6) make cross references
- b. placement and numbering
  - (1) insert at the bottom of the page
  - (2) indent the first line of note 5 spaces
  - (3) separate notes from text by a line 2-3''
  - (4) raise index number a space from the text but a half space at the bottom of page before the footnote
  - (5) number footnotes anew on each page
- c. abbreviations

chap. chaps. (chapters)  
ed. eds. (editor, edition)  
et. al. (and others.)  
f., ff. (the following)  
ibid. (in the same place)  
p., pp. (pages)  
rev. (revised)  
vol., vols. (volumes)  
II, 5, or 2:5 (vol. II, p. 5)
- d. first citations
  - (1) give detailed information about the source
  - (2) give author's name in usual order



- (3) punctuate footnotes with commas between main item of information and a period at end
  - e. sample citations
    - (1) book by one author
      - 1  
Murray Morgan, title of book, (place : publisher. date) p, or pp.
    - (2) book by two authors
      - 2  
S.H. Edwards and W. H. Schultze, title of book, (2nd ed.; place;: publisher, date), pp.
    - (3) article in a periodical
      - 3  
A.A.Carlos and L. J. Bruce-chwatt, "art. title" periodical title, 12 : 18-21. May, 1962.
    - (4) article in an encyclopesia
      - 4  
R.S.Walter, "art. title," encyclopedia name, 23 : 789, 1970ed.
    - (5) book with chapters by different authors
      - 5  
V. L. Griffiths, Chapter X, "chap. title," book title, ed. Phillips Ruopp. (place : publisher, date), pp.
    - (6) pamphlet and miscellaneous material
      - 6  
World Health Organization, title. SERIAL No., place, date, pp.
  - f. later citations
    - 1  
Murray Morgan, book title, (place: pblisher, DATE) , p.3
    - 2  
Ibid.
    - 3  
Morgan, p.7
3. Make bibliography
- a. preparation
    - (1) give tha sources of the materials
    - (2) suggest additional reading materials
    - (3) arrange references in ABC order by last name of authors
  - b. sample
    - (1) book by one author  
Morgan, Murray. book title. place : pblisher, date.
    - (2) book by two authors  
Hopkins, E. S. and W. H. Schultze. book title. 3rd ed. PLACE: publisher, date.

- (3) article in a periodical, with authors  
Alvarado, C. A. and L. J. Bruce-Chawatt, "art. title," periodical title, 18: 89-98, May, 1970.
  - (4) article in a periodical, no author  
"art. title," periodical title, 80: 389, December 9, 1963.
  - (5) article in an encyclopedia  
Sharp, W. R. "art. title," Ency. name, 23: 748-49, 1961ed.
  - (6) book with chapters by different authors  
Griffiths, V. L. Chapter X. "chap. title," book title. Ed. Phillips Ruopp. place: publisher, date. pp. 213-34.
  - (7) pamphlet or other miscellaneous material  
World Health Organization. tite. serial no. place, date.
4. Revise the entire paper
    - a. consider the effectiveness of paper as a whole
    - b. continuity between main sections
    - c. conclusion should reiterate the central thought of the paper and leave the reader with final impression
    - d. sentence construction. punctuation, grammer, uat choice of words, spelling, capitalization etc.
    - e. footnotes, bibliography in right form.
  5. Write the final draft
    - a. write term papers objectively and impersonally
    - b. use clear, simple, and concise English with a relatively formal type of writing
    - c. write the introduction and conclusion with great care

### III. Appendix

#### A. Check list of step-by-step procedure of research

|                               |                         | date due |
|-------------------------------|-------------------------|----------|
| 1. Choosing a subject         | (section II, A, 1)      | _____    |
| Subject :                     |                         |          |
| 2. Preliminary thesis         | (section II, A, 4)      | _____    |
| Thesis :                      |                         |          |
| 3. Working bibliography       | (section II, A, 7)      | _____    |
| 4. Note cards                 | (section II, A, 10)     | _____    |
| 5. Working outline and thesis | (section II, A, 13, 14) | _____    |
| Thesis :                      |                         |          |
| 6. First draft                | (section II, B, 1)      | _____    |
| 7. Final draft                | (section II, B, 5)      | _____    |

#### B. Check list for the research paper

1. Is your paper as well written as you know how to make it?
  - a. good grammer
  - b. varied & correct sentence structure

- c. correct spelling & punctuation
  - d. paragraph unity & development
  - e. smooth transitions between topics
  - f. introduction clear & interesting
  - g. conclusion logical from the text
  - h. thesis proved by your paper
2. Is the format correct?
    - a. title page
    - b. proper spacing, margins, pagination
    - c. proper form for notes and bibliography
    - d. over-all neat appearance
  3. Is the title interesting and apt?
  4. Is the sentence outline adequate?
    - a. reflect the actual paper
    - b. in proper form
  5. Have you handled quotations with skill?
    - a. introduced with ease
    - b. sources documented
    - c. each quotation preferable to paraphrase
  6. Is your use of sources intelligent and convincing?
    - a. generalization backed up by fact
    - b. source material restated in your own words
    - c. source material related to your thesis
  7. Have you footnotes where you needed them?
    - a. for direct quotations
    - b. for opinions of others
    - c. for paraphrased material
    - d. for information that is not common knowledge
  8. Is your bibliography complete and correct?
    - A. including all sources given in notes
    - b. including only sources actually used
    - c. in alphabetical order, author's name in reverse order
    - d. in correct & consistent form
  9. Are appendixes, illustrations, and charts clear and in proper form & place?
  10. Can you honestly say that the final paper is your own work in your own words?

## Reference

1. Aldrich, E. V.  
Using Books and Libraries. 4th ed.  
Englewood Cliffs; N. J., Prentice-Hall. 1960.
2. Cook, M. G.  
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New York; H. W. Wilson Co. 1963.
3. Gates, J. K.  
Guide to the Use of Books and Libraries. n.p., n.d.
4. Mann, M.  
Introduction to Cataloging and the Classification of Books. 2nd ed. n.p., n.d.
5. Prentice-Hall Handbook for Writers by Leggett, Mead, and Charvat. 4th ed.,  
Englewood Cliffs; N. J. Prentice-Hall. 1965.
6. Sears, D. A.  
Harbrace Guide to the Library and the Research Paper. 2nd ed., n.p., n.d.
7. Thurston, M. H.  
The Preparation of Term Papers and Reports. 4th ed. Minnesota; Burgess  
Publishing Co. 1963.