



# How to Plan Good Projects

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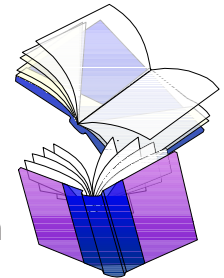
## Say Where You Read It

Fair treatment is a big rule of research. How you do this depends partly on the methods you use in your project. When you use the “look it up” method, you must say who did the work that gave you the answer in your reports. Researchers call it ‘citing your source.’ *Cite* means “say.”

When you say who did the work that gave you useful information for your project, it shows respect and thanks – just like you would want to be respected and thanked for the work you do.

### When you read

Write down the name of the book and the person who wrote the book where you found information. Or if the book writer said where he or she found that information, write down the name of the writer they cited. Also write down the year the work was reported. If you found the information on the Internet, write down the address of the web site.



### When you write a paper

If you write a report, you cite your source in two places:

- where you talk about it, and
- at the end of the paper or at the bottom of the page (in a footnote) where you talk about it.

Where you talk about the source, put in the name of the person who did the research, and the year it was reported. For example, pretend John Smith found out in 1995 that people get more confident when they speak out.

You can write this several ways:

- In 1995, John Smith found that people get more confident when they speak out.
- John Smith (1995) found that people get more confident when they speak out.
- People get more confident when they speak out (John Smith, 1995).

If you use the exact words in your paper that the writers used in theirs, put quote marks (“ ”) around their words. Put the page number where you found it in brackets at the end of the quote.



Some researchers like to put the full information about the source in a footnote. Others like to put it at the end of the paper. It depends on their training. They also put the information in a different order. But they include the same information:

- the names of the writer or writers
- the year it was printed
- the name of the article or book chapter
- the name of the magazine or book it was in
- the pages of the article or chapter.

If it is in a magazine, include the volume number. If it is in a book, include the author and publisher of the book and the city where it was printed. Put the information in the same order each time. If you put the list of sources at the end, put them in alphabetical order using the last name of the first writer of each paper.

## When you give a speech



If you give a speech and talk about what you found in a paper, say who wrote the paper. You can use the same kinds of words to cite your source as we talked about before. If you give a speech, the first of the three ways we talked about sounds best. It is good to have all the information about the source written down, in case some one wants to look at the paper you read.

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