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| **Guidelines for 1st Draft** |
| **Suggested Sections***The sections below are based on the guiding questions. Your topic may require slightly different sections. See guidelines on back side for Section Headings* |
| **Section Heading** | **Content included** |
| **Purpose** | * Define what the topic is and why we have it
* Explains what it does and why it is important
 |
| **Origins** | * Origins of technology
* Explains where and when it got started
* Provides Overview and background of ***original*** inventors and companies
 |
| **How it Works** | * Materials and resources used
* Describe the function/purpose of each part

 and how they are connected* Scientific principles: Explain what makes these parts do what they do
 |
| **Evolution** | * Changes over time
* Important improvements/developments
	+ Identify people or companies involved in these changes?
	+ Explain what they did to make it better
* Describe the the scientific advancements
 |
| **Impact/ Future** | * Explain how the technology helps society
* Tradeoffs to technology- pros/cons
* Future projections/ advancements
 |
| **Works Cited** | This will be the last page of your paper and should be produced through Noodletools. MLA format |
| **Format and Features of a Formal Research Paper** |
| **Maintains a Formal Tone** | * Written in 3rd person. Do not use pronouns such as “I”, “we”, “You”
* Do not use contractions- Use “do not” instead of “don’t”
* Numbers 1-10 should be spelled out – “one, two”, etc
* Do not use exclamation points
 |
| **Cite your Sources** | * Use proper in text citations to cite sources- draft should use at least one citation per section
 |
| **Paraphrase** | * **Research must be in your own words**
 |
| **Paragraphs** | * Each paragraph should have a clear topic sentence and details that support that topic only
* Use transition words and phrases to smoothly connect ideas
* Logical sequence/progression of ideas
 |
| **Format** | * ***Indent new paragraphs-***do not put extra space between paragraphs
* 1 inch margins, 12 pt font
* Double spaced
* Page numbers should be centered at the bottom of the page
* Section headings should be centered in bold. NO underline.
 |
| **Evidence of Proofreading** | * Spell check and proofread your work
* Proper capitalization
* Check for proper sentence structure- no fragments.
* Read your paper out loud to someone so you can hear the missing/incorrect words
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| **Due Date: Monday February 12*** Papers must be printed and ready to turn in to the advisory teacher at the beginning of advisory.
* Papers must also be submitted to turnitin.com by the beginning of advisory
* In order to receive Process Points, you must submit to ***both*** your advisor and to ***turnitin.com***
* Papers not received by both methods by Wednesday, Feb. 14, will not receive Process Points
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