

Types of Essays

Analytical Essay: Researches and scrutinizes the topic of the essay and then presents the writer's analysis from his/her perspective. The purpose of this essay is to attempt to solve a problem.

Argumentative Essay: The writer uses research to present and support his/her stand on an issue while persuading the reader to the writer's point of view. The purpose of this essay is to argue a certain viewpoint.

Critical Essay: A written work that evaluates or analyzes a piece of literature. The purpose of this essay is to evaluate an author's work in order to increase the reader's understanding of it.

Descriptive Essay: Provides a variety of informational sources and a balanced view of the topic in a report style. The purpose of this essay is to inform.

Creating & Writing

Research Question: The research question is the backbone of the topic under study and guides all stages of inquiry, analysis, and reporting.

Thesis: A brief statement outlining your argument and the major points of an essay.

Finding Resources

Academic research: Research that uses academic sources not popular magazines or book reviews.

Boolean Operators: Are used to describe the relationship between two or more terms or groups of terms. Boolean operators are used to tie together two or more search terms to create a Boolean string. Commonly used Boolean operators are: AND, OR, NOT.

Boolean String: Is the "sentence" or string of search terms and the Boolean operator that is typed into the search engine of a database or the internet to generate desired search results. (Example: birds AND endangered)

Preliminary Reading: Conducted to help a writer evaluate and refine the essay topic. Sources for preliminary reading: general internet searches, Wikipedia, encyclopedias, database topic pages, scanning books, magazines, newspapers, and journals.

Search Terms: A collection of broad and narrow terms (names, dates, events, people) gathered during preliminary reading and throughout the research process which are used with Boolean operators to conduct basic and advanced searches in databases and the internet.

Resources

Abstract: A brief summary of an article or book chapter.

Anthology: A published collection of literary works such as short stories, poems, songs, plays, and excerpts.

Blog: Short for web-log, this is a type of personal journal published online by individuals or communities. Entries are usually posted in reverse chronological order.

Book review: A short essay presenting one or more opinions of a specific book or story.

Database: A collection of information organized so that any piece of data, or information, it contains can be easily found.

Editorial: A brief essay presenting one person's opinion of a subject; typically written by a senior member of a publications editorial staff, or by a well know analyst of the subject.

Encyclopedia: A reference source containing articles on many different topics, or on many different aspects of a single topic.

Index: A list of articles, essays, or book chapters relating to a particular theme or subject area.

Journal/Serial: A periodical which contains articles about a specific subject. The subject may be broad or narrow.

Magazine: A periodical that contains articles, pictures, and stories of general interest. Unlike journals, magazines usually have many ads and are available at news stands, supermarkets, and bookstores.

Monograph: A detailed essay or book which discusses a very specific topic in great detail.

Newsletter: A circular letter, report, or open letter giving informal or confidential news of interest to a special group written or printed for the purpose of disseminating news.

Newspaper: A daily or weekly publication containing articles on local or national current events, editorials, entertainment, and advertising.

Peer-reviewed: Articles or journal content evaluated by experts on that subject matter.

Periodical: A publication that comes out at regular intervals. Newspapers, magazines, and journals are considered periodicals.

Primary Source: A document or physical object which was written or created during the time under study. These sources were present during an experience or time period and offer an inside view of a particular event.

Secondary Source: A secondary source interprets and analyzes primary sources. These sources are one or more steps removed from the event. Secondary sources may have pictures, quotes, or graphics of primary sources in them.

Transcript: Refers to a written version of a radio or television broadcast.

Website: A set of interconnected web-pages created as a collection of information by a person or group of people, or organization.

Note Taking

Paraphrase: Completely recasting the content of a source in your own words, keeping the same tone and general length of the original. This requires a citation.

Quotation: Direct quotes are copied, credited quotations from an original text. This requires a citation.

Summary: Completely recasting in your own words a shorter version of information presented in a text as an overview. This requires a citation.

Citing Sources

Annotated bibliography: A bibliography containing notes that summarize and assess the sources as well as includes reflections by the writer.

Bibliography: A list of books, articles, or other reference sources.

Citation: A citation is a way to give credit to the person of the written work, lecture, or conversation you use in your research. This includes giving credit to the source of media of any kind used in your essay such as photos, maps, charts, graphs, cartoons, videos, podcasts, or songs. There are different citation styles such as MLA, APA, and Chicago. Your assignment will specify which one you should use.

Common knowledge: Any fact or facts that are found in several sources and are likely to be known by most people.

Footnote/Content Note: An explanatory or documenting note or comment at the bottom of a page, which offers the reader comment, explanation, or information the text cannot accommodate.

In-text Citation (parenthetical reference): Referring to the work of others in your text by placing relevant source information in parentheses after a quote, paraphrase, or summary.

OPCVL: Reflecting in writing about the origin, purpose, content, value, and limitations of a resource.

Plagiarism: Broadly defined, encompasses presenting another person's ideas as your own without clearly giving that individual credit.

Working Bibliography: A list of all the sources gathered and consulted during your research process. This will be revised when you finish your paper to include only sources cited in the paper itself.

Works Cited: From the working bibliography comes the Works Cited page which lists all of the sources specifically referenced in a paper.