

# The Research Process

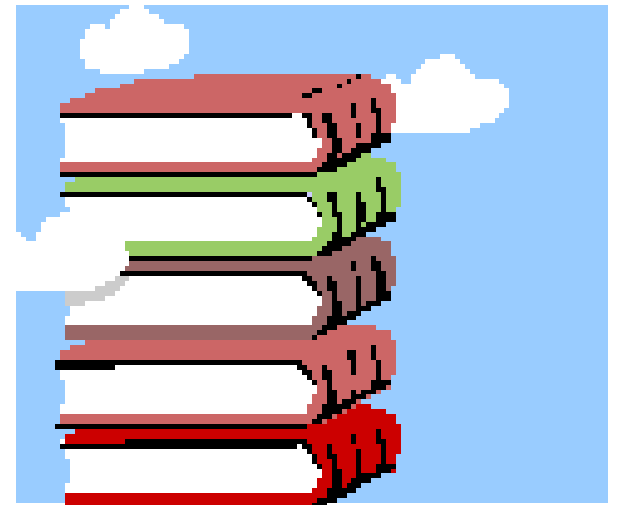


# Research????

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Yuck!

If the word research scares you,  
think about this.....



Have you ever looked  
in the newspaper to see what  
-----  
movies were playing?




That's research!

Have you ever checked the  
TV Guide or another television  
program listing to see what was on  
T.V.?



That's research too!



Research is simply looking up  
information about a  
specific topic.

Now, that's not too scary is it?

# How do I begin?

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You will be assigned a topic.

To save time and make your job easier, a list of research questions will be provided for you.

# Budget your time

When writing a research paper, you should spend about 80% of your time doing research, and only about 20% in the actual writing of your paper.

Good research is essential to a good paper.



Effective use of the library,  
class, and computer lab.

When we go to the library or  
computer lab, be prepared!



Take your index cards,  
pencils, etc.





O.K. I'm in the library.

Now what?

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You will be reviewing information  
about sources that are available for  
you:

internet

reference

books

I've learned about different  
sources.


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What's next?

*Gathering your information*

Print out or photocopy your articles if necessary, then highlight the important points as you read through them.

Never write in a library book!



Review what you have highlighted or  
found in the source and create index  
cards of the information you think you  
may want to use in your report.

You may not use all of it, but *having too much is better than not having enough!*

# Why Index Cards?

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It is useful to take notes on index cards because it gives you the flexibility to change the order of your notes and group them together easily.




1. Write the subtopic heading of the note at the top of each note card.

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2. Write only one main point on a note card

3. Only write information directly related to your Statement of Purpose.




4. Write only essential words,  
abbreviate when possible.

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5. Be accurate: double check direct  
quotes and statistics.

6. Identify direct quotes with  
quotation marks and the person's  
name.



7. Bracket your own words [ ] when you add them into a quote.

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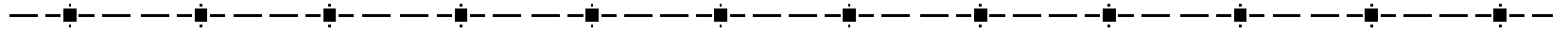
8. Use ellipsis points (...) where you leave out non-essential words from a quote.

9. Distinguish between 'fact' and 'opinion'.





10. Include the source's number on the card



11. Write the page number of the source after the note.

12. Use the word 'over' to indicate information on the back of the card



# Sample Note Card

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The image shows a sample note card with a light pink background. A white rectangular box in the center contains the text of the note. Labels with arrows point to various parts of the card:

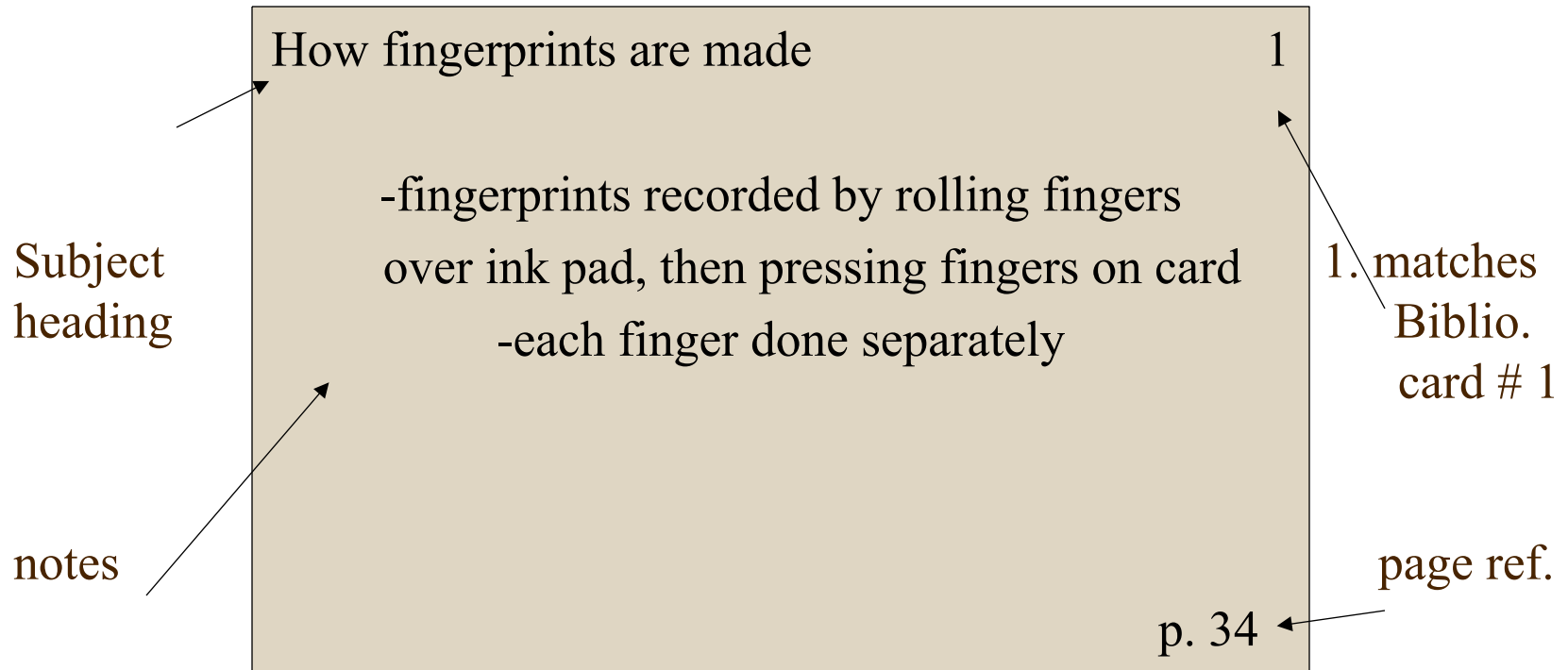
- subtopic heading**: Points to "Places to Visit".
- note**: Points to the main text: "Like many of the Caribbean countries, the Dominican Republic is 'known for its magnificent beaches'. Boca Chica beach is 45 minutes from Santo Domingo."
- page reference**: Points to "p. 339".
- source number**: Points to the number "4" in the top right corner of the note box.

Places to Visit 4

Like many of the Caribbean countries, the Dominican Republic is "known for its magnificent beaches". Boca Chica beach is 45 minutes from Santo Domingo.

p. 339

# Another sample.....



# Remember...

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Use only one idea per card

Give each card a specific topic heading or title

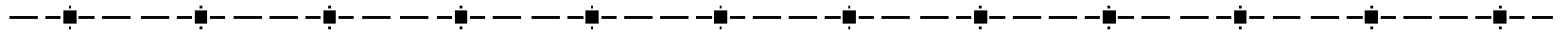
All information researched should relate to your topic

Accuracy is essential, especially with quotes

Place the source # at the top right hand corner (this should match the bibliographic information)


Write the page number where the information was found on the bottom of the card

# Your turn.....



Make a sample note card for reference.

|                                                                                                                                                           |          |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------|----------|
|                                                                                                                                                           | Source # |
| Title of Card (Specific topic )                                                                                                                           |          |
| Take notes from source here –<br>be sure to identify direct quotes with correct<br>quotation marks and page number<br>(in lower left hand corner of card) |          |
| Page number(s)                                                                                                                                            |          |

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- As you find interesting facts about your topic, write them down!
  - Each sentence or idea you find should be paraphrased (summarized in your own words), and written on an index card.

# Source Numbers

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- Your source numbers should be written on a source list.
  - You write the number of the source and the title of the book or article, etc.
  - **REMEMBER**....this is not a bibliography.

# What are Bibliography Cards?

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Bibliography cards are index cards that you use to record all the information you need to write your bibliography (author, title, publisher, etc.) You will have a bibliography card for each and every resource (book, magazine article, website, etc.) that you use to write your research paper.

Each bibliography card should have its own number. This number will be used to link the bibliography card to your notes.



# Sample Bibliography card - Book

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Dewey Decimal # REF 810.9 LIT

1

Martin, Wendy. "Emily Dickinson." Columbia  
Literary History of the United States. Emory Elliot,

gen. ed, New York: Columbia UP, 1988. 609-2

Fairfield Public Library



# For a Book:

Author

Murphy, Jim

Source Number

3

Title of Book

Rock and Roll is Born.

Place of Publication

Chicago: O'Leary Publishers, 1998.

Copyright Date

Publishing Company

McCracken Learning Center

Location of source

# For an Encyclopedia Article:

Author

Rubel, David

Source Number

4

Title of Article

"Elvis Presley"

World Book Encyclopedia

Name of Encyclopedia

2001

Year of Publication

# For an Online Magazine Article:

Author

Anderson, Joyce

Source Number

2

Title of Article

"Elvis has Left the Building"

Name of Magazine

Rolling Stone Magazine. July 2000:55

Date of Magazine and Page Number of Article

Rock and Roll Hall of Fame Museum

Name of Website

<http://rockhall.com/elvis/archive/874023/article>

URL (address) of site

(March 18, 2001)

Date you found the site

# Bibliography Page

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Make sure you get your bibliographic information from each source you use.

Write it in the correct form, so that when it is time to do your bibliography you will have everything you need.

# Bibliographic information includes



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Author's name

Name of the book or magazine

Publisher's name

Copyright date

Page numbers



# Specific Requirements for This Assignment

Four sources must be used

One internet

One reference

One book

One additional from the three above, your choice

15 – 20 note cards and Bibliography Cards

Bibliography page

Title Page

Project