

Research Essentials

Where To Start:

- ✓ First you have to know specifically what you are researching. **Develop a question you want to answer and clear it with your teacher.**
- ✓ Can you answer the 5Ws, 1H (Who, What, Where, When, Why, and How) about your topic? **Have this general knowledge before doing any real research.**
- ✓ [How to Choose a Topic](#)

Types of Sources:

Primary			Secondary		
Person	Interview	E-Mail contact	Book	Encyclopedia	Magazine
Event	Discussion	Debate	Video Tape	Audio Tape	TV
Survey	Artifact	Observation	Newspaper	Theses & Dissertations	
Community Meeting			Reference Material	Government document	

[How to Judge Information](#)

Boolean Searches with Keywords:

OR: Searching for synonyms, different words that mean the same thing = *cars or automobiles*

AND: Combine topics to narrow search results = *Automobiles and United States*

NOT: Exclude information you do not want = *Automobiles not Europe*

Parenthesis (): Place around works that belong together = *(electric cars and batteries)*

Quotes “ ”: Put a word or phrase inside quotes for an exact match = *"tallest building"*

Truncate * : Allows for a variety of work endings = *Hunt* for hunt, hunting hunter, hunted*

Tips for Keyword Searches:

Ask yourself the following questions:

- ✓ What is my topic about?
- ✓ What are the important words that define it?
- ✓ What is the narrowest possible vocabulary I can use without being too restrictive?
- ✓ Is my topic part of something bigger?

Plagiarism:

What is plagiarism?

- ✓ Copying word for word (verbatim) directly from a source without proper citation
- ✓ Paraphrasing: even if words are changed and reorganized, a citation is required
- ✓ Summarizing: even if there is a concise or “boiled down” rewrite, a citation of the original source is required

What is not plagiarism?

- ✓ Common knowledge
- ✓ Obvious simple facts
- ✓ Facts available in a wide variety of sources
- ✓ Simple, non-specific, general data found in encyclopedias, textbooks, or almanacs

Citing Sources: bibliography, works cited, footnote, in source citation, etc.

- ✓ Keep track of vital information about your sources As You Go
- ✓ What do you need to know?
 - Write down everything someone would need to know to find the same information you did.
 - Author, Book title, article title, edition of the book, page number, site address, when you accessed the information, etc.