

# FINDING INFORMATION

## Chapter 5

# The Research Process 1



**Stage 1 Identify research topic**

**Stage 2 Carry out preliminary research**

**Stage 3 Refine/focus the research**

**Stage 4 Locate relevant information**

**Stage 5 Evaluate and record**

**Stage 6 Write up**

# The Research Process 2

## ○ Sources in print

- General reference
  - Encyclopaedias
  - Dictionaries
  - Directories
- Books
- Print journals

# The Research Process 3

- How to assess a book or journal

- Title

- What is the subject matter?

- Author

- Is the author a respected expert?

- Date

- Up-to-date and relevant?

- Table of contents

- What topics are covered?

# The Research Process 4

- How to assess a book or journal
  - Index
    - ▣ Helps you find particular information quickly
  - References/bibliography
    - ▣ Can guide you to other sources
  - Style
    - ▣ Is the book written in a serious or a popular style?

# The Research Process 5

- Using the Internet

- Search engines

- Directories

- Classify web pages under generalised subject headings

- Gateways

- Web directories on specific subjects such as business or engineering

# The Research Process 6

- Electronic journals

- Many journal articles can be accessed and downloaded via the Internet
- However, older articles may not be available

# The Research Process 7

- Useful gateways and databases for business
  - Intute
  - ABI/INFORM
  - Business Source Premier
  - Emerald
  - FACTfinder



# The Research Process 8

- Tips on recording information
  - File printouts and photocopies carefully
  - Take good notes
  - Always record sources
  - Mark word-for-word quotations
  - Build your bibliography from the start

# Exercise:



# Research Information:



Eircode for training  
centre in Celbridge:

Irish national lottery  
numbers Sat 4/4/20:


Current No 1 music  
single in Ireland:



My DOB:




What is the price of the  
Irish Independent  
newspaper on Saturday  
last:

Sport, who is the new  
Ireland soccer Manager:



□ Politics, who is the new Labour party leader in Ireland:

□ What is the telephone number for the Garda station in Maynooth:

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- What is the most western point in Ireland:
  - What sources did you use to find information: