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|  | Locate Best Sources  Adapted from http://cheekylit.com/  **Research steps:**   * 1. Locate the best sources. * 2. Create an accurate bibliography. * 3. Choose the most relevant information. * 4. Take effective, accurate notes without plagiarizing. * 5. Organize the information in a logical manner. * 6. Write the information effectively blending the cited information. * 7. Present the final product according to stylistic guidelines.   **Step 1 - Locate Best Sources**  **Google or Other Search Engines**   * an excellent starting point for finding overview information that you can rely upon to be mostly correct (be aware of algorithms which develop ranking of research results) * Wikipedia and other such sources sometimes contain factual errors   **Books**   * best place to start - don’t contain factual errors * organized into chapter sections which provide an overview of the topic   **Magazines**   * next best print publication - employ fact-checkers to check every statement of fact in an article * published periodically   **Newspapers**   * newspapers publish information quickly - errors are made more frequently * weakest source of print information     **Online databases**   * searching a database is much like a physical library search because you are using key words to locate the right resources * best part of using online databases—all the resources are considered excellent, academic sources, unlike on the Internet where you must sift sources in search of good ones   **Special search engines for academic research**   * [Sweet Search](http://www.sweetsearch.com/) - a search engine for students where all the resources in the search list have been reviewed by research experts and deemed worthy as academic sources of information * Google Scholar - a more specific Google search engine that is still using an algorithm but produces academic papers and articles; reading level of most of the results is quite challenging   **Servers**  You can get clues about the nature of the organisation that owns the server from the organisation identifier.  For example:   * Ac, edu = academic, educational servers * Co, com = commercial servers * Gov = government servers * Org = non-governmental, non-profit making organizations   **What does a URL tell you?**  **http://www.bps.org.uk/publicat/Periodicals/Psych/PSY9\_97.HTM**  URL image  **Criteria for Judgment**   * Is there a specific author? Does that author have credentials? * Who is the owner of the site—the producer of the content? Does that owner have anything to gain from you using the site? * advertising links * potential purchase * Is the information consistent with book sources? * Is there a prejudice or bias that is readily apparent? * advocacy or hate group * Does the site have a professional, reputable appearance? (Note: Many websites are software now and not self-created, so they generally appear more professional; thus, this cannot be the only criteria for judgment.) * no flashy ads or pop ups and no malicious linksBottom of Form |

**Step 2- Smart Bibliography Creation**

* while looking for relevant information on your topic, keep track of your sources in a ‘running bibliography’
* best way to keep track of your sources is by using a [reference manager](http://en.wikipedia.org/wiki/Comparison_of_reference_management_software) - in many cases it will actually read the metadata of an online source and create your bibliographical entry ([Zotero](http://www.zotero.org/" \t "_blank) is a free option)
* submit a working bibliography during the process – this allows me to discuss the sources you’ve found
  + Is there an appropriate number and scope?
  + Is the authorship credible?
  + Have they explored all their source options, in print and online?

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| **Step 3 - Choosing Relevant Information**  There’s really no exact formula, but there are four interconnected tasks within this process  **You the researcher must:**   * become an ‘expert’ on the subject by closely reading the sources * select information to include in the final product (essay, research paper, etc.) * record information using a graphical organizer * track references accurately.   **Becoming an expert**   * reading, reading, and more reading * close reading requires focused attention; ask critical questions as information may differ in opinion or is contradictory   **Selecting information**   * selecting information is driven by the thesis of the research - it’s important to write a potential thesis before you start the research, then write a more polished thesis after you have done sufficient reading on the subject * every piece of information that’s selected should be directly related to the thesis or its main ideas   **Step 4: Take effective, accurate notes without plagerizing**  **Recording the information**   * this should be completed methodically * if you do not have main ideas developed yet, you will need to highlight and then record point form notes of what you think is relevant information   **Step 5: Organize the information in a logical manner**   * once your main ideas are developed, you can organize the points and evidence directly into an outline   **Tracking references accurately**   * keep a running bibliography of resources * when completing point form notes or the outline, it’s important to contain all quotes within quotation marks and to indicate page references and the source information * **Step 6: Write the information effectively blending the cited information** * If you are dealing with an overall idea or concept, write it in your own words; you will not need a page reference but need to acknowledge the source. * If you are dealing with a more specific idea, you can paraphrase it and indicate the page reference and source information. * If you are dealing with evidence to support a point, you can quote a specific statement from the source and indicate the page reference and source information; choose quotes that are well-written and you could not have written better yourself! * **Step 7: Present the final product according to stylistic guidelines** * You will be presenting the information about the Netherlands in a powerpoint presentation in York (10 – 15 minutes) * Your researched about the Leicester aspect will be presented at an appropriate site (10 – 15 minutes) * You will submit a portfolio after the York trip on May 16, 2017 (3000 - 4000 words – this excludes bibliography, charts, pictures, etc.) * You will submit a properly referenced bibliography | |
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