



# SIX STEPS TO THE PERFECT RESEARCH PAPER

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[ITU Library Website](#)



## WELCOME TO THE ITU LIBRARY & RESOURCE CENTER



library@itu.edu

# THIS WORKSHOP WILL HELP YOU:

- #1: Use the 6-step formula to plan, research and write a successful scholarly paper
- #2: Use library databases to refine, source, cite & present your paper with academic honesty
- #3: Know the tools for efficient & ethical research
  - Reference Manager, turnitin, ITU style guides

# ESSENTIAL RESEARCH TOOLS

#4: Master's Thesis Guidelines

#5: ITU Style guides, APA Format

#6: ITU Plagiarism Prevention Policy

#6: ITU Student Code of Conduct

#1: Fake or Fact: Library Workshop

#2: Say No to Plagiarism: Library Workshop

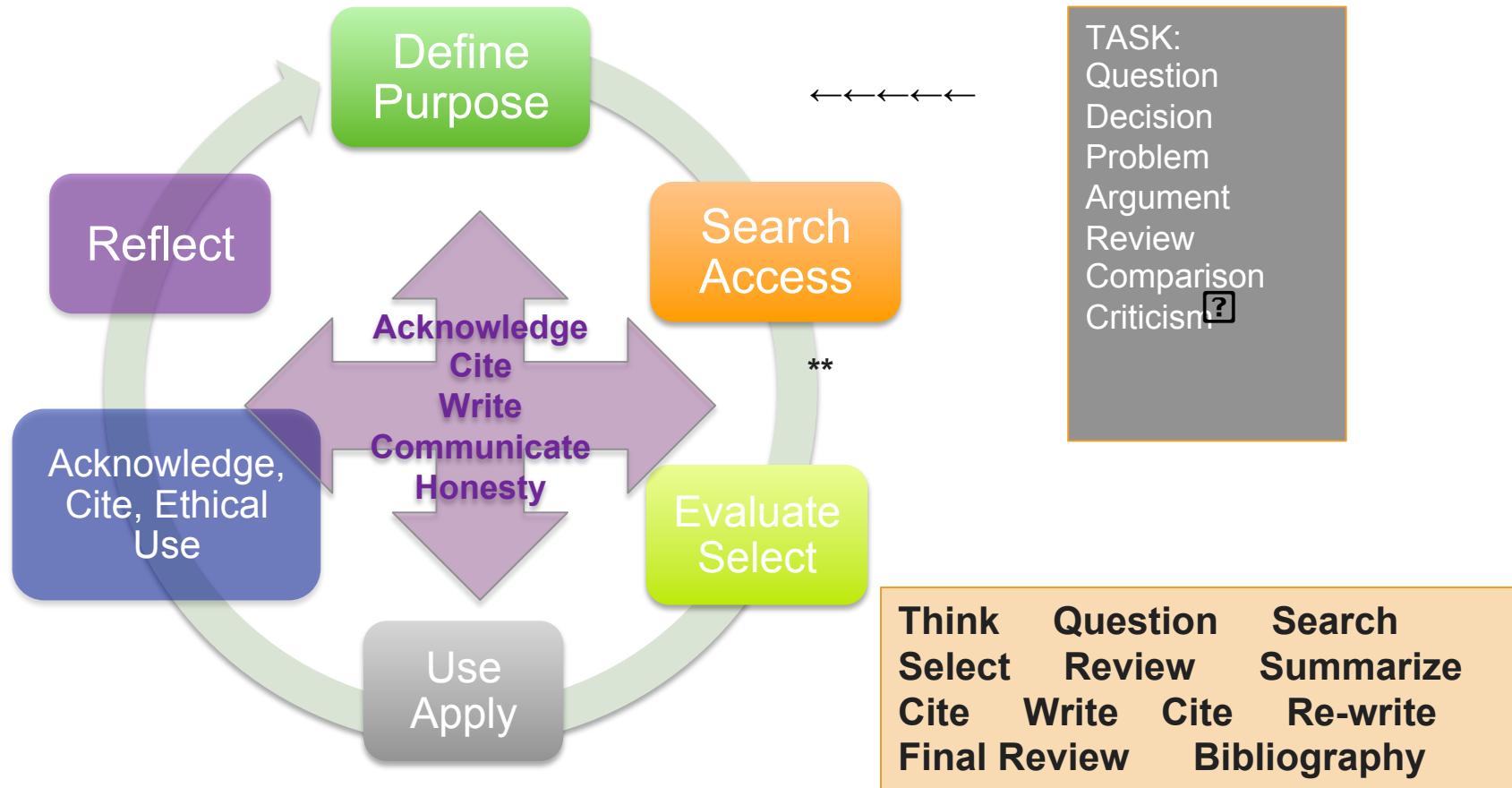
#3: Recommended Resources for Research (ITU)



# BEFORE WE START

[ITU Library Website](#)

# ITU Information / Research Cycle

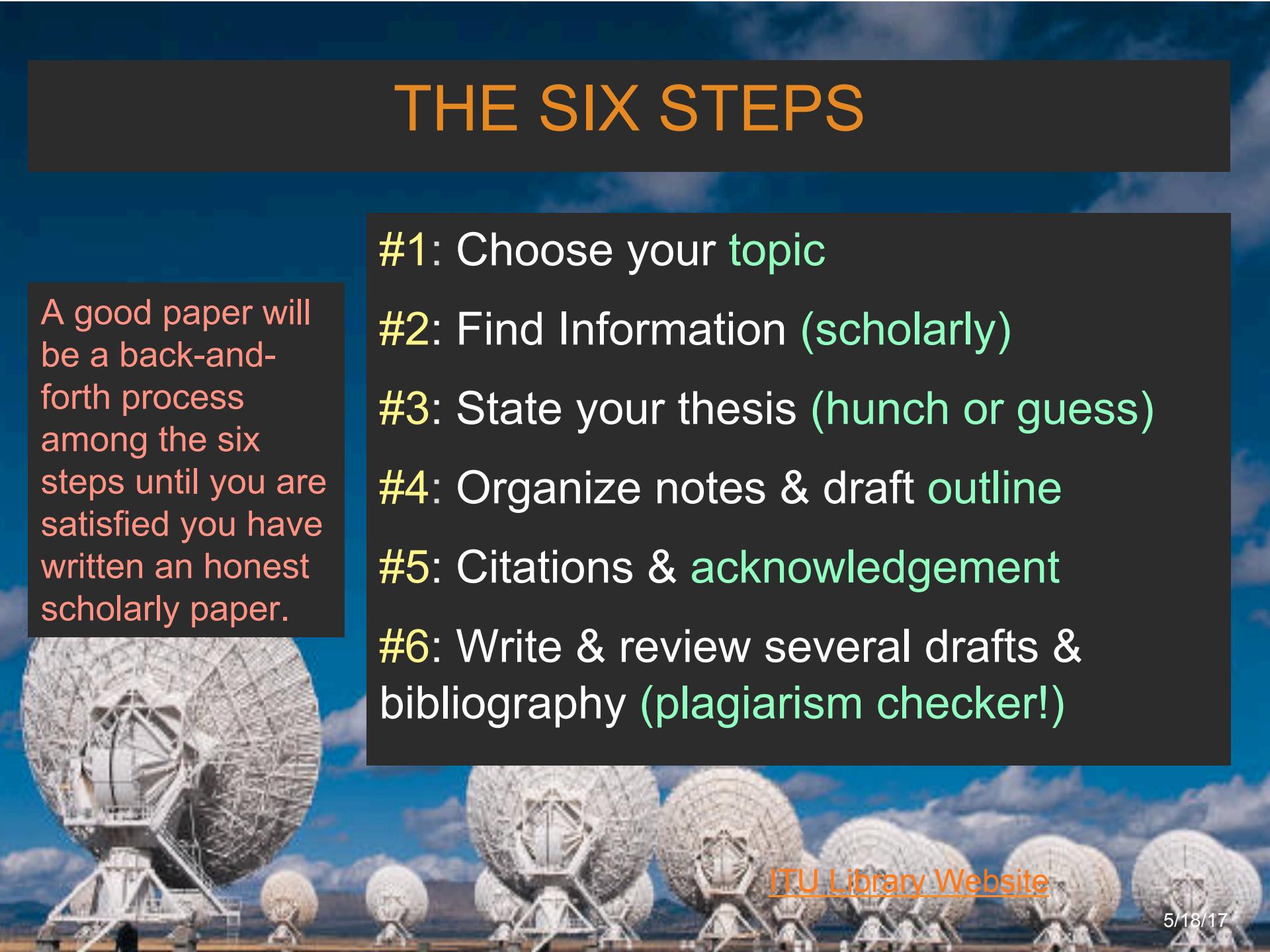


Based on: [Framework for Information Literacy for Higher Education](#), Association of College & Research Libraries (ACRL) 2000.

# RESEARCH CYCLE

- #1: Choose your topic
- #2: Find Information (scholarly)
- #3: State your thesis (hunch or guess)
- #4: Organize notes & draft outline
- #5: Citations & acknowledgement
- #6: Write & review several drafts & bibliography (plagiarism checker!)

# THE SIX STEPS



A good paper will be a back-and-forth process among the six steps until you are satisfied you have written an honest scholarly paper.

#1: Choose your topic

#2: Find Information (scholarly)

#3: State your thesis (hunch or guess)

#4: Organize notes & draft outline

#5: Citations & acknowledgement

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# STEP 1: Topic

Your topic depends  
on : time available,  
type of paper, scope  
& information  
available

- #1: Select or given
- #2: Simplify & limit – keywords, phrases
- #3: Manageable – time avail., scope
- #4: Write in one sentence
- #5: Original research or literature review?
- #6: A paper is a formal written report;  
includes research findings student's ideas.

# Step 1...continued

- **Step 1: Develop your topic:**
  - **Select a topic** – Research Qs – Keywords, synonyms , wildcards (\* #) background info, Boolean (and, or, not)
  - **Useful reference:**  
[Dr. Martin Luther King, Jr. Library.](#)  
[Start your research](#)

[ITU Library Website](#)

# STEP 2: Scholarly Information

Reliable  
Accurate  
Honest  
Unbiased,  
Timely  
Relevant  
Authoritative  
Domain or  
Publisher



- **Locate “quality” information:**
  - **Search engines:** Dogpile, Bing, Google Scholar
  - **Google** “Settings>Advanced Search>
  - **Subscription databases:** ITU Library Catalog, ACM, Ebsco, NYTimes
  - **Types: Primary:** Raw data, news report;  
**Secondary:** Books, e-books, articles, videos, images, websites - .gov, .edu, .org
  - **Citation tools:** Reference Managers (Mendeley, Zotero), Citation Styles (APA)
  - **Other style guides**, e.g. IEE, MLA, Harvard

# STEP 2 ... continued

Reliable  
Accurate  
Honest  
Unbiased,  
Timely  
Relevant  
Authoritative  
Domain or  
Publisher

- **Revisit your purpose/audience –** Evaluate for relevance, appropriateness, authorship, reputation, scope/coverage, accuracy, objectivity/bias, currency,
- **Scholarly?**: Periodical or popular magazine? Blog? Tweet? Audience/purpose?



# STEP 3 & 4: Organize & Draft

Reliable  
Accurate  
Honest  
Unbiased,  
Timely  
Relevant  
Authoritative  
Domain or  
Publisher



- **Plan/outline:** Outline your paper, purpose, goal/objectives, audience
- **Intro:** State thesis & purpose clearly - chief reason for the paper? Why should the reader be interested?
- **Body:** Clearly stated arguments to support your thesis statement.— three supporting arguments for each position (use evidence)
- **Concl.:** Restate your thesis, critically compare, contrast, synthesize & summarize your arguments. Why have come to this particular conclusion. Is it objectively supported?
- **Grammar:** Sentence structure, punctuation!! Use a spell-checker

# STEP 5: Citations & Acknowledgement

Bib details  
Bibliog sw  
Paraphrase  
    Quote  
Acknowedge  
    Cite APA  
Style Guides  
    Fair Use

- ITU & Other style guides – APA, ACM, IEEE
- APA Style Guide: Johnson & Wales University APA Style Guide
- APA In-text referencing (in body of paper), e.g. J&W APA Examples
- Bibliography and References – style guide Comparison of Reference Mgt Software (Wikipedia)

[ITU Library Website](#)

# STEP 6: Write & Review ...

Draft and re-draft as you critically review, synthesize, paraphrase & cite to form your main ‘body’ or argument. Conclude with Qs for further research or discussion.

- Review outline – intro, body, conclusion; re-write
- Collect information, copies of reviewed articles
- Choose style guide & other formats
- As you write, use in-text referencing
- Adhere to “fair use” when quoting & paraphrasing
- Check for plagiarism, honesty (bias), objectivity, copyright
- Check grammar, spell check, plagiarism checker

# STEP 6: Write & Review ...

- Organize, analyze, synthesize, sort and digest information
- Effectively communicate your thoughts, ideas, insights and research findings - most important stage
- Use relevant and understandable information
- Write in your own words - paraphrase
- Acknowledge, cite; reference all ideas borrowed or quote.  
Include accurate bibliography
- Avoid plagiarism.

# CHECKLIST #1

- Is my thesis statement concise and clear?
- Did I follow my outline? Did I miss anything?
- Is there a logical sequence to my argument?
- Are my sources scholarly – factual, reliable, relevant
- Are all sources properly cited to ensure that I am not plagiarizing?
- Have I proved my thesis with strong supporting arguments and evidence?
- Have I expressed my case clearly?
- Does my style suit my audience?

# GRAMMAR & SPELL CHECK

1. Did I begin each paragraph with a proper topic sentence?
2. Have I supported my arguments with documented proof or examples?
3. Any unfinished sentences?
4. Any unnecessary or repetitious words?
5. Varying lengths of sentences?
6. Does one paragraph or idea flow smoothly into the next?
7. Any spelling or grammatical errors?
8. Quotes accurate in source, spelling, and punctuation?
9. Are all my citations accurate and in correct format?
10. Did I avoid using contractions? Use "cannot" instead of "can't"
11. Did I use third person? Avoid using "I think", "I guess", "I suppose"
12. Have I made my points clear and interesting but remained objective?
13. Did I leave a sense of completion for my reader(s) at the end of the paper?

# EXAMPLE

- “*While potential benefits [to autonomous vehicles] are substantial, significant implementation and mass-market penetration barriers remain*” (Daniel J. Fagnant, 2015).

[http://www.caee.utexas.edu/prof/kockelman/public\\_html/TRB14EnoAVs.pdf](http://www.caee.utexas.edu/prof/kockelman/public_html/TRB14EnoAVs.pdf) accessed Nov 8, 2017

- In 1000 words, use **scholarly literature** to respond to this statement.
- **Step 1:** Topic in one sentence (in own words)
- e.g. What are the **barriers** to the widespread uptake of **autonomous cars** in the **U.S.**?
- **Step 2-3:** Searching, selecting and saving citations (next page)

# EXAMPLE:

## Step 1: Topic in one sentence.

e.g. What are the barriers to the widespread uptake of autonomous cars in the U.S.?

## Step 2: Find scholarly information and strategy

### Keywords/phrases

Autonomous (vehicle\* or car\*) OR

Driverless / selfdriving / self-driving (vehicle\* or car\*) AND

market penetration or market barriers AND

Uptake or adoption or acceptance or .... AND

U.S.. or united states or north America AND

### Databases:

Google: “Setting>Advanced Search”

[ITU Library Catalog](#)

[Ebsco Business Source Elite](#)

### **Search, Select, Download (Zotero, Mendeley)**

Need help with Zotero or Mendeley? Submit a Library Inquiry or drop into the library.

# EXAMPLE

## Step 3: Read, Summarize in own words

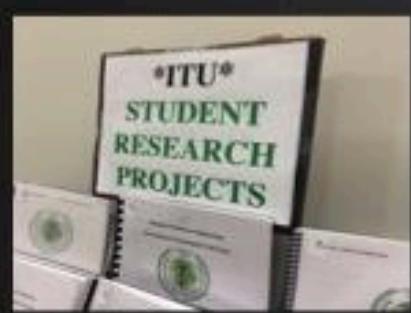
- Read, highlight, **summarize** key points (paraphrase)
- Reference (cite) as you go ( **in-text citation**)
- Import complete citation into Zotero or Reference Manager
- Start drafting **outline**

Write,  
Cite,  
Rewrite

## Step 4-6

- Draft outline; review question/topic; is more info needed?
- Introduction, argument / discussion, conclusion
- To avoid plagiarism, cite reputable scholars to ‘build’ your ideas
- Summarize, conclusions
- Questions or ideas for further research / discussion
- Create bibliography
- Check in *turnitin* (ITU’s required) plagiarism checker (**email** your professor)





# ADDITIONAL RESOURCES

[ITU Library Website](#)



Criteria	Tips
Authority / Publisher	contact details, expert? Opinionated? Credibility? Bias? No author? <b>Red flag</b>
Organization	.gov .edu .org .com .net; Contents, Index
Currency	Last updated? Active links? Evidence? Academic scholarly sources
Accuracy	Sources? Citations, Verified?
Coverage /Scope	Relevance, sufficient details
Objectivity / Bias	Opinion or fact? propaganda
Type of Information	Book, newspaper, image, blog, journal, website
Appropriateness	Task, audience, advertising (agenda)

# Activity: How to evaluate websites & sources

## Determine Website Credibility

presented by Xtranormal



### DISCUSS

1. What makes sources lack credibility?
2. Write a '**checklist**' for information credibility
3. What is a good way to **narrow search results** for more **scholarly resources**?

### How to cite YouTube

#### APA style:

[Author]. [Screen name]. (Year, Month Day). Title [Video file]. Retrieved from

[ITU Library Website](#)

# Activity: ITU Library Subscriptions: Business Source Elite (EBSCO)

What is Business Source Elite?

How do I access Business Source Elite?

- Log in to the EMS
- Select E-Library tab in EMS
- Offsite: Type in the id and password
- Don't have a login: email: [library@itu.edu](mailto:library@itu.edu)
- Select 'Advanced Search' feature
- Apply your "strategy" by selecting and combining keywords and synonyms



# Activity: ITU Library Subscriptions: NYTimes

What is the NYTimes Academic Pass?

How do I access NYTimes Academic Pass?

- To access NYTimes register go to the following website.
- Use your Student Email ID so that the NYTimes website can authenticate your credentials.
- Log in through the EMS
- Select E-library tab

[https://myaccount.nytimes.com/register?  
URI=https%3A%2F%2Fmyaccount.nytimes.com%2Fverificatio  
n%2Fedupass&OQ=](https://myaccount.nytimes.com/register?URI=https%3A%2F%2Fmyaccount.nytimes.com%2Fverification%2Fedupass&OQ=)

# Activity ITU Library Subscriptions: ACM Digital Library

What is the ACM Digital Library?  
How do I access ACM Digital Library?

- Log in using the EMS
- Offsite: Select E-library then “ACM Digital Library”
- TYPE in ID [Fname] + Pswd [Lname]
- Don't have login? email: Email at [library@itu.edu](mailto:library@itu.edu)
- Select “Advanced Search” feature
- Apply your strategy by combining keywords (with Boolean operators)



# RESOURCES FOR SELF STUDY

Information Literacy Why Is It Important (ACRL)

5 Components of Information Literacy

Why can't I just Google?



Developing a Research Question

Data Information and Knowledge, by Charlie Broomfield

Determine Website Credibility ("The Hood")

Credible websites (Detailed)

Eli Pariser: Beware online “filter bubbles” (Ethics)

LIS 665 Information Literacy Copyright Fair Use

What is information literacy? [Video]. ACRL, 2015

What is plagiarism anyway?



# RESOURCES FOR SELF STUDY

[Virginia Tech Library \[Research\] Tutorials](#)

[Virginia Tech Library: Plagiarism](#)

[Johnson & Wales University APA Style Guide](#) and

[J&W APA Examples](#)

[Wikipedia's comprehensive comparison of reference](#)

[management software](#)

[Dartmouth College Videos \[for\] Student Success](#)

[Dr. Martin Luther King, Jr. Library. Start your research](#)

[ITU Library Website](#)

[Georgia Tech: Finding raw data](#)

# RESOURCES FOR SELF STUDY

1. [Digital and information literacy in undergraduate teaching](#). London School of Economics (LSE), 2015
2. [Assoc. of College Research Libraries \(ACRL\) 2000 Information Literacy Competency Standards for Higher Education](#)
3. [Williamette University: Scholarly vs. Popular Website](#)
4. [Uni of CA, Santa Cruz: Primary vs. Secondary Website](#)
5. [Georgia Tech: Finding raw data Website](#)
6. [Copyright or wrong? A brief guide to copyright images](#)  
by Kyle Stedman. Video (YouTube) video
7. [Information Literacy Copyright Fair Use](#) by Kim Allman, Youtube video by Powtoon
8. [Publishing Your Graduate Work with UMI®](#) by Proquest/UMI
9. [Student's Guide to Copyright & Fair Use](#) by Univ. of Illinois
10. [Copyright Basics for Graduate](#) by Univ. of Oregon Website

