The Research Process
Helpful Hints for Easy Research

Before you begin researching your topic:
1. Create a central research question to guide your search
2. Write down all information you know about your topic – keywords, dates, names, ideas
3. Determine any gaps in information
4. Create a Plan of Action for researching:
   a. Review the Rubric
   b. Determine information needs
   c. Prioritize resources to fit research need
   d. Create an outline
5. Skim(scan) resources for information
6. Save articles that might be useful or that you might want to revisit

Higher-level Questioning
Move beyond yes/no questions and biographical information with higher-level questions
   ○ How questions discover a process
   ○ Why questions seek an explanation
   ○ Which questions compare/contrast two or more ideas

Databases vs. Web-based Resources
- Databases:
  ○ Reliable – follow the same guidelines as print publications
  ○ Stable – fee-based subscription services
  ○ Contains information not found on open Internet
  ○ Easily cited
- Web-based Resources:
  ○ Can be published by anyone
  ○ Can be removed at any time
  ○ Purpose of website is not always easily determined
  ○ Citations are trickier/not supplied by

Manzano Electronic Resources:
Available Resources:
   ○ ABC-Clio – primarily social studies and history; also very good for pop culture, issues, religion
   ○ Gale Databases – include links to all electronic resources; offer a wide variety of research topics; Opposing Viewpoints in Context and Student Resources in Context are excellent resources for a wide variety of topics
   ○ Gale Virtual Reference Library (GVRL) – print reference available online; wide variety of topics and subject areas available but more limited in scope than the databases
   ○ Britannica School – access to Encyclopedia Britannica online; very good for general information on a wide variety of topics

All library resources are available at school or off campus.
   For off campus access, check with Ms. Eaton, MHS librarian, or your teacher

Search Tools
- Keep search terms simple – try different keywords
- Add quotation marks to keep phrases together
- Command-F: allows you to find the word you are looking for on a page
- Use the advanced search function to show pages with specific terms, languages, dates
- Use the site Who.is to determine credibility of website

Don't be afraid to ask for help!
The research process doesn't have to be a complicated or "bad" experience. Ask for help!
Pre-Notetaking Worksheet

<table>
<thead>
<tr>
<th>What I Know</th>
<th>What I Don’t Know</th>
<th>What I Want to Know</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Double-Entry Draft Notetaking –
This format can be used on notecards as well. Use one side for the information from your source and the other side for your reaction. The benefit to using this side is that it helps write your paper as you are taking notes making it much easier to compile the final work.

Double Entry Draft
Resource (Author, Title, Publication information)

<table>
<thead>
<tr>
<th>Content</th>
<th>Response</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. A main idea or key concept</td>
<td>1. Why it is a key point</td>
</tr>
<tr>
<td>2. A sentence/passage that produces a positive or negative reaction</td>
<td>2. An explanation of the reaction and the reason for the reaction</td>
</tr>
<tr>
<td>3. An unknown word</td>
<td>3. A possible definition</td>
</tr>
<tr>
<td>4. A confusing passage</td>
<td>4. A paraphrase of that passage</td>
</tr>
<tr>
<td>5. Questions that come to mind</td>
<td>5. Reasons for wanting to know the answer or a possible answer</td>
</tr>
<tr>
<td>6. Information that relates to a personal experience</td>
<td>6. Personal experience</td>
</tr>
<tr>
<td>7. A statement of the author’s opinion</td>
<td>7. Reasons for agreeing or disagreeing with the author</td>
</tr>
<tr>
<td>8. A key point</td>
<td>8. Another author’s view on the same topic (comparison/contrast)</td>
</tr>
<tr>
<td>9. Important information</td>
<td>9. How the information helps to answer a research question</td>
</tr>
<tr>
<td>10. Other</td>
<td>10. Other</td>
</tr>
</tbody>
</table>