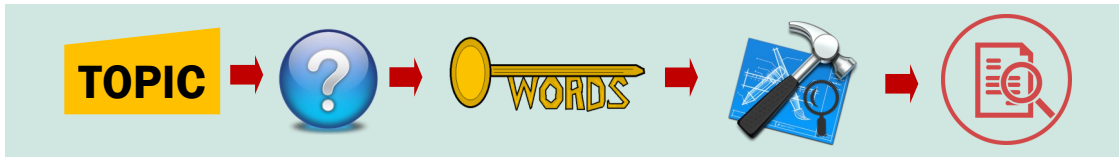


THE RESEARCH PROCESS



TOPIC

TOPIC

What are you researching?



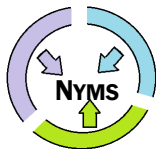
GENERATE QUESTIONS

What are all the questions you need answered to completely understand your topic?



DETERMINE THE KEYWORDS

What are the important words that would appear in the answers to the questions you thought of?



USE THE NYM WORDS TO EXCHANGE AND REFINE YOUR KEYWORDS

Synonyms: words that mean the same

Hypernyms: words that are really broad categories and general concepts

Hyponyms: words that describe more specifically



BUILD YOUR QUERY (SEARCH PHRASE)

The words you will type into your search bar; typically should NOT be a question, but will be comprised of your keywords



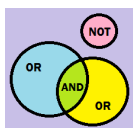
GET RID OF CLUTTER WORDS

Articles such as “the” and “a” which are not definitive keywords



SPELL CHECK

Make sure your keywords are spelled correctly



USE BOOLEAN OPERATORS

A Boolean Search can generate a wider and more constructive results. These magic operators are “and,” “or,” as well as “not.”



ANALYZE EACH RESULT

Was there a source with the information you need? If not, try adjusting your keywords and query.

Look at each source of the information. Run through the *Believability Checklist*.



THE BELIEVABILITY CHECKLIST:

EVALUATING INFORMATIONAL SOURCES

Who Says

Who is the author?
Are they an expert in the topic?
Is the author or organization getting something in return for your belief?

What It Says

What information actually applies to your project?
Does the information sound logical?

When It Said It

When was it published?
Is it out of date? Are the statistics referenced older than five years? Were revisions made when new information came out?

Where Found

Online: Database .GOV .EDU .ORG .COM .NET

Print Materials: Encyclopedia Journal Book Newspaper Magazine

Why Written

What is the motivation of the source? Look for evidence of bias!

Informing
Persuading
Warning / Recommending
Exposing
Presenting for Evaluation

How Is It Presented

Language Used:
Professional Language Everyday, Respectful Slang Inappropriate

Punctuation, Grammar and Spelling Mistakes
0 Mistakes 1-2 Mistakes 3-5 Mistakes Over 5 Mistakes

Advertisements Present:
Non-Profit Organizations TV Shows/Games Selling Adult Material
0 1 2 3 4 5

Citations/Footnotes
Present There but links broken None present

Photographs/Charts
Present & Helpful Present & Extra Present but Pixelated/Hard to Read

Source Rating

