

RESEARCH 101



- ☑ What main questions do you want to answer with your research?
- ☑ Come up with essential questions to guide your research. "Who, what, where, why, when, and how" are great places to start!

- ☑ Come up with key words or phrases to search for. Having a key word or phrase in mind will help you when you are scanning the text for information.
- ☑ Use text features such as the table of contents and the index to guide your research.
- ☑ Read and reread sections before deciding what important facts and information need to be written down.



How do I give credit?

You can give credit two different ways. It is best to do both!

- ☑ Give credit within your research paper.
- ☑ Give credit at the end of your research paper in a works cited or bibliography.

Note-taking

As you read, you should write down important information that you want to remember. Your notes need to be neat and easy to understand so you can use them later.

- ☑ Write neatly. You have to be able to read it.
- ☑ Use bullet points or skip lines to separate information.
- ☑ Write notes in your own words.
- ☑ Do not write in complete sentences. Note-taking should be quick and to-the-point.
- ☑ Write down the source so you can properly give credit later or easily find the information to clarify facts if needed.



How do I credit within my paper?

- Use quotation marks around the words written by the original author and give the name of the author.
- Begin sentences with phrases such as "according to _____" or "as found in _____" before adding information.

Plagiarism is when you take someone's work and claim it as your own.

What is considered plagiarism?

- ⊙ Turning in somebody else's work and claiming it as your own. Yes, that even means turning in work done by your parents! If the work isn't yours, you are plagiarizing!
- ⊙ Finding an assignment online and re-typing the entire thing.
- ⊙ Copying some of the words or ideas from somebody else without giving credit.
- ⊙ Using a thesaurus to change some of the words in the sentence to make it sound differently but leaving the sentence structure written by the original author.

How do I avoid plagiarism?

- ☑ Write using your own words.
- ☑ Paraphrase information you find.
- ☑ If you need to quote sections of a source, use quotation marks and give credit to the original author. This should not be done frequently in your research project.
- ☑ Credit all of the sources you have used, whether you found them online or in print.
- ☑ Ask your teacher or librarian if you are unsure!



Citation Guides & Generators:

[MyBib Citation Generator](#)

[PurdueOwl Citation Guide](#)

Remember,

ANY material you use that comes from a source needs an in-text citation

AND needs to be included on the works cited page.