**Doing Research Effectively**

 **Step 1 - Research Process**

* Identify your topic and what you need to find out about your topic
* Review what you know
* Explore the literature
* Do more research
* Evaluate your research
* Cite your research

**Step 2 - Tips and tricks for doing research online**

* Brainstorm your topic
	+ What are some key words?
	+ Use brain map
* Type in what you’re looking for
	+ Be concise and specific
	+ Every word used and their order matter
	+ Spelling and capitalization do not
* Refine your search
	+ 5 questions to narrow your topic
		- What am I looking for? What information do I want to find?
		- What key words could I use to find my information?
		- How would someone else talk about this topic?
		- How could my key words be more specific?
		- What kind of results am I looking for?
* Symbols and search functions
	+ **Minus sign (-):** excludes the word following it from search results
		- Ex. Michael Jordan -shoes
	+ **Plus sign (+):** makes sure the word in front of it is used exactly as you entered it
		- Ex. +ball
	+ **Tilde sign (~):** includes similar words in your search results
		- Ex. ~car
	+ **“Or”:** includes either of the two words or both in your search results
		- Ex. Apartment or Condo for rent
	+ **“..”:** includes a range of numbers in your search results
		- Ex. Civil Rights 1960..1975
	+ **Asterisks (\*):** leaves space for a missing word in your search results
		- Ex. Music and \*movies
	+ **Quotations (“”):** includes only your exact phrase in your search results
		- Ex. “The meaning of life”
	+ **Search results Tools --> Verbatim:** sometimes Google looks up a search very similar to yours to attempt to help you find a wider range of sources, but you can turn this off to help with the accuracy of your results

**Step 3 – Evaluate your sources**

* Evaluate the website
	+ Make sure website is up to date
	+ .edu, .gov sites are supported by established scholarly communities
	+ Avoid citing commercial websites (.com)
	+ Website should cite their sources
	+ Do not cite Wikipedia or similar user-edited sites
	+ Avoid PowerPoints created by other people
	+ Why was this page created? (to inform, to convince you of something, to put down a different opinion)
* Evaluate the author/source
	+ Who is providing the information?
		- Avoid businesses, corporations, etc.
	+ What do you know about the author and their credentials?
	+ Does the author have other work published?
	+ Unbiased
	+ Review the “About us” section – at the bottom of the website
* Check your facts
	+ Check multiple sources
	+ Identify the type of page
	+ Look for bibliography
	+ Check the date
	+ Confirm in snopes.com
	+ Spot known errors
	+ Think: Use your common sense!

**Step 4: Cite your source**

* Work Cited Page
	+ Works Cited Page
	+ A list of all sources used in paper/research
	+ Arranged alphabetical
	+ Last page of paper/research
	+ Lundman, Susan. "How to Make Vegetarian Chili.” eHow, www.ehow.com/how\_10727\_make-vegetarian-chili.html.
* Parenthetical Citation
	+ Goes in the actual paper
	+ Author’s last name in parentheses (Name)
	+ Should go directly after you
		- Quote (Name, pg #)
		- Paraphrase (Name)
		- Summarize (Name)
* How to make a citation
	+ Author last name, First name. Title of source. Title of container, other contributors, version, number publisher, publisher date, Location.
		- If a Book
			* Plummer, Trina. The Art of Teaching History. Best Teachers Ever, Translated by Jessica Parfitt, Vol 2, PHS Social Science Department,2017.
			* (Plummer) or (Plummer, pg. 10)
		- If a Website (w/o a specific author)
			* PHS Social Science Staff. “The Art of Teaching History”. Best Teachers Ever, PHS Social Science Department, 2017 www.phs-wherethecoolteachersteach\_the\_ art\_of\_ teaching\_history.edu. Accessed: 3 November 2017.
			* (Plummer)
* Helpful Tools
	+ Easybib.com
	+ Bibme.org
	+ These tools will autofill from a website link
		- However, if the generator can’t find the info it is your responsibility to look through the source and manually enter
	+ Helpful places to look
		- Author: about us tab
		- Publisher: bottom of page (copyright info)
		- Date: Bottom of the page or top (can use just the year for date of publication)