**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  + Do not cite Wikipedia or similar user-edited sites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)