

HOW TO RESEARCH

Name: _____

Date: _____ Block: _____

Web-based research can be time saving or time consuming. You are your own opponent and the only person you can rely upon to get your work done.

Wise words before we start:

- Research is hard. You need 100% of your focus so do not listen to music while researching. Music is fine when you are doing “busy work” like typing hand-written work or typing a bibliography.
- Google, Yahoo, MSN, Et. al. are not sources. They are search engines that find sources.
- Wikipedia is a good place to get background information. However because of the open-source format, its reliability is always in question. You may learn from it, but you may not cite it.
- Document, Document, Document! Capture the sources, authors, publishing dates
- Never print a website (giant waste of paper, toner, and time) Use the process below

SMART research (Simplify-Minimize: Acceptable Research Time):

1. Use a search engine (like Google). Use “Quotations” and Advanced Search to narrow your search.
2. Read the previews AND the URLs (see the Web source evaluation pages)
3. When you select a web site, scan it before diving in:
 - a. Read the title and the first sentence
 - b. Check out the images
 - c. Read section headings
4. If you decide the web site is worth it, read the first paragraph.
5. If it's still worth it, complete the Website Evaluation sheet (1/2 pager)
6. If it's still worth your time begin the Copy-Paste Marathon:
 - a. Open a blank Pages or Word.doc. You will paste all your information here.
 - b. Go back to the website and double click the URL. Copy it and paste it to your doc.
 - c. Copy-paste the title, author, and publishing date. If there's no date, put today's date
 - d. Select ONLY what you want from the web page and copy-paste that to your Pages/Word.doc
 - e. Save the file to your server
 - f. When you collect an image, you must also get the URL from the site that posted the image
 - g. When you are done, leave a page break or a large space before you begin the next source
7. Finally, at the end of everything, save again and print it.