Name: Course/Project:

*This form is designed to help you structure your research, keep track of what you are accomplishing, and simplify the process of creating your bibliography/works cited page.*

**Purpose**

1. I am researching \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, because I want to find out what/why/how \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ in order to help my reader understand \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.
2. Summarize what you know already about the subject.
3. Note keywords or subject terms (be sure to identify Boolean Operators, if plan to use):

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\*\*Remember to include synonyms and alternate spellings in the list.

\*\*Use keywords from what you already know or consult background sources, such as encyclopedias and dictionaries.

!These will be your search terms/phrases!

**Sources**

1. Select Sources You Will be Consulting
   * Academic Journals (peer reviewed)
   * Newspapers
   * Magazines
   * Books
   * Websites
   * Primary Sources
   * Images/Other Media
   * Professional/Trade Journals
   * Other \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
2. Identify the best databases or research tools for finding these types of sources:

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**Evaluate Source Before Selection: A Checklist**

* Authority—The author(s)/publisher is reputable and credentialed.
* Currency—The date is timely and/or no older than 5 years.
* Bias—The point of view being represented is objective and not one sided.
* Relevance—The information suits my needs.
* Quality—The information is clear and useful.
* Accuracy—The facts align with other findings on the topic.

\*\*You want to tick all the boxes, to ensure a quality source of information. Use this for every source you are thinking of selecting for your research.

**Circle the format your citation will need to be in, so you know what information you need.**

MLA APA Chicago IEEE Other:\_\_\_\_\_\_\_\_\_

**Note the Following Bibliographic Information for Selected Sources**

* Title of Article
* Author(s)
* Date of Publication
* Title of Periodical/Website
* Page range of article (if any)
* Website address (if any)
* Date you accessed the website (if needed)

***Ask a librarian****, if you need any assistance. In person or e-mail Ms. Stimpson at* [*kellye.stimpson@demingps.org*](mailto:kellye.stimpson@demingps.org)*. You can also visit the library website at redmountainlibrary.weebly.com*