One step at a time

• What do I want to know?
• Where can I find answers to my questions?
• How will I record the information.
• Give credit where credit is due.
What do I want to know?

- You need to have purposeful research!
  - Have a clear focus.

- Create questions that will help you find you streamline your research.

- Know the difference between little and big questions.

- Organize information using chart or outline for easier understanding. (will also help writing final paper 😊)
<table>
<thead>
<tr>
<th>Little Questions</th>
<th>Big Questions</th>
</tr>
</thead>
<tbody>
<tr>
<td>What are the names of the planets.</td>
<td>Why do the tides change daily?</td>
</tr>
<tr>
<td>When did Mark Twain die?</td>
<td>How are metaphors different from similes?</td>
</tr>
<tr>
<td>Who wrote “Grapes of Wrath?”</td>
<td></td>
</tr>
<tr>
<td>Where is the index located in a book?</td>
<td></td>
</tr>
</tbody>
</table>

Little questions begin with “what”, “where”, “who”, “when”

Big questions begin with “why”, “how”
Finding Answers

* **Resources:**
  * Books/Encyclopedia
  * Online databases
  * General internet search
  * Personal interviews
Boolean Searching for online research

- Using limiters to refine search

- Only, Or, And, Not

- Placing a phrase in quotation marks is like using the **AND** phrase.
  - Search looks for exact word phrasing
### Using Boolean

#### GOOGLE

<table>
<thead>
<tr>
<th>Category</th>
<th>Results</th>
</tr>
</thead>
<tbody>
<tr>
<td>College</td>
<td>150 million</td>
</tr>
<tr>
<td>University</td>
<td>725 million</td>
</tr>
<tr>
<td>College ONLY University</td>
<td>327 million</td>
</tr>
<tr>
<td>College OR University</td>
<td>2 trillion</td>
</tr>
<tr>
<td>College AND University</td>
<td>2 million</td>
</tr>
<tr>
<td>College NOT University</td>
<td>2.5 million</td>
</tr>
</tbody>
</table>

#### EBSCO student research center

<table>
<thead>
<tr>
<th>Category</th>
<th>Results</th>
</tr>
</thead>
<tbody>
<tr>
<td>College</td>
<td>864,500</td>
</tr>
<tr>
<td>University</td>
<td>1.5 million</td>
</tr>
<tr>
<td>College ONLY University</td>
<td>33,178</td>
</tr>
<tr>
<td>College OR University</td>
<td>2 million</td>
</tr>
<tr>
<td>College AND University</td>
<td>36,215</td>
</tr>
<tr>
<td>College NOT University</td>
<td>548,285</td>
</tr>
</tbody>
</table>

**all results used**
SHS Databases

* Encyclopedia Britannica
* Newsbank
* EBSCO
Encyclopedia Britannica

- http://school.eb.com
- Online Encyclopedia
- Includes citations of articles
- Offers links to related topics
NewsBank

* [http://infoweb.newsbank.com](http://infoweb.newsbank.com)

* Offers up to date magazines, newspapers, and statistical information
* [http://search.epnet.com](http://search.epnet.com)
* Houses multiple databases
* Resource for hundreds of magazines, newspapers and journals
* Offers many limiters for searching
* Individual logins available within database
* Citation created for each item
* Royalty free pictures
Cite Your Sources!

How to Cite Your Source

BOOKS—
Author (last name, first name). Title (underlined), publisher, copyright date, page number.

MAGAZINES—
Author of Article (last name, first name). Title of Article (in quotations), Title of Magazine (underlined), page number, date.

ENCYCLOPEDIA—
Author of Article (last name, first name). Title of Article (in quotations), Name of Encyclopedia (underlined), page number, copyright date.

INTERVIEW—
Name of Person interviewed (last name, first name). Title, the word Interview, date of interview.
Example: McAnns, Chris. Veterinary Interview, August 1999.

CD-ROM program—
Author (last name, first name). Year (in parenthesis), Title of CD-ROM (in quotations), type of medium.

VIDEO—
Producer (last name, first name). Year (in parenthesis), Title of Video (in quotations), Name of Production Company. Length of Video.

ELECTRONIC MAIL—
Author (last name, first name). Year, Month, Day (in parenthesis), Subject (E-mail to name of recipient in parenthesis), Type of Medium (in parenthesis), how to retrieve.
Example: Sweeny, Gary. (1999, August, 1). Oceans (E-mail to Taylor Jones), (Online), TJones@osuv.edu.

INTERNET—
PLAGIARISM

* AKA – **CHEATING**!
  * Taking someone else’s ideas, information, or expressions without giving them credit or claiming them as your own

* Common times to plagiarize
  * “Cutting and pasting” on the computer
  * Writing information down word for word
  * Not giving credit to your sources
How can you avoid plagiarizing?

... make bibliography cards with information to track your sources

... take careful notes and mark when someone else’s words are used (ex. Q for quotes; P for paraphrasing; SU for summarizing)

... note when the ideas are taken from a source (S for source) or when they are your own thoughts (ME for example)

... give credit - cite your source

- bibliography
- footnotes
- in-text citation
DIRECT QUOTES:

… select quotes that make the most impact on your paper (don’t OVER-quote)

… mention the person’s name either at the beginning, in the middle, or at the end of the quote (cite the source)

… put quotation marks (“ ”) around the text you are quoting.
INDIRECT QUOTES:

... rewrite the main points using different words and sentence structure

... mention the person’s name either at the beginning, in the middle, or at the end of the quote (cite the source)

... begin with a statement giving credit (cite the source) to the resource.

... rewrite the information you are paraphrasing or summarizing from memory, checking with the original for the content and correctness

... any part that you can’t or do not want to change, put in quotation marks
... When you are using *words*, *diagrams*, *illustrations*, *charts*, *pictures*, or *ideas* from:

- TV programs
- Web pages
- Conversations
- Computer programs
- Letters
- Newspapers
- Advertisements
- Interviews
- Books
- Songs
- Emails
- Movies
- Magazines
No Credit Needed!

* your own thoughts, experiences, or observations about something

* your own results of an experiment

* familiar proverbs
  * “You can’t judge a book by its cover”

* well-known common quotations
  * “We shall overcome”

* common knowledge
  * “At a stop sign, drivers must come to a complete stop.”
PLAGIARISM CONSEQUENCES:

Penalties can range from:

* failure in the assignment
* failure in the course
* expulsion from school
* removal or suspension from a sports team, squad, or club!
* You and/or your parents can even be sued!
“If you have any doubt about whether you are committing plagiarism, cite your source or sources!”

Evaluating Websites

Things to look for:

- Accuracy
- Authority
- Objectivity
- Currency
- Coverage
Accuracy of Web Document

* Who wrote the page?
  * Know the difference between webmaster and author

* Can the author be contacted?
  * Make sure the author provides a contact email address, phone number, or address

* Is the author qualified to write this information?
  * Is the author known for the subject matter?
Authority of Web Documents

- Who published the document?
- Is author separate from the “Webmaster”?
- Does the author list any credentials?
  - The author should list some credentials on the web page to have some credibility.
  - Remember, in research you must obtain information that is reliable.
Objectivity of Web Document

- For whom was the information written?
- Is the information detailed?
- Does the author express any opinions?
  - The web page should not contain only one-sided information.
When was the it constructed?
- If the information is outdated you should look for a better source.

When was the last update?
- dead links should be a sign that the web page has not been updated regularly
Coverage of Website

- Do the links go with the subject matter?
- Is the information free?
- Does the web page contain more images than text?
- Are there any citations?