

Research Checklist

Name:

Research Project

Date:

Check off the following when you have completed each part:

<p>Research Sources</p> <p>I have used several different resources for finding my information both from the library and internet</p> <ul style="list-style-type: none"> • Search Engine: <ul style="list-style-type: none"> • Names: • Names: • Library Resource <ul style="list-style-type: none"> • Names: • Names: 	<p>Bibliography:</p> <ul style="list-style-type: none"> • I have kept an accurate bibliography of the text and images I will be using from my research • I have cited both my internet resources and my library resources correctly (Refer to citing pages in this manual)
<p>Questions</p> <ul style="list-style-type: none"> • The question I am asking relate to my project. • My questions I understand. • I have broken the more elaborate questions into: <ul style="list-style-type: none"> ○ Smaller parts ○ Keywords ○ Synonyms 	<p>Text:</p> <ul style="list-style-type: none"> • I have integrated my notes and sources by topic • I have taken notes and created an outline • I have written from my notes/outline • I have rewritten the research information from the web and/or library resources in my own words in a word document • This I have checked for spelling and grammar • The text is readable • The text relates to my topic
<p>Searching Strategies</p> <ul style="list-style-type: none"> • Boolean search (and, not, or) • Keywords • Synonyms • Used outlines, summaries, subheadings in printed and internet materials • Library Encyclopedias • Used general reference material appropriate to need • Topics on library catalogue 	<p>Saving:</p> <ul style="list-style-type: none"> • I have saved my information, text and questions as word documents in to two different locations • Y and O drives
<p>Reading and Collecting Information</p> <ul style="list-style-type: none"> • I have narrowed down the text relating to my question on a site or book • I found keywords from my question in this text • I have used pictures, captions and charts to find information • I understand the text I will be using for my research • I written notes on the information I have found from my searches • I have cited the source of my information text/pictures by including the URL and author 	<p>Peers</p> <ul style="list-style-type: none"> • Throughout this process I have talked to my peers for ideas, helps and hints.
<p>Connecting Information</p> <ul style="list-style-type: none"> • I have looked at resources cited in the web text and library resources as cross reference 	

