



**Phase 1 – Clarifying your topic and identifying the aspects you want to emphasize. (Note: You may be adjusting or modifying your topic throughout the re-search process.)**

Process	Actions	Resources
<b>Carefully state your research topic</b>	Within the guidelines of your assignment, choose an interesting topic	
	Specify your topic <i>in writing</i>	
	Include the general subject area it falls under – broaden your topic	
	Describe the aspects that you will emphasize- narrow your topic	
	List what you already know about the topic	
<b>Identify concepts and keywords related to your topic</b>	List questions you need to answer	
	Brainstorm all of the words you can think of that have similar meanings to those in your written statement of the topic.	The Oxford American Thesaurus of Current English
	Refine keywords and subjects throughout the research process.	<a href="#">CQ Researcher</a> , <a href="#">FACTS.com</a> , Opposing Viewpoints

**Phase 2 – We suggest beginning phase two with finding background information. The remaining steps can occur in any sequence.**

Process	Actions	Resources
<b>Find background information</b>	Browse subject listings to find topics of interest to you	<a href="#">CQ Researcher</a> , <a href="#">FACTS.com</a> , Opposing Viewpoints
	Search background databases using the keywords developed in Phase 1	<a href="#">CQ Researcher</a> , <a href="#">FACTS.com</a> , Opposing Viewpoints
<b>Find background information, continued.</b>	Note <i>terminology</i> used and any <i>bibliographies</i> or <i>contacts</i> included	
	Review your topic in <i>general</i> and <i>subject-specific</i> encyclopedias to better understand the scope of your topic and to prepare for more detailed re-search.	<a href="#">Xreferplus</a> , Oxford Reference, Encyclopedia Americana <u>General encyclopedias</u> - available on the Ready Reference shelf <u>Subject-specific encyclopedias</u> - identified using the HACC Library Catalog or browsing the reference shelves.
<b>Find books using library catalogs</b>	Using keywords identified in Phase 1 search for books on your topic	<a href="#">HACC Library and Media Catalog</a>
	Use any items you find to identify specific <u>Library of Congress Subject Headings</u> for the topic, and search for those.	Library of Congress Subject Headings
<b>Find periodical articles using databases</b>	Search for titles of books found in bibliographies located earlier	
	Search academic electronic databases to locate magazine, journal and newspaper articles	<a href="#">ProQuest</a> <a href="#">EBSCOhost</a>
<b>Find resources from appropriate Internet sites - WWW</b>	Search specialized databases to find articles on limited subjects.	<a href="#">PsycINFO / PsycArticles</a> – psychology <a href="#">Lexis-Nexis Academic Universe</a> – law or business
	Locate sites that have been identified and evaluated as providing <i>reliable</i> information	Internet Directories— <a href="#">Academicinfo.net</a> , <a href="#">infomine.ucr.edu</a> , Advanced search engines
<b>Evaluate the information you find.</b>	Use links from college websites that provide subject guides	<a href="#">York College's Find Websites &gt; by Subject Elizabethtown College</a>
	Analyze the information from your sources.	
<b>Cite what you find using the appropriate format.</b>	Compare information from the sources and look for discrepancies or inconsistencies	
	Know the <b>style manual</b> (APA, MLA) you are to use for this assignment	<a href="#">MLA Handbook for Writers of Research Papers (808.02 G437)</a> <a href="#">Publication Manual of the American Psychological Association (808.06615 P976)</a>
<b>Give proper credit; don't plagiarize</b>	Be sure to record all needed information as you do your research	
	Consult the HACC Library homepage for the correct format for bibliographic entries (works cited page) and endnotes	<a href="#">HACC Library Homepage &gt; Guides and Tutorials &gt; Citing Sources</a>
<b>Give proper credit; don't plagiarize</b>	For more complex citations, consult the printed style manuals available in the reference area	<a href="#">MLA Handbook for Writers of Research Papers – 808.02 G437</a>
	As an academic researcher you are obligated to give credit for the ideas you gathered from the sources consulted. To do otherwise is considered <i>plagiarism</i>	
<b>Give proper credit; don't plagiarize</b>	This is true of the information gathered from electronic sources (databases, Web, etc.) as well as from printed sources (books, periodicals etc).	