Research Steps

My first suggestion, if you need any help with any part of the research process is to go to Our ProQuest Research Companion. There you’ll find short recordings about what to do and what to think about for each part of the research process. It’s broken down into manageable, understandable bits.

[ProQuest](http://pqrc.proquest.com/landing)

Steps

1. **Budget your time.** You know when the due dates are. Figure out how to break it all down into a manageable timeline. You’ll *really* need to have this skill in college.
2. **Choose topic.** Need help? Check out: [Purdue](https://owl.purdue.edu/owl/general_writing/common_writing_assignments/research_papers/choosing_a_topic.html) or [Ozline](http://ozline.com/electraguide/topics.php) or [Hanover](https://hhsmchugh.weebly.com/defining-a-topic.html)
3. **Know the** **types of sources** are available (difference between primary and secondary sources)
4. **Find keywords!** Type topic+synonyms into Google. Use Wikipedia for possible keywords.
5. **Start searching** for information. I have a cheat sheet on using our [databases](http://halibrary.weebly.com/databases.html) if you’d like one.

Ebook sources: you need a MA public library card! – [OverDrive/Libby](https://www.overdrive.com/apps/libby/) and [Hoopla](https://www.hoopladigital.com/)

You need a BPL library card! – [BPL OverDrive](https://bpl.overdrive.com/)

You don’t need a card: [Open Library](https://openlibrary.org/), [9 sites](https://www.educatorstechnology.com/2012/06/best-9-free-websites-that-offer-free.html), [Resources](https://unimelb.libguides.com/c.php?g=402863&p=2741323#s-lg-box-8386790), [Infobase](https://ebooks.infobase.com/p_Login.aspx?loggedOut=1&e=8&rUrl=%2fe_Search.aspx%3frd%3dtitle%26type%3dbrowse%26home%3d1) (ID: Hopkins, password: goldenhawks), [Epic](https://www.getepic.com/), or you can search “free ebooks” to see what’s available.

1. **Check validity of sources.** Need help? Check out: [Hanover](https://hhsmchugh.weebly.com/finding--evaluating-sources.html) or [ProQuest](http://pqrc.proquest.com/tool/source-evaluation-aid/website)
2. **Take Notes.** [Note-taking According to Beckett](file:///C:\Users\ebeckett\Desktop\Citing%20and%20Research\Desktop\Citing%20and%20Research\Notetaking%20According%20to%20Beckett.docx), andneed help? Check out: [Hanover](https://hhsmchugh.weebly.com/taking-notes--organizing-info.html)
3. **Write a thesis statement.** Need help? Check out: [Purdue](file:///C:\Users\ebeckett\Desktop\Citing%20and%20Research\research%20process\Purdue) or [Ozline](http://ozline.com/electraguide/thesis.php)
4. **Outline.** This is so important. Even if you think you can write a paper without one, you *need* to learn the skill, because eventually, in college, when you’re asked to write a 20-page paper, you’re going to need to know how to organize it. Don’t be lazy. Seriously. [Outline](https://www.scribbr.com/research-paper/outline/) and [Effective Structure Supports](file:///C:\Users\ebeckett\Desktop\Citing%20and%20Research\Desktop\Teacher%20resources\effective%20structure%20supports%20argument%20essay.pdf)
5. **Make sure you understand how to use quotes, paraphrase, and summarize** properly. Make sure you don’t plagiarize. Need help? Check out: [Purdue](https://owl.purdue.edu/owl/research_and_citation/using_research/quoting_paraphrasing_and_summarizing/index.html)
6. **Make sure you know how to cite** properly. Need help? Check out: MLA - [Purdue](https://owl.purdue.edu/owl/research_and_citation/mla_style/mla_formatting_and_style_guide/mla_formatting_and_style_guide.html)
7. **Three types of counterarguments.** Need help? Check out: [ProQuest](http://pqrc.proquest.com/learning_module/use_information/objective-2/feature-1169)
8. **Use your outline to create a *first* draft**
9. **Revise and proofread ALOUD**. Your eyes often skip over mistakes because your brain knows what you *wanted* to say. If you proofread aloud, you’ll catch many more mistakes. Do it. Revision and proofreading are TWO DIFFERENT THINGS! Need help? Check out: [ProQuest](http://pqrc.proquest.com/learning_module/use_information/objective-4/learning_objectives)
10. **Pass it in on time.** Get it done.

Hanover High School has GREAT resources if you need some guidance. Check out their site! <https://hhsmchugh.weebly.com/defining-a-topic.html>

Tip: Make sure all your passwords are written down somewhere for all the parts of your easily accessible no matter if you’re working at school, home, or the public library.