Identify your topic and state your topic as a question or thesis statement. For example, does parent involvement contribute to the academic success of elementary school children?
Identify the main concepts and keywords in your question.
Ask yourself the following questions:
  o What do I already know about this topic?
  o What don’t I know and need to find out?
  o Is the question too broad? Is the question too narrow?
  o How will I find the information?
  o What types of sources will help me answer the question?
  o How much time do I need to complete this assignment?
Identify possible resources that will help answer the question.
Attend scheduled University 100 Library instruction session and obtain training on accessing, effectively using and evaluating library and web resources.
Access and use a variety of relevant sources. This would possibly include books, government documents, magazine articles, journal articles, newspaper articles, reliable web sites, bibliographies, interviews, and encyclopedias.
Determine if materials needed are available at the Pollak Library. Use InterLibrary Loan (ILLiad) or LINK+ to obtain materials not available at Pollak Library.
Evaluate information for authority, objectivity, content relevancy, accuracy, and currency.
Select the most relevant and useful information to use.
Compile and complete the annotated bibliography (this will demonstrate that you have evaluated and selected relevant information and have the ability to cite it correctly using the required citation style).
Attend scheduled “research check” meeting with professor to obtain feedback on: the research you’ve completed so far; sources and information selected. (Do you need to find any additional information?)
Synthesize and incorporate information into your knowledge base.
Organize information, write first draft, and turn in by the required due date.
After receiving feedback on the first draft, write the final paper.
Cite your sources using the style required by your professor.
Turn in your paper by the required due date.