

# Research Tips



**Step 3:** Record facts on Fact Cards you can cut out on the next few pages. You can ask your teacher for more.



## Tips for the library

- ✓ Ask to see the area of the library where books on your topic are shelved. Ask if there's an "inter-library loan" system where you can request titles from other libraries, too.
- ✓ Ask if you can search a computer database for magazine articles on your topic. You can often search by subject or keywords.

## Tips for other sources

- ✓ You can use **online** encyclopedias such as Britannica and Encarta.
- ✓ If you go on the Internet, pay attention to domain name extensions such as "edu" (education), "org" (non-profit organization), or "gov" (government). Be careful of "com" (commercial) sites. Many of these have excellent information, but may also have advertisements and little else.

## Tips on taking notes

- ✓ Use a separate index card for each fact or quotation you might want to use. Try to think of a heading for each card. For example, "Huts today" or "Largest pumpkins ever" or "Where pumpkins grow."
- ✓ Summarize the information in your own words (paraphrasing). Use quotation marks if you copy the information exactly (this rule applies if you are copying a lot of information or only a phrase).
- ✓ Be sure to write down the source, including the author's name and the page number where the information appears.