Student Research Guide

Library and Learning Resources
Student Research Guide

This student guide was developed by the Library and Learning Resources Department of the Toronto District School Board to support the implementation of the Ontario secondary school curriculum and to assist students in developing information literacy skills.

Acknowledgements

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Introduction and Acknowledgements

TO STUDENTS

We live in what has been called the “Information Age.” The type of person who is successful in today’s technology-based and information-rich society is someone who knows how to use information. Information literacy skills, “the ability to acquire, critically evaluate, select, use, create and communicate information,” are important life-long learning skills. This guide has been written to help you with the research and inquiry process so that you can be an organized researcher, a critical thinker, and an effective communicator.

TO TEACHERS

This guide presents a step-by-step approach to the research and inquiry process which is applicable in all subject areas. We hope that you will find the templates and examples in this guide to be effective teaching tools, and welcome your comments.

ACKNOWLEDGEMENTS


The developers of the Student Research Guide thank the committee of North York teacher-librarians who were the original creators of the 1992 and 1993 Independent Study Guide, and Rosemary Fillmore, Sharon Mills, and Esther Rosenfeld, who did the additions and revisions for the 1999 edition, for their inspiration and groundwork. Thanks also go to a focus group of teacher-librarians (Pam Atkinson, Sharon Mills, Lise Moras, and Penny Young) who made many recommendations for substantive changes to the older document.

A special thank you goes to Alan Williams for layout and design of this document.

THE WRITING TEAM

Rose Dodgson, Cathi Gibson-Gates, Mark Kaminski, Carol Koechlin, Sharon Mills, Esther Rosenfeld.
What is the Research Process?

What is the Research Process?
- a plan or model to complete a project

What does the Research Process help me do?
- explore a topic
- locate, select, and evaluate resources
- manage information
- organize information
- process information
- communicate information
- think about my learning
- acquire skills that I can use in all subjects

What skills will I learn using the Research Process?
- to ask questions
- to analyze and evaluate information
- to report findings
- to use technology efficiently and effectively

What are the FOUR steps in the Research Process?
- Preparing for Research
- Accessing Resources
- Processing Information
- Transferring Learning

What else should I know?
- For some assignments, you will follow the process step by step and in order, but for others, you will need to backtrack and reuse a previous step.
Adapted with permission
STAGE 1: Preparing for Research - Checklist

Define

- Understand the assignment
  - What do I have to do: presentation, report, essay, project?
  - When is it due? How long does it have to be? How will the assignment be evaluated?

- Prepare the portfolio to hold my work
  - Did I prepare a work log?
  - Did I develop a research plan with timelines?
  - Did I include a research plan with timelines?
  - Did I include:
    - a copy of the assignment, and details about process and marks
    - all of my notes
    - a record of interviews and phone calls (if applicable)
    - copies of magazine articles, newspaper clippings, pamphlets, and printouts
    - an ongoing record of all sources of information
    - a list of appropriate subject headings
    - all outlines and drafts

Explore

- Explore the topic
  - Did I investigate a variety of resources, including books, videos, pictures, experts, and the Internet, to give me an overview of the topic?

- Brainstorm
  - Did I share ideas with others?
  - Did I develop word maps or web my ideas?
  - Did I cluster ideas to look for patterns?
  - Did I break down the topic to help develop a focus?

- Record the possible topics and sub-topics
  - Is the topic manageable and meaningful?

Identify

- Create inquiry/research questions
  - Have I developed good thoughtful questions that require research and analysis?

- Develop keywords for searches
  - Have I grouped the search terms together?
  - Can I develop search phrases?

- Form a tentative thesis, if required by your teacher at this stage
  - Have I tested out my ideas with others?

Relate

- Develop a K-W-L chart
  - What do I know about this topic already?
  - Have I done something like this before?
  - What do I need to find out?
  - Where can I look for information?
  - Who else can help me?
  - How will I record what I learn?

- Conference and discuss research plans
  - Have I talked to peers, teachers, teacher-librarian?
Work Log

Name: ___________________________ Assignment: ___________________________

Date: ............... Time Spent: .................................................. (hours)
Work done: ........................................................................
........................................................................
........................................................................
Resources used: .................................................................
........................................................................
........................................................................

Date: ............... Time Spent: .................................................. (hours)
Work done: ........................................................................
........................................................................
........................................................................
Resources used: .................................................................
........................................................................
........................................................................

Date: ............... Time Spent: .................................................. (hours)
Work done: ........................................................................
........................................................................
........................................................................
Resources used: .................................................................
........................................................................
........................................................................
Brainstorming the Topic “Pollution”

Use a GRAPHIC ORGANIZER, like a WEB, to brainstorm broad general categories and group ideas.
Selecting One Aspect of the Topic “Pollution”

After gathering as much preliminary information as you can, and brainstorming broad topic areas, you are ready to narrow your focus.
A useful tool for narrowing your topic is a K-W-L chart. Using this organizer, you can recall what you already know about a topic, organize any new ideas, ask questions, and record your learning. It is also the time to start to establish keywords prior to further searching.

**K-W-L Chart**

<table>
<thead>
<tr>
<th>K</th>
<th>W</th>
<th>L</th>
</tr>
</thead>
<tbody>
<tr>
<td>What I Know about the Topic</td>
<td>What I Want to Know about the Topic</td>
<td>What I Have Learned about the Topic from Preliminary Reading</td>
</tr>
</tbody>
</table>

**Keywords**
Focusing on One Aspect of the Topic “Water Pollution”

After you have focused on the topic you want to explore, you need to establish a purpose for your research. Use your topic web organizer to develop your research question or statement of purpose.

Sample Research Question Developed after Preliminary Exploration

How does acid rain affect the Great Lakes Ecosystem?
Developing Questions

Your inquiry question or focus statement defines your research.

**Thought-provoking questions demand insight and reasoning.** They can’t be answered simply.

This chart can help you create effective questions.

<table>
<thead>
<tr>
<th>Words to START your question:</th>
<th>Words to FOCUS your question:</th>
<th>Words to HELP you SEE RELATIONSHIPS:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Who</td>
<td>changes</td>
<td>compare</td>
</tr>
<tr>
<td>What</td>
<td>characteristics</td>
<td>value</td>
</tr>
<tr>
<td>When</td>
<td>structure</td>
<td>infer</td>
</tr>
<tr>
<td>Where</td>
<td>purpose</td>
<td>imply</td>
</tr>
<tr>
<td>Investigate</td>
<td>value</td>
<td>project</td>
</tr>
<tr>
<td>Discover</td>
<td>function</td>
<td>analyze</td>
</tr>
<tr>
<td></td>
<td>relationship</td>
<td></td>
</tr>
<tr>
<td>. . . often produce <strong>simple</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>questions.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>How</td>
<td>lifestyles</td>
<td></td>
</tr>
<tr>
<td>Why</td>
<td>adaptations</td>
<td></td>
</tr>
<tr>
<td></td>
<td>conditions</td>
<td></td>
</tr>
<tr>
<td></td>
<td>defence</td>
<td></td>
</tr>
<tr>
<td></td>
<td>survival</td>
<td></td>
</tr>
</tbody>
</table>

STAGE 2: Accessing Resources - Checklist

**Locate**

- **Explore a variety of resources**
  - Did I examine a variety of resources from my school library? Print, Online, Media?
  - Did I explore other sources: organizations, experts, libraries?
  - Have I looked at all relevant perspectives?
  - Will I need to gather primary data by survey or interview?

- **Use the computer as an access tool**
  - What keywords string together for successful searches?
  - Have I explored my Library Webpac and all relevant electronic databases available at my school and the Toronto Public Library?
  - Which search engines are best for this topic?

- **Track searches on an organizer**
  - Did I put or save the organizer in my portfolio?

**Gather**

- **Use text conventions to locate needed data**
  - Did I look at table of contents, indexes, and summaries?
  - Did I record specific page numbers, insert sticky notes, bookmark Web sites?
  - Did I find any visual information, e.g., charts, graphs, pictures?
  - Have I started my list of sources?
  - Have I saved or printed digital abstracts, summaries, lists, and important articles?

**Select**

- **Select the best and most suitable resources**
  - Did I skim through resources to get an overview?
  - Did I find enough useful resources for my topic?

**Collaborate**

- **Check/conference with the teacher, teacher-librarian.**
- **Share findings and ideas with others in the group, class, partner.**
Locating Sources of Information

HOW and WHERE to locate:

Reference Materials (Print and Online Versions):
- general encyclopedias (e.g., World Book, Britannica)
- subject-specific encyclopedias (e.g., McGraw Hill Encyclopedia of Science and Technology)
- dictionaries
- yearbooks
- almanacs
- directories
- atlases

Books:
- online catalogue for school library collections (Horizon Webpac)
- online catalogue for public library collections

Periodicals and Newspapers:
- online newspaper databases (e.g., Canadian News Disc, Virtual News Library, Canadian Newspaper Source)
- online periodical databases (e.g., Ebsco, CPIQ, Electric Library)
- specialized online databases (e.g., Galenet, Magill on Literature, Access Science)

Other Resources:
- videos
- TDSB video catalogue is available online through MediaNet (http://media.tdsb.on.ca/av/)
- television programs
- CBC News in Review videos are available in school libraries
- CDs/CD-ROMs/DVDs
- audio tapes

Community Resources:
- public and university libraries
- Virtual Reference Library (http://vrl.tpl.toronto.on.ca)
- Directory of Community Services in Toronto
- specialized bookstores
- associations and organizations
- Canadian Almanac and Directory (for government agencies, etc.)
- trade directories
- businesses (e.g., travel agencies)
- blue and yellow pages in the telephone book
- art galleries and museums
- people (for interviews and speeches)
- lists of speakers and/or community resources

ASK YOUR TEACHER-LIBRARIAN FOR ASSISTANCE!
Search Strategy Sheet

DESCRIBE YOUR TOPIC:

IDENTIFY THE MAIN CONCEPTS:

<table>
<thead>
<tr>
<th>Concept #1</th>
<th>Concept #2</th>
<th>Concept #3</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>AND</td>
<td>AND</td>
</tr>
</tbody>
</table>

FIND SYNONYMS:

Use the appropriate thesaurus to identify synonyms. Synonyms, related terms, and alternate spellings should be placed in the same CONCEPT column.

<table>
<thead>
<tr>
<th>Concept #1</th>
<th>Concept #2</th>
<th>Concept #3</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Search Strategy Sheet: Example

DESCRIBE YOUR TOPIC:

What are the effects on children of violence in the mass media?

IDENTIFY THE MAIN CONCEPTS:

Concept #1
Violence

Concept #2
Mass Media

Concept #3
Children

FIND SYNONYMS:

Use the appropriate thesaurus to identify synonyms. Synonyms, related terms, and alternate spellings should be placed in the same CONCEPT column.

Concept #1
Violence
- OR aggression
- OR anger
- OR ...
- OR ...

Concept #2
Mass Media
- OR television
- OR films
- OR computer games
- OR ...

Concept #3
Children
- OR childhood
- OR ...
- OR ...
- OR ...
Skimming

How to Skim a Book

1. Flip through the book from cover to cover. This gives you a general impression. Is the print easily read? Are there illustrations?

2. Flip through a second time. Look for chapter headings, summaries, questions, vocabulary lists, indexes, etc.


4. Look at the preface. Does the author express a particular point of view or bias? What other useful information is contained here?

5. Skim the table of contents for relevant sections.

6. Read opening and closing paragraphs of selected chapters. They often contain summaries of the chapters.

7. Check the index for specific references to your topic.

How to Skim an Article or Chapter

1. Glance quickly through the article to get an overall impression of length and organization.

2. Read the title, headings, captions, words in heavy print, italicized words, etc.

3. Look closely at illustrations, charts, graphs, maps, etc.

4. Read first and last paragraphs.

5. Read the first sentence (usually the topic sentence) of other paragraphs.

6. Read any questions at the end of the chapter or article.
### Selecting the Best Search for Your Information Needs

#### I need a few good hits fast
- **Google**  
  [http://www.google.com](http://www.google.com)
- **Ixquick**  
  [http://ixquick.com](http://ixquick.com)

#### I need to explore a broad academic subject
- **Librarians’ Index to the Internet**  
  [http://lii.org/](http://lii.org/)
- **National Library of Canada**  
  [http://www.nlc-bnc.ca/caninfo/ecaninfo.htm](http://www.nlc-bnc.ca/caninfo/ecaninfo.htm)
- **Infomine**  
  [http://infomine.ucr.edu/](http://infomine.ucr.edu/)

#### I need to focus my search
- **AltaVista - Advanced Web Search**  
  [http://www.altavista.com/sites/search/power](http://www.altavista.com/sites/search/power)
- **AllTheWeb.com - Advanced Search**  
  [http://www.alltheweb.com/advanced](http://www.alltheweb.com/advanced)

#### I need to improve my results
- **WiseNut**  
  [http://www.wisenut.com](http://www.wisenut.com)
- **Teoma**  
  [http://www.teoma.com](http://www.teoma.com)
- **Vivisimo**  
  [http://vivisimo.com](http://vivisimo.com)

#### I need quality Web sites prepared by experts
- **About.com**  
  [http://home.about.com/index.htm](http://home.about.com/index.htm)
- **Argus Clearinghouse**  
  [http://www.clearinghouse.net/index.html](http://www.clearinghouse.net/index.html)
- **Internet Public Library**  
  [http://www.ipl.org](http://www.ipl.org)
- **BUBL LINK / 5:15**  
  [http://bubl.ac.uk/link/index.html](http://bubl.ac.uk/link/index.html)

#### I need biographical information
- **Biographical Dictionary**  
- **Biography.com**  
  [http://www.biography.com/search](http://www.biography.com/search)
- **Lives: the Biography Resource**  

#### I need Canadian government information
- **Canadian Government**  
  [http://www.gc.ca](http://www.gc.ca)
- **Ontario Government**  
  [http://www.gov.on.ca](http://www.gov.on.ca)
- **Toronto Government**  
  [http://www.city.toronto.on.ca/](http://www.city.toronto.on.ca/)

#### I need late breaking news
- **AltaVista - News**  
  [http://news.altavista.ca/](http://news.altavista.ca/)
- **Moreover - Top Stories**  
- **Yahoo - DailyNews**  

#### I need fuller news coverage
- **CNN**  
  [http://cnn.com](http://cnn.com)
- **CBC**  
  [http://www.cbc.ca](http://www.cbc.ca)
- **Globe and Mail**  
  [http://www.globeandmail.com](http://www.globeandmail.com)
I need accurate objective information

<table>
<thead>
<tr>
<th>Source</th>
<th>URL</th>
</tr>
</thead>
<tbody>
<tr>
<td>Homework Center - Social Issues</td>
<td><a href="http://www.multicolib.org/homework/sochc.html">http://www.multicolib.org/homework/sochc.html</a></td>
</tr>
<tr>
<td>Best Information on the Net - O'Keefe Library</td>
<td><a href="http://library.sau.edu/bestinfo/Hot/hotindex.htm">http://library.sau.edu/bestinfo/Hot/hotindex.htm</a></td>
</tr>
</tbody>
</table>

I need perspectives from other countries

<table>
<thead>
<tr>
<th>Source</th>
<th>URL</th>
</tr>
</thead>
<tbody>
<tr>
<td>World Press Review</td>
<td><a href="http://www.worldpress.org/index.htm">http://www.worldpress.org/index.htm</a></td>
</tr>
<tr>
<td>About.com - Regional Search Engines &amp; Directories</td>
<td><a href="http://websearch.about.com/msub12-m02.htm?once=true&amp;">http://websearch.about.com/msub12-m02.htm?once=true&amp;</a></td>
</tr>
</tbody>
</table>

I need statistical data

<table>
<thead>
<tr>
<th>Source</th>
<th>URL</th>
</tr>
</thead>
<tbody>
<tr>
<td>Statistics Canada</td>
<td><a href="http://www.statcan.ca/">http://www.statcan.ca/</a></td>
</tr>
<tr>
<td>Census of Canada</td>
<td><a href="http://www.statcan.ca/english/census96/list.htm">http://www.statcan.ca/english/census96/list.htm</a></td>
</tr>
</tbody>
</table>

I need maps

<table>
<thead>
<tr>
<th>Source</th>
<th>URL</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mapquest</td>
<td><a href="http://www.mapquest.com/">http://www.mapquest.com/</a></td>
</tr>
<tr>
<td>Yahoo Maps</td>
<td><a href="http://ca.maps.yahoo.com/">http://ca.maps.yahoo.com/</a></td>
</tr>
</tbody>
</table>

I need simple reference information

<table>
<thead>
<tr>
<th>Source</th>
<th>URL</th>
</tr>
</thead>
<tbody>
<tr>
<td>Canadian Encyclopedia</td>
<td><a href="http://www.thecanadianencyclopedia.com">http://www.thecanadianencyclopedia.com</a></td>
</tr>
<tr>
<td>Infoplease.com</td>
<td><a href="http://www.infoplease.com">http://www.infoplease.com</a></td>
</tr>
</tbody>
</table>

I need primary sources

<table>
<thead>
<tr>
<th>Source</th>
<th>URL</th>
</tr>
</thead>
<tbody>
<tr>
<td>CPAC - Historical Documents</td>
<td><a href="http://WWW.CPAC.CA/links/historical_e.asp">http://WWW.CPAC.CA/links/historical_e.asp</a></td>
</tr>
</tbody>
</table>

I need images and sounds

<table>
<thead>
<tr>
<th>Source</th>
<th>URL</th>
</tr>
</thead>
<tbody>
<tr>
<td>AllTheWeb: Fast Multimedia Search</td>
<td><a href="http://multimedia.alltheweb.com/cgi-bin/advsearch">http://multimedia.alltheweb.com/cgi-bin/advsearch</a></td>
</tr>
<tr>
<td>Google - Image Search</td>
<td><a href="http://multimedia.alltheweb.com/cgi-bin/advsearch">http://multimedia.alltheweb.com/cgi-bin/advsearch</a></td>
</tr>
</tbody>
</table>

I need computer and technology information

<table>
<thead>
<tr>
<th>Source</th>
<th>URL</th>
</tr>
</thead>
<tbody>
<tr>
<td>CNET.com</td>
<td><a href="http://www.cnet.com/">http://www.cnet.com/</a></td>
</tr>
<tr>
<td>Software Downloads</td>
<td><a href="http://download.com/">http://download.com/</a></td>
</tr>
</tbody>
</table>

I need a quotation

<table>
<thead>
<tr>
<th>Source</th>
<th>URL</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bartlett’s Familiar Quotations</td>
<td><a href="http://www.bartleby.com/100/">http://www.bartleby.com/100/</a></td>
</tr>
</tbody>
</table>

Internet Searching (Keyword, Topic, Boolean)

**KEYWORD SEARCH**
- TOPIC: Margaret Atwood and theme of survival in her novels
- KEYWORD: Margaret Atwood and theme and survival and novels

**CHOOSING KEYWORDS**

1. **Use unique words**
   - tigers (too general)
   - Bengal tigers (more specific)

2. **Multi-step process**
   - do your initial search
   - scan the first couple of pages of results for relevancy
   - revise your search

3. **Narrow your search**
   - if keywords produce too much information, revise your search by adding another key word, e.g., Bengal tigers habitat

4. **Upper and lower case**
   - Java (coffee/island)
   - JAVA (programming language)

5. **Initial caps for proper names**
   - Person - Celine Dion
   - Geographic - United Arab Emirates
   - Title - Merchant of Venice

6. **Check spelling (if no results found)**
   - Note: American spelling -
     centre vs. center
     labour vs. labor
     theatre vs. theater

**BOOLEAN SEARCHING** - is a complex search using operators such as **AND, OR, NOT, and NEAR** that define the relationships between the terms in your search

**use AND to find only those articles containing all your search terms**
- Renaissance AND sculpture
- +Renaissance +sculpture
- Renaissance sculpture (select All the words option)

**use OR to find those articles with any one, or combinations, of your terms**
- “Jean Chretien” OR “prime minister of Canada”
- “Jean Chretien” “prime minister of Canada”
- “Jean Chretien” “prime minister of Canada” (select Any of the words option)

**use NOT to find any articles that exclude one or more terms**
- python NOT Monty, Martin Luther NOT King
- python AND NOT Monty
- python -Monty
 Evaluating Internet Resources

Because we live in an information age, the quantity of information on any given topic is huge. However, not all of this information is useful or trustworthy. Therefore, judging the accuracy of information is an important skill which is needed all the time.

When researching a topic, you will also be evaluating sources as you search for information. You can have some confidence in the information contained in books, newspapers, and magazines, since these sources are edited before they are published. You need to judge whether these sources are useful in terms of coverage of the topic, whether the information contained in the source is up-to-date, and whether the author presents a biased viewpoint.

Evaluating Internet sources can be a problem because anyone can put anything up on the Internet. Many Internet sources are self-published by the author, have not been edited by others, and are not monitored. Use the following checklist to judge the Internet sites you find. Articles found in online databases, such as encyclopedias, periodical articles databases, and newspaper databases, can be treated as reliable sources because they have been edited in their original publication form.

Remember, as well, that you should always use a variety of resources as part of the research process.

Useful Internet Sites for Evaluating Sources

Kathy Schrock’s Guide for Educators: Critical Evaluation Tools
http://school.discovery.com/schrockguide/eval.html

Evaluating Sources of Information
http://owl.english.purdue.edu/handouts/research/r_evalsource.html

Evaluating Web Resources
http://www2.widener.edu/Wolfgram-Memorial-Library/webevaluation/webeval.htm

Evaluating Information

QUICK: The Quality Information Checklist
http://www.quick.org.uk/menu.htm
Checklist for Evaluating an Internet Site

Title: ____________________________

URL: ____________________________

Date Accessed ____________________________

Authority

• Who created the Web site? ...............................................................
• Is the author of the page clearly indicated? (If yes, identify.) .................. YES/NO
• What are the author’s qualifications and reputation in the subject? .................
• Does the Web site contain contact information to verify the content? ........... YES/NO
• Has the site been rated by a reputable rating group? (If yes, identify.) .......... YES/NO

Objectivity/Bias

• What does the domain address tell you about the site?

<table>
<thead>
<tr>
<th>Identify the site’s domain</th>
</tr>
</thead>
<tbody>
<tr>
<td>edu</td>
</tr>
<tr>
<td>gov</td>
</tr>
<tr>
<td>org</td>
</tr>
<tr>
<td>com</td>
</tr>
<tr>
<td>~</td>
</tr>
<tr>
<td>uk</td>
</tr>
<tr>
<td>ca</td>
</tr>
</tbody>
</table>

• What is the purpose of the site (to inform, to advertise, to persuade)?
Comment: ..........................................................................................................

• Is there an organization sponsoring the page? ..................................... YES/NO
Who are they? What does this tell you about the page’s purpose? ..............

• Is the information free of advertising? ............................................ YES/NO

• Who is the intended audience of the site? ............................................

• Is there any indication of bias on the site? ........................................... YES/NO
Comment: ........................................................................................................
Content and Accuracy

- Is the information on the Web site useful for your research? YES/NO
- How can you tell if Web site was well researched? Explain:
- Can the information on the Web site be verified using another source? YES/NO
- Is there documentation to indicate the sources of the information? YES/NO Explain:
- Does the site have links to other reliable sites on the topic? YES/NO
- Do they work or are they out of date? Explain:
- Did you reach this site from a reputable link? YES/NO

Currency

- When was the Web site written? Comment:
- When was the Web site last revised? Comment:
- Is the information current or out-of-date? Explain:

Technical Aspects

- Is the site easy to load? YES/NO Comment:
- Is the site easy to navigate? YES/NO Comment:
- Do graphics and the layout add to the value of the site? YES/NO Comment:

OVERALL EVALUATION

After looking at all the criteria above, circle a general rating for the site:

- Excellent
- Good
- Acceptable
- Unacceptable

Comments:
## Source Sheet

<table>
<thead>
<tr>
<th>Name:</th>
<th>Topic:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dewey Call no.</td>
<td>Author(s): ____________________________</td>
</tr>
<tr>
<td>Location:</td>
<td>Title: ____________________________</td>
</tr>
<tr>
<td>Dewey Call no.</td>
<td>Place of Publication: ____________________________</td>
</tr>
<tr>
<td>Location:</td>
<td>Publisher: ____________________________</td>
</tr>
<tr>
<td>Dewey Call no.</td>
<td>Date of Copyright: ______________ Pages used: __________</td>
</tr>
<tr>
<td>Location:</td>
<td>Dewey Call no.</td>
</tr>
<tr>
<td>Location:</td>
<td>Title: ____________________________</td>
</tr>
<tr>
<td>Dewey Call no.</td>
<td>Place of Publication: ____________________________</td>
</tr>
<tr>
<td>Location:</td>
<td>Publisher: ____________________________</td>
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<tr>
<td>Dewey Call no.</td>
<td>Date of Copyright: ______________ Pages used: __________</td>
</tr>
<tr>
<td>Location:</td>
<td>Online Source</td>
</tr>
<tr>
<td>Location:</td>
<td>Title: ____________________________</td>
</tr>
<tr>
<td>Dewey Call no.</td>
<td>WEB Address (URL): ____________________________</td>
</tr>
<tr>
<td>Location:</td>
<td>Date of Copyright: ______________ Pages used: __________</td>
</tr>
<tr>
<td>Dewey Call no.</td>
<td>Date of Access: ____________________________</td>
</tr>
<tr>
<td>Location:</td>
<td>Online Source</td>
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<tr>
<td>Location:</td>
<td>Title: ____________________________</td>
</tr>
<tr>
<td>Dewey Call no.</td>
<td>WEB Address (URL): ____________________________</td>
</tr>
<tr>
<td>Location:</td>
<td>Date of Copyright: ______________ Pages used: __________</td>
</tr>
<tr>
<td>Dewey Call no.</td>
<td>Date of Access: ____________________________</td>
</tr>
</tbody>
</table>
STAGE 3: Processing Information - Checklist

**Analyze and Reflect**

- **Evaluate my information sources**
  Have I examined my information for relevance, bias, accuracy, currency, point of view, and authority?

- **Develop notes related to my information needs**
  Have I kept good point-form notes?
  Have I included information from different viewpoints?
  Have I recorded my own thoughts, ideas, and reflections?
  Do I have enough information?

- **Use information honestly**
  Have I carefully recorded all sources of information?
  Have I acknowledged sources of quotes and ideas?
  Have I followed all copyright laws?

**Test Ideas**

- **Test ideas to adjust research and strategies**
  Does my information relate to my topic, thesis?
  Do I need to adjust my focus or research plan?
  Have I discussed my ideas with others?

**Sort Information**

- **Use organizers and headings to sort and record**
  Have I made use of graphic organizers to help me look for patterns and relationships?
  What organizers would best help me to analyze my gathered data?
  Would a database or spreadsheet be helpful?

**Synthesize Findings**

- **Make generalizations**
  Did I discover trends and patterns in my collected information?
  Did I find relationships?
  Do I have conflicting information?

- **Formulate conclusions**
  Have I been able to form my own personal opinion?
  Have I formulated an arguable thesis?
  Can I justify my perspective with supporting evidence?
  Have I developed convincing arguments?
  Have I developed an outline or flow chart to consolidate my findings?
Note-Making Tips

Now that you have identified and gathered the best sources of information for your inquiry, you must now prepare to collect the data you need to answer your research question. Your teacher may evaluate these notes. They are a vital part of research. When you are making notes from your sources you are already starting to analyze your data. By putting this data in your own words, you are demonstrating your understanding of key concepts and the ideas of others. Remember to also record your own ideas as they come to you. These reflections will be useful when you are ready to write your thesis or prepare for a presentation.

Research notes must be:

<table>
<thead>
<tr>
<th>Accurate</th>
<th>Be very careful to record correct information.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Honest</td>
<td>Always credit words and ideas of others.</td>
</tr>
<tr>
<td>Concise</td>
<td>Be brief, use abbreviations, keywords, and phrases.</td>
</tr>
<tr>
<td>Organized</td>
<td>Always use a technique to keep your notes organized.</td>
</tr>
<tr>
<td>Relevant</td>
<td>Keep checking your data. Does it help to answer your question, are you staying on topic?</td>
</tr>
</tbody>
</table>

When you are note-making, you will generally be making three kinds of notes.

Summarizing
When you summarize, you condense ideas, details, and supporting arguments in point-form, using your own words. Summarizing is useful for recording facts, statistics, and background material.

Paraphrasing
When you paraphrase, you take an author’s idea, select what is pertinent, and restate it in your own words and sentence structure. Make sure you keep the author’s meaning. Record a reference so you can find it again, and so you can credit the author in a citation.

Directly Quoting
When you use direct quotations, you copy the material directly from your source because it is important to use the author’s words exactly. Make sure you copy the material carefully and record a reference so you can find it again, and so you can credit the author in a citation.
Note-Making Techniques

Try these techniques and find the ones that work best for you.

Index Cards or Large Sticky Notes
- Use a separate index card for each source or use an index card for each subtopic.
- Record notes on one side of the card only so you can spread them out and sort and organize them later.
- Keep a numbered source sheet of all resources used. p. 23.
- Use numbers to identify sources on your index cards.
- As you work, follow tips for note-making.

Split-Page Notes
- Fold your paper in half. Try one of these methods of note-making.
- On one side, record headings and subheadings. On the other side record factual data, and ideas, and quotations related to the heading.
- OR On one side, record point form notes and on the other side, record your personal reflections or questions you have about that information.
  OR On one side record point form notes, and on the other side try to make that information visual. Create a web, chart, sketch, or graph that will help you to analyze that information.

Highlighting
- Only use this technique on photocopied material or on your own notes.
- skim through the photocopy to highlight key words and ideas. Avoid highlighting too much.
- Use different-coloured highlighters for different subtopics. Now read carefully and make point-form notes.
- Highlighters are also useful to help you reduce your own point-form notes or to cluster ideas in preparation for writing your essay/presentation.

Note-Making Organizers
- Use the organizers in this booklet.
- Make sure that you fill in all required data about the source you are using.
- Use subheadings to separate information.
- Summarize or paraphrase the information in point form, using your own words.
- Be sure to include page numbers, and put quotation marks around direct quotations.

Visual
- Creating webs or mapping ideas are great note-making technique for some people.
- Visual organizers can be effective for note making while viewing a video.
- Visual organizers are also a great technique to use to pull all your notes together and start to analyze them. They will help you sort out your notes and look for connected and conflicting ideas.

5 R Method
- Use the sheet on page 34.
- Remember to fill in the bibliographic information section.
- As you read each book or article, make point-form notes of the important ideas and write them in the “record” column.
- Put quotation marks around direct quotes, and record page numbers.
- In the “relate” column, jot down any connected ideas or information you already know about this topic.
- Think about your own personal knowledge, media, books, and people who relate to this topic.
- When you have finished making notes, reduce the information to three to five main ideas and write them in the “reduce” column. These ideas may eventually become the paragraph or section headings of your essay/presentation.
- Finally, think about the theme or thesis of this book/article and write it down in your own words in the “reflect” column. Add your own ideas about why this is important. This may become the main thesis of your final product or one of the main arguments to support your thesis.

Word Processing
- All the above note-making techniques can be word-processed.
- The advantages of using the computer are the word-processing tools that can save you time and allow you to quickly rearrange or edit your information, e.g., changes to font, highlighting, editing features, and spellchecker.
- Caution: Check with your teachers. They may want you to print your work in progress at regular intervals so they can assess your progress during conferences.
- Remember to save your work!

If you use one of these note-making techniques or a combination of them, you will not be plagiarizing.

Sticky Notes
- As you are skimming through books/articles use sticky notes to mark sections you want to go back to when you are ready to make formal notes.
- On the sticky notes record keywords, phrases, or questions you have. Capture this spontaneous thinking - it is important.
- These markers will also help you to quickly make citations when you are ready to prepare your product.
What is Plagiarism?

Plagiarism comes from the Latin word for 
*kidnapper*. It is the act of using or pass-
ing off someone else’s ideas or words as 
your own. It is a serious and punishable 
offence. Students who plagiarize may expect a 
mark of zero, and individual schools may also 
 impose other serious consequences. Researched 
 information that is paraphrased or quoted directly 
 must be acknowledged. Factual material such as 
 statistics must also be acknowledged. Common 
 knowledge such as dates, simple definitions, or 
 commonly known observations do not need to be 
aknowledged. Crediting your sources by using 
 embedded citations along with a Works Cited or 
 Reference List allows the reader to easily deter-
mine from where the material has been taken. If 
you are not sure whether or not material needs 
to be acknowledged, always ask for clarification 
from your teacher or teacher-librarian.

Some Useful Web sites for Making Notes and Avoiding Plagiarism

**How Not to Plagiarize**  
http://www.utoronto.ca/writing/plagsep.html

**Taking Notes from Research Reading: Note-Take Effectively**  
http://owl.english.purdue.edu/workshops/hypertext/ResearchW/notes.html

**Note-Making Layouts**  

**Plagiarism: What it is and how to recognize and avoid it**  
http://www.indiana.edu/~wts/wts/plagiarism.html

**Plagiarism Q & A**  
http://www.ehhs.cmich.edu/~mspears/plagiarism.html

**The SQ3R Reading Method**  
http://www.iss.stthomas.edu/studyguides/texred2.htm
Note-Making Sheet: Print Reference Material

PRINT REFERENCE MATERIAL

Name: ___________________________ Course: ______________ Date: ____________

Topic/Subtopic: ____________________________________________________________

Author: ___________________________________________________________________

Title of the article: ___________________________________________________________

Title of reference material: _________________________________________________

Format: ___________________________________________________________________

Place of publication: __________________ Publisher: ____________________________

Date of publication: ______________ Volume #: __________ Pages: ______________

Source Library: ______________________________________________________________

page numbers point-form notes and quotations

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# Note-Making Sheet: Book

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<th>Date:</th>
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<tr>
<td>Topic/Subtopic:</td>
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<td></td>
</tr>
<tr>
<td>Author(s)/Editor(s):</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Title:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Place of publication:</td>
<td>Publisher:</td>
<td></td>
</tr>
<tr>
<td>Date of publication:</td>
<td>Source Library:</td>
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</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>page numbers</th>
<th>point-form notes and quotations</th>
</tr>
</thead>
<tbody>
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</table>
# Notemaking Sheet:
## Periodical or Newspaper Article - Print, CD, Online Databases

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<thead>
<tr>
<th>Name:</th>
<th>Course:</th>
<th>Date:</th>
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<tbody>
<tr>
<td>Topic/Subtopic:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Author:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Title of Article:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Title of Periodical:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>How it was accessed:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Date of publication:</td>
<td>Pages:</td>
<td>Web address:</td>
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</tbody>
</table>

<table>
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<th>point-form notes and quotations</th>
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</tbody>
</table>

© 2003, Toronto District School Board - Student Research Guide
Note-Making Sheet: Audio, Video, DVD, Interview

OTHER MATERIALS - Audio, Video, DVD Interview

Name: __________________________ Course: __________ Date: ________
Topic/Subtopic: ____________________________________________
Title: __________________________________________________________
Format/Medium: _______________________________________________
Director: _______________________________________________________
Producer/Distributor: _____________________________________________
Date: __________ Source: _________________________________________

page numbers   point-form notes and quotations

________________________   __________________________
________________________   __________________________
________________________   __________________________
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## Note-Making Sheet: World Wide Web Pages

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<thead>
<tr>
<th>Name:</th>
<th>Course:</th>
<th>Date:</th>
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</thead>
<tbody>
<tr>
<td>Topic/Subtopic:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Author(s):</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Name of page:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Title of Organization:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Date of posting:</td>
<td>Web address [URL]:</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>line number</th>
<th>point-form notes and quotations</th>
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</tbody>
</table>
### Note-Making Sheet: Example

#### REFERENCE MATERIAL

<table>
<thead>
<tr>
<th>Name:</th>
<th>Cassandra Keane</th>
<th>Course:</th>
<th>Science 9</th>
<th>Date:</th>
<th>October 4/2001</th>
</tr>
</thead>
<tbody>
<tr>
<td>Topic/Subtopic:</td>
<td>Acid Rain</td>
<td>Author:</td>
<td>Likens, Gene E.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Title of the article:</td>
<td>Acid Rain</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Title of reference material:</td>
<td>The World Encyclopedia</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Format:</td>
<td>Book</td>
<td></td>
<td></td>
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</tr>
<tr>
<td>Place of publication:</td>
<td>Chicago</td>
<td>Publisher:</td>
<td>World Book</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Date of publication:</td>
<td>1998</td>
<td></td>
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<tr>
<td>Source Library:</td>
<td>G.S.H.A. Library</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Volume #:</td>
<td>1</td>
<td>Pages:</td>
<td>27-29</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**SUMMARIZING:**
- article outlines the causes, effects, occurrence and treatment of acid rain

**PARAPHRASING:**

- **Causes:** cars, factories, power plants give off chemical compounds such as sulphur dioxide & nitrogen oxides into the air to form sulphuric acid & nitric acid
- these acids pollute rain, snow, sleet etc. to produce acid rain
- some acidic gases & particles fall to earth when it is not raining

27

**EFFECTS:**
- pollution of lakes, rivers, etc. killing fish and wildlife
- damage to buildings, vegetation and soil

28

**TREATMENT:**
- devices are available to remove sulphur & nitrogen compounds from factory smoke
- lime may be added to lakes to neutralize the acids (this treatment does not last and may have harmful side effects)

29

**QUOTING:** “Scientists use the term acid deposition to refer to both wet and dry acid pollution that falls to the earth”
# 5R Method for Note Making

<table>
<thead>
<tr>
<th>1• READ</th>
<th>2• REDUCE</th>
<th>3• RECORD</th>
<th>4• RELATE</th>
</tr>
</thead>
<tbody>
<tr>
<td>TITLE:</td>
<td>to main points - possible headings</td>
<td>point-form notes from reference material</td>
<td>connections to your topic &amp; other notes</td>
</tr>
<tr>
<td>AUTHOR:</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>DATE OF PUBLICATION:</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>PUBLISHER:</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>5• REFLECT</th>
</tr>
</thead>
<tbody>
<tr>
<td>How can the information be used?</td>
</tr>
</tbody>
</table>
Go Graphic

Graphic organizers are useful visual tools to help you process the data you have gathered.

Use them to:

<table>
<thead>
<tr>
<th>BUILD PERSONAL MEANING</th>
<th>BUILD PERSONAL MEANING</th>
</tr>
</thead>
<tbody>
<tr>
<td>Identify cause and effect</td>
<td>Identify bias and perspective</td>
</tr>
<tr>
<td>Sort facts into categories or subtopics</td>
<td>Analyze conflicting information</td>
</tr>
<tr>
<td>Display a sequence of events or procedures</td>
<td>Identify connecting ideas</td>
</tr>
<tr>
<td>Compare and contrast information</td>
<td>Distinguish between fact and opinion</td>
</tr>
</tbody>
</table>

Determining cause and effect

Charting/Predicting effects

See some completed examples, in Information Power Pack-Intermediate pp. 54-57

For other examples check out these sites.

**Inspiration Software**

[www.inspiration.com](http://www.inspiration.com)

**The Graphic Organizer**

[www.graphic.org](http://www.graphic.org)

**The Write Design**


You can ask your teachers for ready-made templates, or you can create your own using available draw software.
Graphic Organizer Worksheet

Purpose

- Group/categorize
- Compare
- Question action or reaction
- Identify cause and effect
- Correlate data
- Dissect information
- Look for commonalties/discrepancies

Strategies to try

- T-charts
- Venns
- Webbing/mapping
- Arrows
- Shapes
- Colour/shading

Sketches

Which organizer works best for my purpose? ..............................................................
........................................................................................................................................

Why? ................................................................................................................................
........................................................................................................................................

Prompts to Build Understanding

Now that you have gathered all this data, you need to process it. That means you will have to analyze it - rework, reorganize, reread, reflect on the data you have gathered. It often helps to make use of graphic organizers that provide a visual interpretation for you. Try using these thinking prompts to spark links to your own thinking.

**What is your information problem?**

Is data reliable, accurate, up-to-date, biased...?

Identify different points of view.

- How many are there?
- Whose views are they?
- Why does ........................................ believe .................................................?  
- Are there points of view missing? Whose?
- Am I getting fact or opinion?

How is ................................................................. like/different ?

What are the strengths and weaknesses of ................................................................. ?

What are the causes of ................................................................. ?

What are the effects of ................................................................. ?

Can I identify relationships and trends?

How does ........................................................ relate to ................................................................. ?

What are the potential positive/negative impacts of ................................................................. ?

Who/what will ............................................................... impact on ?

What are the possible ripple effects?

**Now you need to synthesize your information. That means you will be creating new ideas by linking it to other knowledge you have and your own personal ideas.**

What are the implications of ................................................................. ?

Who or what will ................................................................. influence?

What does ................................................ mean to me/my family/my community/the environment/...?

Does ................................................ really matter? Why?

How can I use ................................................................. ?

What is the importance of ................................................................. ?

So what?

My opinion about ................................................ is ................................................................. .

**Now you are ready to explain, design, invent, show, demonstrate, teach...**

Independent Study Conference Notes

SECTION A: To be completed by the student before conferencing.

Name: .......................................................... Date: ......................

Topic: ..........................................................................

Thesis (if it is required): ..........................................................

Outline of essay or report

Resources used:

Questions for your teacher:

SECTION B: To be completed by the teacher.

Comments: ..........................................................................

SECTION C: Plans for the future

Next conference date: ......................
Developing a Thesis

A thesis is an expression of your opinion on a topic.

1. Select a topic:
   **My topic:** Acid rain

2. Get an overview from a variety of sources

3. Formulate a question from which your thesis statement can develop.
   **Question:** How will acid rain impact the lakes and rivers of Ontario in the next 20 years?

4. Formulate a thesis statement that takes a stand, is arguable, and can be researched.
   **Thesis:** Acid rain will negatively impact the Great Lakes ecozones.

5. Check your thesis statement against these models

<table>
<thead>
<tr>
<th>Thesis</th>
<th>Comment</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Acid rain</td>
<td>1. This is a topic, not a thesis.</td>
</tr>
<tr>
<td>2. Does acid rain kill fish?</td>
<td>2. This is a good question that might lead to a thesis, but this is not a thesis.</td>
</tr>
<tr>
<td>3. Acid rain is a concern.</td>
<td>3. A statement of fact is a weak thesis. Take a stand that is arguable.</td>
</tr>
<tr>
<td>4. Something must be done about acid rain.</td>
<td>4. Weak thesis. What must be done? Take a stand that is arguable.</td>
</tr>
<tr>
<td>5. Acid rain hurts Ontario’s water life.</td>
<td>5. Good thesis - This statement takes a stand and is arguable.</td>
</tr>
<tr>
<td>6. Acid rain will have a long-term impact on Ontario’s lakes and rivers.</td>
<td>6. Good thesis - This statement takes a stand and is arguable.</td>
</tr>
</tbody>
</table>

Can your thesis be researched?
Either #5 or #6 can be researched because there are many resources on acid rain in your School Library Information Centre and in the community at large.
Making an Outline

- Report
  - an organized presentation of facts about a subject

- Research Essay
  - a written expression of your opinion (stated in a thesis) supported by information gathered independently

1. Introduction
   - Thesis

2. Body
   - I. Subheading
     - A Subpoint
     - B Subpoint
     - C Subpoint
   - II. Subheading
     - A Subpoint
     - B Subpoint
     - C Subpoint
   - III. Subheading
     - A Subpoint
     - B Subpoint
     - C Subpoint
   - I. Main point
     - A Subpoint
     - B Subpoint
     - C Subpoint
   - II. Main point
     - A Subpoint
     - B Subpoint
     - C Subpoint
   - III. Main point
     - A Subpoint
     - B Subpoint
     - C Subpoint

3. Conclusion

- Many word-processing programs have outlining features to help you.
- Research Essays and Reports are not limited to three main points or subheadings.
STAGE 4: Transferring Learning - Checklist

**Revise Product**

- Develop a first draft of presentation
  - What format will I use to present my work?
  - Who is my audience?
  - Have I revised and edited my work?

- Complete and polish presentation
  - Have I asked someone else to proofread my work?
  - Have I applied my new knowledge?
  - Have I met all project requirements?

**Present Findings**

- Organize my presentation
  - Is this an oral, visual, written, or multimedia presentation?
  - What equipment do I need?
  - Can I make use of presentation software?
  - Do I need to practise?

- Share new learning
  - Have I incorporated good production and presentation skills?
  - Can I share my findings in other ways, e.g., publish, present to other interested groups?

**Reflect On and Evaluate**

- Complete a learning log
  - What new knowledge and skills have I learned?
  - What was successful?
  - What would I change?
  - How did the Research Process help me with this project?
  - How can I improve my research skills?
  - Did I make effective use of information and communication technologies?

**Transfer Skills**

- Apply what I learned to other inquiries
  - Why is my work important to my community, the world, and me?
  - Should I take some further action?
  - What new topics would I like to explore?
  - Can I use my new knowledge and skills in other subjects?
  - Add this work to my portfolio.
Editing the First Draft

<table>
<thead>
<tr>
<th>Why?</th>
</tr>
</thead>
</table>
| ☐ Check the Content.  
Ensure that you have met the requirements of the assignment, your thesis (purpose), and your outline. |
| ☐ Check the Mechanics (Proofreading).  
Ensure proper spelling, grammar, punctuation, and style. |

<table>
<thead>
<tr>
<th>How?</th>
</tr>
</thead>
<tbody>
<tr>
<td>☐ Read your draft at least twice, once aloud.</td>
</tr>
<tr>
<td>☐ Read your paper into a tape recorder. Listen. Does it make sense?</td>
</tr>
<tr>
<td>☐ Have another person edit your work, checking context, logic and mechanics.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>What to Look for</th>
</tr>
</thead>
<tbody>
<tr>
<td>☐ The draft flows smoothly and it makes sense.</td>
</tr>
<tr>
<td>☐ The introduction includes a thesis (if required) or clear statement of purpose.</td>
</tr>
<tr>
<td>☐ The parts of the draft are in the most effective order.</td>
</tr>
<tr>
<td>☐ The first sentence of each important paragraph refers to the thesis or purpose in some way.</td>
</tr>
<tr>
<td>☐ Each paragraph begins with a link to the previous paragraph with the use of transitional expressions such as “...However, in addition...,” etc.</td>
</tr>
<tr>
<td>☐ Each paragraph includes a clear topic sentence.</td>
</tr>
<tr>
<td>☐ Each paragraph is long enough to develop its topic.</td>
</tr>
<tr>
<td>☐ Sentences vary in length and structure.</td>
</tr>
<tr>
<td>☐ The draft has a strong conclusion.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Add a Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>It should reflect your thesis or statement of purpose.</td>
</tr>
</tbody>
</table>
Sample Title Page

The Global Threat of Acid Rain
by
Cassandra Keen

English 4A0-21
P.H. Sower
March 24, 2010
Documentation

Because you are borrowing the words, facts, or ideas of others when you do research, you must tell readers that you have borrowed the material and from where you have borrowed it. To make sure your work is honest rather than plagiarized, you must acknowledge all borrowed material in two locations:

1. with in-text parenthetical citations within your essay, and,
2. with an alphabetized list of your sources on a separate page at the end of your essay.

You must give credit to the author of anything you use in your essay, not only direct quotations and paraphrases, but also opinions and ideas, and facts or figures (unless the material is widely known, such as a date).

Teachers require special documentation styles or formats in their students’ essays. In the past, this has meant using either numbered footnotes at the bottom of each page or numbered endnotes at the end of the essay, followed by a bibliography listing all sources. Footnotes and endnotes have been replaced with the more modern technique of using embedded citations (also known as in-text parenthetical citations) within the text of the essay. These citations are placed at the end of a quotation or paraphrased sentence and are placed in parentheses. An embedded citation serves two purposes. The citation tells readers that the material is borrowed, and it also refers readers to more detailed information about the source so that they can locate it. The older term, Bibliography, has been replaced by Works Cited or References because sources now usually include electronic and visual material as well as print sources.

The two documentation styles which are used most often are:

• Modern Language Association (MLA) which is used for English, history, the arts, and languages. This style gives authors’ names and page numbers for citations which are embedded in the essay, and then has a Works Cited list, containing full bibliographic information, at the end of the essay.

• American Psychological Association (APA) which is used for science, the social sciences, business, and mathematics. This style gives authors’ names, publication dates, and page numbers for citations which are embedded in the essay, and then has a References list, containing full bibliographic information, at the end of the essay.

This Research Guide gives instructions and examples for both MLA and APA styles.

For each research assignment, ask your teacher which documentation style should be used.
# MLA Documentation Style

## Embedded Citations

**Format**

The author’s last name and the page number from which the quotation, paraphrase, or idea is taken must appear in the text, and a complete reference must appear in your Works Cited list. The author’s name may appear either in the sentence itself or in parentheses following the quotation, but the page number should always appear in the parentheses.

### Direct Quotation - One Author

Some argue that “a dream is the fulfillment of a wish” (Freud 154).

Freud states that “a dream is the fulfillment of a wish” (154).

### Paraphrase of Author’s Idea - One Author

The historian, Crane Brinton, believes that the French and Russian revolutions had similar causes (Brinton 155).

---

### Direct Quotation - More Than One Work by the Same Author

“There is room enough in anyone’s backbone for too much duplicity” (Laurence, *Jest* 182).

---

### Long Quotation

Ralph and the other boys finally realize the horror of their actions:

The tears began to flow and sobs shook him. He gave himself up to the first time on the island; great shuddering spasms of grief began to wrench his whole body. His voice rose under the black smoke before the burning wreckage of the island; and infected by that emotion, the other boys began to shake and sob too. (Golding 186)
<table>
<thead>
<tr>
<th>Format</th>
<th>When quoting from plays, cite the act, scene, and line numbers for Shakespeare’s plays, and the page number, act, and scene (if any) for other plays.</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Direct Quotation - Play by Shakespeare</strong></td>
<td>Later in <em>King Lear</em> Shakespeare has the disguised Edgar say, “The prince of darkness is a gentleman” (3.4.147).</td>
</tr>
<tr>
<td><strong>Direct Quotation - Play</strong></td>
<td>In <em>Death of a Salesman</em>, Linda defends Willie Loman by stating: He’s not the finest character that ever lived. But he’s a human being, and a terrible thing is happening to him. So attention must be paid. He’s not allowed to fall into his grave like an old dog. Attention, attention must finally be paid to such a person. (Miller 56; act 1)</td>
</tr>
</tbody>
</table>

**MLA Style: Preparing Your Works Cited List**

This list, placed on a separate piece of paper at the end of your essay, should include all the sources you have quoted, paraphrased, or summarized. It provides the information necessary for a reader to locate any sources you cite. Each source you cite in your essay must appear in your Works Cited List.

**General Rules:**
- Arrange your sources in alphabetical order by the last name of the author.
- List the author by last name, follow it with a comma, and then first name.
- If a source has more than one author, invert only the first author’s name, then continue listing other authors.
- If a source has no author, put it in the list by title. When putting it in alphabetical order, ignore ‘A’, ‘The’ or ‘An’ in the title.
- You may choose to underline the title or to use italics. Be consistent by using one form only in your Works Cited List. Both forms are correct. Examples which follow will consistently use italics.
- Indent second and third lines five spaces.
- Double-space between entries.
- Capitalize each word in the titles of books, articles, etc., not including ‘A’, ‘The’, or ‘An’ if they appear in the middle of the title.
- For well-known encyclopedias, it is not necessary to list the publisher or place of publication. Usually it is only necessary to list the edition number (if any) and the publication date.
- If you are listing more than one source by the same author, put the sources in alphabetical order by title, and instead of of repeating the author’s name, use three hyphens (- - -).
# MLA Style Works Cited List: Basic Forms for Sources in Print

## Books

Follow the general format shown below and in the examples.

<table>
<thead>
<tr>
<th>Format</th>
<th>Examples</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Print Encyclopedia article, with no author given</strong></td>
<td>“Winnipeg.” <em>The Canadian Encyclopedia</em> 1998 ed.</td>
</tr>
</tbody>
</table>
### Government Publication

### Pamphlet

### A translated work

### A novel or a play from a book that is a collection of several novels or plays

### Magazines, Newspapers or Journals

**Format**

Author[s]. “Title of Article.” Name of Magazine Day Month Year: Page numbers.

**Examples**

**Magazine article, with author given**

**Newspaper article, with author given**

**Newspaper article, with no author given**
MLA Style Works Cited List: Basic Forms for Electronic Sources

Basic Forms for CD-ROM and Computer Disk Sources
Treat sources on CD-ROM or diskette the same as you would for sources in print, with two main additions: the medium (“CD-ROM,” “Diskette”) without quotation marks, and the distributor of the electronic work, if one is given, as well as the publisher.

Examples

Encyclopedia article on CD-ROM, with no author given


Encyclopedia article on CD-ROM, with author given


CD-ROM Periodical Database


CD-ROM Newspaper Article Database


Basic Forms for Online Sources

Note: If it is available, list the date of the latest revision of the site. It is also necessary to list your date of access because online sources are often updated and information available at one date may not be available at a later date. Be sure to include the complete address for the site, and enclose the address in <angled carets> so that the address is clear.

Online Encyclopedias

Examples

Article in an online encyclopedia, with no author


Article in an online encyclopedia, with author

## Online Newspaper and Magazine Articles Database Subscriptions

**Format**

- Author. “Article Title.” Original Source of Article. Date of original source: page numbers.
- Product name. Name of Library subscribing to the service. Date of access <electronic address of subscription product>.

### Examples

**A magazine article found in an online subscription database**


**A newspaper article found in an online subscription database**


**A reference source found in an online subscription database (no author)**


## Web Pages on the Internet

**Format**

- Author(s). Name of Page. Date of Posting/Revision (if available). Date of Access <electronic address>.

### Examples

**A personal or professional Web site, no date of posting available**


**A personal or professional Web site, with date of posting available**

### Magazines and Journals on the Web (not on Online Databases)

**Format**

Author(s). “Title of Article.” Title of Journal Issue or Year: Pages. Date of Access <electronic address>.

**Examples**


**Online Government Publication**


### Discussion Lists and Newsgroups

**A Usenet Group**


### E-mail Messages

**Format**

Author(s) name. “Title of message.” E-mail. Date.

**Examples**

Personal e-mail message


### Online Images, Video, and Audio Clips

**Format**

“Description or title of image, video, or audio clip.” Date of posting. Type of image Retrieval date <Internet address>.

**Example**

### Other Types of Sources

#### Videocassette or DVD

<table>
<thead>
<tr>
<th>Format</th>
<th>Example</th>
</tr>
</thead>
</table>

#### Television or Radio Program

<table>
<thead>
<tr>
<th>Format</th>
<th>Example</th>
</tr>
</thead>
</table>

#### Audio Recording, Tape or CD

<table>
<thead>
<tr>
<th>Format</th>
<th>Example</th>
</tr>
</thead>
</table>
### Images

<table>
<thead>
<tr>
<th>Type</th>
<th>Example</th>
</tr>
</thead>
</table>

### Original Works of Art

<table>
<thead>
<tr>
<th>Type</th>
<th>Example</th>
</tr>
</thead>
<tbody>
<tr>
<td>As Viewed at a Museum or Art Gallery</td>
<td>Rembrandt van Rijn. <em>Aristotle contemplating the bust of Homer</em>. Metropolitan Museum of Art, New York.</td>
</tr>
</tbody>
</table>

### Live Event

<table>
<thead>
<tr>
<th>Type</th>
<th>Example</th>
</tr>
</thead>
</table>
Reducing Acid Rain: A Success Story?

Acid rain is an environmental issue that affects plant and animal life, lakes and rivers, buildings and structures, and human beings. Precipitation that contains acidic gases such as sulphur dioxide or nitrogen oxide has the potential to cause serious environmental problems. Since the 1960’s scientists have studied the harmful results of acid rain and looked for ways to reduce harmful atmospheric pollutants (Howard and Johnston 16). In recent years, efforts to reduce the negative effects have been successful. People have recognized acid rain as a serious environmental threat and have taken steps to stop it (Anderson 121).

Laws reducing air pollution have helped to reduce the initial causes of acid rain. In the 1970s a drop in the fish population and changes in lakes and forests alerted environmentalists to the problem (Lucas). In response, the federal and provincial governments together created the Eastern Canada Acid Rain Program, aimed at reducing the amount and type of pollutants allowed into the atmosphere (Environment Canada). In 1991 the Canada-US Air Quality Agreement was signed, designed to control air pollution that would move from one country to another. A recent report states that “in the Great Lakes region, there has been a 76% reduction in toxic substances and that greater numbers and diversity of wildlife, including frogs, turtles muskrats and herons are reappearing in the area” (Environment Canada).

Public awareness of the dangers of acid rain to the environment has led to voluntary measures that have a positive effect. Some large corporations have used technology to control dangerous emissions and are now using energy more efficiently. Other companies have done their part by inventing and manufacturing environmentally friendly products used by both industry and individuals (Lucas). There are many things that ordinary people are doing in their homes and yards and while shopping and travelling, to reduce acid rain emissions.

Many people automatically turn off lights and electrical equipment, reduce their driving and select public transportation or car pools, take up sports that do not require the use of fuel, make responsible choices when shopping, recycle at home and at work, and express opinions to elected officials regarding environmental policies. (Ferguson)
MLA Style: Sample ‘Works Cited’ List


A Note about Annotated Works Cited Lists

Sometimes your teacher will require an Annotated Works Cited List either when the project is completed or during Stage 2 when you are locating and selecting resources.

Set up your list in the same way as in the example above, but include an annotation of about five lines for each entry, which gives the following information:

- The author’s background and qualifications (this may be difficult for Web sites)
- The author’s thesis/point of view
- Details about the specific information present in the source
- A comment on whether the source is biased
- A comment on the usefulness of the resource
### APA Documentation Style

#### EMBEDDED CITATIONS

<table>
<thead>
<tr>
<th>Format</th>
<th>The author’s last name and the page number from which the quotation, paraphrase, or idea is taken must appear in the text, and a complete reference must appear in your References list. The author’s name may appear either in the sentence itself or in parentheses following the quotation, but the page number should always appear in the parentheses.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Examples</td>
<td><strong>Direct Quotation - One Author</strong>&lt;br&gt;Some argue that “a dream is the fulfillment of a wish” (Freud, 1997, p.154).&lt;br&gt;Freud (1997) states that “a dream is the fulfillment of a wish” (p.154).&lt;br&gt;<strong>Paraphrase of Author’s Idea - One Author</strong>&lt;br&gt;The historian, Crane Brinton, believes that the French and Russian revolutions had similar causes (Brinton, 1967, p.155).</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Format</th>
<th>If you are using several books by the same author, add enough information so that a reader can distinguish among the works. For example, use the different dates of publication or an abbreviation of the title if the dates of publication are the same.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Examples</td>
<td><strong>Direct Quotation - More Than One Work by the Same Author</strong>&lt;br&gt;“There is room enough in anyone’s backbone for too much duplicity” (Laurence, Jest, 1964, p.182).</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Format</th>
<th>When a work has two authors, places names in parentheses and join them with an ampersand (&amp;). If their names appear within the sentence, use “and” rather than an ampersand. For more than six authors, use only the first author’s name followed by ‘et al’.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Examples</td>
<td><strong>Two Authors</strong>&lt;br&gt;“The main cause of the fall of the Roman Empire was over expansion of its boundaries” (Alcock &amp; Thornhill, 1993, p.12).&lt;br&gt;<strong>More Than Six Authors</strong>&lt;br&gt;Numerous studies have shown that television violence has negative effects on the behaviour of children (Smith et al., 1996, p.14).</td>
</tr>
</tbody>
</table>
Place quotations longer than 40 words in a single-spaced free-standing block of lines, and omit quotation marks. Start the quotation on a new line, indented five spaces from the left margin. The parenthetical citation should come after the closing punctuation mark.

**Examples**

**Long quotation**

Ralph and the other boys finally realize the horror of their actions:

The tears began to flow and sobs shook him. He gave himself up to the first time on the island; great shuddering spasms of grief began to wrench his whole body. His voice rose under the black smoke before the burning wreckage of the island; and infected by that emotion, the other boys began to shake and sob too. (Golding, 1954, p.186)

### Preparing Your References List

This list, placed on a separate page at the end of your essay and called References, must include all the sources you have quoted, paraphrased, or summarized. The References list provides the information necessary for a reader to locate any sources you cite.

#### General Rules:

- Arrange your sources in alphabetical order by the last name of the author.
- Give the last name and initials for all authors of a particular work. Use “&” instead of “and” when listing multiple authors of a single work. List all authors when there are up to six authors. When there are more than six authors, list the first author and then use “et al.” for the other authors.
- If you have more than one work by a particular author, order them by publication date, oldest to newest (a 1991 article would appear before a 1996 article).
- If a source has no author, put it in the list by title, but leave out ‘A’, ‘The’, or ‘An’ when determining the alphabetical order in the References List.
- You may choose to underline the title or to use italics. Be consistent by using one form only in your References list. Both forms are correct. Examples which follow will consistently use italics.
- Indent second and third lines of the entry five spaces.
- Double-space between entries.
- Capitalize only the first word of the title (and the first word of the subtitle, if any) and any proper names for books, articles, and Web pages. Capitalize magazine and journal titles as they appear in the text you have read.
- Include any additional information necessary for retrieving the material, such as edition or volume number immediately after the title.
- For well-known encyclopedias, it is not necessary to list the publisher or place of publication. Usually it is only necessary to list the edition number (if any) and the publication date.
# APA Style References List: Basic Forms for Sources in Print

## Books

Follow the general format shown below and in the examples.

<table>
<thead>
<tr>
<th>Format</th>
<th>Example</th>
</tr>
</thead>
<tbody>
<tr>
<td>Two to six authors</td>
<td>Last name first for each author, then initial, then other authors joined by ampersand (&amp;). Then follow same format as book with one author. Gilbert, S., Smith, T. &amp; Jones, W. (1985). <em>The Norton anthology of literature by women: the tradition in English</em>. New York: Norton.</td>
</tr>
<tr>
<td>A part of a book, such as an essay in a collection</td>
<td>Anderson, D. (1975). Real women in fiction, where are you? In E. McCullough (Ed.), <em>The role of women in Canadian literature</em> (pp. 122-141). Toronto: MacMillan.</td>
</tr>
</tbody>
</table>
### Examples

**Government Publication**


**Pamphlet**


**A novel or a play from a book that is a collection of several novels or plays**


### Magazines, Newspapers, or Journals

**Format**

Author(s). (Year, Month Day). Title of Article. *Name of Magazine*, Volume Number (if available), page numbers.

**Examples**

**Magazine article with author given**


**Newspaper article with author given**


**Newspaper article with no author given**

APA Style References List: Basic Forms for Electronic Sources

Basic Forms for CD-ROM and Computer Disk Sources

Treat sources on CD-ROM or diskette the same as you would for sources in print, with two main additions: the medium [CD-ROM], or [Diskette], the edition if one is given, and the distributor of the electronic work, if one is given, as well as the publisher.

<table>
<thead>
<tr>
<th>Examples</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Encyclopedia article on CD-ROM, with no author given</strong></td>
</tr>
<tr>
<td><strong>Encyclopedia article on CD-ROM, with author given</strong></td>
</tr>
<tr>
<td><strong>CD-ROM Periodical Database</strong></td>
</tr>
<tr>
<td><strong>CD-ROM Newspaper Article Database</strong></td>
</tr>
</tbody>
</table>
**Basic Forms for Online Sources**

**Note:** If it is available, list the date of the latest posting of the site. It is also necessary to list your date of access because online sources are often updated and information available at one date may not be available at a later date. Include the complete address for the site unless it is a subscription online database. Do not place any punctuation after the address of the site.

**Online Encyclopedias, Newspaper and Magazine Articles Database Subscriptions**

<table>
<thead>
<tr>
<th>Format</th>
<th>An encyclopedia article in an online subscription database (no author)</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Examples</th>
<th>An encyclopedia article in an online subscription database (with author)</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Examples</th>
<th>A magazine article found in an online subscription database</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Examples</th>
<th>A newspaper article found in an online subscription database</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Examples</th>
<th>A reference source found in an online subscription database (no author)</th>
</tr>
</thead>
</table>
**Web Pages on the Internet**

**Format**  
Author(s). (Date of original posting or revision, if available-use ‘n.d.’ if there is no posting date). *Name of Page*. Retrieval date from Internet address, Internet address

<table>
<thead>
<tr>
<th>Examples</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>A personal or professional Web site, no date of posting available</strong></td>
</tr>
<tr>
<td><strong>A personal or professional Web site with date of posting available</strong></td>
</tr>
</tbody>
</table>

**Magazines and Journals on the Web (not on Online Databases)**

**Format**  
Author(s). (Date of posting). Title of Article. *Title of Journal, volume or issue, page numbers*. Retrieval date from Internet address, Internet address

<table>
<thead>
<tr>
<th>Examples</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Online Government Publication</strong></td>
</tr>
<tr>
<td><strong>An article in a free online encyclopedia with no author</strong></td>
</tr>
<tr>
<td><strong>Discussion Lists and Newsgroups, e.g. a Usenet Group</strong></td>
</tr>
</tbody>
</table>
## Online Images, Video and Audio Clips

<table>
<thead>
<tr>
<th>Format</th>
<th>Description or title of image. (Date of posting). [Type of medium]Retrieval date, Internet address</th>
</tr>
</thead>
</table>

## Other Types of Sources

### Videocassette or DVD

<table>
<thead>
<tr>
<th>Format</th>
<th>Title. Director (if known) and Producer (if known). (Date). Title. [Format]. Distributor.</th>
</tr>
</thead>
</table>

**Examples**

**Video-CBC News in Review**


**DVD**


### Television or Radio Program

<table>
<thead>
<tr>
<th>Format</th>
<th>Episode Title. (Date). Name of Program. [Television Program]. Name of network. Local station, city.</th>
</tr>
</thead>
</table>
| Examples | **Television Broadcast**

## Audio Recording, Tape or CD

**Example**


## Images

### Slide/Transparency

**Example**


### Cartoon

**Example**


### Map

**Example**


## Original Works of Art

### As Viewed at a Museum or Art Gallery

**Example**


### As Viewed in a Book

**Example**


## Live Event

### Stage Play

**Example**


### Concert

**Example**


### Interview

**Example**

Note: Do not include in reference list. Personal Interviews should be cited in the text only:

(J. Wong, personal interview, 1998, Feb. 8).
Reducing Acid Rain: A Success Story?

Acid rain is an environmental issue that affects plant and animal life, lakes and rivers, buildings and structures, and human beings. Precipitation that contains acidic gases such as sulphur dioxide or nitrogen oxide has the potential to cause serious environmental problems. Since the 1960’s scientists have studied the harmful results of acid rain and looked for ways to reduce harmful atmospheric pollutants (Howard & Johnston, 1997, p.16). In recent years, efforts to reduce the negative effects have been successful. People have recognized acid rain as a serious environmental threat and have taken steps to stop it (Anderson, 1996, p.121).

Laws reducing air pollution have helped to reduce the initial causes of acid rain. In the 1970s a drop in the fish population and changes in lakes and forests alerted environmentalists to the problem (Lucas, 2000). In response, the federal and provincial governments together created the Eastern Canada Acid Rain Program, aimed at reducing the amount and type of pollutants allowed into the atmosphere (Environment Canada, 2000). In 1991 the Canada-US Air Quality Agreement was signed, designed to control air pollution that would move from one country to another. A recent report states that “in the Great Lakes region, there has been a 76% reduction in toxic substances and that greater numbers and diversity of wildlife, including frogs, turtles muskrats and herons are reappearing in the area” (Environment Canada, 2000).

Public awareness of the dangers of acid rain to the environment has led to voluntary measures that have a positive effect. Some large corporations have used technology to control dangerous emissions and are now using energy more efficiently. Other companies have done their part by inventing and manufacturing environmentally friendly products used by both industry and individuals. (Lucas, 2000) There are many things that ordinary people are doing in their homes and yards and while shopping and travelling, to reduce acid rain emissions.

Many people automatically turn off lights and electrical equipment, reduce their driving and select public transportation or carpool, take up sports that do not require the use of fuel, make responsible choices when shopping, recycle at home and at work, and express opinions to elected officials regarding environmental policies. (Ferguson, 2000)
APA Style: Sample References List


A Note about Annotated Resource Lists

Sometimes your teacher will require an Annotated Resource List, either when the project is completed or during Stage 2 when you are locating and selecting resources.

Set up your list in the same way as in the example above, but include an annotation of about five lines for each entry, which gives the following information:

- The author’s background and qualifications (this may be difficult for Web sites)
- The author’s thesis/point of view
- Details about the specific information present in the source
- A comment on whether the source is biased
- A comment on the usefulness of the resource
Useful Internet Sites for Help with Documentation


Traditional Footnotes and Endnotes

This system of small raised numbers indicating footnotes or endnotes, followed by a bibliography, used to be the standard method of documentation. It is still preferred by some humanities disciplines (including History). Footnotes and endnotes are used to give credit to sources of any material quoted, summarized or paraphrased. They are intended to refer readers to the exact pages of the works listed in the Works Cited, References, or Bibliography section. Footnotes are placed numerically at the foot of the very same page where direct references are made, while endnotes are placed numerically at the end of the essay on a separate page entitled Endnotes or Notes. You can choose either endnotes or footnotes (and let your word-processor’s footnote or superscript function help you deal with them).

- When you refer to a source the first time, you must give full bibliographic information. These entries are the same as what you would list in your Works Cited or References List except that the author’s name is in normal order (e.g. John Smith rather than Smith, John as it would be in the Works Cited List).
- When you refer to a source the second time, you can shorten the note by using only the author’s last name and the page number (e.g., Smith 435). That’s easier than learning the old-fashioned system of Latin abbreviations such as op. cit. (“in the same work”) and ibid. (“in the same place”).
- In listing a Web page as a source, include the date you read the page as well as the URL. That information lets your reader judge whether he or she is seeing the same version of the Web page you looked at.

## Preparing a Presentation

Consider a variety of possible formats to present your research:

<table>
<thead>
<tr>
<th>Visual</th>
<th>Oral</th>
<th>Written</th>
</tr>
</thead>
<tbody>
<tr>
<td>bulletin board</td>
<td>debate</td>
<td>abstract</td>
</tr>
<tr>
<td>carving</td>
<td>dramatization</td>
<td>anthology</td>
</tr>
<tr>
<td>chart, graph</td>
<td>interview</td>
<td>article</td>
</tr>
<tr>
<td>computer drawing</td>
<td>lesson</td>
<td>booklet</td>
</tr>
<tr>
<td>comic strip</td>
<td>panel discussion</td>
<td>brochure/pamphlet</td>
</tr>
<tr>
<td>costume</td>
<td>report</td>
<td>diary/journal</td>
</tr>
<tr>
<td>diagram</td>
<td>script for slide/film</td>
<td>editorial</td>
</tr>
<tr>
<td>display</td>
<td>song</td>
<td>essay</td>
</tr>
<tr>
<td>experiment</td>
<td>speaker</td>
<td>letter</td>
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<td>speech</td>
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<tr>
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<td>tape</td>
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<td>illustrations</td>
<td>workshop</td>
<td>newspaper article</td>
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<td></td>
<td>novella</td>
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<td>map</td>
<td></td>
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<td>docudrama</td>
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<td>play</td>
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<td>puppet show</td>
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<td>radio broadcast</td>
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<td>role play</td>
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<td>skit</td>
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<td>tableau</td>
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<td>talk show</td>
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<tr>
<td>CD-ROM</td>
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<td>hyperstudio stack</td>
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<td>Internet homepage</td>
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<td>(Web page)</td>
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<td>slide show</td>
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<tr>
<td>video</td>
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<td></td>
</tr>
</tbody>
</table>
Getting Ready for My Presentation

Self-Evaluation Checklist

- Have I used a plan/outline?
- Have I developed an interesting introduction?
- Have I presented a clear explanation of topic or thesis?
- Have I presented information in an acceptable order?
- Have I used appropriate language?
- Have I used complete sentences?
- Have I offered a concluding summary?
- Have I incorporated visual/audio aids?
- Have I practised/rehearsed and timed my presentation?
- Have I considered my audience?
- Am I prepared to handle questions and comments from the class?

After My Presentation:

- Have I spoken clearly, correctly, distinctly, and confidently?
- Have I maintained eye contact?
- Have I maintained acceptable posture?
- Have I maintained the interest of the class?
## Evaluating the Project

**Topic:** ..........................................................  **Name:** ..........................................................

**How Would You Rate Your Work?**

Rate yourself on a 1 to 5 basis  
(1=poor; 2=fair; 3=good; 4=very good; 5=excellent).

<p>| | | | | | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Did I use my research time well? (stay on task, make decisions, work independently)</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
</tr>
<tr>
<td>2.</td>
<td>Did I work well with others when appropriate? (sharing ideas, asking for help, getting information - classmates, teachers, other contacts)</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
</tr>
<tr>
<td>3.</td>
<td>Did I prove my thesis/develop my topic?</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
</tr>
<tr>
<td>4.</td>
<td>Is my information accurate?</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
</tr>
<tr>
<td>5.</td>
<td>Did I use a variety of sources, print and non-print?</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
</tr>
<tr>
<td>6.</td>
<td>Is my material well-organized? (main ideas, supporting facts, logical arrangement)</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
</tr>
<tr>
<td>7.</td>
<td>Did I choose the best way to present my results?</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
</tr>
<tr>
<td>8.</td>
<td>Have I made good use of special effects to make my presentation interesting? (illustrations, charts, slides, costumes, etc.)</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
</tr>
<tr>
<td>9.</td>
<td>Is my style clear and effective?</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
</tr>
<tr>
<td>10.</td>
<td>Have I used correct form for my presentation? (spelling, grammar, essay format, oral skills, etc.)</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
</tr>
</tbody>
</table>
Group Effectiveness Appraisal

Name: ...........................................  Group: ...........................................

Project Title: ............................................................

Audience: ............................................................

Rate your group on a 1 to 5 basis  
(1 = poor; 2 = fair; 3 = good; 4 = very good; 5 = excellent)

☐ We worked co-operatively with all group members.  1 2 3 4 5
☐ We accomplished what we set out to complete.  1 2 3 4 5
☐ We were satisfied with our performance of this group task.  1 2 3 4 5
☐ We used our group time efficiently, without wasting or misusing time.  1 2 3 4 5
☐ We all contributed fairly to the completion of this group task.  1 2 3 4 5

Personal assessment and observations:
Did you feel satisfied with your own participation in the project? Discuss your feelings honestly.
...........................................................................................................................................................................

Do you think that the project participation was reasonably equal (that is, do you feel others in your group worked well and contributed fairly)?
...........................................................................................................................................................................

Do you think there are some ways your group could have improved and therefore produced a better finished project?
...........................................................................................................................................................................

What have you learned about working with others?
...........................................................................................................................................................................
Useful General Resources to Help You with the Research and Writing Process


