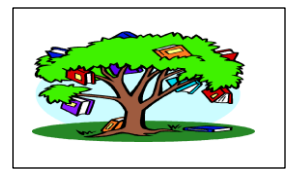


# Toward Better Literacy: Reference Outlines



## Research

Research is re-seeing, re-reading, and re-thinking.

**Primary Sources:** original material and information, often firsthand reports

**Secondary Sources:** report on, describe, interpret, and analyze other people's work

### Library Resources:

- Catalogs, stacks, circulation, periodicals, and reference works
- Almanacs and yearbooks; atlases; biographical dictionaries, dictionaries, encyclopedias
- Non-print resources include records, audio, video, slides and photos
- Bibliographies and indexes: Online or CD-ROM
  - Index: Infotrac (scholarly publications), NY Times, guide to periodical literature (200 magazines)
- Databases:
  - Dialog: million sources: EBSCO Host Databases
  - Arts and Humanities: JSTOR & GALE Literary Databases
  - ERIC: Education
  - Psych INFO
  - Sci-search and social sci-search
- Academic libraries use the Library of Congress classification system; other system is the Dewey Decimal Classification System
- Government: U.S. publications
- Online resources include email, newsgroups

### Field Research:

- Observe and Interview
- Steps: Selecting contacts and sites, scheduling, preparing, and logging notes

### Note Taking:

- Use one note card for one piece of information, quote or idea
- Avoid plagiarism (taking someone else's ideas or information and passing them off as your own)
  - Cite direct quotations, paraphrase or restatement of something belonging exclusively to another
  - Summary: don't document common knowledge

### Strategies in Research:

- Focus the paper- narrow the topic so that it is not overwhelming.
- Incorporating new material strengthens the paper.
- Gain distance; wait for a while to think things over.
- Reconsider everything: belief and doubt based on sound logic and valid evidence.
- Test theme or thesis and be aware of bias.
- Deal straightforwardly with valid material that challenges the thesis.

### Abstracts:

- Informational abstracts highlight major points and conclusions
- Descriptive abstracts are brief and introduce the reader to the subject