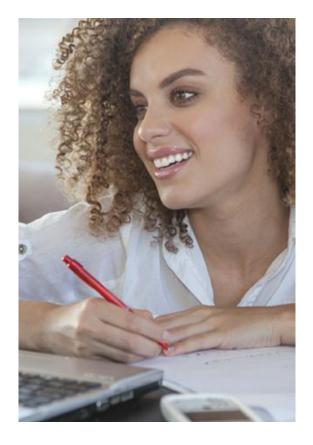
VAN RYS/ MEYER/ VANDERMEY/ SEBRANEK





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Working With Your Sources

LEARNING OUTCOMES

- 1 Valuate your sources
- 2 Create a working bibliography
- 3 Take notes effectively
- 4 Summarize, paraphrase and quote

Rate Sources

- Selection of information should be based on reliability and criteria
- Order of ranking from good to bad
 - Scholarly books and articles
 - Trade books and journal articles
 - Government resources
 - *Reviewed official online documents*

Rate Sources

- Reference works and textbooks
- News and topical stories from quality sources
- Popular magazine stories
- Business and nonprofit publications
- List server discussions, usenet postings, blog articles, talk radio discussions
- Unregulated web material
- Tabloid articles

Test Print and Online Source Reliability

- Credibility of a source needs to be assessed by considering:
 - Author and his or her perspective
 - Timeliness and accuracy of the source

Working Bibliography

- List of sources that you have read and/or are intended to be used in the research
 - Helps in:
 - Tracking the research
 - Developing final bibliography
 - Avoiding plagiarism

Building a Bibliography

- Include identifying information
 - Books
 - Periodicals
 - Online sources
 - Primary or field research

Taking Notes

- Serve as the foundation for a research writing
- Helps in:
 - Working efficiently
 - Gathering key information from sources
 - Involving sources critically and reflectively
 - Recording summaries, quotations, and paraphrases

- Paper or electronic note cards
 - Establish a set of cards
 - On a second set of cards take notes on sources
 - Pros and cons
 - Categorize and organize material for an outline and a first draft
 - Tedious and time consuming

- Copy and annotate
 - Annotate: Underline vital passages in a text and make notes in the margin
 - Involves using photocopies, print versions, or digital texts of sources
 - Pros and cons
 - Organizing the various pages for drafting can be inconvenient
 - Provides an accurate record of the sources
 - Encourages critical thinking

- Computer notebook or research log
 - Find a main location of the notes
 - Take notes ensuring to identify the source completely
 - Using a symbol, distinguish thoughts from source material
 - Code the notes to identify information and its relating topic the outline
 - Pros and cons
 - Taking notes feels natural
 - Time consuming

- Double-entry notebook
 - Involves parallel note-taking
 - Split pages vertically
 - Record bibliographic information and take notes on sources
 - Write responses in a column
 - Pros and cons
 - Produces exact source records and involves the researcher with the material

Summarize

- Condense the main points in a passage in person's own words
- Process
 - Repeatedly read the passage, writing down keywords
 - State main point in own words
 - Cross check against the original

Paraphrase

- Putting a whole passage in a person's own words
- Steps
 - *Review the passage and reread it sentence by sentence*
 - Evaluate basing on the original for accurate tone and meaning

Quote

- Word-for-word statement from an original source
- Steps
 - Identify the context
 - Copy the passage enclosing it in quotation marks to check its accuracy
 - Note the omitted words with an ellipsis

SUMMARY

- While doing research-based writing, one needs to become an authority on the chosen topic
- One must gain a broad knowledge of the information available, evaluate it for trustworthiness and applicability
 - Effectively incorporate it into one's writing with proper credit

