COMP

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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*

Note-taking Systems

- 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

Note-taking Systems

- 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

Note-taking Systems

- 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

Note-taking Systems

- 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*