## Research Steps

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<th>Step</th>
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<th>Notes</th>
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| 1    | Analyse & define the topic | | **What are the main concepts or ideas?**  
**How many sources will I need to research the topic?** |
| 2    | Find background information | | **What do I already know about this topic?**  
**Where can I find background information?**  
**What point do I intend to make with my paper?** |
| 3    | Develop a search strategy | | **What are the key terms that describe my topic?**  
**What are some synonyms for those terms?**  
**Is my search statement too narrow or too broad?** |
| 4    | Retrieve & evaluate sources | | **Are the books and articles I have found relevant, current and authoritative?**  
**Are the web sites I have found reputable and well documented?** |
| 5    | Review & organise info | | **What are the major arguments that support and refute my research?**  
**Do most respected scholars support a particular viewpoint?** |
| 6    | Cite your references | | **Have I collected all the necessary publication information for each source?**  
**Librarians can guide you in how to properly reference according to citation styles [Chicago, APA etc.].** |