**Key Points in Research**

I. Steps in Developing a Research Paper

A. Understand the Assignment

1. What ideas are you being asked to present?

2. Who is your audience?

B. Select a Topic

1. Use books, encyclopedias, governmental websites, and/or the Internet

2. Discuss options and ideas with experts on the subject

3. Accept a topic defined by the person who assigns the paper

C. Gather Resources

1. From the Internet

2. From books

3. From journals

4. From magazines

D. Create a Bibliography

1. Use the correct format

2. Use the correct style (e.g. MLA or APA)

E. Conduct Research

1. Evaluate the correctness of the information

2. Evaluate the credentials of the author

3. Evaluate how current the material is

4. Evaluate whether or not the material is based in opinion or fact

5. Evaluate the reliability of the authors

F. Develop an Outline

1. Clarify your ideas before writing the paper

2. Organize the order of your ideas

II. Research

A. Thorough and systematic investigation into a topic to discover or revise information about the topic

B. Where to Gather Resources

1. Internet

a) Conduct searches

b) Check the reliability of information

2. Books

a) Library or bookstore

b) eBooks

3. Journals or magazines

a) Library or bookstore

b) Online

C. Bibliography

1. A list of works compiled according to a common principle (i.e. authorship, subject, place of publication, or printer)

2. Use the appropriate format (e.g. MLA, APA, etc.)

III. Writing

A. Outline

1. A general sketch indicating only the main ideas

2. Use systematic numbering

B. Rough draft

1. The first attempt at a piece of writing

2. Put in essay structure

C. Citations within the paper

1. “The act of giving credit to an author or an authority or a precedent”

2. Avoid plagiarism

D. Revisions

1. Changing something that is already written

2. Improve the writing and the paper

E. Proofread

1. Checking and documenting needed corrections in a text

2. Make it accurate

IV. Plagiarism

A. Using the language and/or ideas of another author without permission and/or taking credit for another author’s work

B. Give credit for

1. Direct quotation

2. Information coming from any type of media (e.g. book, magazine, website, movie, song, etc.)

3. Replications of visual material (e.g. charts, pictures, diagrams, etc.)

4. Information gathered from interviews

5. Online information

6. Anything that originates with someone else’s thought or ideas

C. Don’t give credit for

1. Common Knowledge

a) Generally accepted facts (e.g. water freezes at 32 degrees Fahrenheit)

b) Culturally accepted facts (e.g. national holidays)

2. Your own thoughts, ideas, experiences, opinions, etc.

3. Results gathered from your own experiments or lab work

4. Your own pictures, videos, or illustrations