

# AMC University College Library – Research Guide

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## 1. Introduction

Research is the systematic investigation of materials and sources to establish facts, reach new conclusions, and support learning. This guide will help you conduct effective academic research.

## 2. Planning Your Research

1. Define your topic clearly – Make sure you understand the assignment or research question.
2. Identify keywords – Break your topic into main concepts and use keywords to search databases.
3. Create a research plan – Outline which sources to use and a timeline for research tasks.

## 3. Finding Sources

### A. Library Catalogue (OPAC)

Use the library catalogue to locate books, journals, and e-books.

Tips:

- Use Boolean operators: AND, OR, NOT
- Use quotation marks for exact phrases

### B. Academic Databases

Licensed databases: EBSCO, JSTOR, ProQuest

Open access resources: DOAJ, Open Library, Project Gutenberg

### C. Google Scholar

Use Google Scholar to find scholarly articles.

Check citations and links to full-text versions.

## 4. Evaluating Sources

Ask these questions when assessing sources:

1. Authority: Who is the author? Are they credible?
2. Accuracy: Are the facts supported by evidence?
3. Currency: Is the information up-to-date?

4. Relevance: Does it directly relate to your topic?
5. Purpose: Is the content objective or biased?

## **5. Note-Taking and Organization**

Keep track of all sources.

Summarize key points.

Use reference management tools (e.g., Zotero, Mendeley).

## **6. Referencing**

Always cite sources to avoid plagiarism.

Common citation styles:

- APA – Social sciences
- MLA – Humanities
- Chicago – History & Arts

Check library guides for style-specific examples.

## **7. Writing and Reviewing**

1. Draft an outline for your paper.
2. Write clearly and concisely.
3. Revise and proofread.
4. Ensure proper citations and bibliography.

## **8. Additional Tips**

Start research early to allow time for revisions.

Ask a librarian for help if needed.

Use academic resources rather than unverified websites.