

Research Strategy Checklist

Planning Your Topic

- ☐ Choose a topic that interests you and meets assignment requirements
- ☐ Break your topic into 3-5 specific research questions ([organizer](#))
- ☐ Brainstorm keywords and alternate terms for each question

Finding Sources

- ☐ Start with our school databases before using general internet searches
- ☐ Use specific search terms (not full questions) in search boxes
- ☐ Try different keyword combinations if your first search doesn't work
- ☐ Look for recently published sources (within last 5 years when possible)
- ☐ Gather information from at least 3 different types of sources

Evaluating Sources

- ☐ Check if the source provides evidence for claims made
- ☐ Identify if the source is fact-based or opinion-based
- ☐ Consider whether the source presents multiple viewpoints
- ☐ Ask: "Would my teacher consider this a quality source?"

Taking Notes

- ☐ Record the source information for each note you take ([organizer](#))
- ☐ Mark direct quotes with quotation marks as you write them
- ☐ Write paraphrased information in your own words completely
- ☐ Include your own thoughts and questions alongside source notes
- ☐ Note page numbers for information you use in books, magazines or journals if available

Citing Sources

- ☐ Create citations as you go (don't wait until the end!)
- ☐ Use the citations already prepared in our school databases
- ☐ Double-check that Google Citations includes all required information
- ☐ Organize your citations per MLA format

- ☐ Make sure in-text citations match your works cited/bibliography

Final Review

- ☐ Check that each research question has been answered
- ☐ Verify you've used a variety of reliable sources
- ☐ Confirm all quotes and paraphrases have proper citations
- ☐ Review your works cited/bibliography for formatting consistency
- ☐ Ask for help from the library if you're unsure about anything!