

Name: _____

Date: _____



WHAT TO KNOW!

Using References for Research

Research is how you find the answers to all kinds of questions about all kinds of topics. Working along with your teacher and the librarian you will use this research guide to take you step by step through the process of “doing research.” Information can come from virtually anywhere — media, blogs, personal experiences, books, journal and magazine articles, expert opinions, encyclopedias, and web pages — and the type of information you need will change depending on the question you are trying to answer.

Reference Sources in Research

Reference sources can be a great place to start your research because they provide quick, authoritative introductions to a topic. They offer summarized, factual information in a clear and organized way. Common reference sources that provide this type of information are encyclopedias and dictionaries. Reference sources, such as encyclopedias or literary criticisms, will often cite additional sources such as periodical articles and books. Further, they often provide a good bibliography for you to explore in your research.

Kinds of Sources

1. Primary Source are original materials on which other research studies are based. They represent information in its original form, not interpreted or evaluated by other writers.

Examples: diaries, speeches, letters, official records, autobiographies, interviews

2. Secondary Source are information from someone who did not experience the event first-hand or by a person not directly involved in the event.

Examples: encyclopedias, textbooks, book reports, newspaper

Types of Reference Sources

- a. **Encyclopedias.** Encyclopedias are more varied than you might think. You might have used a general one in elementary school or high school. However, you might not have come across a subject-specific encyclopedia before. The thing that all encyclopedias have in common is that they include brief, factual information about topics or concepts. They often provide images and references to additional works. Most are several volumes long, though sometimes a very specific one might have just enough content for one or two volumes. Another option, Wikipedia, which is a web encyclopedia with user-contributed entries, is a good starting place for your research because it points to other reference sources.
- b. **Dictionaries.** Dictionaries are like encyclopedias, but instead of providing a contextual background to a subject, a dictionary list terms in alphabetical order and gives each word’s meaning. Some dictionaries include equivalent words in another language, such as an English to Spanish dictionary. Others are subject specific, diving into the details of discipline-specific language.
- c. **Thesauri.** Thesauri provide synonyms for words with related meanings. You might choose to use a thesaurus when you are looking for alternative definitions to words you find yourself using frequently. Thesauri often include antonyms, or words with the opposite meaning of the one you look up, which can also be helpful when trying to determine alternative ways to say the same message.

- d. **Bibliographies.** Bibliographies help provide information about various ideas by providing references to books, films, or recordings that deal with the topic. Bibliographies typically include citations that reference the work, author, publisher, and place of publication. Sometimes they include annotations, or brief summaries of the works they cite as well. This information is not something you would cite in your own research but is rather more like a roadmap that points you to the sources that will be useful in your research.
- e. **Handbooks and Manuals.** Handbooks and Manuals contain practical information on a topic. Handbooks on academic disciplines are gateways into the thinking of the field. Manuals are similar in that they contain practical information, but they are more instructional in nature. Manuals come with most electronic devices that you purchase, but you might also find manuals explaining how to use specific resources or how to approach skill-based work in various fields.
- f. **Almanacs.** Almanacs include calendars, basic facts, and statistical information about people, places, and events. These sources contain specific, detailed information you might need to have to cite in a paper. For example, if you were writing a paper on Tibetan culture and wanted to find a list of the holidays celebrated there and when they occur, you might look for a Tibetan almanac.
- g. **Biographical sources.** Biographies and other biographical sources contain biographical information about individuals such as birth and death dates and major accomplishments in a certain field. If you have a paper to write on a theory or a point in history, you could use biographical sources to find background information for a sub argument or point in your paper. If you are writing an entire paper on an individual, you will likely need more information than you'd find in a biography in the reference section. However, a biography in the reference section will contain references to other sources that you would find useful in your research process.
- h. **Atlases and Gazetteers.** Atlases and Gazetteers are two sources that you can primarily think about as related to geography. Both provide a variety of maps and historical geographic information. These are useful if you need to understand where something is situated in the world, but can also be useful to see how lines have been redrawn over time. For example, if you were writing a paper about a specific county over time, using atlases from the past or atlases that show shifting lines over time would help you understand if you also need to be researching surrounding counties because at one point in time the county you are interested in covered that land area. Gazetteers also include geographical dictionaries to define places and locations.
- i. **Directories.** Due to the internet, directories are less common than they used to be, but sometimes still answer questions you can't answer on the web. Directories include information about people or organizations such as addresses, contact information, company services and products, and sometimes biographical information, or company histories. This can be helpful if you are trying to understand what organizations exist that deal with the issue you are researching or if you know you will need to find specialized information and you need to determine what groups exist that might be able to provide it.



Directions: Write **TRUE** if the statement is correct and **FALSE** if it is not.

1. The newspaper gives the most current details about local happenings, sports information, and weather forecast.
2. The encyclopedia contains the origin of words and their correct pronunciation.
3. The dictionary gives the correct spelling, meaning, and usage of words.

4. Thesaurus entries are written in alphabetical manner.
5. Atlas gives background information on basic facts and statistical details on people, places, and events.
6. Biographical sources will tell you about highlights of one's life accounts from birth to death.
7. Handbooks and Manual give practical information on certain topics.
8. Directories include information about people or organizations such as addresses, contact information, company services and products.
9. Newspaper is considered a primary source because it gives up-to-date information for common people.
10. Encyclopedias and textbooks are examples of primary sources because they are written by credible authors.

B. Directions: Read the following scenarios and identify which reference material to be used to find the specific information being asked. Choose your answer from the word bank and write it on the line.

Atlas	Dictionary	Encyclopedia	Thesaurus
Manual	Directory	Almanac	Newspaper

- _____ 1. You would like to travel to Washington D.C., USA. How can you find out where this place is located?
- _____ 2. You are working on a story about amusement parks. You have used exciting over and over again. Where can you find a synonym for exciting?
- _____ 3. Kristina wants to find out about information on the earthquake in Occidental Mindoro this morning. What resource should she use online?
- _____ 4. Tony wants to know the highlights on the year 2000 when he was born. Which resource could give him the summary of that?
- _____ 5. Your teacher mentioned that Benjamin Franklin invented bifocals and you want to research more about its history. Which resource will you use?
- _____ 6. This week's spelling words are hard for you to understand. You have already written the definition to the words. You believe that by finding synonyms and antonyms for the words might give you a better understanding of the definition. Which will you use?
- _____ 7. Your parents just bought you a gadget for reducing noise during recording and you want to know how to operate it. Which will you use to guide you?
- _____ 8. You want to know the contact information, the menu of services, and the branches of a company you wish to hire for an event. Which resource material is a practical thing to use?

- _____ 9. You are learning about landforms and would like to find out the origin of islands in the Southern Philippines. Which resource will you use to give you information about geographical history of the place? **Page 4 of 6**
- _____ 10. You want to have a quick check on the meaning of a difficult word you read in a book that has no glossary. Which reference material will you use to get the definition of the word?
- _____ 11. Chris needs to know the correct pronunciation of the words. What should he use?
- _____ 12. Your sister wants to check job vacancies near your residence. Which reference material can you refer?
- _____ 13. Your group needs to research on the planetary system for your reporting. Which reference material will you consult?
- _____ 14. The latest product of a telecommunications company has exciting features for the consumers. Where will they put the details to inform the public about how to access these features once they purchase the item?
- _____ 15. You want to know the important statistics of each countries in Southeast Asia. What reference material will give you a summary of those information?



Directions: Determine if the source would be a Primary Source or Secondary Source. Write **P** for primary and **S** for secondary sources. Write your answer on the space provided before the number.

- _____ 1. A biography about the life of Senator Meriam Defensor Santiago
- _____ 2. The Declaration of Philippine Independence Day
- _____ 3. A news program featuring interviews on what is happening in North Korea
- _____ 4. A website describing what the first World's Fair was like
- _____ 5. A Vietnam veteran talking about the war in Vietnam
- _____ 6. Abraham Lincoln's diary describing what he thought about the civil war.
- _____ 7. A letter from a soldier describing World War 2.
- _____ 8. An actor describing what it was like on the set of a movie.
- _____ 9. A history book describing the events that culminated in the Battle of Pinaglabanan
- _____ 10. A friend describing the horrible flooding experience he experienced in the past
- _____ 11. A biography about the Billiard Grand Master, Efren "Bata" Reyes
- _____ 12. A documentary about the Badjaos' way of living
- _____ 13. A newspaper article on the casualties of a vehicle mishap in North Luzon Expressway

- _____ 14. A tutorial vlog on personal recipes of family dishes
- _____ 15. A report about the opening of solar plant in Tarlac City



Directions: Identify the kind of reference work to use based on the given scenarios. List down the information gathered that will be useful in the scenarios. Do this on a separate sheet of paper.

Scenario 1: Paula is planning to visit Japan this summer vacation. She learned from YouTube that it is a place where food is great and culture is also preserved. She wants to be ready when she visits the place.

Type of reference source to use	Useful information found on reference work
	1.
	2.
	3.
	4.
	5.

Scenario 2: When she was interviewed by Steve Harvey, Ms. Universe 2018 Catriona Gray said that she is proud to represent one hundred five million Filipinos. Tourists would like to know more about the Philippines such as people, places, and other events.

Type of reference source work to use	Useful information found on reference work
	1.
	2.
	3.
	4.
	5.

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Using References for Research

Almanac	.	Answers may vary.
Manual	.	
Encyclopedia	.	Fly High:
Newspaper	.	
Dictionary	.	S .
Dictionary	.	
Atlas	.	P .
Directory	.	S .
Manual	.	
Thesaurus	.	S .
Encyclopedia	.	S .
Almanac	.	
Newspaper	.	P .
Thesaurus	.	S .
Atlas	.	P .
Activity B:	.	
FALSE	.	P .
FALSE	.	P .
TRUE	.	P .
TRUE	.	P .
TRUE	.	S .
FALSE	.	
TRUE	.	P .
TRUE	.	P .
FALSE	.	S .
TRUE	.	