



# College Level Research Guidelines & Procedure

## DISCUSSION

- Finding Search Terms/Keywords that work (Data analysis/SEO)
- Results numbers - relevance (in context of commercialism)

## CAR Check

### CREDIBILITY

- the measure of the authenticity or reliability of the source of information
- Why should I believe this source of information over another?
- Did this source credit others with the information?
- What is it about this source that makes it believable (or not)?
- Is the sponsor/author qualified to be an authority on this subject?

### ACCURACY

- checking if material is up to date, detailed, exact, and comprehensive
- Is this timely and frequently or recently updated?
- Does this source appear professionally designed and is it grammatically correct/error free?
- Is this source thorough and does it seem in line with other sources I have found?

### REASONABLENESS

- fairness, objectivity, moderateness, and consistency
- Does this information lack bias/objectivity?
- Is the argument/information well-reasoned and fair?
- Is this information really likely, possible, or probable?



# Step-by-Step Research Tips

## DEFINE:

**Database**

**Subscription**

**Scholarly  
journal**

**Peer-  
reviewed**

1

GO TO JSTOR - USE ADVANCED SEARCH

2

TYPE IN TOPIC KEYWORDS AND PARAMETERS OF SEARCH

- ✓ Content I Can Access
- ✓ Document Type: choose "Article"
- ✓ Language: English

3

RESULTS: TRY TO HAVE YOUR RESULTS LIST LESS THAN 200

To limit the search if too many results come up, limit the search to:

- add AND topics
- limit databases
- toggle years for publication date
- full text only

4

READ THE ABSTRACT (SHORT SYNOPSIS OF THE FULL ARTICLE)

- This will help you decide if the article is worth reading or including in your biblio
- DO NOT COPY!
- If you like an article, download it to save it and read later.

5

CREATE CITATION: ON LEFT

For your bibliography entry citation: Choose MLA style - Cut and paste immediately into your Google Doc for your Annotated Bibliography (you will need to write a brief annotation as well).



# Annotated Bibliography Instructions

Find further instructions at

- OWL Purdue Annotated Bibliographies
- OWL Purdue Citing Electronic Sources

FOR AN ANNOTATED BIBLIOGRAPHY, USE STANDARD MLA  
FORMAT FOR THE CITATIONS:

- Times New Roman
- Size 12
- Double-spacing
- Correct Punctuation
- Proper case size
- Proper italicize/quotation of Titles
- ALPHABETICAL ORDER of entries

THEN ADD A BRIEF ANNOTATION FOR EACH ENTRY, INCLUDING:

- ▶ 3 to 4 sentences to summarize the main idea(s) of the item
- ▶ 3 to 4 sentences to respond to the item and relate the article to your research topic, or to your personal experience
- ▶ 1-2 sentences to evaluate the credibility/validity of the source



# Sample Annotated Bibliography

Name  
Teacher  
Class  
Date

## AN ANNOTATED BIBLIOGRAPHY: WRITING RESOURCES

Bunting, Joe. "How to Write Better By Following This One, Simple Rule." The Write Practice, [thewritepractice.com/how-to-write-better/](http://thewritepractice.com/how-to-write-better/). Accessed 15 Apr. 2020.

This article was about Bunting's number one piece of advice about writing, which is to "be interesting." He includes several points about what makes writing "uninteresting" to readers and makes notes about how to avoid those errors.

I liked this article because he simplified so many other sources I have looked at that explained the writing advice one can find online, though in more condensed terms than others typically use. He used common examples of writing advice and included prompts to help the readers take his advice and actually use it. This connects to my overall topic of "improving writing" because he offered clear tips on how to make yourself sound better.

Joe Bunting is a credible source of information on the topic of nonfiction and creative writing, as a published author and the leader of the online writing group called The Write Practice.

Lamott, Anne. *Bird by Bird: Some Instructions on Writing and Life*. Anchor Books, 1995.

Lamott's book offers advice on living life as a writer, and the difficulties attached to that lifestyle. She includes a chapter about first drafts that emphasizes the importance of persevering through many revisions and edits.

The chapters in Lamott's book are interesting and anecdotal, and I especially appreciated her advice on producing first drafts without worrying too much about the "perfection" of the piece. Overall, this book connects to my topic of "improving writing" and helps me better understand how creative nonfiction and memoir can be effective modes of writing.

Anne Lamott is a well-known novelist, nonfiction writer, and public speaker, and would be considered a reliable source of information about the writing process as she has taught creative writing at the college level and at writing workshops across the country.