

Organizing Research

Complete the following cover sheet for each source that you plan to use in your research project.

PLEASE NOTE: Before completing this cover sheet for one of your sources, please make sure that you have determined that:

- a. the source is reliable;
- b. the source relates to your topic;
- c. the source will contribute to your understanding and discussion of the topic.

Research Source Cover Sheet

A. Bibliographic Information

1. Author:
2. Title of Source:
3. Title of Container:
4. Publisher:
5. Date:
6. Location:

B. Content

1. Can you locate one or two sentences that concisely state the organizing principle and/or argument of the article or essay?
2. What are the key points that the author makes to support his/her thesis or argument?
3. In your own words and in two to three sentences, summarize the content of the article or essay.
4. Record any quotes, points, or passages that you believe may be relevant to your research project. MAKE SURE TO INCLUDE THE PAGE NUMBER WHERE THESE APPEAR!!!!
5. Are there any references to other sources (books, articles, studies, etc.) in the article or in the article bibliography that you believe might be useful for your project? If so, make a note of that here (include author, title, and if available, publisher info).
6. Write one paragraph in which you discuss they key points made in this source.

Adapted from *What Is Writing?: An Introduction to Writing as an Act and Medium of Communication* (2015).



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