

# Research Tool Kit

## Hints for successful research

- I. [Google](#)
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## I. Google

<http://support.google.com/websearch/bin/answer.py?hl=en&answer=134479>

<http://www.bedfordstmartins.com/Catalog/static/bsm/researchroom/databases/>

**WHAT ARE YOU LOOKING FOR?** In order to search using Google, you need to have key words or key phrases that you can enter in the search box.

What are your key words? (You have a few of these at least from your encyclopedia notes or from the notes you have taken from any electronic research you've done so far). Examples of key words: "Chicano," "Chicanismo," "Identity"

Keywords are usually the nouns related to the subject you are researching. Key phrases will help to narrow your search.

What are your key phrases? A phrase is a few words, like "cultural Identity," "political identity," "identity politics." Putting phrases in quotations keeps the words together in the search.

### **MAKING YOUR SEARCH MORE EFFICIENT**

If you want to expand or narrow your search here are a few marks you can use which are called OPERATORS. Operators in this context are certain key strokes that control the search.

To **EXCLUDE** (leave out) words or phrases, write your search term and then insert a "-" and the words you would like excluded from your search. Do not include any space between the words and the dash mark.

To **INCLUDE** synonyms (other words that mean the same thing as your key word) put a "~" after your key word or phrase.

To put a date range in your search, put two dots between your two sets of dates. (U.S. Presidents 1920..1990)

To look for a particular combination, you can use the word “AND” or the symbol “+” (For example, “cultural identity + youth”)

You can also use the word “OR” in your search

The asterisk at the end of a word for different word forms

To have Google search within a particular site, use the symbol “:” For example nytimes:immigration

**Here is a helpful link to some handy and more complex Google search tips:**

<http://mashable.com/2011/11/24/google-search-infographic/>

The most reliable sources of information on the internet have domains .org or .edu. To narrow your search to these sources, you can use:

Google Scholar <http://scholar.google.com/>

Advanced Search [http://www.google.com/advanced\\_search](http://www.google.com/advanced_search)

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## II. Writing an Introduction

Cambridge Rindge & Latin School

[http://www.crlsresearchguide.org/17\\_Writing\\_Introduction.asp](http://www.crlsresearchguide.org/17_Writing_Introduction.asp)

An introduction is the first paragraph of a written research paper, or the first thing you say in an oral presentation, or the first thing people see, hear, or experience about your project.

It gives the reader a beginning to follow throughout your paper.

It has two parts:

1. A general introduction to the topic you will be discussing
2. Your Thesis Statement

Some teachers have students place the thesis at the beginning of the introductory paragraph and others have it at the end of the paragraph. Be sure to follow your teacher’s instructions.

It is often easier to write your introduction last, after you finish your project.

Make sure that you introduce what you are actually going to say.

Use two or three sentences to introduce your topic.  
Make the sentences interesting to hook the reader.  
Be sure to use key words that will be used in the body of your project.

Then state your thesis. You may use one or more sentences depending on how complexity of your project.

For more information:

<http://writingcenter.unc.edu/handouts/introductions/>

<http://www.tailoredessays.com/how-write/research-paper/introduction-conclusion.htm>

<http://www.writing.ucsb.edu/faculty/donelan/intro.html>

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### III. Writing a Conclusion

A conclusion is the last paragraph in your paper or last part of other types of presentations.

The conclusion needs to make the reader or listener feel that the paper or presentation is complete. The thesis needs to be restated and the main points need to be summarized.  
(Go to [http://www.crlsresearchguide.org/18\\_Writing\\_Conclusion.asp](http://www.crlsresearchguide.org/18_Writing_Conclusion.asp) for more information.)

In other words from <http://www.writeawriting.com/writers/how-to-write-a-conclusion/>

How to Write a Conclusion in 5 Easy Steps

1. Pull together the key points of your thesis and jot them in a rough draft
2. Note down the main points that back up your research hypothesis or **thesis statement** i.e. data statistics, analytical findings or review of literature
3. Summarize and merge them together
4. Write a rough draft that naturally **leads** to prove your main hypothesis
5. Sprinkle it with a relevant quotation or two to give it a literary flavor and in-depth feel

From <http://leo.stcloudstate.edu/acadwrite/conclude.html>

A conclusion should:

- stress the importance of the thesis statement,
- give the essay a sense of completeness, and
- leave a final impression on the reader.

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## IV. How to Outline

Links to websites.

<https://owl.english.purdue.edu/owl/resource/544/1/>

<http://www.bookrags.com/articles/2.html#gsc.tab=0>

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## V. Primary and Secondary Sources

As you move forward in your research, you will want to discern between the different sources you will need for your paper. You may need to include primary and secondary sources which will both provide information to complete your quest.

### I. Primary Source

A primary source is an original object or document. It is first hand information. A primary source is a document or artifact that was written or created during the time of study. Think of it as an eyewitness account of an event or something that came from the person who created it. Primary sources come in many types of media such as print, film, audio recordings, and moving picture recordings. Some examples are:

- a. Original documents such as a letter, an interview, an autobiography, a diary, a speech, official records, results of an experiment.
- b. Creative works such as a play, an art piece, a novel, a poem, music
- c. Relics or artifacts such as furniture, a building, pottery.

### II. Secondary Source

A secondary source is a source that interprets or analyzes a primary source. Secondary sources are second hand information. Secondary sources go beyond a particular event or artifact and can serve to broaden your research. Secondary sources come in many types of media. Some examples are:

- a. Books, journal articles, anything that serves to interpret a primary source.
- b. Review articles that compare research articles.
- c. Commentaries and criticisms in print or other media

**How can I discern between primary and a secondary source?**

Where does the information come from? Is it an eyewitness account, a personal experience, or was it told by someone else?

Are the conclusions or summaries based on a single piece of evidence or are there other sources used?

How does the author know these details (the event, dates, names, technique)? Was the author present at the event or did he/she learn about it from someone else?

**III. Tertiary Sources**-these are sources that list, compile or index primary or secondary sources.

Almanacs, directories, fact books, encyclopedias, guidebooks, Wikipedia

**Here are some informative links to follow that give more examples of primary and secondary sources.**

1. **On-line Writing Lab at Purdue**  
<http://owl.english.purdue.edu/owl/resource/559/01/>
2. **Yale**  
[http://www.yale.edu/collections\\_collaborative/primarysources/primarysources.html](http://www.yale.edu/collections_collaborative/primarysources/primarysources.html)
3. **University of Maryland**  
<http://www.lib.umd.edu/ues/guides/primary-sources>

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