The Research Process Checklist

For more information on any of these steps, look at the Phillips Library Help with Research Guide

☐ Choose a Topic
  ● Determine what you are researching.

☐ Identify Keywords
  ● Make a list of terms (related terms, broader terms, narrower terms) that describe your topic.

☐ Create Search Statements
  ● Use your keywords to search Phillips Library resources for information.

☐ Choose the Best Resource
  ● Take a moment to consider which resources will get you to the information you need.

☐ Keep Track of Your Progress
  ● Avoid redundant searching by keeping track of which Phillips Library resources you have used, and begin making notes for your bibliography.

☐ Evaluate What You Find
  ● Make sure that your resources are appropriate before including them in a paper or presentation.

☐ Cite Your Sources
  ● Properly cite all sources, in-text and in your bibliography a.k.a. your works cited or reference list.