

# RESEARCH SKILLS: How to Find Information

## Study Guide Questions

1. What is research?
2. Libraries have \_\_\_\_\_, which are physical, or computerized systems in which you search for books by title, author, keyword or subject.
3. \_\_\_\_\_ are collections of magazines, newspapers and journals, which have been bound and arranged according to title and date.
4. One thing to be mindful of when conducting a personal interview is what?
5. As information is found, \_\_\_\_\_ should be kept.
6. Quoting is the act of taking the writings of someone else and claiming them as one's own. True or False
7. What is the first step to conducting research?
8. Writing a research paper allows others to benefit from your research. True or False.
9. When gathering information for a research paper, it is advisable to search under what: author, title, subject, or keyword?
10. Where in the library can you find encyclopedias?
11. When writing a research paper, you must give credit to an author in the form of what?
12. Books in the library are arranged according to two systems. Name one.
13. What is the Internet?
14. Every research should contain what kind of statement that presents an idea to be supported or negated by the research?

15. What format is used to write most research papers?

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# Study Guide Answers

1. What is research?

**The process of collecting information about a particular subject.**

2. Libraries have \_\_\_\_\_, which are physical, or computerized systems in which you search for books by title, author, keyword or subject.

**Catalogues**

3. \_\_\_\_\_ are collections of magazines, newspapers and journals, which have been bound and arranged according to title and date.

**Periodicals**

4. One thing to be mindful of when conducting a personal interview is what?

**Bias**

5. As information is found, \_\_\_\_\_ should be kept.

**Note cards**

6. Quoting is the act of taking the writings of someone else and claiming them as one's own. True or False

**False - Plagiarism is the act?**

7. What is the first step to conducting research?

**Selecting a topic**

8. Writing a research paper allows others to benefit from your research. True or False.

**True**

9. When gathering information for a research paper, it is advisable to search under what: author, title, subject, or keyword?

**Subject**

10. Where in the library can you find encyclopedias?

**Reference section**

11. When writing a research paper, you must give credit to an author in the form of what?

**A citation**

12. Books in the library are arranged according to two systems. Name one.

**Dewey Decimal System or Library of Congress System**

13. What is the Internet?

**A series of computers connected to each other, which allows for data transfer**

14. Every research should contain what kind of statement that presents an idea to be supported or negated by the research?

**Thesis**

15. What format is used to write most research papers?

**MLA or Modern Language Association**