

Hillsborough Community College

Ybor City Campus Library

The Research Process

1. Before you begin
 - a. Understand the assignment
 - b. Set deadlines for each step of the assignment
2. Identify and develop your topic
3. Find background information
 - a. Read articles in handbooks or subject encyclopedias to get an overview
4. Develop search vocabulary
 - a. As you research, add words and phrases you commonly see
 - b. Use a thesaurus to find synonyms and other vocabulary
5. Use library catalog to find books
6. Use periodical databases to find journal articles
7. Find Internet resources and evaluate what you find
8. Analyze and organize your information
 - a. Narrow or broaden your search
 - b. Weed out irrelevant information
9. Write a rough draft
 - a. Locate additional information to fill in the gaps
10. Cite your sources using a standard format
11. Prepare the final version and proofread for logic, flow, spelling and grammar

Research Tips

- ▶ Work from the general to the specific.
- ▶ Record what you find and where you found it.
- ▶ Translate your topic into the subject language of the catalog and databases you use.