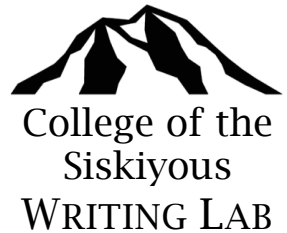


# STEP NUMBER FIVE: RESEARCH



**INTRODUCTION:** Step number five is to gather your material.

**Now is the time to locate books, articles, and other sources needed to support your thesis:**

- Create **Works Cited, References, or Bibliography** cards for each source. Record the author's name, title of work, and date and place of publication. If unsure of exactly what to write down when citing an interview, the Internet, or any other source, examine your style book. These cards will be used to compile your final works cited, references, or bibliography page. Be accurate.
- Using the cards, locate your material and begin reading. Only useful information should be written down on note cards. At the top of the card briefly write what the note is about or which main point on your outline it relates to. If you cannot find a place in your outline for the information, you most likely will not use the information. Do not bother to write down any information unless you are fairly sure it will appear in your final version. After you write the quotation, paraphrase, or summary—the note itself—write a shortened form of reference information at the bottom of card. Be sure to include the page number.
- Consider other sources:
  - Are videos or audiotapes available on the subject?
  - Did you check the COS library?
  - Are there any local experts on the subject? Can you interview them?
  - Would a survey fit the needs of the paper?