

# Keeping Track and Organizing Information for Research

## 1. Search with purpose.

- a. Before beginning research, know your assignment, what point you are going to make, and what potential evidence you are looking for to back it up. Brainstorm ideas through freewriting, a brain dump, lists, graphic organizers, maps, etc. before beginning.
- b. Outline a working thesis statement. You may find yourself altering your claim and evidence as you research, but having a clear direction ensures a less frustrating and more efficient research process.
  - ✓ **Claim/Central Idea/Argument:** Climate change is largely a result of corporate negligence and lack of environmental oversight and regulations.
  - ✓ **Opposing Viewpoint (if applicable):** Climate change is the result of individual choices pertaining to energy usage, waste, and lack of recycling and not corporations.
  - ✓ **Possible Supporting Evidence/Search Terms:** corporate pollution, greenhouse gases, industrial emissions, plastic, environmental laws, landfills, water pollution

**Note:** This list is not structured yet as clear supporting details. Sometimes it is helpful to brainstorm and list relevant subtopics and search terms before developing a clearly articulated and parallel structured argument.

**Tip:** A Venn diagram is a helpful way to brainstorm a two-sided argument such as this.

## 2. Keep track of sources.

- [Look for research tips](#) based on your specific subject area or field.
- [Complete a broad search through library resources](#). Marywood's library contains many scholarly sources that are not typically available on Google, Bing, Yahoo, etc.
- Specify and vary the [databases](#) you use.
- Evaluate sources for bias, relevance, and credibility by noting the author, organization, publication date, potential agenda, etc.
- Using step 1 as guidance, vary your search terms.
- Create a bibliography *as you research*. If you know you may definitely or potentially use a source, create an entry using the appropriate format (MLA, APA, Chicago, etc.) and keep links enabled. This will save you time and help you locate your research quicker and easier when you begin writing. Please remember that citation generators often contain errors.
- Create an in-text citation underneath your bibliography draft and include it with usable information as you research. Plug in your in-text citation as you outline to ensure a smoother drafting process.

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Source link or citation entry	In-text citation	Search terms used	Credibility	Search engine or database used	Quote or information to potentially use	What point does this support?
Lee, J. (2021). CEO overconfidence and voluntary disclosure of greenhouse gas emissions with a focus on the role of corporate governance. <i>Sustainability</i> , 13(11). <a href="https://doi.org/10.3390/su13116054">https://doi.org/10.3390/su13116054</a> .	(Lee, 2021)	Corporate Greenhouse Gas	Peer reviewed, current,	Marywood Library search	“...greenhouse gas (GHG) emissions became the focus of global and international regulatory scrutiny, and voluntarily providing information on greenhouse gas (GHG) emissions indicates a corporate commitment to sustainability, given the finite supply of carbon fuels.”	Opposing side could use this to support corporations doing their par.

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