

Supported by Tauranga Writers

Research

Finding Out About Finding Out

Step 1: Define your term.

For this you will use a dictionary or an encyclopaedia, general or specific.

Step 2: Define scope & context.

How broad or how deep is the range of information you need to uncover? What is the purpose behind your research?

Step 3: Define content & format.

The uses to which you can put your information are determined as much by what you include as by what must be excluded, and is also influenced by the final mode of presentation.

Step 4: Determine priorities.

Keep research manageable by listing in order of importance what you need to find out. Work steadily through it, and make your research easier by remembering the basic rule 'from the specific to the general'.

Step 5: Determine sources of information.

What will be most useful for you in relation to the end product? Will they be primary sources or published information? Textual or illustrative? Contemporary or historical?

Step 6: Decide how to collate your information and how to quote it.

When you gather your information together, record it properly, both so you can recover it for your own use if you need to, and also to reference it within the body of your submitted and published work.

Step 7: Decide on presentation & results.

This means working out how to match the end product (the results of your research) to its purposes (what it's about, who it is for and how you're going to present it.)