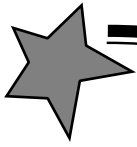


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Information Sources

Use this form to record sources of information for your topic, such as encyclopedia articles, books, magazines, newspapers, computer encyclopedias, Internet, etc. If you are unable to find very many sources, see your teacher right away. You may need to choose another topic. Take this form with you when you look up your topic. Be sure to have your teacher check it before you begin your research.

Name _____ Topic _____

Write the names and volumes of encyclopedias you find useful.

Encyclopedia _____

Volume/Page _____

Write the titles, authors, and call numbers of books you find useful.

Title _____

Author _____ Call number _____

Use *The Reader's Guide to Periodical Literature* for magazine information.

Article Title _____

Publication _____ Date _____

Write the names of computer encyclopedias containing helpful information and the article titles that you found.

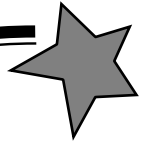
Encyclopedia Name _____

Title of Article _____

List Web sites found that contain helpful information on your topic.

Name of site _____

URL (WWW Address) _____



Outlining

An outline is like a blueprint or a recipe. Once you have written your outline, writing your report will be a piece of cake! You can use your note cards to help you decide how to arrange your outline. Go through your note cards and sort them according to their subtopics—your key word in the upper left-hand corner of the card. (Pages 25 and 26 provided good practice in organizing notes.)

Below is a sample of the final outline for a research report on dogs. Notice that all the main topics are to the left and have the Roman numerals of I., II., etc. The subtopics are indented and have the capital letters of A., B., C., etc. The details under each subtopic are also indented and have Arabic numerals and finally, the lowercase letters of a., b., c., etc. give details about the Arabic numerals items.

Dogs

- Dogs in today's society have two roles:
working dogs and house pets.
- I. Working Dogs
 - A. Hunting
 - 1. Retrievers
 - a. Golden
 - b. Labrador
 - 2. Terriers
 - a. Jack Russell
 - b. Wirehaired
 - c. Fox
 - B. Tracking
 - 1. Hounds
 - a. Bloodhounds
 - b. Basset Hounds
 - 2. Doberman Pinschers
 - 3. Saint Bernards
 - C. Herding
 - 1. Collie
 - 2. Bearded Collie
 - 3. Sheepdog
 - D. Guarding
 - 1. Rottweilers
 - 2. German Shepherds
 - 3. Doberman Pinschers
 - II. House Pets
 - A. Small Breeds
 - 1. Shih Tzus
 - 2. Lhasa apsos
 - 3. Toy poodles
 - B. Medium Breeds
 - 1. Cocker spaniels
 - 2. Scotch terriers
 - C. Large Breeds
 - 1. Airedales
 - 2. Alaskan malamutes
 - 3. Siberian Huskies

(Continue in this manner until you have outlined all the categories you have chosen.)