

## **Step 1 - Review Types of Evidence**

Remember the types of evidence used for support.

- Facts and statistics
  - Quotes
  - Anecdotes
  - Paraphrase/summary
  - Examples should be...
    1. relevant: directly related to your thesis and body paragraph topics
    2. specific: details such as names, dates, places
    3. varied
  - See H4HS page 126 for more ideas. About middle of the page, “The particulars can be...”
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## **Step 2 - Begin Researching**

Spend 3-5 days researching your topic, collecting evidence, notes and tracking sources. Use the Getting Ready to Research print outs to help direct your internet searches.

As you move along through your research, periodically check in on the evidence you’re collecting and see what category it falls under: facts, quotes, statistics, paraphrase/summary, etc. Make sure you aren’t relying too heavily on one or two types. For example, you shouldn’t have more than one quote per paragraph. It may help to note the evidence type next to the bullet point on your rough outline so you can see how or if it’s varied.

At the end of each research day, pull out your rough outline and look at how your research is shaping up. Do you have enough research for point #1 but almost none for point #3? Then tomorrow focus your research on point #3. Like that.

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## **Step 3 - Keeping your research organized**

**Do this at the end of each day’s research session.**

- Take a Word or Pages doc
- Type bold headings for the three main points (or more if a longer essay) that will make up your body paragraphs.
- Place any evidence you find, be it quotes, paraphrase, statistics, etc., under the appropriate point.

- Include the link to where that information was found.

Your notes will look something like this:

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**(Body paragraph/point#1) Participation trophies interfere with managing feelings of frustration/disappointment**

supporting evidence #1: copy/paste the passage + link to source

supporting evidence #2: copy/paste the passage + link to source

supporting evidence #3: copy/paste the passage + link to source

Repeat for each body paragraph/point

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**Copy and paste passage/evidence along with hyperlink to article/webpage/etc**

Copy over both the **hyperlink** to the article where you found evidence *and* the **specific passage/quote** you want to use into your research notes. **DO NOT SIMPLY COPY AND PASTE THE ARTICLE LINK!** This will keep you from having to go back and reread the entire article to find what part you wanted to use in you paper.

**Add bullet point notes to rough outline**

After each research session, **add bullet point notes** to your rough outline so you can see how your research is shaping up, when you have enough research for one topic, not enough for another, etc.

**Collect more evidence than you think you need**

Collect more evidence than needed for each point. Then you can decide which evidence is a stronger support than the other, which ones tie together well, and which, while perhaps relevant to the topic, don't do a good job tying things together. (Remember, one of the lessons of essay writing is limiting the arguments to stay focused on your position and not going off on tangents that may dilute the argument or confuse the reader.)

It's possible to organize your notes at the end of the week instead of daily. Do what works for you. **BUT KEEP YOUR NOTES ORGANIZED.** For some, doing a little every day keeps it from feeling overwhelming. For others, organizing once research is over is fine. Know yourself! If organizing isn't your strong suit, then do a little every day to keep it easy.

[Noodle Tools](#) is a digital essay organizing tool that's been recommended. \$15/yr for student. (Haven't tried it yet.)

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## **Step 4 - Final outline**

Once you believe you've collected enough evidence, take the rough outline and create a polished outline. Are there any "holes" left in your points and particulars? If so, now is the time to pull in any missing pieces. Ask yourself the following:

- Do you have enough evidence for each body paragraph topic?
  - Have you varied the type of evidence?
  - Are you repeating any points?
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## **Step 5 - Paraphrasing & summarizing research evidence**

Select which researched evidence you want to paraphrase or summarize instead of quote. Go ahead and write those out in your own words.

- Resources for paraphrasing and summarizing
  - Refer to H4HS pages 131-33 for paraphrasing, page 132 in particular for the steps on how to paraphrase.
  - Refer to H4HS pages 133-36 for summarizing. Pages 133-35 for the "how to" for summarizing
  - They Say/I Say book chapter two: The Art of Summarizing (pages 30-41)