








**Information Literacy 5**  
**Organizing Your Research**

**As you gather information**




**1. Keep your sources organized**

-  Use a separate project box or shelf for the books/folders, etc.
-  Use a file, pocket folder or loose leaf for articles/printouts
-  Create files with logical folder and filenames on your own computer not the library's computers
-  Label floppy disks with a logical project name
-  Backup your information on computer disks








**2. Keep paper records of your research**

-  Keep your notes, photocopies, and printouts until your paper or project has been graded and returned to you
-  Keep the drafts or versions of your paper separate. To prevent confusing the different drafts or versions of your paper, number & date them.






**3. Keep works cited information**

-  Make note cards or files for each of your sources
-  As you find sources, record information in the appropriate style e.g. MLA, APA, etc.
-  File note cards alphabetically by the author's last name or the title





**4. Organize your notes**

-  Attach articles or notes to the note cards for easy reference
-  Cross out irrelevant parts of your printed articles
-  Highlight or underline important ideas
-  In your own words, make notes in the margins of the articles or on the note cards
-  Write down quotes or paraphrases you intend to use along with the source of the information
-  Look for patterns and trends in the information
-  As needed, make flow charts and/or diagrams of information & ideas

**5. When you get your assignment, make a timeline**

-  List tasks needed to be done
-  Schedule a specific time for each task
-  Project the amount of time each task will require
-  Note tasks and due dates in your calendar
-  Revise your schedule as needed

**6. Check with your instructor**

-  Get approval for your chosen topic
-  Make sure your research is on track
-  Make sure your timeline is the same as your instructor's
-  When possible turn in a rough draft of your paper or project for instructor comments and suggestions

**For More Information and Explanation,**

Hartnell College Courses

- Counseling 21 - Student Skills for Success: Orientation
- Library Instruction 2 – Introduction to Using the Academic Library
- Library Instruction 5, 6, or 7 – Research Methods

Books and Videos

- Academic Success for Dartmouth College Students VT 1732
- Get Organized LB1049 F735 2000
- MLA Handbook LB2369 G53 1999
- Ten Skills You Really Need to Succeed in College  
LB2305 L3745 2003

Web Sites

- Academic Skills Center – California Polytechnic State University  
<http://www.adm.uwaterloo.ca/infocs/Study/time.html>
- Noodle Tools Quick Cite  
<http://www.noodletools.com/quickcite/>
- University of Waterloo Study Skills  
<http://www.adm.uwaterloo.ca/infocs/Study/time.html>
- Virginia Tech Study Skills Self Help Information  
<http://www.ucc.vt.edu/stdysk/stdyhelp.html>

**Hartnell College Library**  
Reference Department 831 759.6078/755.6872  
[www.hartnellcc.ca.us/library/](http://www.hartnellcc.ca.us/library/)