**Internet Research**

**Guidelines**

***for***

**Students &Teachers**

 ****

**Created by: Amy Lafontaine & Arlene Low**

**Sun West School Division**

**March 2013**

Effective Internet Research Skills Overview

**![C:\Users\arlene.low\AppData\Local\Microsoft\Windows\Temporary Internet Files\Content.IE5\TXNCYYF3\MC900383836[1].wmf]() Step 1: Create a list of key words and phrases on the topic being researched**

**![C:\Users\arlene.low\AppData\Local\Microsoft\Windows\Temporary Internet Files\Content.IE5\TXNCYYF3\MC910216405[1].png]()Step 2:** **Choose an internet tool:**

* Subject Directories
* Search Engines and Meta-Search Engines
* Subject Guides
* Specialized Databases
* Site Search Engines

**![C:\Users\arlene.low\AppData\Local\Microsoft\Windows\Temporary Internet Files\Content.IE5\TXNCYYF3\MC900434801[1].png]()Step 3: Searching for accurate information**

* Use Boolean operators (+, -, “ “)
* Use wild cards (\*)
* Use (nesting)
* Use combinations
* Specify file type (file type: )

**![C:\Users\arlene.low\AppData\Local\Microsoft\Windows\Temporary Internet Files\Content.IE5\TXNCYYF3\MC900442153[1].png]()Step 4: Evaluating the website**

* Complete the checklist
* Triangle Method

**![C:\Users\arlene.low\AppData\Local\Microsoft\Windows\Temporary Internet Files\Content.IE5\ODSAD08P\MC900441732[1].png]()Step 5: Recording and Citing Websites**

* Include jot notes of information
* Bookmark useable websites
* Cite the websites

**![C:\Users\arlene.low\AppData\Local\Microsoft\Windows\Temporary Internet Files\Content.IE5\TXNCYYF3\MC900383836[1].wmf]()** Step 1: Organizing your Search

**Subject of the Search: ­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Remember, depending how much you already know about the subject will depend on how many key words and phrases you will have!**

|  |  |
| --- | --- |
| **Key Words or Phrases:** | **Essential Questions?** |

**![C:\Users\arlene.low\AppData\Local\Microsoft\Windows\Temporary Internet Files\Content.IE5\TXNCYYF3\MC910216405[1].png]()**Step 2: Choosing an Internet Tool

**What background information or prior**

**knowledge do I have on my topic?**

**Specific Topic: Broad Topic:**

**Search Engine: Subject Directory:**

**Site Search: Specialized Database: Site Search: Subject Guide**

**Internet Tool #1: Subject Directories**

**The best place to start when you are unfamiliar about the subject.**

* Allows you to search subject categories and descriptions in a drill-down, subject-menu structure (not full text of pages)
* Organizes information into categories
* Examples of Subject Directories are:
	+ - * + Yahooligans: http://kids.yahoo.com/
				+ Librarians index to the Internet: http://www.ipl.org/
				+ Kids Click: http://www.kidsclick.org/
				+ Library Spot: <http://libraryspot.com/>
				+ Buzzle: http://www.buzzle.com/

**A simple rule of thumb is as follows:**

* If you are **not** certain about exactly what you want and where to find it, start with Subject Directories
* If you know exactly what you are looking for, and where to find it, start with Search Engines

**Internet Tool #2: Search Engines**

 **This is a good starting point when you are certain about what you are looking for and have a good idea where to find it.**

* Results are not categorized
* This kind of tool returns results may not be exactly on topic
* Examples: Alta Vista, Google, Bing, Yahoo, Excite, Live Search,
* Search Engines for Younger Students:
	+ - <http://www.safesearchkids.com/google-for-kids.html>,
		- http://www.kidrex.org
* Type of information: news, images, videos, advance search, etc
* Use different search engines as they reveal different hits

**Internet Tool #3: Subject Guides**

**These are specialized sites with selected links on a subject. This is a good “second step” in Internet searching after subject directories for higher level learning.**

* Links selected by an expert in the field
* Examples:
	+ University of Saskatchewan

<http://library.usask.ca/find/ejournals/view.php?id=110988642370000>

* Camden Country: <http://www.camdencountylibrary.org/subject-guides>
* Ministry of Education ( Saskatchewan):[**http://education.gov.sk.ca/Default.aspx?DN=77c334fc-c76d-4773-95fc-05901ec43829**](http://education.gov.sk.ca/Default.aspx?DN=77c334fc-c76d-4773-95fc-05901ec43829)
* *AMICUS* [*www.collectionscanada.gc.ca/amicus/index-e.html*](http://www.collectionscanada.gc.ca/amicus/index-e.html)
* *JSTORL:* [*http://www.jstor.org/*](http://www.jstor.org/)
* *CQ Researcher:* [*http://library.cqpress.com/cqresearcher/*](http://library.cqpress.com/cqresearcher/)

**Internet Tool #4: Specialized Databases**

**Search engines can only identify a small percentage of the pages on the Web. Indeed, some of the best and most reliable information is locked away -- in databases that these engines cannot explore.**

* Many specialized databases can be accessed through the Web
* Contain documents or records that are held on a specific website and *cannot be found by Web search engines*

***Examples:***

* + *SportsDiscus:* [*http://library.wlu.ca/resource/sportdiscus*](http://library.wlu.ca/resource/sportdiscus)
	+ *PsycINFO:* [*http://www.apa.org/pubs/databases/psycinfo/index.aspx*](http://www.apa.org/pubs/databases/psycinfo/index.aspx)
	+ *MedilinePlus: http://www.webliminal.com/search/search-web07.html*
	+ *The EvidenceWeb*
	+ *Statford Library* [*http://www.pasadena.edu/library/guides/chemistry.cfm*](http://www.pasadena.edu/library/guides/chemistry.cfm)

**Internet Tool #5: Site Search Engines**

**Site Search Engines search only the site that you are visiting.**

* Searches full text of pages on site
* Will not include links from outside the site
* May not include databases that are on the site

Example:

* The Canadian Encyclopedia: <http://www.thecanadianencyclopedia.com/articles/louis-riel>
* <http://www.canadiana.ca/en/home>
* R.O.V.E.R. http://rover.edonline.sk.ca/

For Younger Students:

* <http://kids.nationalgeographic.com/kids/animals/creaturefeature/tiger/>

**![C:\Users\arlene.low\AppData\Local\Microsoft\Windows\Temporary Internet Files\Content.IE5\TXNCYYF3\MC900434801[1].png]()Step 3: Searching for Accurate Information**

**Boolean Operators**

**Boolean searching is a set of rules and operators that allow you to define exactly how you want your search done.** Boolean searching uses four logical operators:

* [**OR**](http://www.collectionscanada.gc.ca/education/008-3042-e.html#h) ~ includes with word being searched
* [**AND**](http://www.collectionscanada.gc.ca/education/008-3042-e.html#i) (also +)~ includes both words used together
* [**NOT**](http://www.collectionscanada.gc.ca/education/008-3042-e.html#j) (also -)~ includes the first word but not the other
* [**NEAR**](http://www.collectionscanada.gc.ca/education/008-3042-e.html#k)~ includes both words that are within 10 words of each other
* “” ~ includes these exact phrase

**Choose two words from Step 1 to use as your searching words.**

**Choice #1:\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Choice #2:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**![C:\Users\arlene.low\AppData\Local\Microsoft\Windows\Temporary Internet Files\Content.IE5\26O4CE27\MC900432666[1].png]()TASK: Now use these words by applying the Boolean Operators and note how the results have changed.**

**Wildcards**

**Wild cards allow you to search variations of a word.**

For example: explor\* This search will give you results with exploration, explorer, exploring, etc

**TASK: Choose one of your words from your list and use the Wildcard technique. Note the search results.**

**Nesting**

**Nesting** is a skill that creates a very specific search. It is used by putting parentheses around the key words chosen for the search. They "force" a search engine to do a search in a certain order.

For Example: (Louie Riel OR Batoche OR Metis) NOT Regina

The search engine will search what is in parentheses and delete the sites that have Regina.

**TASK: Apply Nesting to try and get the least amount of hits related to your topic.**

**File Type**

By typing in the words File Type into your search bar you are able to identify the type of file you are looking for.

For example: Filetype:PDF *now apply Boolean Operators within your topic search*

**Different Type of File Types to Search for:**

|  |  |
| --- | --- |
| **File Type** | **Abbreviation to Use in Search** |
|  **Word Document** | **.dox OR .docx** |
|  **Power Point** | **.ppt OR .pptx** |
|  **Notebook File** | **smart** |
| **PDF** | **.pdf** |
| **Excel Document** | **.xls OR .xlsx** |
| **Images** | **.jpeg** |

**TASK: Choose a file type and your topic that you are researching. Now try a search. Note the search results.**

**Term Order**

The order of the key words you type in for your search will affect the result of your hits

Example: New York Library VS York New library

**TASK: Choose TWO key words or phrases and try changing their order. Note the results of your search.**

**![C:\Users\arlene.low\AppData\Local\Microsoft\Windows\Temporary Internet Files\Content.IE5\TXNCYYF3\MC900442153[1].png]()** Step 4: Evaluating the Website

**Use the checklist below to evaluate the reliability of your website ~ *adapted from Kathy Schrock***

|  |  |  |
| --- | --- | --- |
|  | **YES** | **NO** |
| **Is there contact information provided for the author(s) of the page?****-e-mail address, phone number, mailing address, etc.**  |  |  |
| **Is the author of the site qualified to be speaking about the subject?** |  |  |
| **Is there a date on the page that tells you when it was last updated?** |  |  |
| **Can you tell if the information on the page is current?** |  |  |
| **Are there photos on the page?****-If so, can you be sure that the photos have not been edited by the author(s)?****-If you are not sure, should you accept the photos as true?** |  |  |
| **Does the information you found coincide with information you found somewhere else? ( see Triangle Method)** |  |  |
| **Does the webpage contain few advertisements?** |  |  |
| **Does the URL end in .edu, .gc.ca, .gov or .org?** |  |  |
| **Is the information on the page useful for your project?****-If not, what can you do next? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |  |  |
| **Does the site have enough information for the research that you are doing?** |  |  |
| **Is the site clear and easy to use?**  |  |  |

*NOTE: If you answered no to any of the above questions; your website might not be presenting reliable information!*

**Use the Triangle Method: Double check facts with 2 different sites to ensure accuracy**

***TASK: It is your turn to evaluation the websites and separate the good ones from the bad ones! Be sure to use the checklist and the Triangle method decide on the quality of the website.***

**![C:\Users\arlene.low\AppData\Local\Microsoft\Windows\Temporary Internet Files\Content.IE5\ODSAD08P\MC900441732[1].png]()** Step 5: Recording & Citing Websites

**Bookmarking**

**There are many options for Online Bookmarking. It is important to choose one that suits your needs.**

**1.Personal Browser: save the website into your “ favourites”**

***Remember to delete these websites after you have completed your research.***

**2. Online bookmarking tools: Diigo, Skloog, Twitter, Symbaloo, Live Binders**

![C:\Users\arlene.low\AppData\Local\Microsoft\Windows\Temporary Internet Files\Content.IE5\26O4CE27\MC900432666[1].png]()**Task:** **What are the benefits of using online bookmarking tools? What are some of the similarities and differences between these tools.**

**Citing Your Sources**

**There are three standard options for citing your sources. Choose the option that is required from your instructor.**

**Examples of how to cite your *online* sources:**

|  |  |
| --- | --- |
| **APA format** | **Examples** |
| **With known author** | Schwitect, Brian. 2013.National Geographic: *Pin the Tail on the Dinosaur.* Retrieved March 14, 2013, from http://phenomena.nationalgeographic.com/2013/02/09/pin-the-nose-on-the-dinosaur/ |
| **With unknown author** | *Pin the Tail on the Dinosaur*. Retrieved March 13, 2013 from http://phenomena.nationalgeographic.com/2013/02/09/pin-the-nose-on-the-dinosaur/ |
| **Online journal** | Higgins, Stephen T. Experimental and Clinical Psychopharmacology. *The Decade of Behavior: Psychopharmacology and Substance Research* (Vol 8). Retrieved March 13, 2013, from http://www.apa.org/pubs/journals/special/2200803.aspx |
| **MLA format** | **Examples** |
| **With known author** | Schwitect, Brian. “*Pin the Tail on the Dinosaur*.” National Geographic ( February 2013). 13 Mar. 2013 < http://phenomena.nationalgeographic.com/2013/02/09/pin-the-nose-on-the-dinosaur>. |
| **With unknown author** | “Pin the Tail on the Dinosaur.” National Geographic. 2013. 13 Mar. 2013 < http://phenomena.nationalgeographic.com>. |
| **Online journal** | Higgins, Stephen. “ The Decade of Behavior: Psychophoarmacology and Substance Research.” Experimental and Clinical Psychopharmacology Vol. 8 ( 2001). 13 Mar. 2013 < http://phenomena.nationalgeographic.com>. |

Recording & Citing Your Websites

**Choose THREE of your reliable and suitable websites to complete the template.**

|  |
| --- |
| **Bibliography Information****Resource Title:****Author(s):** **Date Accessed:****Website URL:** |

|  |
| --- |
| **Bibliography Information****Resource Title:****Author(s):** **Date Accessed:****Website URL:** |

|  |
| --- |
| **Bibliography Information****Resource Title:****Author(s):** **Date Accessed:****Website URL:** |

![C:\Users\arlene.low\AppData\Local\Microsoft\Windows\Temporary Internet Files\Content.IE5\26O4CE27\MC900432666[1].png]()**Task**: Practice using APA and MLA by citing one of the reliable websites from the template.

APA:

MLA:

Webliography

Stanford Board of Education. Retrieved March 11, 2013 from http://www.stanford.edu/.

Library and Archives Canada. Retrieved accessed March 11, 2013 from <http://www.collectionscanada.gc.ca/education/008-3040-e.html>

Amicus Specialized Database: Library and Archives Services Canada; retrieved March 11, 2013 <http://amicus.collectionscanada.gc.ca/aaweb/aalogine.htm>

Donaldson, Chelsea: **Canadian Student Writer’s Guide**, Gage Learning: Toronto ( 2000).

Kapoun, Jim. "Teaching undergrads WEB evaluation: A guide for library instruction." C&RL News (July/August 1998): 522-523. <http://olinuris.library.cornell.edu/ref/research/webcrit.html>

*Online Bookmarking*. Retrieved on March 14, 2013 from <http://thenextweb.com/socialmedia/2011/03/16/8-better-ways-than-delicious-to-bookmark-content/>

Faigley, Lester, Graves, Roger and Graves, Heather *The Brief Penguin Handbook, ( Canadian Edition) Pearson Longman, Toronto (2008).*