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Nota di contenuto	Intro -- Contents -- Introduction -- PART I: MAPPING YOUR ROUTE: SHORTCUTS TO TAKE BEFORE YOU GO ANYWHERE -- SHORTCUT 1 Decide Who You're Researching For -- SHORTCUT 2 Make Sure You Know What Your Topic Is -- SHORTCUT 3 Isolate the Purpose of Your Research -- SHORTCUT 4 Keep Your Topic's Time Requirements under Control -- SHORTCUT 5 Pick Out the Correct Working Title -- SHORTCUT 6 Prepare a Preliminary Outline -- SHORTCUT 7 Turn Your Research Needs into Precise Questions -- SHORTCUT 8 Determine What Kind of Answers You Need -- SHORTCUT 9 Decide Whether Your Answers Should Come from Secondary or Primary Sources -- PART II: PACKING YOUR GEAR: SHORTCUTS THAT MAKE RESEARCH-GATHERING EASY -- SHORTCUT 10 Prepare a Work File -- SHORTCUT 11 Keep a Bibliography as You Go -- SHORTCUT 12 Key Your Notes for Easy Access -- SHORTCUT 13 Take Adequate Notes -- SHORTCUT 14 Keep Your Notes Legible and Segmented -- PART III: TRAVELING THE ROAD: SHORTCUTS FOR SELECTING THE RIGHT RESOURCE CENTER -- SHORTCUT 15 Head for the Right Library -- SHORTCUT 16 Learn the Library's Book Storage System -- SHORTCUT 17 Find the Storage Places for Periodicals -- SHORTCUT 18 Discover Where Pamphlets, Clippings,

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Sommario/riassunto

There are proper ways to research a paper...and there are the ways most students do it: laboriously, tediously, and inefficiently. Here are the techniques and shortcuts that the pros use. They will enable students to find their way to the best resources for their own projects. From preparing the preliminary outline, work file, and bibliography, Research Shortcuts proceeds to using the appropriate resource guides, as well as modern aids to research. It also discusses shortcuts that reach the experts: writing letters that get questions answered, and making face-to-face (or telephone) interviews pay off. A final section is devoted to using the research data: first drafts, choosing specific quotes wisely, paraphrasing, and final drafts.
