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Nota di contenuto	<p>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 --</p> <p>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 --</p> <p>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,</p>

and Nonprinted Resources Are Stored -- SHORTCUT 19 Use the Most Specific Resource Guides First -- SHORTCUT 20 Skim the Front Matter Before You Use a Reference Guide -- SHORTCUT 21 Make Wise Use of Modern Aids to Research -- SHORTCUT 22 Ask the Librarian -- SHORTCUT 23 Research to Fit the Rule of Three -- SHORTCUT 24 Stick to Dependable Sources -- SHORTCUT 25 Skim for Your Answers -- SHORTCUT 26 Find Leads to Literature from Groups with Causes -- PART IV: GETTING INTO UNEXPLORED TERRITORY: SHORTCUTS THAT REACH THE EXPERTS -- SHORTCUT 27 Write Letters That Get Your Questions Answered -- SHORTCUT 28 Make Face-to-Face Interviews Pay Off -- SHORTCUT 29 Use the Telephone or E-mail. SHORTCUT 30 Become Your Own Expert -- PART V: ROADMAP FOR A GRADE-A PAPER: USING YOUR RESEARCH MATERIALS -- SHORTCUT 31 Rethink Before You Write -- SHORTCUT 32 Zip Through Your First Draft -- SHORTCUT 33 Choose the Best Specifics in Your File -- SHORTCUT 34 Quote Wisely -- SHORTCUT 35 Paraphrase Carefully -- SHORTCUT 36 Know the Fine Line between Fair Use and Plagiarism -- SHORTCUT 37 Fiddle with Your First Draft -- SHORTCUT 38 Print a First-Class Final Draft.

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.
