Finding the right terms is hard. It takes some knowledge of the field and a lot of reading. As you do your background research, read intentionally and try to pick up vocabulary.

- To focus your topic, ask yourself:
  - Who studies this topic? What questions might they have asked about it?
  - What is it you want to know about this topic? Think of the 5Ws (who, what, when, where, why/how) as your starting point.
  - What are the main concepts involved in this topic? How can you break it down? Are there categories within your topic or specific examples you could search for?
  - What are some other words that people might use when talking about these ideas? What language would an expert use? What about the average, educated person?

- Read articles more deeply and “mine” the vocabulary to incorporate into new searches.
- Not all of the relevant literature will use exactly the same keyword, so you will need think about possible synonyms, alternate keywords, or words with variant spellings.
- Slow down---this is a process of reading, browsing, thinking, and we won’t hit the jackpot right away.

Finding information/key ideas in your articles: How do I do that?

- Read texts closely
- Annotate your articles as you read and write down your ideas on your concept map.
- Your job is to do the critical thinking--you need to know the basics about your topic before you can tie it into your interpretation of Oryx and Crake. You will be connecting the dots—the encyclopedias and articles are there to give you the evidence, data, and/or facts to help you do that. Rarely will you find something so specific to your topic that it is going to explicitly lay out “the answers” for you. 😊
- It is OK to move on to another encyclopedia or database if you aren’t finding what you need. Expect to search at least 2-3 databases and possibly more. Some will have more than others on a particular topic.

Using RefWorks: Remember, RefWorks is a tool to help you stay organized so use it intentionally!

- There is a folder for each group with two subfolders, one for tertiary sources and one for secondary sources. Make sure you are adding references and annotations to the correct folder!

*If no electronic data import source exists, you will need to add references to your RefWorks account manually.

- In your group’s folder, Click + at the top of the page and select “Create New Reference”
- Select appropriate reference type (Book, Section for tertiary sources or Journal Article for secondary sources) from the drop down menu.
- Enter the information from your reference in the appropriate fields.
- If you have downloaded a PDF of the full-text, upload and attach a copy to your reference.
- Click Save Reference.
Annotate your references:

- To annotate a document, select the reference with the document and click the "Read" button in the viewing pane. The document will display in the reader.
- Click the **Document Notes icon** from the reader menu and enter your notes.
- If you wish to make highlight areas of text, select the text area you wish to make a note for using the **Highlight Selected Text icon** and select words of text by clicking and dragging through the lines of text.
- To remove highlighting, click the highlighted area until the delete option displays. Click "Delete Conversation".
- You may also click and drag using the **Comment icon** to highlight the text and associate a comment with it.
- Once you type a note, it is automatically saved.