

Research in Undergraduate Education Project Checklist: Fine Arts, Humanities, Social and Behavioral Sciences

1. Decide on a topic
 - Talk to professors
 - Ask a professor to serve as your faculty mentor

2. Get an overview of the topic
 - Ask your faculty mentor and other professors
 - Encyclopedias
 - Reference books
 - Wikipedia (Note: Wikipedia is good for getting an overview of a topic, but it should NOT be counted on as a definitive source. Make sure you double and triple check the information.)
 - Discipline specific journals

Note: Jot down important keywords, ideas, and questions that you may have as you go; make copies of information and keep a running list of works cited in the format that you'll use when writing.

3. Decide on a specific project (i.e., topic and method)
 - Clear your project with your faculty mentor

4. Start your research in earnest
 - Collect physical or mathematical information using appropriate tools and instruments
 - Conduct Library and/or Archival research
 - Ask a Librarian for help with your project
 - Go to the library's homepage: <http://dept.sfcollege.edu/library/>
 - Use the Library's Research Help and Research Guides
 - Search LINCCWEB (the online catalog) for books and/or other materials
 - Search relevant EBSCO and other electronic databases for journal, magazine, and newspaper articles
 - Order any Interlibrary Loans at least 2 weeks before you need them
 - Search Google or Ask.com if you need more information from the WWW
 - Evaluate each website for currency, objectivity, credibility, reliability, accuracy, and scholarly coverage
 - Pick up and read a copy of the "Avoiding Plagiarism" handout from the Library Reference Desk
 - Create a reference page (also called "Works Cited" page) before you begin writing. Be sure to use the style manual (e.g., MLA, APA, Chicago/Turabian, AMA, APSA, ASA, CSE) preferred by the discipline of your project.

5. Evaluate, synthesize, and analyze data using appropriate methods
 - Ask your mentor for help

6. Put your project presentation together
 - Write using the style preferred by the discipline.
 - Create a poster using the template found on the RUE website.

7. Have your faculty mentor proofread, fact check, and edit a draft(s) of your project.
 - Revise your project based upon the feedback.

8. Prepare / submit final draft of your project.