CHECKLIST FOR RESEARCH PROJECTS

Use this checklist for any project.

Getting started

☐ Read your teacher’s project description.
☐ Make a note about what resources are required.
  o How many sources are required?
  o Any special requirements – Books? Databases?
☐ Open the project libguide from the GWL list of libguides.
☐ Bookmark the project libguide!
☐ Browse the suggested resources for your research on the project libguide.
☐ In a separate tab, open NoodleTools and sign in.
☐ Start a new project in NoodleTools.
  o Title
  o MLA
  o Starter

Begin citing your sources in NoodleTools

☐ Open NoodleTools and sign in.
☐ Select the project you are working on by clicking its title in the list of sources.
☐ Go to the list of sources for your project by clicking “sources” at the top.
☐ Create a new citation (green button at top left).
☐ Answer the questions about the type of source in order to pull up the correct form.
  o Don’t know the answer to the questions? Find the type of source in the project libguide and read the NoodleTools Notes.
☐ Fill in all the blanks on the appropriate NoodleTools form.
☐ Questions? Ask a librarian!