

FIELD GUIDE

For Research

BROOKLYN

CONNECTIONS

Student Name

What's Inside the Field Guide?

This Field Guide includes tips, tricks and other useful information to help you become a top-notch researcher. Whether it's for your Brooklyn Connections project or another assignment, this handy guidebook is a great place to start when conducting research.



3

Research
Vocabulary



4

REAL OR FAKE:
How do you know?



6

Trustworthy
Online Resources



8

Plagiarism &
Citing Sources



10

Paraphrasing



11

Need Additional
Help?

Atlas: a book of maps.

Analysis: to carefully study something in great detail.

Annotation: a note added to explain something in more detail.

Annotated bibliography: a bibliography that contains a summary for each citation.

Architectural drawing: a sketch, diagram, or plan used to design, construct, and document buildings.

Archive: an institution that collects and preserves important historical documents.

Bias: an attitude that always favors one way of feeling or acting over another.

Bibliography: a list of citations for sources used in one's research.

Call Number: a unique number used to find and locate an item in a library.

Citation: a quotation from or reference to a source.

Claim: to make a statement or assertion about something.

Counterclaim: an opposing claim.

Credible: something that can be trusted or believed.

Ephemera: document that is kept as memorabilia, despite having originally meant to have a short-term usefulness or popularity.

Fact: something that is proven to be true by evidence.

Fiction: written stories about people and events that are not real.

Inference: an educated guess, conclusion or judgment based on evidence collected from observations.

Non-Fiction: written stories based on facts or real events.

Observation: a written or spoken description of something seen or experienced.

Opinion: a belief, judgment, or way of thinking about something not supported by evidence.

Perspective: a point of view or way of thinking about and understanding things.

Plagiarism: the practice of taking someone else's work or ideas and passing them off as your own.

Primary Source: a source that was created at the time under study.

Secondary Source: a source created by someone who did not experience the topic you're researching first-hand.

Synthesize: to combine different ideas into one main idea.

Thesis Statement: a sentence that offers a concise summary of the main point or claim of one's essay, research paper, etc.



REAL OR FAKE: How do you know?

Few sources out there are real and too many sources are fake. How do you decide if a source is trustworthy? Use these five questions to assess if a source is real or fake.

1

What does the source look like?

Sources that contain spelling and grammatical errors, outdated information, broken website links, or poor quality photos may not be the real thing!

2

Where does the source come from?

Look for sources from unbiased experts and organizations you can trust, not pranksters trying to sell you stuff (see our Trustworthy Online Resources on page 6 for suggestions).

3

What is the purpose of the source?

Think about why the source was made—is it to inform, persuade or sell you something? Investigate the author's background to see if they're known for having a certain point of view or opinion.

Remember: Whether online or offline, evaluating and using credible sources is expected when conducting research. Never hesitate to question your sources! Effectively evaluating whether a source can be trusted is an important skill when conducting research for school and in life—it's up to you to figure out if the information you find is real or fake.

4

Does the source offer credible information?

Good sources provide correct information and provide citations indicating where they found their information. Still unsure? See if you can find other sources that provide the same or similar information. If not, then it might not be credible.

5

Is the source useful to my research?

Make sure the source comes from the correct time period, place and/or type of people you're researching. A source is useful if it answers your question and/or supports your research's argument.



Trustworthy Online Resources

A one-stop shop for websites you can trust while conducting historical research.

Photos

Brooklyn Collection's historic photo collection contains more than 20,000 photographs from Brooklyn dating from the mid-1800s to present. bklynlibrary.org/brooklyncollection/historic-photographs

LIFE Magazine Photo Archive hosts iconic photos from around the world starting in 1850 to present. images.google.com/hosted/life

Museum of the City of New York has a digital collection of images from NYC's five boroughs from 1892 to 1942. collections.mcny.org/Explore/Borough

New York City Municipal Archives contain over 900,000 images of new York City, including photos, prints and drawings from 1600 to the 1980s. nycma.lunaimaging.com/luna/servlet

Archives

Brooklyn Collection has digitized holdings which include over 5,000 books on Brooklyn's history, maps, atlases, yearbooks and ephemera. bklynlibrary.org/brooklyncollection

New York Public Library Archives have nearly 10,000 archival collections. archives.nypl.org

The Archives at Queens Library has specialized in collecting resources that document the social and political history of Brooklyn, Queens & Long Island. queenslibrary.org/research/archives

Brooklyn Historical Society connects the past to the present and makes the vibrant history of Brooklyn tangible, relevant, and meaningful for today's diverse communities.

brooklynhistory.org/library/search.html

Gilder Lehrman Institute of American Studies' Collection

gives access to copies of America's most famous primary sources.

gilderlehrman.org/collections

National Archives is an easy to navigate website with many resources and cool features. Their historical "document of the day" ensures there is always something new to learn. archives.gov and

docsteach.org

Newspapers

Brooklyn Newsstand: Search the *Brooklyn Daily Eagle* newspaper, published from 1841 to 1955, and *Brooklyn Life* magazine, published from 1890 to 1931. bklyn.newspapers.com

New York Times Archive: Includes more than 13 million articles from 1851 to the present. query.nytimes.com/search/sitesearch

Encyclopedias

Encyclopedia Britannica allows you to fact-check your research with hundreds of thousands of objective articles, biographies, videos and images. britannica.com

Spartacus Educational is a one-stop shop for encyclopedias on various themes in American History, Women's History and Black History. spartacus-educational.com



Plagiarism & Citing Sources

Plagiarism means to steal and pass off the ideas or words of someone else's work as your own. Copying and pasting information (photos, text and statistics, included) from sources without citing them is plagiarism! It is essential to cite your sources when conducting research by giving credit to other researchers' work and showing the reader where you found your sources. Keep track of your citations with a bibliography, or works cited page. Use this quick guide to write the most common types of citations using MLA 8 and don't forget to pay attention to punctuation and formatting!

Book

Smith, Betty. *A Tree Grows in Brooklyn*. Harper Perennial, 2014.

Author's Last Name, First Name. *Title of Book*. Publisher, Year Published.

Periodical

Roth, Richard J. "Patronage Snarls Selection Of Appellate Division Jurists." *Brooklyn Eagle*, 3 January 1955, page 2.

Author's Last Name, First Name. "Title of Article." *Name of Periodical*, Date Published, Page Number(s).

Photograph

Shabazz, Jamel. *Friends for life*. 2010. Brooklyn Public Library, Brooklyn Collection.

Photographer's Last Name, First Name. *Title of Photograph*. Date Taken. Institution who owns the photograph.

Citation Tip:

Can't find the core element (for example, publisher) that you're looking for? Skip it and move on to the next one! Just remember that "not finding" isn't the same as "not looking."

Quick Citation Link

EasyBib does the work for you by generating citations from the core elements you provide about a source. [easybib.com](https://www.easybib.com)

Purdue Online Writing Lab (OWL) provides writing resources and citation examples for MLA 8. owl.english.purdue.edu/owl

Website

“Discover NYC Landmarks.” NYC Landmarks Commission. New York City Landmarks Commission, 2016, nyc LPC.maps.arcgis.com/apps/webappviewer/index.html?id=93a88691cace4067828b1eede432022b.

Author’s Last Name, First Name. “Title of Source” *Title of Website*.
Publisher, Date Published, URL.

Ephemera/Map

Stedman, C. “Sketch of General Grant’s Positions on Long Island.” *History of the American War*, 1974.

Author’s Last, Name First Name. “Title of Ephemera/Map.” *Source Title*,
Volume Number, Publisher, Year Published.

Annotated Bibliographies

Annotated bibliographies contain sentence notes at the end of each citation that help describe and explain how your source was used and how it helped you understand your research topic.

Example:

Bates, Daisy. *The Long Shadow of Little Rock*. David McKay Co. Inc., 1962.

Daisy Bates was the president of the Arkansas NAACP and an activist and journalist who played a leading role in the Little Rock integration crisis of 1957. This first-hand account is important to my paper because it talks about the feelings and experiences of the people directly involved.



Paraphrasing

To paraphrase means to rewrite the information you collect from a source in your own words, but it can be tricky! It's not enough to switch a word or two...you must change both the words and the sentence structure in order to properly paraphrase. Don't forget to cite your paraphrase in order to avoid plagiarism—just because it's in your own words doesn't mean it's your idea. It's essential that you give credit to your sources' author.

Example:

The original passage:

Students frequently overuse direct quotation in taking notes, and as a result they overuse quotations in the final [research] paper. Probably only about 10% of your final manuscript should appear as directly quoted matter. Therefore, you should strive to limit the amount of exact transcribing of source materials while taking notes. Lester, James D. *Writing Research Papers*. 2nd ed. (1976): 46-47.

Good Paraphrasing:

In research papers students often quote excessively, failing to keep quoted material down to a desirable level. Since the problem usually originates during note taking, it is essential to minimize the material recorded verbatim (Lester 46-47).

Poor Paraphrasing:

Students often use too many direct quotations when they take notes, resulting in too many of them in the final research paper. In fact, probably only about 10% of the final copy should consist of directly quoted material. So it is important to limit the amount of source material copied while taking notes.



Need Additional Help?

Need help with your Brooklyn Connections project or another research assignment? Ask us for help! Call, email or visit our helpful librarians at the Brooklyn Collection or your local Brooklyn Public Library branch. Be prepared to share your research topic and the kind of sources you're looking for when you ask for help.

Brooklyn Connections

Brooklyn Collection at Central Library
10 Grand Army Plaza
Brooklyn, NY 11238

Email: connections@bklynlibrary.org

Website: bklynlibrary.org/connections

Phone: 718.230.2175

Twitter: @BKLYNconnect

Funding for Brooklyn Connections is made possible with generous support from The Morris and Alma Schapiro Fund, The Hearst Foundation, Inc., Tiger Baron Foundation, Epstein Teicher Philanthropies and the Brooklyn Eagles.



Bklyn
Public Library

bklynlibrary.org/connections