

A Note to Students  
Preface  
Research and Writing: From Planning to Production  
Overview of Part I  
What Research Is and How Researchers Think about It  
How Researchers Think about Their Aims  
Three Kinds of Questions That Researchers Ask  
Moving from a Topic to a Question to a Working Hypothesis  
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Record Your Sources Fully, Accurately, and Appropriately  
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Look beyond the Usual Kinds of References  
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Read Generously to Understand, Then Critically to Engage and Evaluate  
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Review Your Progress  
Manage Moments of Normal Panic  
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Develop Productive Drafting Habits  
Use Your Key Terms to Keep Yourself on Track  
Quote, Paraphrase, and Summarize Appropriately

Integrate Quotations into Your Text  
Use Footnotes and Endnotes Judiciously  
Interpret Complex or Detailed Evidence Before You Offer It  
Be Open to Surprises  
Guard against Inadvertent Plagiarism  
Guard against Inappropriate Assistance  
Work Through Chronic Procrastination and Writer's Block  
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Choose the Most Effective Graphic  
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Basic Patterns  
Bibliographies  
Notes  
Short Forms for Notes  
Notes-Bibliography Style: Citing Specific Types of Sources  
Books  
Journal Articles  
Magazine Articles  
Newspaper Articles  
Additional Types of Published Sources  
Unpublished Sources  
Websites, Blogs, Social Networks, and Discussion Groups  
Sources in the Visual and Performing Arts  
Public Documents  
One Source Quoted in Another  
Author-Date Style: The Basic Form  
Basic Patterns  
Reference Lists  
Parenthetical Citations  
Author-Date Style: Citing Specific Types of Sources  
Books  
Journal Articles  
Magazine Articles  
Newspaper Articles  
Additional Types of Published Sources  
Unpublished Sources  
Websites, Blogs, Social Networks, and Discussion Groups  
Sources in the Visual and Performing Arts  
Public Documents  
One Source Quoted in Another  
Style  
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Plurals and Punctuation  
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