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| Objective  *What exactly do you want to know?*   * Make your research objective focused and specific. * Your objective can be in the form of a research question – who, what, when, where, how? |  | |
| Known facts  *What do you already know, or what have you already found out from previous research?*   * Write down the information you already have and the records you’ve already searched, if any. * Use concise statements to summarise this information. |  | |
| Working hypothesis  *What is a possible or likely answer to your research question or objective?*   * Based on what you know, write down what you think the answer to your research question could be. * This is an educated guess that you will prove or disprove through your research. * Don’t worry if you can’t think of anything – your research will hopefully provide the real answer! |  | |
| Identified sources  *Where could you find out what you want to know?*   * Identify archival records and other sources that might contain the information you need to answer your research question. |  | |
| Research strategy  *Where can you access the sources you’ve identified? What do you hope to find out from them?*   * List your sources starting with the most likely to answer your question or most easily accessed. * Write down where to access each of the sources – online, local library, state library, by ordering copies, archives, etc.? * Write down your goal for looking at each source. * Work through the sources methodically, recording the information you find on a Research Log and/or  Note-taking Form. * Record clues and ideas for future research. |  | |
| Evaluation  *Did you meet your research objective?*   * Analyse the information you’ve found. * Work out if you met your research objective or not. * If not, look for other records, get some help or conclude that you’ve reached a dead end! |  | |
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