

Checklist for Step 2

| Assignment Survival Kit | Yes ✓ | No x |
|--|----------|---------|
| Have you identified your search terms so you can find your information? | | |
| Have you looked at the Internet Detective online tutorial before you use any internet sources? | | |
| Have you identified the type of material you need (i.e. primary or secondary sources etc)? | | |
| Do you know how to contact your subject librarian or get help from the library if necessary? | | |
| Have you selected readings for your assignment that may answer specific points in your assignment plan? | | |
| Have you identified readings that are suitable for your assignment (appropriate level of information etc)? | | |
| Can you easily separate your notes for quotations taken from your sources? | | |
| Are you using a system to take your notes and keep the bibliographical details of your sources? | | |
| Have you recorded the bibliographical details for each source that you use? | | |
| Have you read and understood the information about plagiarism and how to avoid plagiarising other people's work? | | |
| Do you know what information is needed to cite your sources (in-text) and to write your reference list? | | |
| Have you organised your tasks in a diary or planner? | | |
| Have you organised your study materials so that you can easily find the notes you need? | | |
| Have you prioritised your tasks for this week? | | |
| Have you included time for relaxation? | | |