MAKING THE MOST OF RESEARCH TIME

1. Do a lot with a little.

- Design an efficient bibliography. Know what role each source plays.

  Spending time creating a thoughtfully-constructed bibliography will save you time later on.

- Choose the best available sources given your project constraints.

- Use literature reviews and articles to cut down on research time.

  Harvard Libraries Guide to History Periodicals & Reviews:
  http://hcl.harvard.edu/research/guides/history/periodicals/index.html

- Start with a close reading.

  Choose your most important source and read it very carefully. This will provide you a foothold and a good place to start, so that you can read your other sources more efficiently.

- Look at many books, read a few good books.

2. Get the most of each source and piece of evidence.

- Read carefully and actively.

- Put sources in context.

3. Take different kinds of notes to help process information as you go.

- Keep a timeline as you go. Even if your paper isn't about a sequence events, this will help keep events or texts in proper context and relation to each other.

- For each secondary source, take "digestive" notes and "fact" notes.

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