

# Completing your Environmental Scan: Or What the Competition Looks Like

# Step 1: Consult with your Subject Librarian

American Studies: Eric Linqvist

Computer Science: Nevenka Zdravkovska

Information Studies: Karen Patterson

Journalism: Maggie Saponaro

Women's Studies: Judy Markowitz

# What to Provide to your Subject Librarian:

your contact information

a copy of your proposal

a bullet point list of your main questions

Ask to make an appointment to meet

## Step 2: Research Port

<https://researchport.umd.edu/>

Identify Keywords: Thematic,  
Geographical, Chronological

Select the Journals  
that apply to your Topic

Identify Authors

## Step 3: WorldCat UM

<http://umaryland.worldcat.org/>

Use Library of Congress Subject Headings

<http://id.loc.gov/authorities/subjects.html>

Identify Authors

Call Numbers

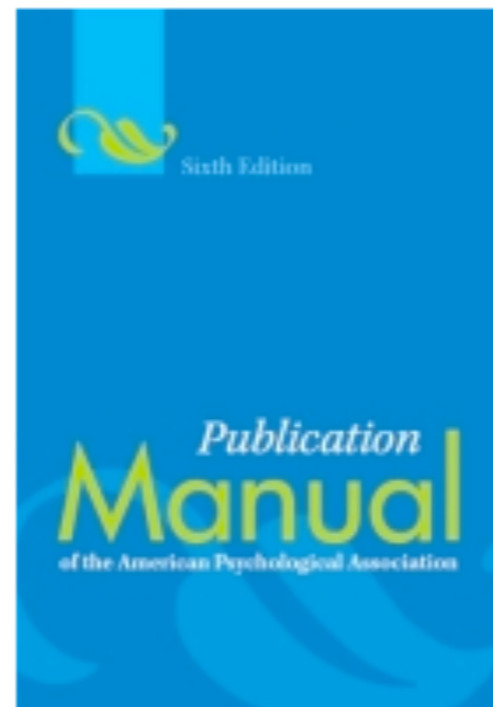
Visit the Shelves



# Step 4: Create a Bibliography



MLA Style Guide



APA Style Guide



Chicago/Turabian  
Style Guide

<http://www.lib.umd.edu/ues/guides/citation-tools>

Primary Sources

Secondary Sources

# Step 5: The Internet

# Google Scholar

<http://scholar.google.com/>

# Step 6: Evaluating your Sources

Short summary of project

Explain your research scope: what  
is included or not included

25+ sources

at least 5 primary sources

# Attributions

Creative Commons

<http://creativecommons.org/choose/>



# Attributions and Permissions

# Permissions

All sources used must be evaluated as to copyright

You should include a permissions statement with your research project

<http://copyright.columbia.edu/copyright/files/2010/12/model-letter-reprinting-into-a-new-work-121010.pdf>

# Appendix to your project

Bibliography

Annotated Bibliography

Permissions Statements

Copy of original forms

Signed form from Librarian