

## Reading a Research Article to Gather Quotes

Read article with your purpose statement in mind

1. Title
2. Keywords
3. Abstract (to get the overall idea of the paper)
4. First paragraph of the introduction (Is this important to your study?)
5. Scan for names of authors from the lit review (hints of papers to look at and authors to discover)
6. Scan for definitions
7. Last paragraph of the introduction (find the purpose statement)
8. Scan the methods section for the design
9. Review tables and charts in the results section
10. Review tables and charts in the discussion section
11. Discussion section

As you read, copy and paste sentences and paragraphs that **may** be useful for your paper. Gather quotes you may paraphrase later on. Concentrated on gathering important information, not on how many quotes you copy and paste.

Gather definitions so you can clearly state how you will define these in your paper. This is particularly useful if there are various definitions for one topic. It is then up to you to show these multiple definitions and settle on or amalgamate them in your paper.

### Naming convention

Save articles using the first two authors' last names, the year, and the page number (Smith & Jones, 2018, p. 63)

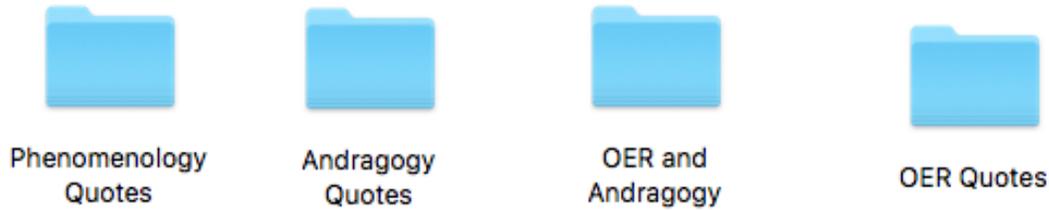
If Smith and Jones wrote more than one article that year, include letter after the year (Smith & Jones, 2018a, p. 63)

Once you have read the article and removed the useful quotes, save the article using the same naming convention (Smith & Jones, 2018). This is useful if you need to retrieve the article.

Record references in one document, using the correct style for your discipline. This will allow you to copy and paste the reference directly into your paper.

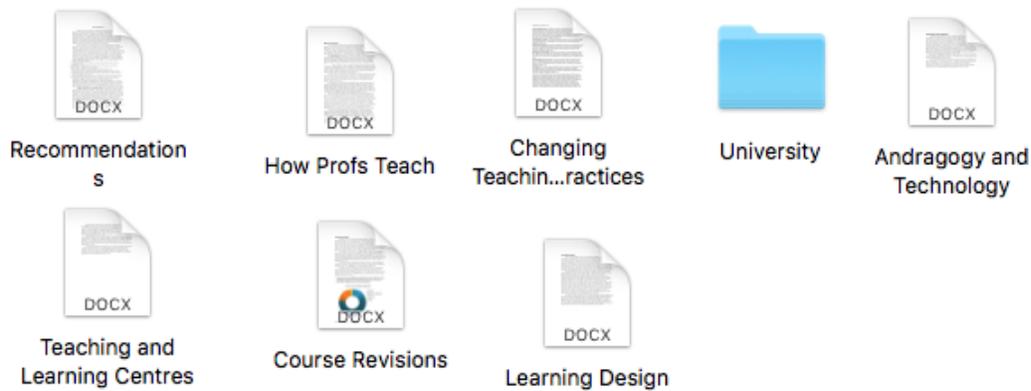
### Saving quotes

Create a folder and title it Quotes. In the Quotes folder, create one folder for the major areas of your paper, such as the following example:

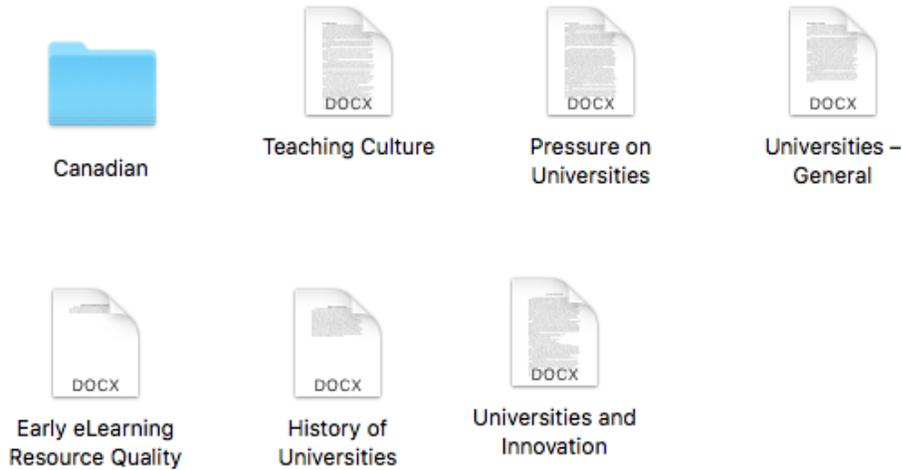


We will use the Andragogy folder as an example of how to organize the quotes

As you read through an article, you will find information or quotes you wish to capture. For example, studies often have recommendations to implement the study's findings. These would be captured in a Word document titled Recommendations. It is up to you to identify the major themes that address the purpose of your research. You may have over 20 different Word documents in the folder that represent 20 different, but related themes. See below for further examples.



There is a subfolder, titled University, in the Andragogy folder. This was created because examining universities within the context of andragogy was important. Likely, a Word document title University was initially created, but as quotes were gathered, it became clear there were themes that needed to be separated into sub-themes. The inside of the University sub-folder looks like this:



The Canadian folder breaks down further themes:



As quotes are gathered and placed into themes, the story will begin to emerge. For example, the above Word document title Canadian Faculty consists of 12 pages of quotes from many sources. Reading through the 12 pages you will likely see contradictions, similarities, and even gaps in knowledge. Many of the quotes will be paraphrase in the final paper, and other quotes may not be used at all. However, reviewing the quotes will give you, the writer, a very good idea of how the research studies you read represent the theme.

How much reading is enough? There is no correct answer to this. This depends on the level you are writing for, as masters papers do not require as much details as a PhD paper. You need to read and gather quotes until you feel comfortable with your knowledge of the topic and its themes. Only you know when you have enough to start writing. If you get stuck in the writing process, go back to themes and review the quotes. You may need to read more articles and handbooks if you're still unable to write about the them after reviewing the quotes