



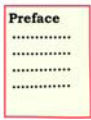

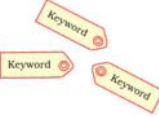









When, what and why to check



	article	book	web	Why?
 Title	✓	✓	✓	Scope: get a first broad sense of the subject and relevance
 Author and affiliation	✓	✓	✓	Context: reputation, authority
 Cover and flap	✗	✓	✗	Context: Read information and reviews on back flap Scope: structure of publication helps understanding and selecting what to read
 Table of Contents	✗	✓	✗	Scope: structure of publication helps understanding and selecting what to read
 Introduction/preface	✓	✓	✓	Context: what to expect?
 Summary/abstract	✓	✓	✗	Scope, conclusion: define a relation to your own research
 Keywords	✓	✓	✗	Scope: what aspects are mentioned?
 What journal/proceedings	✓	✗	✗	Scope: authority
 Reference list/external links	✓	✓	✓	Context: based on other research or new?
 Conclusion	✓	✓	✗	Conclusion: define a relation to your own research
 Date	✓	✓	✓	Actuality: do you need to find updates or newer publications on this subject?
 URL	✗	✗	✓	Scope: authority, objectivity Conclusion: how can you use this information in your own research?
 Chapters/paragraphs	✓	✓	✓	Conclusion: how can you use this information in your own research?
 Write it down!	✓	✓	✓	Store! You need to be able to refind the publication, for example if you need citations. So write down reference information!