GROUP WRITING

STEP 3: Research

A. **Determine appropriate sources.**
   Will you be using primary or secondary sources? Are you using academic sources as well as non-academic sources such as newspapers and websites?

B. **Divide research tasks among team members.**
   Keep in mind the particular strengths and interests of individual team members as you divide the responsibilities. Because understanding is often a result of the process of research and reading, it is never a good idea to have only one person research and the other team members to write from the notes of this researcher. To be an effective team, group members must, however, share information and potential sources.

C. **Agree on a uniform reference style.**
   Ensure that all members keep careful notes with records of page numbers and reference information in the agreed upon style (APA, MLA, etc.).

D. **Determine how you will share information.**
   Will you email articles to each other? Create a shared internet space where information can be posted? Distribute hard copies of annotated bibliographies or abstracts?