

Information Management

Information management allows you to sort all the source material compiled through research and to make sense out of it. Develop your own information management system in order to be actively engaged in your research, to organize the information that you have gathered, and to avoid plagiarism.

Do active reading to find the gaps in the literature and make an original contribution to the field of study.

- Stay on track: keep the thesis of your paper in mind.
- Stay alert: highlight key terms as you go.
- React to what you are reading: write specific comments in the margins and general comments in a reading journal.
- Verify your understanding: paraphrase information as often as possible when taking notes.
- Protect yourself: record the bibliographic information needed to locate the sources that you have consulted.

Gathering information

Note the information related to your topic by creating a reading journal template at the start of the writing process. This will help you to direct your research.

Thesis: How can we explain the popularity of myths that have been around for centuries?

Reference	Campbell, J. (1991). <i>The power of myth</i> . New York, NY: Anchor Books.
Summary	Myths embody human possibilities and serve as models at various key moments in life. They inspire people; they offer solutions to their problems and incite them to live a full and meaningful life. As long as people can identify themselves with the character (or quest), the myth will endure.
Important definition(s)	"Myths are clues to the spiritual potentialities of the human life" (p. 5). "Mythology has a great deal to do with the stages of life, the initiation ceremonies as you move from childhood to adult responsibilities" (p. 14).
Relevant quotation(s)	"These bits of information from ancient times [Greek, Latin and biblical literature], which have to do with the themes that have supported human life, built civilizations, and informed religions over the millennia, have to do with deep inner problems, inner mysteries, inner thresholds of passage, and if you don't know what the guide-signs are along the way, you have to work it out yourself" (p. 2).
Personal comments	I agree with Campbell: myths represent human possibilities and act as models when our lives change or when we face problems. Think for example of Peter Pan, Sherlock Holmes, and (much more recently) Harry Potter . . . What kind of models do they offer? What kind of solutions do they propose?

To know more about academic integrity and academic fraud, consult the University of Ottawa's academic regulations (available online).

Evaluating information

Verify the information in order to select only accurate, reliable, and relevant sources. This will help you to concentrate on the material that is essential to your paper.

Use critical thinking to analyze each source.

- Is the source recent? Is its content up to date? Is the author an expert on the topic? Is he or she biased? Does he or she consider opposing ideas?
- Is the source related to your thesis? What is the argument? Is it well developed and defended?
- Does the methodology allow the author to effectively address the topic? Does the theoretical framework allow the author to draw relevant and convincing conclusions?

Use critical thinking to compare the sources.

- What are the dominant themes and trends in the literature? What is the debate surrounding the texts?
- How do the authors position themselves in this debate? Which approach is the most convincing?

Sorting information

First, classify the information by theme, by category, by keyword or according to any other relevant factor. Then, summarize the information in order to detect the recurrent ideas, theories, and concepts in the literature. This will help you to see how the sources are connected, and will provide a better overview of the literature and of the questions that it leaves unanswered.

Thesis: How can we explain the popularity of myths that have been around for centuries?

Source	<i>The power of myth</i> By Campbell	"Hooked on Pan" By Friedman	<i>La raison du mythe</i> By Blumenberg
Theoretical framework	Mythocriticism	Mythocriticism	Mythocriticism
Methodology	Qualitative	Qualitative	Qualitative
Results or conclusions	Model and solution	Passage of time	Question and answer
Key terms	Following your bliss, hero's quest, human possibilities	Fantasy film	<i>Commencement, puissances originaires</i>

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