

Is This Book Relevant To My Research?

A Guide to Skimming



Step 1

Read the Table of Contents

The table of contents gives you a broad idea of what this book will cover. Even if you don't see your topic in the table of contents, the book could still be useful, so don't give up after this step.



Step 2

Look Through the Index



The index is a list of all key terms and where they are located in the book. Check to see if terms associated with your topic are listed--and remember to check for similar words and phrases!

Step 4

Read the Introduction



The introduction (or preface) has an overview of the author's ideas, methods, and a more in-depth look at each chapter.

Step 3

Read the First Paragraph of Relevant Chapters



Once you find a chapter that looks important, read the first paragraph or two. This is where the author discusses their plan for the section.

Step 5

Read Entire Chapters



If a chapter is relevant to your topic, read the entire thing!

To Review:



Table of Contents



Index



Introduction



First Paragraphs



Entire Chapters