

# Using Copilot to Organize Academic Research Sources

Once initial sources are found, Copilot can be used as a **research-organization assistant**.

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## TIP 1: Ask Copilot to Extract and Track Keywords from Each Source

Keywords help students:

- Understand focus
- Connect ideas across sources
- Improve database searches later

### Examples

1. *“From this academic article, list 5–7 key research keywords a student should understand.”*
  2. *“Identify recurring keywords across these three scholarly sources.”*
  3. *“Explain how these keywords relate to my research question.”*
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## TIP 2: Use Structured Academic Summaries (Not Full Paraphrasing)

Students should ask for **concise, neutral summaries** that clarify what each source contains.

### Effective Summary Techniques to Request

- Purpose of the study
- Methods (if relevant)
- Key findings
- How it relates to the research question

### Examples

1. *“Summarize this peer-reviewed article in 4 bullets: purpose, method, findings, and relevance to my topic.”*
  2. *“Create an academic-style abstract summary suitable for a high school research log.”*
  3. *“Explain what kind of evidence this source provides (data, analysis, review, case study).”*
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## TIP 3: Ask Copilot to Organize Sources Using Tables and Graphic Organizers

Visual organization helps students compare sources and avoid confusion.

### Ways to Use Tables

Ask Copilot to create tables with columns such as:

- Source title
- Author & year
- Type of source (peer-reviewed, government, academic book)
- Key keywords
- Main idea / findings
- Usefulness for your research question

### Examples

1. *“Create a table organizing these five academic sources by keywords, main focus, and usefulness for my research question.”*
  2. *“Help me make a research matrix comparing findings across three peer-reviewed studies.”*
  3. *“Organize my sources into a table showing which ones discuss causes, effects, or solutions.”*
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### **TIP 4: Use Copilot to Help Group and Synthesize Sources (Teacher Discretion)**

Before writing, Copilot can help students **see patterns across research**.

### Examples

1. *“Group my sources into themes based on their main arguments or findings.”*
2. *“Which sources support similar conclusions, and which offer different perspectives?”*
3. *“Help me identify gaps in my research where I may need another academic source.”*