

- Ask yourself the « W » questions :
 - ✓ Why are you considering this particular topic?
 - ✓ What are the issues at stake?
 - ✓ Where is your topic relevant (at local, national, EU, global level) ?
 - ✓ When is/was it relevant (now, in the past, across time...)?
 - ✓ Who is concerned by it (e.g. a professional category, an organisation, a country, ...)?
 - ✓ Now ask yourself again why you are considering this specific topic.
- Ask your professors, talk with your fellow students, and brainstorm with your friends...
- Think of different ways to approach the topic of your choice
- Start searching for sources, and find the right balance between too much and too little information:
 - ✓ Too much information? Size it down to less, but more relevant information. For instance:
 - Limit the scope in time (in the case of a historical topic), coverage (e.g. limit yourself to some aspects only of a given, broad topic), target group (e.g. address a more limited number of specific categories of subjects), space (e.g. analyse the situation concerning your topic in a given EU Member State, as opposed in the whole EU) or theoretical approach (e.g. concentrate on a limited number of theories around a given issue).
 - ✓ Not enough information? Broaden the field; For instance:
 - Expand to a larger number of subjects; review your focus and redirect it to specific subtopics/related topics on which more material is available; broaden

your sources; or review your search criteria/keywords.

- Take sufficient time in order to collect solid background information (data, statistics, bibliographies...)

NB: This is a non-exhaustive list! Rely on your professors/advisor.