Chapter One: Select a Research Topic

OBJECTIVES:

- Select an appropriate research topic that
  - fulfills your assignment
  - is interesting to you
- Use dictionaries, encyclopedias, and thesauri to gain an initial understanding of your topic
  - a dictionary will generally provide short definitions
  - an encyclopedia will generally provide longer, in-depth articles on a topic
  - a thesaurus provides synonyms for your terms

SELECTING A TOPIC

When preparing to write a research paper, select a topic that

- is appropriate to the assignment and is interesting to you
- considers the particular perspective or academic discipline from which you'll approach it, e.g., religious, philosophical, cultural, etc.
- is neither too broad nor too narrow
  
  **too broad:** Genetic Engineering
  
  **too narrow:** The Effects of Genetically Engineered Corn Grown in Iowa on Children's Health
  
  **acceptable:** The Possible Health Consequences of Genetically Engineered Crops

- has adequate information resources to support it. You may have to do some initial research to determine this or speak to a librarian.
SELECTING A TOPIC

After you read the Library Skills Assignment chapters, you'll select a sample research topic to answer questions in Worksheet D.

- You are not required to use this topic for your English I research paper.
- Your professor has the final approval of your topic for your English I research paper.

LISTS

- You'll see lists of resources - dictionaries, online databases, government resources, statistical sources, and more - throughout the Library Skills Assignment.

- Review the lists to become aware of the wide variety of titles available for your assignments. It is not necessary to link to them or find them on the library shelves at this time.
- Dictionaries and encyclopedias are generally not sources professors allow to be cited in papers.

SPECIALIZED DICTIONARIES

- Specialized dictionaries emphasize the vocabulary and definitions in a particular field of study. Their definitions are usually more detailed than those in a general dictionary.
- A specialized dictionary can be useful in identifying keywords to use in your research.

- To locate a specialized dictionary in an academic discipline (subject), click on Library Home Page. Enter the discipline and dictionaries in the Encore search box, for example psychology and dictionaries.
### Specialized Encyclopedias

- Specialized encyclopedias have articles that are more in-depth than articles in general encyclopedias.
- They provide excellent overviews and can be helpful in preparing your outlines and research.

- To locate a specialized encyclopedia in the field of psychology, click on [Library Home Page](#). Enter *psychology encyclopedias* in the Encore search box.
<table>
<thead>
<tr>
<th>Title</th>
<th>Author/Editor</th>
<th>Publisher/Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>The Encyclopedia of Alzheimer's Disease</td>
<td></td>
<td>RC 523 .T87 2010</td>
</tr>
<tr>
<td>Beyond Brawn: The Insider's Encyclopedia on How to Build Muscle and Might</td>
<td></td>
<td>(CS Pub, 2012)</td>
</tr>
<tr>
<td>Encyclopedia of Television</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Concise Encyclopedia of Construction Terms and Phrases</td>
<td></td>
<td>(Momentum Press, 2013)</td>
</tr>
<tr>
<td>The Stanford Encyclopedia of Philosophy</td>
<td></td>
<td></td>
</tr>
<tr>
<td>The New Children's Encyclopedia</td>
<td></td>
<td>AG 5 .N28</td>
</tr>
<tr>
<td>SFE: The Encyclopedia of Science Fiction</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Note:**

The title below is an electronic resources. To access it, click on [Library Home Page](#). Click on Database Descriptions.

*MedlinePlus Medical Encyclopedia*

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**THESAURI**

- A thesaurus identifies synonyms, phrases, and related words to your initial search terms.
- Sometimes substituting a synonym may yield better results.
- To locate a thesaurus, click on **Library Home Page**. Enter **thesaurus** in the Encore search box.

<table>
<thead>
<tr>
<th>Examples in the Library</th>
<th>Examples Online</th>
</tr>
</thead>
<tbody>
<tr>
<td><em>The American Heritage Thesaurus for Learners of English</em></td>
<td><em>Merriam-Webster Thesaurus</em></td>
</tr>
<tr>
<td>PE1591 .L36 2002</td>
<td></td>
</tr>
<tr>
<td><em>Bartlett's Roget's Thesaurus</em></td>
<td><em>Roget's II: The New Thesaurus Third Edition</em></td>
</tr>
<tr>
<td>PE1591.B35 1996</td>
<td></td>
</tr>
<tr>
<td><em>Burton's Legal Thesaurus</em></td>
<td><em>Thesaurus.com</em></td>
</tr>
<tr>
<td>KF156 .B856 1998</td>
<td></td>
</tr>
</tbody>
</table>
Chapter Two: Find Books, Media, & More

OBJECTIVES:

- Locate the library’s website
  - with its Web address
  - from LCCC’s home page
- Use Encore to search Rothrock Library’s collection of books, ebooks, media, and more for information on a research paper topic
- Identify a work’s
  - author
  - title
  - place of publication
  - publisher
  - year of publication
  - location in the library
  - call number
  - circulation status
- Request library materials to be sent to you at the Jim Thorpe, Donley, or Morgan Center
ROTHROCK LIBRARY ONLINE

3 ways to access online resources and information from LCCC’s Rothrock Library

- Go to [http://www.lccc.edu](http://www.lccc.edu) and click on Rothrock Library in the Current Students menu
- Go to [http://www.lccc.edu/library](http://www.lccc.edu/library)
- Go to [http://www.lccc.edu](http://www.lccc.edu) and click on the library link located at the top of the page

Your online library provides a wealth of information and services, including

- general information about the library
- information about print resources on the shelves of Rothrock Library in Schnecksville and the Jim Thorpe, Donley, and Morgan Centers
- immediate access to thousands of eBooks, media and streaming videos
- immediate access to periodical articles in our full text databases
- immediate access to Ask A Librarian
- immediate access to Interlibrary Loan request forms
- your library account
- guides to MLA and APA formats

*NOTE:* You may need your Banner ID number ("L number") to use some of the databases, interlibrary loan, and your library account.
ENCORE

Encore is the software that searches the Rothrock Library’s online catalog. Go to the library’s Home Page and click on Encore to find:

- eBooks
- periodicals (magazines, journals, trade publications and newspapers)
- reliable websites
- DVDs, streaming videos, and other media

If you have a particular author or title in mind, or a specific Library of Congress subject term, click on Advanced Search and select from the drop down menu. Advanced Search also allows you to limit your search in several other ways.

If you select a print book, you may request it for pickup the next day at the Rothrock Library or for delivery to a center. You may also use the book’s call number to pull it from the stacks yourself. Electronic materials are available immediately.
ENCORE: Step-By-Step

In this demonstration, we'll look in Rothrock Library's collection for a book about Benjamin Franklin.

1. Click on Library Home Page

2. Enter your topic in the Encore search box (we're using **Benjamin Franklin**) and click on Go!

3. Notice:
   - the number of results in your results list
   - the results provide basic information about an item and are sorted (arranged) by relevance and can also be sorted by title or date
   - the icons next to an item indicate the format: DVD, book, eBook, website, or streaming video

4. Look at the information for the title *Benjamin Franklin: An American Life*.

5. Notice:
   - it's a print book
   - its author is Walter Isaacson
   - it's located on Rothrock Library's Lower Level
   - its call number directs you to its exact location on a shelf
   - it's available for you to borrow or it's in circulation, and due back on the date indicated
6. You can click on these options:

3. Request it (to pick it up at the library's Service Desk or have it sent to the front office at the Jim Thorpe, Donley, or Morgan Center)
   Add to cart, print or email a list of the works that you want to pull from the shelves yourself
7. Click on the title of a work to see its place of publication, publisher, and copyright date. If it's a book, you'll see the number of pages and its Library of Congress subject terms. You may sometimes see a table of contents and a summary.
8. Return to the results list. The options along the left side of the screen allow you to limit your results in the many ways indicated.
9. DVDs and videos are located on Rothrock Library's Upper Level in LB 109, the Media Periodicals Room.

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**eBOOKS**

An eBook is an electronic version of a print book. It can be read on your computer.

**eBOOKS: Step-by-Step**

In this demonstration, we'll look for an eBook about the effect of television on children.

1. Click on Library Home Page
2. Enter your search terms in the Encore search box: television and children
3. Click on Go.
4. In your list of results, eBooks have a red icon next to their title.
5. When your results are on the screen, you can limit them to eBooks by clicking on EBOOK in the options on the left hand side of the page.
6. In the list of results, find the title: *Children, Media and Culture*, an electronic resource authored by Maire Messenger Davies. Click on its title to learn more about it: its place of publication, publisher, copyright date, number of pages, and Library of Congress subject terms.

7. To read this book, click on "Connect to the full-text of this eBook online."

8. If you are not using an LCCC computer, you may have to enter your Banner ID.

9. Notice

   - the triangle to click to expand a chapter or index
   - arrows to move to the next or previous page
   - the Search tab where you can search the entire book for a term of your choice
   - the Info tab with instructions
   - "[electronic resource]" in the middle of the title is not part of the title - Do not include this when writing the title.

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**KEYWORD SEARCHES**

- Your keywords, the words you enter into the Encore search box, are only the most important words of your research topic!
- Poor searches may get some results, but a well constructed search will get more focused and better results.
Unsuccessful or Inadequate Keyword Searches

<table>
<thead>
<tr>
<th>unsuccessful or inadequate keyword searches</th>
<th>Successful Keyword Searches</th>
</tr>
</thead>
<tbody>
<tr>
<td>biography of a musician</td>
<td>biography and musician</td>
</tr>
<tr>
<td>books about computers</td>
<td>computers</td>
</tr>
<tr>
<td>sports in high schools</td>
<td>sports and high schools</td>
</tr>
<tr>
<td>sports in high schools</td>
<td>high schools and (sports or athletes)</td>
</tr>
<tr>
<td>discrimination in the military</td>
<td>discrimination and military</td>
</tr>
<tr>
<td>facts about brazil</td>
<td>brazil</td>
</tr>
<tr>
<td>teenagers who drive</td>
<td>(teenagers or adolescents) and driving</td>
</tr>
</tbody>
</table>

LIBRARY OF CONGRESS CALL NUMBERS

- Rothrock Library uses the Library of Congress (LC) Classification System to determine each item's call number.
- Most of the books in Rothrock Library are located on the Lower Level. DVDs and videos are in LB 109, the Media Periodicals Room.
- Labels on the end of each row of shelves help you find the correct shelf.
- Items in the LC System have call numbers that begin with one or more letters. The letters, followed by a line of numbers, is a browsable subject area on the shelves.
- Call numbers on a white label on the spine or front of an item indicate the subject, author, and title.
Anatomy of a Library of Congress Call Number

**Book title:** Uncensored War: The Media and Vietnam  
**Author:** Daniel C. Hallin  
**Call Number:** DS559.46.H35 1986

The first two lines describe the subject of the book.  
DS559.45 = Vietnamese Conflict

The third line often represents the author's last name.  
H = Hallin

The last line represents the date of publication.

**Tips for Finding Books on the Shelf**

Read call numbers line by line.

**LB**  
Read the first line in alphabetical order:  
A, B, BF, C, D... L, LA, LB, LC, M, ML...

2395  
Read the second line as a whole number:  
1, 2, 3, 45, 100, 101, 1000, 2000, 2430...

.C65  
The third line is a combination of a letter and numbers. Read the letter alphabetically. Read the number as a decimal, eg:  
.C65 = .65 .C724 = .724

Some call numbers have more than one combination letter-number line.

1991  
The last line is the year the book was published. Read in chronological order:  
1985, 1991, 1992...

Here is a shelf of books with the call number order explained.
Chapter Three: Find Periodical Articles

OBJECTIVES:

- Identify types of periodicals: magazines, trade publications, journals, newspapers
- Use periodicals for information that is:
  - in-depth
  - specialized
  - updates books
  - current
  - date specific
- Select appropriate keywords for a search
- Conduct a basic search in EBSCO and ProQuest online databases using search terms, connectors, and limiters
- Identify the information needed to cite periodical articles

PERIODICALS & ONLINE DATABASES: IMPORTANT TERMS

<table>
<thead>
<tr>
<th>Term</th>
<th>Definition</th>
</tr>
</thead>
<tbody>
<tr>
<td>ABSTRACT</td>
<td>a summary of an article or other work</td>
</tr>
<tr>
<td>ARCHIVES</td>
<td>previous issues of a periodical</td>
</tr>
<tr>
<td>CITATION</td>
<td>information necessary to locate an article; most often the author, title, periodical title, date, pages</td>
</tr>
<tr>
<td>DATABASE</td>
<td>a file of related information on a particular subject</td>
</tr>
<tr>
<td>EXCERPT</td>
<td>a passage taken word for word from a work</td>
</tr>
<tr>
<td>FULL TEXT</td>
<td>the entire text of a work</td>
</tr>
<tr>
<td>ISSUE</td>
<td>a single copy of a periodical, such as today’s New York Times newspaper</td>
</tr>
<tr>
<td>JOURNAL</td>
<td>a periodical that often contains recent research and intended for professionals in a particular field</td>
</tr>
<tr>
<td>MAGAZINE</td>
<td>a periodical written primarily for the general public</td>
</tr>
<tr>
<td>PEER REVIEW</td>
<td>a system in which experts in a particular field read and approve the accuracy, currency, and other standards of articles before they are published; also referred to as &quot;refereed&quot;</td>
</tr>
<tr>
<td>PERIODICAL</td>
<td>a publication issued at regular or somewhat regular intervals, such as a newspaper, magazine, trade journal, or journal</td>
</tr>
<tr>
<td>PRIMARY SOURCE</td>
<td>information provided by an original researcher or observer</td>
</tr>
<tr>
<td>---------------</td>
<td>------------------------------------------------------------</td>
</tr>
<tr>
<td>REFERENCES</td>
<td>sources of information used in preparing a scholarly article</td>
</tr>
<tr>
<td>REPRINT</td>
<td>a reissue of a publication, possibly in a new format, such as an electronic copy in a database</td>
</tr>
<tr>
<td>RESEARCH ARTICLE</td>
<td>details of a careful investigation and/or experiment to find new facts about a topic</td>
</tr>
<tr>
<td>SECONDARY SOURCE</td>
<td>information that analyzes, interprets, relates, or evaluates a primary source or other secondary source</td>
</tr>
<tr>
<td>TRADE JOURNALS</td>
<td>a periodical intended for people in a trade or occupation, such as physical therapy, or criminal justice</td>
</tr>
<tr>
<td>VOLUME</td>
<td>one year's worth of issues for a periodical</td>
</tr>
</tbody>
</table>

**PERIODICALS**

- Publications (magazines, trade, journals) issued at regular, or somewhat regular, intervals - weekly, biweekly, monthly, quarterly, etc.
- Good sources of up-to-date information on topics
- Published by trade or professional associations, university presses, government agencies, commercial publishers, private corporations, and others

**PERIODICAL LOCATIONS**

- Latest issues are in the open Periodical area of the library's Upper Level
- Older issues are in the Media Resource Room, LB 109
Thousands of electronic periodicals, including the *New York Times* newspaper back to 1851 and Allentown’s *Morning Call* back to 1984, are available in the library’s online databases.

**TYPES OF PERIODICALS**

**Magazines** (*Examples: Sports Illustrated, Time*)
- Written for a general audience, with no degree or experience necessary
- Authors rarely provide citations for the sources of their information
- Authors often do not have advanced college degrees and experience
- Often contain advertisements from marketers

**Trade Journals** (*Examples: Childhood Education, Computer Graphics World*)
- Focus on information and news related to a particular trade or industry
- Vocabulary is specialized but less formal and technical than a scholarly journal
- Contain articles about scholarly research, new practices, people in the field, product information, etc.
- Authors often have advanced college degrees
- Often contain advertisements for products and services related to this trade or industry

**Scholarly Journals** (*Examples: Child Development, Crime & Delinquency, Journal of Pediatric Nursing*)
- Periodicals published for professionals in a particular career field
- Vocabulary and writing style are formal and scholarly
- Often include in-depth analyses of topics and original articles about research, includes an abstract, method, results, conclusion(s), and a list of references
- Their authors, peer-reviewers, and editorial boards are specialists in that career field and check for accuracy and quality
- Mention of the authors’ credentials (degrees and/or employment)
- Few or no photographs or advertisements
ONLINE DATABASE DESCRIPTIONS

- A collection of information, such as periodical articles, that is searchable.
- Results will include materials that match the words and conditions you specify.
- Most of our library’s online databases are paid subscriptions; therefore, they are not part of the free World Wide Web.
- Most often, the database provides the full text of an article or other type of a document, however:
  - For some, they provide only citations
  - For some, they provide a citation and an abstract
- To access a database, go to the Library Home Page and then click on Database Descriptions.
- Off-campus, their use is limited to LCCC students and employees. You will be asked for your L number.

1. Determine your search terms, also known as subjects, descriptors, keywords
   - Example: What kind of treatment is used for children who have asthma or bronchitis?

   treatment
   children
   asthma
   bronchitis

2. Consider including synonyms or related words in your search:
   - Example: respiratory diseases

3. Determine your connectors (also known as boolean terms), as appropriate:

<table>
<thead>
<tr>
<th>treatment and children</th>
<th>treatment or children</th>
<th>treatment and children and (asthma or bronchitis or respiratory diseases)</th>
</tr>
</thead>
<tbody>
<tr>
<td>results will contain all documents containing the words treatment and children</td>
<td>results will contain all documents containing treatment or children or both terms</td>
<td>results will contain treatment and children and one or more of: asthma or bronchitis or respiratory disease</td>
</tr>
</tbody>
</table>

4. Include truncation to get all forms of a word (also known as special characters, wild cards), as appropriate:

   | child* | disease* |
results will contain: child, child's, children, children's
results will contain: disease, diseased, diseases

Also Note:

- Some databases use a + or ! instead of a *.
  Consult their help screens to be sure.
- Unless you tell it otherwise, it will search in the title, the abstract, and possibly the subject field of all of the articles in this database.

5. Select the best database:

   Library Home Page | Database Descriptions

6. Determine your limiters:

   - Search for your term in the full text of the articles or just in their citations and abstracts?
   - Search in a particular publication title or format? All publications? Only newspapers?
   - Search all dates, a particular date, or a range of dates?

7. Search:

   - The database will find all documents in its collection that match the criteria you select.

8. Review your results.

9. Review and Evaluate your results:

   - Is the document relevant to your topic?
   - Is it up-to-date, considering the topic? Information to treat a disease should be recent. A recent publication date might not be important for a report about the Revolutionary War.
   - Is it the correct type of publication? Should it be more scholarly? A primary (first hand account)?
   - Should the point-of-view be balanced or do you need someone's opinion?
   - What do you know about the author's credentials? Can you trust the information to be accurate?
   - Have you identified new terminology? Should the search be revised and rerun? Can you substitute a synonym or
related term?

10. Email, download, or print your selected articles.

CITATIONS

- Citations contain enough details to efficiently locate a publication. They usually include the author, title, and date of publication.
- Citations for periodicals also include the periodical title, volume, issue, and page numbers.
- Citations for books also include the place of publication and the publisher.
- Citations for webpages include the title of the overall website, the publisher or sponsor, and the date you accessed the webpage.
- Other formats include other unique details.
- When you write a research paper, you'll prepare a list of citations (a Works Cited page) for every resource from which you obtained information used in your paper. MLA citation style will be discussed in the final chapter of the Library Skills Assignment, in the *MLA Guide*, and by your instructor. There are other citation formats.

In the *EBSCO* database:

Internet Use for Health Information Among College Students. By: Escoffery, Cam; Miner, Kathleen R.; Adame, Daniel D.; Butler, Susan; McCormick, Laura; Mendell, Elizabeth. *Journal of American College Health*. Jan/Feb 2005, Vol. 53 Issue 4, p183-188. 6p. 3 charts.

Explanation:

- Article Title: Internet Use for Health Information Among College Students
- Authors: Cam Escoffery, Kathleen R. Miner, Daniel D. Amade, Susan Butler, Laura McCormick, Elizabeth Mendell
- Journal title (Source): Journal of American College Health
- Publication date: January/February 2005
- Volume: 53
**EBSCO**
EBSCO contains several online databases. It is a massive collection of periodical articles and other documents on a wide variety of topics from thousands of different newspapers, magazines, journals, and other sources.

**EBSCO Step-by-Step**
In this demonstration, you'll search the *EBSCO* database for an article on the topic of careers for graphic designers

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Go to the <a href="#">Library Home Page</a>.</td>
</tr>
<tr>
<td>2.</td>
<td>Click on Database Descriptions.</td>
</tr>
<tr>
<td>3.</td>
<td>Click on <em>EBSCO</em>.</td>
</tr>
<tr>
<td>4.</td>
<td>At this point you may have to enter your Banner ID number (your student or &quot;L Number&quot;). Later, read the descriptions for all the databases within <em>EBSCO</em>. The first two databases, <em>Academic Search</em></td>
</tr>
</tbody>
</table>
**Complete** and **MasterFile Premier**, are already pre-selected.

- 5. We'll also add **Vocational and Career Collection** by clicking in its checkbox.

- 6. Click on **Continue**.

- 7. At the search screen, enter your search terms and connector in the search box: **careers and graphic designers**

- 8. Check your spelling!

- 9. We'll limit our search to documents from January 2010 to the present.
  - Notice that you can:
    - open an online Help screen
    - conduct an Advanced Search
    - apply related words
    - you may limit your results to articles that are full-text, in scholarly (peer-reviewed) journals published within a particular range of dates, with a particular number of pages, with images, in a particular publication type, and more

- 10. Click on **Search**.
  - Your results list consists of citations for all of the articles or other documents in the **EBSCO** database selected that match your search terms and limits. Unless you told it otherwise, your search terms will usually appear somewhere in the title, abstract, or subject field of each document. Usually the documents will be in chronological order, latest to oldest.

- 11. Browse through the results list until you find titles that are most appropriate.
  - Click on the next page at the bottom of the screen until you find it. We'll find an article titled "**Design Revelation**," by Alissa Walker. This article appeared in a periodical called **Print**. It was published in February 2010. It began on page 18. It is two pages long.
12. Click on the article title to read its abstract (summary).

13. The full-text of this article follows in HTML Full Text view. HTML has a simple appearance. If you want to print it, look for a printer icon right of the article. (Do not click on "File - Print" in the browser.)

14. This article is also available in PDF Full Text view. This means that it appears as it does in the paper issue of PRINT magazine. Click on PDF Full Text.

PROQUEST

ProQuest, like EBSCO, contains several online databases. It provides more than 9,000 magazines, newspapers, journals, dissertations, and research reports and it is an especially good source of information on the arts, literature, social sciences, business, science, technology, and medicine.

PROQUEST Step-by-Step

In this demonstration, we'll search the ProQuest database for an article on the topic of eating disorders among male college students.

1. Go to the Library Home Page.

2. Click on Database Descriptions.
3. Click on ProQuest.

4. If you are not using an LCCC computer, you may have to enter your Banner ID (your student or “L Number”).

5. At the search screen, enter your search terms and connector in the search box: eating disorders and males and college students

6. Check your spelling!

Notice that you also can:

- open an online Help screen
- conduct an Advanced Search
- limit your results to particular dates, full text articles, scholarly (peer reviewed) journals, and more

7. Click on Search.

Your results list consists of citations for all of the articles or other documents in ProQuest that mention the search terms you entered and match the limits you set. Unless you tell it otherwise, your search terms will usually appear somewhere in the title and/or abstract and/or subjects field of the documents.

- Generally the most recently published documents will be first and the oldest ones last.

8. Limit your results by clicking on Trade Journals on the right side of your results list

9. Pick the article titled "Eating Disorders: Findings in Eating Disorders Reported from Eastern Michigan University." This article appears in a publication called Psychology & Psychiatry Journal on October 15, 2011. It is on page 46.
Notice that:

- You can see that a citation/abstract (summary) and the full-text of this article are available.
- You can click on the document's title for more information about it.
- If you see only an abstract for an article, there are other ways to obtain the article that we will discuss in the next chapter. (Full-Text Periodicals: E & Print and InterLibrary Loan).

SEARCH TERMS (Keywords)

To find good results in a database, it is extremely important to select good search terms, also referred to as keywords, descriptors, or subjects. Unless you indicate something else, most databases will look for your search terms in the documents' citations and abstracts.

Remember:

- Take your research topic statement and select significant words.
- Consider including synonyms or related words.
- Generally, select nouns.

Determine your connectors (also referred to as logical operators, search operators, boolean terms), when appropriate:

- treatment and children [results will contain: all documents containing the words treatment and children]
- treatment or children [results will contain: all documents containing treatment or children or both terms]
- treatment and children and (asthma or bronchitis) [results will contain: treatment and children and either asthma or bronchitis]
Don't Use:

- commas or periods
- redundant search terms (e.g., alcohol and alcoholism)
- very common multiple word terms written as individual terms (e.g., illegal and immigration instead of illegal immigration)
- terms missing a connector (e.g., children, divorce)
- quotation marks around everything
- quotation marks around your connector
- EBSCO and ProQuest use a *. Some databases use a + or ! instead of a *
- Look for the Help screen or ask a librarian to help you design more complex searches
Chapter Four: Find an Article's Full-Text

OBJECTIVES:

- Use Full-Text Periodicals: E & Print feature to locate the full text of a periodical article
- Identify the need for an interlibrary loan request

FULL-TEXT PERIODICALS: E & PRINT

When searching the database, reading an article, or searching the Net, you sometimes will see a citation for a great article but not the article's full-text in print or in one of our databases. Periodicals: E & Print is an elist of all of the FULL-TEXT periodicals available in our databases, in print and in microform. You will be connected to this resource when you click on "Check for Availability" in our databases.

FULL-TEXT PERIODICALS: E & PRINT Step-by-Step

This demonstration will show you how to easily determine whether a full-text article from a periodical such as Allentown's Morning Call newspaper is available in an online database or in print.

1. Click on Full-Text Periodicals: E & Print
2. Enter the periodical title in the search box: Morning Call
"Rothrock Library Print Holdings" indicates that the *Morning Call* is in the library's print collection.

Clicking on "Rothrock Library Print Holdings" will show you the specific dates of the *Morning Call* in the library.

You can see that the library has print issues for the current three months.

Databases in which the *Morning Call* appears in full-text are also listed. Clicking on one of them will open that database so you can locate your article.

Notice the date range next to each database

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**INTERLIBRARY LOAN**

If you cannot locate an article or book in our library resources, we can get it for you from another library via [Interlibrary Loan](http://libraryhomepage). Interlibrary Loan information and request forms are available at the [Library Home Page](http://libraryhomepage) and then click on [Interlibrary Loan](http://libraryhomepage).

- You will need your Banner ID# (your "L number") to request items through Interlibrary Loan.
- You may request up to 10 items at a time.
- Books usually arrive in 10-14 days; articles in 5-7 days. Consider this when scheduling your research.
- Due dates are set by the lending library.
- Photocopies or PDFs of articles are yours to keep and may be delivered through your email.
- In very rare instances, there is a fee. If there is, you'll be contacted for approval.
STUDENTS AT JIM THORPE, DONLEY, & MORGAN CENTERS

- For articles from periodicals in paper or microfilm format in the Rothrock Library in Schnecksville, complete an Interlibrary Loan form.

- For books from the Rothrock Library in Schnecksville:

  1. Go to the Library Home Page
  2. Use Encore to find the book you want
  3. Click on the book's title and then on "Request it."
  4. If asked, enter your Banner ID number (your student or "L Number").
  5. Complete and submit the information requested. Be sure to select a pickup location.
  6. You may request multiple items, but each request must be submitted separately.
  7. Pick up the book at your center’s front desk and return it there to have it returned to main campus when you are finished.
  8. The circulation period is three weeks.

SUMMARY

If the book you want is not in Rothrock Library, complete an Interlibrary Loan request form.

If the article you want is not available in Rothrock Library resources.
- Search the article title in Google. Sometimes an author will have a copy available through their website.
- Complete an Interlibrary Loan form at the library's website to request a copy of the article from another library.
Chapter Five: Use Additional Resources

OBJECTIVES:

- Locate and use additional resources
  - Government resources
  - Professional organizations
  - Almanacs & statistical resources
  - A consultation with a librarian

ADDITIONAL RESOURCES

This chapter describes several additional resources that might be useful for your research paper. Government agencies, professional organizations, almanacs, statistical resources, DVDs, videos, and librarians are rich sources of information for your assignments and professional needs. You will find some of these resources when you use Rothrock Library resources but more are available primarily through Google searches.

The best places for your online research are most often:

- Websites sponsored by state and federal government agencies (.gov)
- Websites sponsored by educational institutions (.edu)
• Websites sponsored by the preeminent professional organizations in your field (.org). Be aware that not every .org website is a reliable organization!

EXAMPLES OF GOVERNMENT RESOURCES

Countries, states, and other governmental entities have web sites and they are generally designated as .gov. Use the search engine of your choice to search for the city, state or country you need to research.

Examples:

City: City of Allentown: http://www.allentownpa.gov/

Note: Federal departments, agencies, etc. will have their own web sites which can be located from www.usa.gov or by searching with the search engine of your choice.

EXAMPLES OF PROFESSIONAL ORGANIZATIONS

People involved in the same professions and trades form associations, organizations, and learned societies that promote the interests of individuals engaged in that profession and inform the public about the activities and interests of the profession or trade. These are generally designated as .org. Use the search engine of your choice to search for the profession or trade you need to research.

Examples:

Digital Media Association: http://www.digmedia.org
International Association of Nanotechnology: http://www.ianano.org
American Nurses Association: http://www.nursingworld.org
American Psychological Association: http://www.apa.org
ALMANACS & STATISTICAL RESOURCES

- Almanacs are generally annual volumes of current and retrospective information.
- They answer simple questions about important events, population, government, business, sports, and much more.
- While almanacs include some statistical information, some specialized resources limit themselves to statistics.
- Statistics involve the collection, organization, and interpretation of numerical data. They are essential to professionals in all career areas, enabling us to learn from them and make important decisions.
- When consulting statistical data, it is important to note the source of that data and consider the motives of those who collected it.
- Statistics may be collected by government agencies, professional and other non-profit organizations, and for-profit businesses or individuals.
- Also note the date on which the data was published. It often takes a great deal of time to collect and compile data, so many statistics are already dated by the time you see them.

Examples in the Library

- *Pennsylvania Abstract* HA607.P4
  - Contains data for Pennsylvania and its 67 counties.
- *Stock Trader's Almanac* 2013 [electronic resource]
  - Published annually since 1967. Delivers money-making strategies to investors.
- *TIME Almanac* AY64.I552
  - Published annually since 1947. Contains many tables, information about current events, and summaries of past events.
  - Published annually since 1886. Similar to *Information Please Almanac*. Its index is in the front.
Examples Online

- ChildStats.gov
- FastStats A-Z
- National Center for Educational Statistics
- National Center for Health Statistics
- State & County QuickFacts
- U.S. Census Bureau
- U.S. Department of Labor, Bureau of Labor Statistics

CONSULTATION WITH A LIBRARIAN

When researching information for your assignments begin with the resources discussed in the Library Skills Assignment. If you hit obstacles in finding or using the library's resources, consult with a librarian. They can assist you in selecting research terms, appropriate resources and evaluation of resources. However, they are not writers, proofreaders, or grammarians. Use the staff at Education Support Services in SH 150 for this type of assistance.

There is a librarian on duty in Rothrock Library on the Schnecksville campus at all times the library is open. You may also:

- Call us at 610-799-1150 or 1-800-414-3975, ext. 1150.
- Email us via Ask A Librarian
- Come to the Service Desk on the Upper Level of the library
- A librarian is on duty at the Jim Thorpe, Tamaqua and Allentown centers. Hours are posted locally at the beginning of each semester.
Chapter Six: Use the Internet

OBJECTIVES:

- Locate a webpage via its address
- Identify characteristics of a search engine
- Identify characteristics of Wikipedia

THE INTERNET: Important Terms

<table>
<thead>
<tr>
<th>Term</th>
<th>Definition</th>
</tr>
</thead>
<tbody>
<tr>
<td>Address</td>
<td>The unique identifier needed to find an Internet webpage, also called the &quot;URL&quot; (Uniform Resource Locator). An example of a webpage address is: <a href="http://www.yahoo.com">http://www.yahoo.com</a></td>
</tr>
<tr>
<td>Bookmark</td>
<td>A webpage link stored by a browser.</td>
</tr>
<tr>
<td>Browser</td>
<td>A software program that finds webpages and allows them to be printed, downloaded, etc. The LCCC Library uses Explorer, Firefox, Safari, and Chrome.</td>
</tr>
<tr>
<td>Download</td>
<td>To save information to a storage device.</td>
</tr>
<tr>
<td>FAQ</td>
<td>(Frequently Asked Questions) A collection of commonly asked questions with answers on a particular topic.</td>
</tr>
<tr>
<td>Home Page</td>
<td>The main (opening) page of a website.</td>
</tr>
<tr>
<td>HTML</td>
<td>(HyperText Markup Language) A programming language used to create webpages.</td>
</tr>
<tr>
<td>Internet</td>
<td>A massive collection of computers, worldwide, connected to one another for the purpose of exchanging information.</td>
</tr>
<tr>
<td>Link</td>
<td>A new webpage that you open when you click on highlighted text or a graphic on a webpage you are using.</td>
</tr>
<tr>
<td>Netiquette</td>
<td>The &quot;rules&quot; or &quot;manners&quot; for using the Internet.</td>
</tr>
<tr>
<td>Network</td>
<td>Any connection of two or more computers made for the purpose of sharing resources, such as information, software, printers, or scanners.</td>
</tr>
<tr>
<td>Online</td>
<td>Being connected to another computer via an electronic information service.</td>
</tr>
<tr>
<td>PDF</td>
<td>(Portable Document Format) An electronic file format that can be viewed, printed, and electronically transmitted.</td>
</tr>
<tr>
<td><strong>Search Engine</strong></td>
<td>Software used to find Internet sites on a particular topic. Examples are Yahoo!, Bing, and Google.</td>
</tr>
<tr>
<td>--------------------</td>
<td>--------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td><strong>Subject Directory</strong>/Directory</td>
<td>A list of recommended website, arranged in categories. Some good subject directories are found under Recommended Research Sites at <a href="http://www.lccc.edu/library">http://www.lccc.edu/library</a>.</td>
</tr>
<tr>
<td><strong>Upload</strong></td>
<td>To send a file to another computer or device.</td>
</tr>
<tr>
<td><strong>URL</strong></td>
<td>The Universal Resource Locator, the unique address of a Web page.</td>
</tr>
<tr>
<td><strong>Website</strong></td>
<td>Information on the World Wide Web prepared by a person, organization, government body, or company.</td>
</tr>
<tr>
<td><strong>Wiki</strong></td>
<td>A collaborative Web site on which anyone can add or modify content.</td>
</tr>
<tr>
<td><strong>World Wide Web</strong></td>
<td>An information system on the Internet that allows documents to be connected to other documents by hypertext links, enabling the user to search for information by moving from one document to another.</td>
</tr>
</tbody>
</table>

**THE INTERNET: Facts & Advice**

- Begun in 1969 by the scientific community for the purpose of exchanging information.
- Used for many types of communication, including informational webpages, e-mail, listserves, and subscription services, such as Rothrock Library’s online databases.
- Currently used by more than 7,000,000,000 individuals. ([http://internetworldstats.com/stats.htm](http://internetworldstats.com/stats.htm))
- Knowing how to conduct research on the Internet is much more than knowing how to "surf." It requires extended skill.
- Unlike the editorial boards that examine and approve the information published in scholarly and trade journals, few quality or accuracy controls exist for the Internet.
- Be extremely cautious when using websites found by a search engine.
- Much of the information on the Web is there to sell you something or sway your opinion.
- Websites are "susceptible to both accidental and deliberate alteration," meaning that they can be inaccurate.
- To research a topic thoroughly, use LCCC Library resources and supplement them with the Web.
- Consider everything on the Internet to be copyrighted unless otherwise noted.
ACCESS A WEBSITE
Four ways to find information on the Internet:

1. Enter a URL
2. Click on a link from a website
3. Go to a Subject Directory
4. Go to a Search Engine

SEARCH ENGINES

- Most search engines do not search the entire World Wide Web.
- The quality of websites varies greatly. They may include valuable information or often pure junk. It is very important that you carefully evaluate your results.
- Metasearch engines search multiple search engines at once, but not thoroughly. Results might include much useless information.
- Examples: Google, Bing, Yahoo, Ask
- Remember: There is a difference between a web browser and a search engine.

TO SEARCH GOOGLE

- Go to http://www.google.com
- In the box on the Google screen, type in Autism
- Hit Google Search.
- To view a website, click on the underlined (hypertext) title on your results list.

WIKIPEDIA
… *Wikipedia* is a free online encyclopedia that differs from other encyclopedias in a significant way: along with reading the articles in Wikipedia, anyone can add or edit articles however they like. According to their website, *Wikipedia* was created in 2001 and has since grown to be one of the largest sites on the Web.

- Many of the articles in *Wikipedia* are long and comprehensive
- Many entries exist in *Wikipedia* for which no equivalent entry may be found in any other encyclopedia.
- Use the information found in *Wikipedia* with caution. While *Wikipedia* is a valuable and informative resource, there is an important concern to take into account when using it:
  - *Because anyone can add or change content, there is an inherent lack of reliability and stability to Wikipedia.* Authors of articles may not necessarily be experts on the topics they write about, leaving a lot of room for errors, misinformation, and bias.
Chapter Seven: Evaluate Your Resources

OBJECTIVES:

- Evaluate information for its:
  - authority
  - objectivity
  - quality
  - currency
  - relevance

Evaluating Information Sources

When evaluating information sources there are several important factors to consider, regardless of the format. Whether it is an article in a periodical, newspaper or reference work; a book; a web site; a government document; or any other resource you are considering to use for any assignment there are questions to ask. Not all questions will apply to all formats. These questions are intended to help you think critically about information sources. Occasionally you will have to go beyond the information in hand to answer some of these questions.

Authority: Who is the author or organization that created or sponsored the work? What is/are the author's educational background, institutional affiliations, work experience, reputation, past writings? What is the organization's mission, values/goals, membership? Is it national or international? A writer's or organization's webpage is a good source. Who is the publisher: a commercial, trade or educational institution? What is its reputation? Is the information self-published or by a vanity press?

Objectivity: What are the author's goals? Scan the preface, introduction and table of contents of a book, the abstract of an article, or Home or "About Us" of a website. Are all sides of an issue covered; is a particular bias acknowledged? Is evidence cited to support the views, ideas and conclusions stated in the work? What is point of view: to inform, advocate, sell. Domain names of websites are good indicators.

Quality: Is it well written: logical, clearly presented, good grammar. Are graphs and additional information appropriate and clearly labeled? Inflammatory sensational language and images should be red flags. Just because something looks good doesn't mean it is.

Currency: What is the date of the publication? In an environment where Google and others are attempting to scan all the books ever published it is important to establish the original copyright date of a book. Some books are reprinted because they continue to be
important in their field, but this is not true of the majority of titles. An article published before a certain date on the uses of hydrogen may be useless, but an article on the American Revolutionary War published in 1919 may still be an important publication. Check a website for its "Last Revised" date.

**Relevance:** Is this information appropriate and what you need to complete your assignment? Does it meet the requirements set by your professor? Scholarly vs. popular treatment; primary or secondary resource?