The Dulany Library website will provide you with access to all of the services and resources we offer. Becoming familiar with the website is crucial to making full use of what is available to you, and finding the best resources to use for your research.

The library is accessible through the University’s Online College portal, in the right hand column:
**BOOKS**

**ARTHUR:** **ARTHUR** is the catalog to search for books at William Woods. If you find a book you would like to check out, email Missy Martin (mmartin@williamwoods.edu) with the title, author, and call number of the book you wish to request, **your student id number** and your contact information.

**MOBIUS:** **MOBIUS** is a consortium of academic and public libraries in Missouri. We all share our collections, so as to provide a greater number of resources to our patrons. You can request books from MOBIUS online and have the book delivered to a library near where you live. This service has no cost. When asked for your password, it is your student ID number, plus the letters ww. Example: 123456ww

When using MOBIUS, **choose ARTHUR as your Cluster.** If you want to choose a library near you for delivery, choose a library from this list. [http://searchmobius.org/libinfo](http://searchmobius.org/libinfo). When you get to the portion of your request asking for delivery information, use the cluster of the library you want it delivered to as the “Pickup Cluster” and then choose the library for “Pickup Location.” On the list of libraries, the cluster name is on the left side of the page. You will receive an email when your book is ready to be picked up.

**FINDING ARTICLES USING DATABASES**

There are many options available when searching for articles. One service we offer is called Woods OneSearch. The search box for this service is on the main page of the library web site.

![Woods OneSearch](image)

This service searches nearly all of our databases, as well as the library catalog, at one time. This allows you to do a very broad search at once, instead of having to choose a database, or search many different databases separately. When using Woods OneSearch, you can sometimes end up with a very large number of results. This is when it is important to narrow your search by using more keywords related to your topic, limiters (such as full-text, peer-reviewed, by a certain date range, etc).
When using databases from off-campus, it will be necessary for you to log in. Your username is first initial, middle initial, last name. Example: Jane Ann Doe would be jadoe. If you were a student before January 2012, you can still use firstname.lastname (jane.doe). Your password is your student ID number.

### IDENTIFYING DIFFERENT TYPES OF INFORMATION

#### DEFINING AN INFORMATION NEED

The best way to begin a search for information is to define your information need. You may need an overview, a comprehensive search of research on a topic, a quick reference to a fact, or an in-depth treatment. Once you decide what information you need, you can select the types of sources that will fit your need.

#### INFORMATION TYPES

<table>
<thead>
<tr>
<th>Encyclopedias</th>
<th>provide background information that is general, but brief. They provide an excellent place to start research.</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>A good place for online encyclopedias is listed on the library website under Databases A to A. The name of this resource is CREDO Reference. It is a very good source of reference information.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Books</th>
<th>typically give a broad, thorough treatment of a subject.</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Use ARTHUR or MOBIUS to find books. ARTHUR also contains many electronic books that you can download or read on your computer.</td>
</tr>
</tbody>
</table>
Scholarly journals - Scholarly journals typically have articles written by authorities in the field. They may report research or provide a scholarly discussion of a topic. They usually include bibliographies. For most college level papers, you should rely more heavily on articles from scholarly journals.

Most scholarly journal articles are peer-reviewed (refereed) - reviewed by experts on the topic before being accepted for publication. Some scholarly journals do not have a peer review process, but have an editorial board that reviews articles to judge their quality. Both peer review and editorial board review are indicators of high quality.

On the next page, you will learn more about how to tell a popular magazine from a scholarly journal.

Newspapers - Newspapers provide accounts of current events and can show trends of public opinion. Older issues of newspapers provide a record of past ideas, problems, and events.

Good sources for newspaper articles are Lexis Nexis and Newspaper Source.

Government publications are issued by local, state, national, or international governments. Government information includes laws, regulations, statistics, consumer information, and much more. Government information is generally considered to be reliable. Much of it is online.

A good way to find government information is to search Google, but limit to government web sites. You can do this by types your topic, such as “Education statistics” followed by site:.gov (site, colon, period, gov). This limits to only sites ending with .gov.
It is important to learn to distinguish between popular magazines and scholarly journals. Not only will your professors often ask you to use only scholarly journals, but you will also gain a greater understanding of the purpose and intended audience of the resources you use to develop your research topic.

Note that popular magazines and scholarly journals are types of periodicals. A periodical is any publication produced periodically, that is, in regularly recurring intervals. Examples include journals, magazines, and newspapers. Periodicals are often also referred to as serials.

When people hear the word periodical, they often think of articles. The articles in periodicals can run from a single paragraph story in a newspaper to a 40 page study in a scholarly journal. Though there are exceptions, most periodical articles tend to be no more than fifty pages.

Periodical articles are organized into issues. When you pick up a copy of *Time* magazine, you are holding an issue of the periodical entitled *Time*. Often, especially in more scholarly periodicals, the articles in an issue of a periodical will all have a common theme.

<table>
<thead>
<tr>
<th>Popular Magazines</th>
<th>Scholarly Journals</th>
</tr>
</thead>
<tbody>
<tr>
<td><img src="Image" alt="Newswest" /></td>
<td><img src="Image" alt="American Culture" /></td>
</tr>
<tr>
<td>Articles written by journalists or staff writers</td>
<td>Authors are experts or specialists in their given field</td>
</tr>
<tr>
<td>As a result, the articles are viewed as having less credibility</td>
<td>As a result, the articles are viewed as having more credibility</td>
</tr>
<tr>
<td>Written in non-technical language that a broad audience will understand</td>
<td>Written using the technical terms and jargon that are associated with the author’s expertise</td>
</tr>
<tr>
<td>An issue may contain articles on a wide variety of topics</td>
<td>An issue usually has articles on a narrower range of topics</td>
</tr>
<tr>
<td>Articles do not follow any format</td>
<td>Articles usually (but not always) follow a set format, starting with an abstract and ending with a bibliography</td>
</tr>
<tr>
<td>Contain commercial ads</td>
<td>Sometimes (but not always) contain highly specialized ads that relate to the field</td>
</tr>
</tbody>
</table>
There is a subset of scholarly journals called peer-reviewed journals. Peer-reviewed journals are the crème de la crème of scholarly journals. In order to be published in peer-reviewed journals, the articles must be approved by recognized experts in the field that the article discusses. The publication process goes like this:

WHAT IS A DATABASE?

- A research database is an organized collection of records for citations. Depending on the specific database, the citations come from newspapers, magazines, scholarly journals, technical reports, conference proceedings, book chapters and much more.

- Each record in a database is composed of information for a particular item (a book, an article).

- Each record is composed of a set of fields, such as title, author, source, and subject headings.
TIPS FOR SEARCHING DATABASES

Truncation- using the asterisk (*) after the root of a word.

Truncation allows you to search for a root form of a word and pick up any ending.

**Politic*** will retrieve

- politic
- politics
- political
- politicians

Boolean Operators

Use Boolean operators (**AND, OR, NOT**) to combine keywords in a search.

1. Use **AND** to narrow a search. Both and/or all search terms must be present in all references retrieved.

   **Example:** *global warming AND forests*

   **Find:**
   - global warming
   - forests

2. Use **OR** to expand a search. Your search will retrieve records with EITHER of the terms. OR is most often used to combine synonyms or like terms.

   **Example:** *hyperactivity AND children or adolescents*

   **Find:**
   - hyperactivity
   - children or adolescents

3. Use **NOT** to exclude a term. Records with the first term will be retrieved, but any records with the second term will be eliminated.

   **Example:** *eating disorders NOT bulimia*

   **Find:**
   - eating disorders
   - not bulimia
KEYWORD SEARCHING

State your topic as specifically as possible:

The effect of television viewing on aggressive behavior in teenagers

Identify the main concepts:

The effect of television viewing on aggressive behavior in teenagers

Type the keywords, combining them with AND:

Find: television

and aggressive behavior

and teenagers

If you don’t find enough results, make a list of additional keywords or phrases for each concept.

television

aggressive behavior

aggression

adolescents

Add the additional terms using OR, and use truncation (*) to pick up different endings.

Find: television

and aggressive behavior or aggression

and teenagers or adolescent*

UNDERSTANDING CITATIONS

Understanding Citations

When reading published sources, it is important to be able to understand citations. A citation or reference provides all the essential elements of information about the source to enable anyone to track it down. This includes the author, title, source and date of publication.

The ability to interpret citations or references to various sources of information is a fundamental research skill. In order to be able to locate an item, you need to be able to determine what type of source the item is. A partial list of types of sources would include:
APA style is a formatting style created by the American Psychological Association. This formatting style gives guidelines on how to format the body of your paper, as well as how to cite sources within your paper and create the works cited list.

For resources on how to use APA style, try the following:

- [Dulany Library Citation Guide](#)
- [American Psychological Association APA Style Page](#)
- [Purdue Online Writing Lab](#)
- [Bedford/ St. Martins Research and Documentation Online](#)

### Types of Citations (in APA Format)

Following are examples of the most common types of sources students find in bibliographies and in databases:

#### Book Citation


#### Popular Magazine Article Citation

Scholarly Journal Article Citation


Article or Chapter in a Book


Internet Source Citation


Internet sources vary widely in quality and reliability. Always look at the domain of a web site. Generally speaking, you can find reliable information published by:

- federal government agencies (.gov)
- colleges and universities (.edu)
  - professional societies and organizations (.org).

IN-TEXT CITATIONS

APA Style uses parenthetical, author-date citations. After a quote, add parentheses containing the author's name, the year of publication, and the page number of the work.

*Example:* "The quick brown fox jumped over the lazy dog" (Seuss, 2007, pp. 7-8).

If you use **more than one work by the same author**, use the letters a, b, etc., after the year.

*Example:* "The quick brown fox jumped over the lazy dog" (Seuss, 2007a, pp. 7-8).
If more than one author has the same last name, add their first initial.

Example: "The quick brown fox jumped over the lazy dog" (D. Seuss, 2007, pp. 7-8).

If two or more authors wrote the work, see the chart below.

If using the author's name in your text, do not include it in the parentheses.

Example: In his scholarly study, Dr. Seuss observed that "the quick brown fox jumped over the lazy dog" (2007, pp. 7-8).

Example: In 2007, Dr. Seuss suggested that "the quick brown fox jumped over the lazy dog" (pp. 708).

If no pagination information is available, use paragraph numbers instead.

Example: "The quick brown fox jumped over the lazy dog" (Seuss, 2007, para. 5).

Note: When paraphrasing or mentioning another work, it is helpful to still provide pagination information if the source text is long or difficult, or if it would help the reader find the text being paraphrased.

FOR SPECIFIC EXAMPLES, see: APA Citation Guide.

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### EVALUATING INFORMATION

#### Why Evaluate?

In today's information age anyone who has the necessary skills can find a wealth of information on almost any topic. The challenge is to sift through a huge amount of information and identify sources that are reliable and appropriate.

Whether you find information in books and periodicals, on the Internet, or on television, you cannot assume it is reliable. The user is responsible for evaluating information and judging its quality.

Here is a checklist of points to consider when evaluating any information source.

#### Evaluation Criteria

**Authority**

Ask yourself:

✔️ What are the author's credentials?
✓ Does the author have expertise on the subject?

**How can you find out?**

- Look at the source to see if it tells you anything about the author’s credentials.
- Look for a biography of the person.
- Read a critical review. A review will often give information about the author.
- Many Internet sources do not give the identity or credentials of the author or producer. Sources that do not give this information have questionable reliability.

**Timeliness**

**Ask yourself:**

✓ When was the information published?
✓ Is the date of publication important to the subject matter?

**How can I find out?**

- Look at the date of publication.
- Determine whether it is important to use current sources for the subject. In fields such as medicine, science, business, and technology, currency of information is important. In fields such as history and literature, older materials may be just as valuable as newer ones.

**Documentation**

**Ask yourself:**

✓ Does the author refer to other works?
✓ Does the source have a bibliography?

**How can I find out?**

- Does the author support his or her statements with data or references to research?
- Look at the end of the source for a bibliography or list of references.
Purpose

Ask yourself:

✓ What is the purpose of the source?
✓ Is it to inform, persuade, present opinions, report research, or sell a product?
✓ For what audience is it intended?
✓ Does it show any bias?
✓ Is it popular or scholarly?

How can I find out?

- Read the source you are evaluating.
- Determine whether the source is published by an organization with a particular purpose.
- Determine whether the source attempts to sell a product or promote a particular point of view. Also, see if it presents a balanced view.
- Determine whether the material is scholarly or popular.

Review Process

Ask yourself:

✓ If the source is a periodical article, was it peer reviewed (refereed) or reviewed by an editorial board?
✓ If the source is a book, what is the reputation of the publisher?
✓ If it is from the Internet, was there any review process at all? Was it critically reviewed after it was written?

How can I find out?

- To find out whether a journal is peer reviewed or refereed, try searching for the journal’s website online.

- Information may be published by an association, a university press, a commercial publisher, or a government. If you know something about the publisher, you can often identify bias and point of view. Try finding the publisher’s website to learn about the publisher.
- Many Internet sources are not reviewed before being posted; however, government, educational, and organizational sites have some sort of review process. If no review process is stated or evident, you may assume there is none.
- Read a critical review of the book, movie, or music.

**Suitability**

**Ask yourself:**

- Does the source contain the information I need?
- Is it written at a level I can understand?

**How can I find out?**

- Read the source. If it contains too much technical or specialized language or if it is written for experts in the field, you may wish to choose another source.
- Determine whether the information is too general or too specific for your need.

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**CITING SOURCES**

When you quote (use a passage from a document exactly as it appeared) or paraphrase (put the passage into your own words) the idea of another person in your research paper, speech or PowerPoint presentation, you must provide a proper citation for the source in a bibliography or list of references to:

- Give credit to the author or creator and
- Enable a reader to locate the source that you cited.

Providing references for sources you used also lends credibility to your work, especially if you use authoritative sources. Be sure to provide full citations to all types of sources you use, including:

- Books
- Articles
PLAGARISM

If you use ideas of others and do not give them credit by citing their work, you are committing plagiarism. **Plagiarism** is stealing someone else's ideas or words and presenting them as your own.

You should give credit by citing your source if you:

- quote exact words or
- paraphrase

Many students think it is acceptable to "borrow" another person's words. There is no distinction between "borrowing" and "stealing." For more information on academic honesty, see the [William Woods University Academic Integrity Policy](#).
WHEN TO CITE

Research Papers and Other Writing Projects

When citing sources in research papers, use a conventional style, such as APA, MLA, Chicago, or Turabian. Each style specifies a uniform way of citing sources that will:

1. Give an orderly appearance to your bibliography or reference list
2. Provide all the essential elements of information that a reader will need to locate the source.

Speeches

When giving a speech, cite your sources orally. Provide enough information to allow an audience member to locate the source. Typically, you should include:

- author or creator
- title of the work
- date

Additionally, consider offering a brief statement about your source’s credibility by stating the source’s connection to the topic.
PowerPoint Presentations

When you use PowerPoint, be sure to cite sources for any direct quotations or images appearing on a slide. Write the information in a small font in a textbox at the bottom of the slide or under the image.

If you use a graphic from the Internet, you should cite it, too, unless it is in the public domain (freeware).

Your instructor may also expect you to include a bibliography slide at the end of your slideshow. Your bibliography should not take the place of appropriate oral citations offered during your presentation.

Examples for citation in APA, MLA, Turabian, and Chicago styles can be found on Dulany Library’s Citation Guide.

BACKGROUND RESEARCH

A search strategy is an organized plan for gathering information. Developing a search strategy will help you locate appropriate information from a variety of sources.

For a research paper or speech, the following is a useful way to begin your search strategy:

1. Choose a topic that interests you and that is:
• **Not too broad** - with hundreds of books and articles written about it, as in the examples below:

  * AIDS
  * drug abuse
  * South Africa
  * Civil War

• **Not too narrow** - with nothing or only one or two articles written about it, as in the examples below:

  * the effect of drug abuse on the athletic performance of 18-year-old hockey players in Argentina
  * a comparison of the marketing strategies of two barber shops in Harrisonburg, VA

2. Find background information in encyclopedias and textbooks. This will help define and focus your topic. The bibliographies in these sources are usually excellent starting points, since they provide a list of books and articles that are not only pertinent, but also authoritative.

3. Identify the **main concepts** of your topic and generate a list of **search terms** and subject headings for each. Use these search terms in **reference books**, ARTHUR, MOBIUS, and **research databases**.

**Example:** The effect of television viewing on aggressive behavior in teenagers. Make a list of additional keywords or phrases for each concept.

  • Television
  • Aggressive behavior
  • Teenagers

Be mindful of alternate manners with which to communicate your information need. Notice that the simple term “television” is listed above. Depending upon the database used, you may need to distinguish between television viewing and television broadcasting. Generally, however, **simple search terms** work best for your initial search.

Also, be aware of **synonyms**, such as aggression and adolescents, respectively, in the above example.
Finally, understand that some words have too many synonyms and make ineffective keywords. Such words include:

- Cause
- Effect
- Relationship
- Impact
- Purpose

These words, and others like them, are largely ambiguous and generally unneeded for initial searches of databases.

**RESEARCH ASSISTANCE**

The reference librarian at Dulany Library is always available to assist you if you come across questions or problems while conducting your research.

Email: reference@williamwoods.edu

Phone: (573) 592-1167