Library research can be time consuming and (at times) tedious. This guide is meant to facilitate your research by introducing you to some of the most appropriate resources for this class.

from: http://www.librarianavengers.org

LIBRARY RESEARCH PROCESS

1) Choose a topic
2) Focus your topic
   • think about parameters involved: geographic, chronological, etc.
   • what types of information will address your topic?: opinion, research reports, statistical data, etc.
   • where do those types of information typically appear?
   • use subject encyclopedias, etc. for background information on your topic
3) Use finding tools to identify resources supporting your topic
   • Bibliographies in your class readings
   • Library catalogs
   • Periodical indexes &abstracts
   • Web search engines
4) Evaluate search results
   • Does the coverage (date/scope/audience/etc.) match the parameters of your topic?
   • How much is enough? Do you really need a dissertation to support your 5 page paper?
5) Gather/Obtain material –here on campus, online, via interlibrary loan, etc…
6) Evaluate again
   • Are there “holes”? Too many secondary sources and not enough primary sources? Too much description and not enough analysis?
   • For web sites: Who is responsible for the site? –Scholar in the field? Or an outdated personal page?
7) Revise/Rethink/Repeat as necessary
8) …Write paper …
9) Revise/Rethink/Repeat as necessary
10) Cite sources

Penn State has put together a great page explaining the process: http://www.libraries.psu.edu/crsweb/infolit/andyou/infonfou.htm

other library tutorials you might find helpful:

• Duke University — http://www.lib.duke.edu/libguide/home.htm
WHAT ARE YOU LOOKING FOR?
Your answer impacts which type of resource (and corresponding finding tool) is most appropriate.

General overviews ~ Background information ~ Starting points:
- Try encyclopedias, handbooks, and introductory texts first.
- See our Subject Guides for suggestions

Specialized questions ~ Further refinement of your topic:
- Books may cover your topic, but you'll need to rely on the book index to pinpoint that information.
- Consider using articles, which given their limited length tend to give narrow focus to a topic.
- Need help refining your topic? The Academic Skills Center has put together a wonderful guide to "Writing the Research Paper". Help is also available from the Composition Center. Also try the new Student Center for Research, Writing and Technology (RWIT), which is located in the Novack Café.

Investigate the paper trail ~ Gather additional sources:
- There are a large number of bibliographic tools available. The bibliographies at the end of a book or article are wonderful access points. There are also a number of published bibliographies specific to a topic/format/discipline.
- Assess what's missing from your accumulated sources. Too many secondary sources and not enough primary sources? Too much description and not enough analysis?

LIBRARY RESEARCH TOOLS: ~ Starting Points

Digital Library at Dartmouth ~ http://diglib.dartmouth.edu
Provides general information about the library and access to our online resources

Subject Encyclopedias
A great starting point to provide context, names & terminology, and (quite often) a bibliography.
Most are housed in the reference collection; some are online.

Subject Guides & eResources (online via the library’s home page)
Subject guides point you to print and online resources appropriate to a particular discipline.
eResources subject folders also link to online databases, journals, books, and more.
From the Digital Library homepage, select “Search/Browse” and then “eResources”

Reference Librarians (Visit us! Call us! Email us!)
Come to the Reference Desk in Baker/Berry Library for help starting your research, working with databases, and tracking down elusive information. No question is insignificant! Our hours during term are as follows:

Monday-Thursday: 9 am - 8 pm  ♦  Friday: 9 am - 6 pm  ♦  Saturday: Noon - 6 pm  ♦  Sunday: 2 pm - 8 pm
Phone: 646-2704  ♦  Email: Baker.Berry.Reference@Dartmouth.EDU
| **MORE LIBRARY RESEARCH TOOLS…** |

**Dartmouth College Library Catalog**

http://libcat.dartmouth.edu

... to find what we own here at Dartmouth

Includes books, journals, videos, databases, and more.

**Important:**

Does NOT show individual journal/magazine articles.

<table>
<thead>
<tr>
<th><strong>Search by:</strong></th>
<th><strong>AUTHOR, TITLE, SUBJECT</strong> (search the full phrase in that area of the catalog record – order matters) or <strong>KEYWORD</strong> (words anywhere in the item’s record; use AND to connect nonconsecutive words)</th>
</tr>
</thead>
</table>

**Keyword searching**

- Finds search terms anywhere in record
- Can restrict search to specific language, year, publication type, etc.
- Often leads you to relevant subject headings that greatly improve your search
- Build complex search using Boolean operators [AND, OR, NOT], truncation [*], and field labels [a:, t:, s:]

**Subject headings**

- Standardized terms (“controlled vocabulary”) developed by the Library of Congress.
- Subject Heading examples include:
  - by place: New England; Hanover (N.H.); Pine Ridge Indian Reservation (S.D.)
  - by topic: Indians of North America; Navajo language.
- Headings are often qualified with “subheadings”
  - [Person, Place, or Topic] – [Topical or Geographic subheading]
  - (e.g., Mohawk Indians -- Land Tenure; Kachinas – History)
## STILL MORE LIBRARY RESEARCH TOOLS…

### Indexes & Abstracts
- Finding tools for citations to publications of a specific type or discipline
- Created by outside publishers – we do not own all material referenced in these resources
- Some include abstracts (summaries) of individual articles
- An increasing number of indexes now provide the full text of the cited article
- Most electronic indexes cover only the last 20 years or so. We have indexes in print for earlier years.
- Most use standardized subject headings within a particular index, but there is little consistency from one index to the next.
- Once you identify a relevant article, search our catalog by JOURNAL TITLE to see if it’s here at Dartmouth.

### Some Suggested Online Indexes [access through the Digital Library’s “eResources”]

<table>
<thead>
<tr>
<th>Database</th>
<th>Scope/Content</th>
<th>Full-Text?</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Academic Search Premier</strong></td>
<td>Multidisciplinary scholarly &amp; popular</td>
<td>Some</td>
<td>This multidisciplinary index often provides the full-text of cited articles. If full-text is not available, search our catalog!</td>
</tr>
<tr>
<td>[via EbscoHost service]</td>
<td></td>
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<td></td>
</tr>
</tbody>
</table>
| **Social Sciences Abstracts**| Broad coverage of social sciences    | No         | Search multiple databases simultaneously:  
| [via WilsonWeb service]      | Primarily scholarly                  |            |  - Humanities Abstracts  
|                              |                                      |            |  - Reader's Guide to Periodical Literature  
|                              |                                      |            |  - and others… |
| **ERIC**                     | All aspects of Education             | No         | Much of this material has been reproduced in microfilm as the "ERIC reports" set (Jones Media Center Microfiche #404f). Coverage begins in 1966.  
| [via CSA service]            | Primarily scholarly                  |            | General guideline: If the ERIC accession number begins with: 
|                              |                                      |            |  "EJ" - it's a journal. Check our catalog to see if we subscribe to the journal.  
|                              |                                      |            |  "ED" - it's some other type of document. Use the ED number to locate the document in the microfiche set. |
| **PsycInfo**                 | Psychology                            | No         | Indexes journals, books & book chapters, dissertations from the late 1800s to present. If you get huge result sets, consider limiting your search by publication date. |
| [via CSA service]            | Scholarly                             |            |          |
| **Sociological Abstracts**   | Sociology                             | No         | Indexes journals, books & book chapters, dissertations from 1963 to present. |
| [via CSA service]            | Scholarly                             |            |          |
| **Education Index**          | Education                             | No         | Baker/Berry Stacks - Z5813 .E23 - volume 1 (1929/32) to present. Latest 10 years in Reference  
|                              | Primarily Scholarly                   |            | Covers over 500 periodicals in the field of education. |
| **Lexis-Nexis Academic**    | Multidisciplinary primarily popular   | Yes        | Full-text database of news, business, legal, and statistical information. To access back issues of the *Chronicle of Higher Education* as well as many college newspapers, follow this path:  
| **Universe**                 |                                      |            | NEWS => CAMPUS and then select either  
|                              |                                      |            | SOURCE: Chronicle or  
|                              |                                      |            | SOURCE: University Wire |

### A word about online resources
An enormous amount of information is available online, but realize we are still in a state of transition. At this point in time, there is no "one-stop-shopping" resource. Will limiting yourself to, say, *Academic Search Premier’s* full-text content provide enough material for your paper? Perhaps... Will it provide the most appropriate material? Probably not... Although this timeline is changing, most online databases don’t start coverage (indexing or full-text) until the early 1980s. If you need sources published prior to that, you’ll need to consult our finding tools in print. There’s an overwhelming amount of information out there. **Be critical.**
Choosing appropriate tools

- The most general advice is to **consider what questions you need to answer**, and from **what perspective you're approaching your topic**.
  Ideally, you'll find material that includes all the concepts; you'll also want to locate material with a broader scope -- helpful to set your topic in context.

- **Identify the types of resources that can provide the information you need.**
  Research reports often appear in scholarly journals; government agencies are a great source for statistical information; etc.

- **Use subject guides & reference librarians to determine appropriate finding tools for the type of resource needed** [e.g., PsycINFO to identify psychology journal articles; ERIC to identify education articles and reports; Library catalog to identify books/journals/videos/etc. owned here at Dartmouth.]

General Advice for All Databases

- Consider what discrete concepts your topic comprises.
- Determine appropriate word variants and synonyms for each concept. Be creative with your search terms.
- For complex topics, try a keyword search first.
- Study records retrieved for relevant subject headings and redo search using those
- Help screens are there for a reason – Use them. Reference librarians are helpful, too!

Basics of Database Searching

- Most allow your terms to be searched against either the full record or specific areas (“fields”) such as AUTHOR, TITLE, or SUBJECT.
- Most bibliographic databases utilize standardized forms of an author’s name, or subject headings. Many make a subject thesaurus available, or provide cross-references to correct forms.
  Here's an example of a subject cross-reference in our library catalog:

  ![Native Americans is not used in this library's catalog](image)

  **Indians of North America** is used instead.

  SEARCH for **Indians of North America**

**Important:** Often this terminology does not reflect colloquial speech, so try to anticipate word variations for a concept: e.g., the concept of "college" can be described by the terms: college, collegiate, undergraduate, higher education, university, etc. So -- be creative in crafting your search terms

- Most databases allow complex searches of multiple concepts and fields using **Boolean Operators**. Boolean Logic refers to the relationships between elements, utilizing the “operators” AND, OR, and NOT. Unfortunately, not all online databases provide uniform search methods. When searching a new resource, **use the help screens**. Two minutes spent there can save you a great deal of time & frustration.
Generally, a resource will combine multiple terms with "AND"

- AND
  Use when all terms are required, e.g.,
  women AND sports

- OR
  Use when either term is acceptable, e.g.,
  women OR female

- NOT
  Use to exclude unwanted terms, e.g.,
  sports NOT professional

- Nested Booleans - Ensure the search engine interprets your search correctly by defining sets in your search statement. Generally – enclose related terms [combined by “OR”] within parentheses.
  (college or undergraduate) and women yields dramatically different results than college or (undergraduate and women)

- Most allow some form of truncation, which allows searching variant terms sharing a common word stem.
  educ* is the equivalent of education or educate or educator or ...

- Some allow an “internal wildcard” to search variant spellings such as:
  behavio*r = behavior or behaviour wom*n = women or woman

[Important: truncation symbols and other syntax varies from database to database. Read the help screens!]

GETTING YOUR HANDS ON THE MATERIAL

Many of the resources listed in this guide will refer you to *other* resources. Once you identify a relevant resource, you must determine where it’s available.

To see if Dartmouth owns it, search our library catalog.
For journal articles, or essays in books, search the catalog for the “container” of the article or essay, not the “interior” article or essay itself.

article citation in ERIC

journal record in catalog
**If Dartmouth Owns It...**

- Check location (campus library) & call number.
- Check status to make sure it's not already checked out.
- For online materials, a live link appears instead of a call number.

**If Dartmouth Doesn't Own It...**

For materials we do not own, try **Borrow Direct** or **Interlibrary Loan** [both have links from the library catalog]

- **Borrow Direct**: interlibrary loan service for books and musical scores only. Includes all Ivy League libraries except Harvard. Log in using your CAMPUS ID number. Generally a 4-day turnaround time, 4 week loan, no renewals.
- **Interlibrary Loan**: more options, but can take more time (~10 days for books). Use for all journal article requests, and for books not available via Borrow Direct.

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CITING ALL THE GREAT SOURCES YOU’VE FOUND!

Dartmouth College has created a wonderful resource describing why, when, and how to cite sources you've used in your work. As noted in **Sources** ([http://www.dartmouth.edu/~sources/](http://www.dartmouth.edu/~sources/)),

1. Citations reflect the careful and thorough work you have put into locating and exploring your sources.
2. Citations are a courtesy to the reader, who may share your interest in a particular area of scholarship. They help readers understand the context of your argument, and locate your work within other conversations on your topic.
3. Citations allow you to acknowledge those authors who made possible particular aspects of your work. Failure to provide adequate citations constitutes plagiarism.
4. Citations, by delineating your intellectual debts, also draw attention to the originality and legitimacy of your own ideas

Citations should accurately describe the resource, providing enough information to locate the unique item (e.g., specific edition). Accuracy is important, as anyone who’s tried to hunt down an incorrect citation well knows. Confusion sets in when the formatting details of a particular style eclipse all else.

In a nutshell, include the following information if available:

- Who? -- Author(s)
- What? -- Title
- Where? -- If it's part of a journal, book, or other larger work, provide those details as well
- For online resources, tack on the following: The service provider (e.g., LEXIS), the URL, and the date *you* accessed the resource online.

[The "Fields" section of **Sources** does an excellent job of outlining citation elements.]

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**Specific Citation Styles**

Publishing your work? Individual publishers usually require a uniform style for all manuscript submissions. **Sources** provides links to a number of online style "cheat sheets", but realize the publishers themselves often provide online guidelines. We also have publication manuals for a number of the more "popular" formats:

<table>
<thead>
<tr>
<th>Multidisciplinary</th>
<th>Chicago Manual of Style</th>
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<tbody>
<tr>
<td>Kate Turabian's <em>A Manual for writers of term papers, theses, and dissertations</em></td>
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<thead>
<tr>
<th>Social Sciences</th>
<th>APA</th>
<th>American Psychological Assn.</th>
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<tr>
<th>Arts &amp; Humanities</th>
<th>MLA</th>
<th>Modern Language Assn.</th>
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*Beware* Scientific citation styles often abbreviate journal titles. See a list of common journal abbreviations at the Institute for Scientific Information's Web of Science.

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<td></td>
<td>Government documents</td>
<td>Lexis-Nexis provides a nice overview of citing government publications (campus access only). Also try the following title: The complete guide to citing government information resources (Baker/Berry Ref. Z7164.G7 G37 1993)</td>
</tr>
</tbody>
</table>

Other Helpful guides
- Research and Documentation Online [http://www.dianahacker.com/resdoc/]
- University of Washington Health Sciences Libraries [http://healthlinks.washington.edu/hsl/styleguides/]

REMEMBER:
I am more than happy to work with you individually, whether at the Reference Desk, or by appointment. Just ask!

Alicia Hull (Bette Davis) in Storm Center (1956)