This tutorial covers the following:

> Use the books & articles search
> Perform a keyword search
> Evaluate relevance of results

information...
Introduction

This tutorial provides an overview of how to search for and retrieve relevant print and electronic resources on your topic using the Library’s books & articles search tool.
Why use a search engine like Google?
It's quick, convenient, you already know how to use it, etc.

The quantity and quality of information you've found on the web via Google or other search engines can vary greatly.

Using Google you may find:

- large quantities of information ranked in order of relevance
- a broad variety of opinions, both popular and expert
- very current information

However, finding relevant books and articles required by college instructors for particular course assignments can be frustrating using a search engine. You often get too many results. If you find relevant results, they may not be available in full text for free. It can also be challenging in web results to find out who the creator of the information is and what their credentials are.
Why use the CSUMB Library?

The books & articles search box

Chances are you already know how to find information using Google. The internet can be a great place to start, but by using the library’s **books & articles search box**, you will be able to find information that is:

- **Carefully reviewed** and selected by librarians familiar with your courses and assignments
- **Paid for** by the library (your tuition dollars), as opposed to the free content on the internet which is not always very high quality
- **Organized** so you can find the best sources quickly and efficiently

The next slides will discuss types of information sources you can find using the **books & articles search box**. Please note that on the library website this box is called “**Search books, articles, and more**.” On other library web pages, you will find it as a green box on the right side of the page. But, first, take a look at an sample search on the next slide.
The books & articles search box

Sample search

In Tutorial One, we showed you how to come up with search terms related to a research topic. Let’s take a look at how a search for one of these topics in the books & articles search box might look.

- **Choose** whether you want books, articles, or both using the drop-down “Find..”
- **Enter** your keywords in the search box
- **Click** the search button

Here is the link to our home page, so you can try it out:

http://library.csumb.edu

The following slides will discuss some types of information sources you can find using the books & articles search box.
Types of information sources

Books

For research purposes, you will probably be looking for books that synthesize information on one topic. The CSUMB Library organizes and stores the print book collections on shelves called “stacks.” The Library also has electronic books, called e-books, that can be used online 24/7.

Use a Book:

- when looking for a lot of information—and in-depth information—on a topic to put your topic in context with other important issues
- to find historical information
- to find summaries of research to support an argument

Examples of Books:

Types of information sources

Encyclopedias

There are two types of encyclopedias—general and single subject. General encyclopedias provide overviews on a wide variety of topics and are organized alphabetically. Subject encyclopedias contain entries focusing on one topic. At the end of an entry, encyclopedias often contain bibliographies or suggestions for further reading.

Use an Encyclopedia:

- when looking for background information on a topic
- when trying to find key ideas, important dates or concepts
- when looking for bibliographies on a topic

Examples:

- *Encyclopedia Americana* (general encyclopedia)
- *Encyclopedia of Surfing* (subject encyclopedia)
- *Cambridge Encyclopedia of the Sun* (subject encyclopedia)
- *International Encyclopedia of Peace* (subject encyclopedia)
Types of information sources

eDocuments

These are documents published by the federal government that are sometimes book-length and sometimes very short. Clicking the link to view the document online (usually as a PDF) will help you decide if it’s likely to be useful for your assignment.

Use an eDocument:

- when looking for documents written by a governmental agency
- sometimes when looking for statistical information

Examples:


The books & articles search box

Sample books search

When you search for books and articles, you’ll get a list of results that looks similar to this image.

**Books and eBooks**
If you see a title that looks interesting, click the title to get more information, such as the table of contents. Remember that with books and ebooks, you may use the entire thing, or just a chapter or two.

**Encyclopedias**
You may also find print and electronic encyclopedias—these are sources you can trust for general background information on your topic.

**eDocuments**
You may also find edocuments here. View these government documents by clicking the “electronic version of this document” link.
About books & encyclopedias

Your turn!

Check on the correct answers to the questions below:

For an in-depth look at your topic, use a book rather than an encyclopedia.
- True
- False

Books chapters can be appropriate for use in your research.
- True
- False

To get a reliable overview on a research topic, you should start with:
- government document
- an online or print encyclopedia
- your roommate/your best friend

Which encyclopedia would give you information about the Aztec civilization?
- Encyclopedia of Science and Technology
- The Oxford Encyclopedia of Mesoamerican Cultures
- Encyclopedia of Surfing

Submit responses
About books & encyclopedias

Your turn!

Check on the correct answers to the questions below:

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Types of information sources
Magazine articles

The articles are written by journalists and are for the general public. Magazines, like journals and newspapers, are published at regular intervals throughout the year. You can find print magazines at newsstands and in libraries. Magazines are often also available online.

Use a Magazine:

- to find information or opinions about popular culture
- to find information about current events
- to find general articles written for people who are not necessarily specialists in the topic area

Examples of Magazines:

- American Art
- Wired
- Business Week
- Advertising Age
- Life
- Time
- National Geographic
Types of information sources

Journal articles

Journal articles often cover very specific topics or fields of research. They are viewed as containing the most credible information on a topic. You may also hear these publications referred to as “scholarly journals.”

Each journal’s editorial board reviews articles to decide whether or not they should be published or revised prior to publication. This is called the “peer review” or “refereeing” process, which can take up to six months before publication.

Use a Journal:
- when doing scholarly, university-level research
- to find out what has already been studied and published on your topic
- to find bibliographies that point to other relevant research on a topic

Examples:
- Media, Culture & Society
- Communication Quarterly
- Journal of Multicultural Nursing & Health
- Journal of Business Research
- Latin American Research Review
Results on the articles tab are magazine and journal articles.

The **books and articles search** makes it easy for you to search many, many publications at the same time. If you choose to search both for books and articles, be sure to look at the tabs at the top of your search results and make sure you are on the list you want to review.

On a results list like this you would look for both citations to print/electronic magazines like *Business Week*, and for citations to print/electronic scholarly journals such as in *Media, Culture and Society*. However, not all types of articles may be present near the top of the results list.
About magazine & journal articles

Your turn!

Click on the correct answer or answers to the questions below.

If you need a human-interest feature story written for a general audience about mothers serving in the Iraq war, which one source would be the MOST LIKELY to contain this kind of information?

- Journal article
- Magazine article

Magazines are written by:

- Scholars and researchers from universities
- Paid journalists
- Unpaid hobbyists

You can use a journal to:

- Get tips on finding great clothing buys
- Read an analysis of the socio-economic impact of Hip-Hop music.
- Read about President Obama’s visit to Pakistan last week.

What is a clue that an article is NOT from a scholarly journal?

- The article contains no technical language and assumes no prior knowledge of the topic
- The article contains a list of references, or footnotes
- The article is written for an academic audience

Submit responses
Below are the correct answers to the following questions.

If you need a human-interest feature story written for a general audience about mothers serving in the Iraq war, which one source would be the MOST LIKELY to contain this kind of information?

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Finding what you need
Searching books & articles

If you know the title or author of the book you’re looking for, the books and articles search box has a dropdown menu that allows you to limit your search to those parameters.

If you don’t choose a type of search, it will automatically search for books and articles by keyword, meaning that it will look for your search terms among titles, authors, subjects, tables of contents, and abstracts, the whole record.
Keyword searches

Limiting your search in “Books”

The **books and articles search box** makes it easy to search for many publications at one time.

This is the result list for the keyword search “social media stereotypes.”

Once you are looking at the “Books” tab results list you will see a number of limiting features to the right. The first ones are for format types that we have already discussed: Books, eBooks, eDocuments, and more.

However, also note that there are other selections for limiting your search and hopefully finding more relevant search results.

- **Format**
  - Book (18)
  - Video/Audio (7)
  - eBook (4)
  - Capstone/Thesis (1)
  - eDocument (1)

- **Year**
  - 2010-2012 (12)
  - 2000-2009 (14)
  - 1990-1999 (4)
  - 1990-1989 (4)

- **Subject Area**
  - R - Social Science (10)
  - P - Language and Literature (7)
  - K - Law (4)
  - B - Philosophy, Psychology, Religion (2)
  - E - United States History (2)
  - L - Education (2)
Keyword searches
Part 1: Limiting your search in “Articles”

This is the result list for the keyword search “social media stereotypes.”

When you are looking at the “Articles” tab results list you will see a number of limiting features to the right. The first ones are for format types like the ones we have already discussed.

Note that there are other selections for limiting your search and finding more relevant search results.

Format

Topics - choose a more specific topic from the list to narrow search
Keyword searches

Part 2: Limiting your search in “Articles”

Farther down the page, there are also options to limit your results by date, subject area, and language.

These limiting features enhance the power of your search and can help you to refine what you initially searched. It’s convenient, too. There are less results than when you are Googling and the more you limit the more the results list will return records relevant to your research need.
Locating books
ebooks, edocuments, etc.

Ebooks are accessible via a link in the record. These links go to web interfaces where you can read the books online. Because these are only available to CSUMB students, faculty, and staff, you’ll be prompted to log in with your OtterID and password when logging in from off campus.

The print book collection is shelved in the “Book Stacks” area according to Library of Congress Classification, a system which arranges books by alphanumeric call number and groups them together by subject.

Note that there are other formats available, also.
Locating articles available online or in print

The vast majority of journals and magazines to which CSUMB Library subscribes are available electronically.

To find them, click on “Find text” or on “Full text available.” Often you will see the latter associated with the following logo:

When you click on “Find text” link you are presented with one of the following options:

- takes you directly to the article if we subscribe to it online
- gives you a list of databases that contain full text
- tells you it is available in print in the periodicals stacks on the second floor of the library
- tells you we do not subscribe
Evaluate relevance
Determining whether your results are relevant

Finding information is not the end of research. You want information that supports the point you’re trying to make. Some sources can be outdated, biased, or just plain wrong, and using that information makes it a lot more difficult for you to present a convincing argument.

Taking the time to critically evaluate information as you find it will help you to avoid wrong turns in the research process.

The first step is to evaluate the results of your keyword or subject search to select only those books or articles that are most relevant to your research topic.
Evaluating relevance

How to tell at a glance...

**Look at the title** (obviously). Still not sure? Records for books and articles contain different, useful pieces of information. Here are some citations for records chosen for the topic “social media stereotypes,” the sample keyword search that has been used in previous slides. You may notice that these citations all address a specific aspect of the search. When you are looking at lists of results of your keyword searches you may well find a narrower aspect of the topic. Remember that narrowing your topic was discussed in Tutorial 1.

The next slides break down what you will find in the full records of these book and article citations.

You can usually tell based on the title, abstract, etc. whether the source is relevant. If not, you can always seek the full-text as outlined in the previous slides.

**Questions to ask yourself:**

- Does the information answer your research question?
- Does the information meet the stated requirements of the assignment?
- Does the source add something new to your knowledge of your topic?
Evaluating relevance

A book record

The *year of publication* lets you know how current the information is. For some topics, like medical treatments, currency is essential. For others, like history, older publications may be appropriate or desired.

When listed, the **table of contents (chapters)** gives you a better idea of what the book covers and can direct you to the chapters most relevant to your topic. The **summary**, when available, does the same.

You can also click the **Google Preview** to go to Google Books where you can usually read excerpts of the book online. Notice that this particular book is an ebook, so you would not need to use Google Preview. You could link directly to the full-text via the “electronic version of this book” link.

These **subject headings** tell you what the book is about. You can click on them to find more books on that subject.
Evaluating relevance

An article record

There are two titles in this kind of record, the title of the journal where the article was published and the title of the article.

Knowing whether the article is scholarly (peer reviewed) or not may also help.

As with books, the publication year gives you information about the currency of the article.

When provided, the summary can be very useful in helping you determine whether the article is relevant to your topic. In this case you can also link to the full text.

Remember, if you do not feel like any of the records you are looking at fit with your research need, you can always go back and further limit search results using the options on the right side of the page.

If you’re not getting any results or if they seem way off the mark, you may need to try broader, narrower, or just plain different keywords.

Real-World Dangers in an Online Reality: A Qualitative Study Examining Online Relationships and Cyber Abuse

By: Faye Mirna, Staff Member, National Saini

Published in: Social Work Research, Volume 33 Issue 2 (2009), pages 107-107

Source: National Association of Social Workers (NASW)

Summary

Children and youths use electronic technology such as the Internet more than any other medium through which to communicate and socialize. To understand the phenomenon of cyber abuse from children's and youths' perspectives, the authors examined anonymous posts made by children and youths to a free, 24-hour, national, bilingual phone and Web counseling, referral, and information service. The children and youths were between 11 and 24 years of age (average = 14 years). This analysis of anonymous posts by children and youths provides information about their involvement in online interactions and their experiences with cyber abuse. Findings revealed the regularity and importance of the Internet and communication technology for socialization; the forms, extent, and impact of cyber abuse; and children and youths' fear of disclosing cyber abuse to adults, particularly parents. Implications for parents, social workers, and other practitioners, researchers, and policymakers are discussed.
What is a citation?

A citation is a brief description of one specific information source, usually appearing in a bibliography, list of references, or a database.

A citation includes enough information to allow another researcher to find the source. The format of citations may vary depending on your academic field.

A citation is made of parts, each part indicating specific information about the source. You can usually tell what type of source is being described by looking carefully at the citation.

Citing sources is a crucial part of doing college level research. When using the ideas of another, you must give that person credit for those ideas. You must also give the reader of your assignment a chance to check original sources.

citation: noun:
“...sufficient information to lead readers to the sources used, whether these are published or unpublished materials, in printed or electronic form.”

Parts of a citation

As you do your research, keep a list of your sources—books, articles, and websites.

These illustrations show the important parts of citations. Notice that these parts will vary, depending on the type of source:

- Book citations include the publisher, journal article citations do not.
- Article citations include volume, issue and page information; book citations do not.
- Website citations include the URL and the date retrieved.

For a book:

Author    Title of Book

Place of publication    Publisher     Publication date

For an article in a journal or magazine:

Author   Title of Article    Title of Journal

Volume    Issue   Date  Page numbers

Websites:

Author       Title of Web Page

Date retrieved      URL
Are you citation savvy? Let's see!

Select the correct source of the citations below.

   - Book
   - Magazine/Journal/Newspaper

   - Journal
   - Book

   - Book
   - Magazine/Journal/Newspaper

   - Magazine
   - Book

Submit responses
Are you citation savvy?
Let's see!

Below are the correct answers to the questions.

   - Book

   - Journal

   - Book

   - Magazine
That’s it.
You’ve finished the second information literacy tutorial!