ENGAGING THE LIBERAL ARTS 100
Transitions 1
Know Your Numbers

Hacker, Diana. A Writer's Reference. 8th ed. Boston: Bedford/St. Martin's, 2015.
 (hereafter listed as Hacker)

What is your assignment:
 Hacker: R1-b, pp. 359-362
- read assignment carefully! Is this a long paper, short review, annotated bibliography?

Jot down search terms:
- are there alternative terms, variant words or names, synonyms?
- ex. Carl Linnaeus or Carl von Linné or Carolus Linnaeus or Karl Linné
- ex. cluster analysis or clustering
- ex. k-Means or EM Clustering
- ex. DNA or deoxyribonucleic acid

Background reading:
 Hacker: R1-d, pp. 363-367
 definition of a reference book: a book intended to be consulted for information on specific matters rather than read from beginning to end.
- specialized encyclopedias concentrate on specific subjects and are an excellent starting point.
- *Bonus tip*: these can also be used in your bibliography. General encyclopedias, such *Encyclopedia Americana* or *Encyclopaedia Britannica* cannot be used.

- print reference encyclopedias in Kelly Library OPAC

 Condition of Education, REF L 112 .N377 continued online to 2016
 Digest of Educational Statistics, REF L 111 .A6 continued online to 2015
 Handbook of U.S. Labor Statistics REF HD 8051 .A63 continued online to 2016/17
 Occupational Outlook Handbook REF HD 7051 .A62 2013-14 continued online to 2016

- e-reference sources on Kelly Library's A-Z Databases:

 Credo Reference (Hundreds of reference books in a broad range of subjects)
 Gale Virtual Reference Library (Database of encyclopedias, almanacs, and specialized reference sources for multidisciplinary research)
 Oxford Reference Online (provides language and subject reference works from one of the world's biggest reference publishers into a single cross-searchable resource)

Finding material in the library catalog (OPAC)
 Hacker: R1-d, pp. 363-367
- the OPAC is a shared catalog for the Holston Associated Libraries (HAL), of which Emory & Henry College is a member. It lists the holdings for all of our books, DVDs, CDs, journals and newspapers, and electronic resources
- can be searched by author, title, subject and keyword.
- subject searching requires the use of formalized words and terms so results might not be as expected

- keyword searching, which searches words within fields in bibliographic records, can return an overwhelming number of results, vague matches, or mismatches. Fine-tune keyword searching by adding more words or adding limits.
- can use * to include variations in endings in one search:
     appalach* will retrieve Appalachia, Appalachian, Appalachians
     environment* will retrieve environmental, environmentalism, environments

- books from our circulating collection

Cluster Analysis for Social Scientists   HA 31.3 .L37 1983
Discovering Statistics Using SPSS   HA 32 .F54 2009
Jumpstart Your Career in College HD 6276.5 .S34 2000
How College Affects Students LA 229 .P34
How Numbers Lie: a Consumer's Guide to the Fine Art of Numerical Deception   HA 29 .R852
Life After College HD 6277 .T463 2014
Presenting Your Findings: a Practical Guide for Creating Tables   HA 31 .N53 1999
Ready for the Real World LA 229 .R38 1994

Finding journal articles:
     Hacker: R1-c, pp. 362-363
- search online journal databases in the A-Z Databases
- some are full text (Yeah!)
- some are indexed only, check E-Journals by Title to find out if an article is full text in a database the library subscribes to, or if print holdings are listed.

     Why search for journal articles?
     • journal articles are an excellent source of scholarly information
     • journal articles are reviewed by experts before publishing so are more reliable than most webpages
     • journal articles are more timely than books, especially in the sciences and may be the only place where some research is presented

     Scholarly vs. popular
     Hacker: R3-b, p.380 (good checklist)
- scholarly articles (also known as refereed or peer-reviewed articles) are written by experts and go into more depth than material prepared for a general audience.
- Skidmore College's library website has a checklist to help you decide (http://libguides.skidmore.edu/content.php?pid=405243&sid=3316923)

     Educational and Psychological Measurement and *Journal of the Experimental Analysis of Behavior* are scholarly journals
     Education Week and *EL: Educational Leadership* are popular as they are not peer reviewed

- *Research hint*: when you find an article that looks relevant check for subject headings or keywords that are applied to the citation. These can be used to focus your search for appropriate information.

- selected article databases from A-Z Databases

     Academic Search Complete (full-text documents, indexing, and abstracts and more on topics ranging from astronomy to zoology)
     Education Research Complete (Topics covered include all levels of education from early childhood to higher education, and all educational specialties, such as multilingual education, health education, and testing)

ERIC.gov (Provides a public Web site for searching nearly 1.2 million citations going back to 1966 and, with contributor permission, accessing more than 110,000 full-text materials in the subject area of education)

New York Times (Full text coverage of the New York Times from 1851 to the present. One time registration is required)

Using E&H 1Search
- default screen for library page
- searches the OPAC and most of the electronic databases and presents results in order of relevancy
- can limit results with multiple options

Using Interlibrary Loan (ILL) to borrow books and articles:
- the Library cannot possibly provide access to all the resources that students need
- fill in the online form available on the Library webpage to borrow materials from other libraries
- from WorldCat Discovery, click on the Request Button, open Illiad on library page: required information will be imported automatically
- can take 5-10 days to receive requests so start researching early!

Finding good internet sites:
Hacker: R3-b, pp. 377-380
- most scholarly resources are not available for free, especially in the sciences
- scholarly resources cost money because they contain evaluated information
- there are no website police! Anyone can put up a website and make it look official
- learn how to evaluate websites under Research Tips on library webpage

quick check for evaluating web resources
- determine if the address is official or personal
- who is responsible for the content
- is the content personal opinion or documented research
- how current is the site, and when last updated

Google is a great search engine
use advanced search to limit searches to particular domains to maximize chances of getting the most creditable information, i.e. .gov, .edu, .org
http://www.google.com/advanced_search?hl=en

Google Books provides free access to full text images of books and some articles
http://books.google.com/

Google Scholar searches specifically for scholarly literature in many formats, concentrating on articles and includes citation links (i.e. who cites whom)
http://scholar.google.com/

- selected high-quality websites, subscription databases, and print resources are collected under Subject Resources on library webpage

IPEDS: Integrated Postsecondary Education Data System https://nces.ed.gov/ipeds/ Primary source for information on U.S. colleges, universities, and vocational and technical institutions.

NCES: National Center for Education Statistics https://nces.ed.gov/ The primary federal entity for collecting and analyzing data related to education.

Statista: The Statistics Portal https://www.statista.com/ Some data is freely searchable.

Using Electronic Sources Off-Campus:
When accessing a database through the Kelly Library website a login page will prompt you for your user name and internet password.

Find us on Facebook

Documentation and Plagiarism:
- know which documentation style you need to use   Hacker: R2, pp. 369-375

  - MLA (Modern Language Association) for English and some humanities
  - APA (American Psychological Association) for psychology and other social sciences
  - CMS (Chicago Manual of Style) for history and some humanities

- The library has print guides on reserve for all of them. The library's Research Tips page has links to several helpful sites.
- Plagiarism is a serious academic offense
- The **E&H Academic Code** clearly states that it is a student's responsibility to give credit to another person's exact words or unique ideas.
- The **Honor Code** reinforces this concept with the statement that one of its elements is "A commitment to abstain from all forms of cheating and plagiarism."

    quick check for actions that might be seen as plagiarism (from OWL)
    (https://owl.english.purdue.edu/owl/)
    - buying, stealing, or borrowing a paper
    - hiring someone to write your paper
    - using a source too closely when paraphrasing
    - building on someone's ideas without citation
    - copying from another source without citing (on purpose or by accident)
    - sloppy documentation

    things you don't need to document
    - your own opinion or analysis of an idea
    - facts that are common knowledge, available from multiple sources

Documenting sources correctly is critical to avoiding any appearance of plagiarism:
    Hacker: R2-b, pp. 371
    Consider using a bibliographic reference tool, such as Zotero, to keep track of all your sources in one place. They have connector apps for Firefox, Chrome, Safari, and Opera.

Additional sources for research help:
- **Writing Center** in MS 233, call x6225 for hours and contact numbers
  - cannot edit your papers, but can give advice about grammar, organization, or documentation
- **Kelly Library!**
  - open **92.5 hours** a week during the regular semester
  - a reference librarian is available until 7PM Monday-Thursday, all day Friday, and Saturday.
  - can reach us by calling the Circulation Desk at **ext. 6208**
  - email **askalibrarian@ehc.edu**

Circulation Staff	Reference Librarians
Adam Alley	Jane Caldwell (Interim Dir.)
Morgan Bitler	Jody Hanshew (Electronic Resources)
Kat Lilley	Janet Kirby (Technical Services)
Missy Phelps	Holly McCormick (User Services)
Courtney Sheets	