



**MCOM 302**  
**Writing, Reporting, and Editing II**  
**GETTING STARTED IN THE LIBRARY**

First, make sure that you have visited the library's website at [library.ehc.edu](http://library.ehc.edu). Many of the resources listed in this handout will be accessed or located there. Second, unless you are already an expert on your topic, some background information or a general overview might be useful. The titles listed below, all located in the reference section of Kelly Library, have good articles/essays on many varied subjects. They are examples of **specialized encyclopedias** - they focus on a particular subject, as compared to **general** encyclopedias, such as *Americana* or *World Book*.

*Great Events from History. The 20th Century, 1971-2000* (REF/D421./G6296/2008)

*Salem Decades Series*. (also online in [Salem History](#))

*The Twenties in America* (REF/E169.12/.S2517/2012)

*The thirties in America* (REF/ E169.12/.S2518/2011)

*The Forties in America* (REF/ E169.12/.S2519/2011)

*The Fifties in America* (REF/ E169.12/.S252/2005)

*The Sixties in America* (REF/ E169.12/.S253/1999)

*The Seventies in America* (REF/ E169.12/.S254/2006)

*The Eighties in America* (REF/E169.12/.S255/2008)

*The Nineties in America* (REF/E169.12/.S256/2009)

*The 2000s in America* (E169.12/.A178/2013)

*Associated Press Stylebook and Briefing on Media Law* (REF/PN4783/.A83/2008) at **E&H Circ. Desk**

Depending on your topic, there are probably other subject specific reference books that might be of use to you (if you were researching renewable energy you could try the *Encyclopedia of Energy*, for example). These titles can be found through the online catalog or by browsing the appropriate areas of the reference collection.

**ELECTRONIC REFERENCE MATERIALS**

In addition to many print sources in the reference section, there are several databases that contain reference-type material. Links to these sites are located on the library webpage, under [Journal Articles and Databases](#). Try doing a search on a topic of your choice in some of the databases listed below.

[Credo Reference](#) - Contains 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.

[CQ Researcher](#) - The data base provides in-depth coverage of some the most important issues of the day. It is noted for its in-depth, unbiased coverage of health, social trends, criminal justice, international affairs,

education, the environment, technology and the economy. Full-length articles include an overview, historical background, chronology, pro/con feature, plus resources for additional research.

### Biographical Information

If you are searching for biographical information on a particular person, you may want to try a search in some of the **print reference sources listed at the beginning of this guide**. You will also want to search the following online biographical database.

**Biography in Context** - This database contains over 600,000 biographies on more than 500,000 people gathered from more than 170 award-winning Gale reference sources.

### FINDING MATERIAL WITH THE ONLINE CATALOG (HAL)

After you have found some general information, you might want longer, more detailed information. One great place to look is in the online catalog. Emory & Henry belongs to a group, or a consortium, of four libraries called Holston Associated Libraries, and they share a common catalog. Sometime you will hear library staff members refer to the catalog as **HAL**. All types of items are in our catalog; besides books, there are DVDs, CDs, videocassettes, audiocassettes, electronic books and other electronic resources. You can search for material in several different ways: by subject, title, author and keyword. The screenshot below is from a **subject** search on **“renewable energy sources”**. As you see this record provides information about the book, title, author, where to find it, etc. This sample search is very basic, but there are many ways you can limit or tailor your search. We won’t go deeply into that now, but the library staff wants you to be aware of the catalog and that it has the holdings in all kinds of formats of its member libraries. The most important thing to remember is to **ask for help!**

The screenshot shows a search interface with a search bar containing 'Renewable energy sources'. Below the search bar are buttons for 'Save Marked Records' and 'Save All On Page'. The results are displayed under the heading 'SUBJECTS (1-49 of 49)'. Three results are visible:

- 1** **100% renewable energy autonomy in action** (2009). Includes a table with columns LOCATION, CALL #, and STATUS. Locations include E&H Electronic Resource and King E-book, both with an INTERNET status. A 'Request' button is present.
- 2** **Alternate sources of energy : a bibliography of solar, geothermal, wind, and tidal energy, and envir** (1975). Includes a table with columns LOCATION, CALL #, and STATUS. Location is E&H Kelly Main Collection with CALL # TJ163.2 .H37 and STATUS CHECK SHELVES. A 'Request' button is present.
- 3** **Alternative energy** (c2006). Includes a table with columns LOCATION, CALL #, and STATUS. Locations are E&H Kelly Main Collection with CALL #s TJ808 .A475 2006 v.1, v.2, and v.3, all with STATUS CHECK SHELVES. A 'Request' button is present.

The third result is highlighted with a red border in the original image.

## FINDING ARTICLES IN DATABASES

Besides books, you will want to find articles on your chosen topic. Articles generally fall into two groups: popular magazines and scholarly periodicals. You have online access to both kinds of articles through the many databases this library subscribes to. Take a look at the [Journal Articles & Databases](#) list on the library webpage. There are dozens of databases, and most of them are partially or completely full-text. Some databases that you may find helpful are listed below.

[Academic Search Complete](#) – periodical database that includes both popular and scholarly journals. This database has many full-text articles as well as indexing and abstracting for many other journals.

[America's Newspapers](#) – *America's Newspapers* from Newsbank provides the full text of over 700 U.S. newspapers. Although newspapers may not be considered scholarly sources, they can be helpful in giving you information as the event was, or is, unfolding; tracing a story through the newspaper can give you a day-by-day breakdown of it.

[Factiva](#) - Provides essential business news and information.

[General OneFile](#) – News and periodical articles on a wide range of topics: business, computers, current events, economics, education, environmental issues, health care, hobbies, humanities, law, literature and art, politics, science, social sciences, sports, technology, and many general interest topics.

[LexisNexis Academic](#) - Access to a wide range of regional, local, and international news; company and financial information; and legal, medical and reference information.

[Newspaper Source Plus](#) - Cover-to-cover full text for 131 national & international newspapers and selective full text for more than 335 U.S newspapers as well as full-text television & radio news transcripts.

## WHAT DO YOU DO IF AN ARTICLE IS NOT FULL-TEXT IN A DATABASE?

If you're looking, for example, in [Academic Search Complete](#), and you find an article that is not full-text, what do you do? Go to our [E-Journals by Title](#) list! An article citation that may not be full-text in one database may very well be full-text in another one of the library's dozens of databases. Just search for the title of the journal to retrieve a list of databases that offer it in full text, along with which years are available.

## DOCUMENTATION AND PLAGIARISM

Plagiarism is serious academic misconduct. 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." Documenting sources correctly will help you avoid this mistake in your papers and presentations. In high school, you may have already had some experience with the Turabian style of documentation. Your professors will talk to you more in-depth about this issue. Three other common styles you may hear your professors mention are **MLA** (Modern Language Association), **APA** (American Psychological

Association) and the *Chicago Manual of Style*. The library has guides for all of them. Also, on the library's [Research Tips](#) page, there are links to several helpful sites. The [Hacker website](#) (<http://bcs.bedfordstmartins.com/resdoc5e>) is especially helpful.

### FINDING GOOD INTERNET SITES

There are lots of good web pages, and some that are not so good. Widener University's Wolfgram Library has a good YouTube [tutorial](#) on evaluating web sites.

([http://www.widener.edu/about/campus\\_resources/wolfgram\\_library/evaluate/default.aspx](http://www.widener.edu/about/campus_resources/wolfgram_library/evaluate/default.aspx))

In addition to pages you find on your own with your favorite search engines, the librarians in Kelly Library have pulled together high-quality web sites, subscription databases and print resources by subject. Take a look at the library's [Subject Resources](#); you may see a resource you can use. Another gateway site to many different subject areas is [IPL2](#) (<http://www.ipl.org>); web pages are carefully reviewed before they are included. [Google Scholar](#) (<http://scholar.google.com/>) is another good way to locate more academic-oriented material on the web.

### YOUR BEST RESOURCE

Your best resource in the library is the people who work here! **If you are having problems** locating or using any of these resources, **please ask a library staff member for assistance**. We're here to help you with your information needs. Kelly Library is open [92.5 hours](#) a week during the regular semester, and a reference librarian is available until 9pm Sunday-Thursday, and all day Friday and Saturday.

#### Circulation Staff

David Lyons  
Holly McCormick  
Janice Snead  
Jennifer Bassett  
Adam Alley

#### Reference Librarians

Lorraine Abraham (director)  
Jane Caldwell  
Patty Greany  
Jody Hanshew  
Janet Kirby  
Robert Vejnar (archivist)

Another valuable resource available to you on this campus is the E&H [Writing Center](#) in McGlothlin Street room 233. It is not an editing service; the tutors there can work with you to improve your papers by giving you advice on grammar, organization and documentation matters. For information on operating hours and tutor schedules, call ext. 67923 or check the [Writing Center](#) webpage (<http://www.ehc.edu/academics/resources/academic-support/writing-center>).

**Remember:** We're here to help you with your information needs. Please don't hesitate to ask us for help. You can reach us by calling the Circulation Desk at **ext. 6208**, emailing [askalibrarian@ehc.edu](mailto:askalibrarian@ehc.edu), or visiting the library in person.

[www.library.ehc.edu](http://www.library.ehc.edu)  
[askalibrarian@ehc.edu](mailto:askalibrarian@ehc.edu)  
276.944.6208



<https://www.facebook.com/KellyLibrary>

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