Keep a Research Worksheet or Journal

Most research projects involve the combination of two or more subjects. Few people will research a topic as broad as “teenagers” for example, but many may want to find out more about teenage psychology, education of teenagers, homelessness among teenagers, health problems or concerns of teenagers, teenage drivers, etc.

Different authors, writing for different media, may use different words to describe the same or similar topics. Different search systems, such as the Internet, or online databases, will use different subject terms to reference the same or similar topics. For example, when writing about young adults, authors may use young adult, teenager, teen, teens, adolescent, adolescents, etc.

Before you start searching, do some brainstorming. Try to think of different words or phrases that describe your topic. Consider synonyms, but also variant forms, such as plurals. Write them down in a list or grid following the example below.

Where two or more topics intersect or combine, you will need to brainstorm word lists for all the topics. It’s often helpful to write your subject words into a grid, like the example below. The first row has been filled in as an example. Use the other rows to fill in some subject words for your own research topic. Use this list to methodically test out all the word forms and combinations. Add to the list any new words or ideas that you find, especially those that help clarify your topic.

<table>
<thead>
<tr>
<th>Sample Topic</th>
<th>First Subject</th>
<th>Second Subject</th>
<th>Third Subject(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td>What are some services or solutions for homeless teenagers?</td>
<td>young adult teenager teen teens adolescent adolescents</td>
<td>homeless homelessness runaways</td>
<td>shelters services social services poverty emancipated minors</td>
</tr>
<tr>
<td>Your Topic</td>
<td>First Subject</td>
<td>Second Subject</td>
<td>Third Subject(s)</td>
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</table>

Use Internet search engines to help with your initial brainstorming, with finding alternative subject words, or to explore the public conversation. However, Internet browsing can really waste your time, so set a time limit and stick to it.

Remember that you have the responsibility to determine the quality, credibility, possible bias, currency, accuracy, and authority of any information that you hope to use in your research project. Internet sites may be transient, and difficult for others to verify later. Wikipedia entries, for example, may change anytime, and so are not recommended. What you read and cite today may be gone tomorrow, and that’s not acceptable for college level research.
Find Useful Reference Books

General (Multi-Subject) Encyclopedias are useful for basic, introductory or background information on many topics. Print format general encyclopedias are shelved in the A’s in the Reference collection.

Britannica Online .......................................................... http://www.search.eb.com
Britannica Online includes the complete Encyclopædia Britannica, Merriam-Webster’s Collegiate Dictionary, the Britannica Book of the Year, and an Internet directory of 130,000+ links to Web sites selected, rated, and reviewed by Britannica editors. Login to myCR and use the “Library Access” menu link for off-campus access.

Subject Encyclopedias........................................................location varies by subject
Subject encyclopedias provide more detailed information about a topic. Articles are written by and for specialists in the subject field. Find subject encyclopedias by:
1. browsing the reference collection (see subject outline on next page)
2. asking the Librarian for a recommendation
3. searching the library catalog; use the word encyclopedia and a broad subject word, for example, a search for the words encyclopedia and psychology will find all of the psychology encyclopedias

Quick and easy access to statistics on almost everything; includes international statistics. Copies at Eureka, Mendocino, Del Norte, and most public libraries. Also online at ..........................................................http://www.census.gov/compendia/statab/

Find Books by Searching the Library Book Catalog

Use the quick search box under the picture on the Library Home Page at: http://www.redwoods.edu/eureka/Library/ or, select the link, FIND Books. This includes books in all collections at the Eureka, Mendocino, or Del Norte campuses, and E-books. Use the space below to record some book titles, and their locations and call numbers. Books at one campus can be delivered to another campus.

<table>
<thead>
<tr>
<th>Title</th>
<th>Author</th>
<th>Location</th>
<th>Call Number</th>
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Time to think about collecting your citation information! Do you know what format you will be required to use? If not, be sure to ask your instructor. Citation format handouts, books, and assistance are available in the library.
Find Books by Browsing Call Number Subject Areas

Look at the list below and choose a subject area that interests you. Then go to the shelves and browse the books that have call numbers starting with the letter used for that subject. Browsing can be a helpful way to see the scope of your topic, as well as to find interesting titles.

A General Works
AE ENCYCLOPEDIAS
AY ALMANACS
B-BJ Philosophy, Psychology
BL-BX Religion
C History & Biography
D History: General
DA-DR History: Europe
DS History: Asia
DT History: Africa
E History: U.S. (general)
F History: U.S. and the Americas
G Geography, ATLASES, Maps
GN Anthropology
GV Sports, Recreation
HA Statistics
HB-HC Economics
HF-HJ Business
HM-HX Sociology
HQ Women, children, family
HV Criminology
JA Political Science
JK United States
JN Europe
JS Local Governments
K Law (General)
KF Law of the United States
L Education
M Music
N Fine Arts
NA Architecture
NC Drawing, design, illustration
ND Painting
P Language and Literature
PE English Language
PE1625 DICTIONARIES
PN1990- Radio, television, film
PN6100s- Drama
PR English Language & literatures
PS American Language & literatures
Q Science
QA Mathematics
QA76 Computer Science
QD Chemistry
QE Geology
QH Natural History
QK Botany
QL Zoology
QM Human anatomy
QP Physiology
QR Microbiology
R Medicine, Nursing
S Agriculture
T Technology
TA Engineering
TL Motor Vehicles
TR Photography
TT Handicrafts
TT180- Carpentry, Woodworking
TX Home Economics & Cookery
U, V Military Science, Naval Science
Z Bibliographies & Library Science

Public libraries use the Dewey Decimal System, see list below for the main subject areas-

- 000 Computers & general reference
- 100 Philosophy & psychology
- 200 Religion
- 300 Social sciences
- 400 Language
- 500 Science
- 600 Technology
- 700 Arts & recreation
- 800 Literature
- 900 History & geography

Of course, each subject area has additional subdivisions. Consult the subject chart posted in the library, ask the librarian to help you, or search the public library catalog for more specific subjects.
Check for Special Sources

Every academic discipline has its own special research tools, methods, collections, resources, etc., that are specific to that subject. There are so many different types, they can’t all be described here. You can ask your professor, or the librarian, for a recommendation.

Two special sources that are excellent for general, academic, undergraduate level research projects, are described below.

CQ Researcher .......................................................... “Find Articles & Databases”
Or via myCR “Library Access” link. Print issues (1991-current) are in the Eureka Campus periodicals collection; these may be borrowed.

In-depth research on dozens of current events and topics each year, from Adoption to Ozone, each issue gives you comprehensive review of the controversies, historical background, chronology of important events, opposing views from experts on the subject, and extensive bibliographies for additional research. All this in 25 pages or less. Each issue includes a “YES” and a “NO” argument, written by key public figures in the debate.

PRO & CON BOOKS .......................................................... search the Library Catalog

*Current Controversies, Opposing Viewpoints, The Reference Shelf, and Taking Sides*
are the titles of books that provide background information and pro-con arguments on a variety of current issues and problems. Each title in the series has a subtitle of the specific topic covered. Each includes original essays or reprints of articles. These books are popularly known as the “Research Paper in a Box” books. They are shelved by call number in the general collection and may be borrowed. They can be located in the library by using the “Find ALL Words” search method as shown in the examples below.

TO FIND: ..................................................TRY A SEARCH LIKE THIS:
Current Controversies ..............current controversies computers
Opposing Viewpoints ...................opposing viewpoints drugs
Taking Sides ................................taking sides literacy

You can also call up a list of all titles within a series by searching only for the words in the series title, with no additional subject words. For example, try a search for “opposing viewpoints.” This will pull up a list of all the books in that series. Sort that list by date, and browse the list for interesting topics. Use the space below to record some Pro / Con book titles, locations, and call numbers.

________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
### Find Magazine and Journal Articles

From the on-campus computers, visit the Library Home page, and select the link, “FIND Articles & Databases.” From off-campus computers, such as at home or via Wi-Fi, first login to your myCR account, then look for the link for “Library Access” in the menu bar along the left side.

#### EBSCO

Provides indexing, abstracts, and full text articles for 1,950 general periodicals and other research materials in the Masterfile database; full text for nearly 2,050 scholarly journals, including nearly 1,500 peer-reviewed titles in the Academic Elite database; and over 200 nursing, medical, and health journals in the Health Source, Clinical Pharmacology, and CINAHL databases.

#### ProQuest

Provides indexing, abstracts, and full text articles from over 8,000 general subject, academic journals, including the top 250 nursing journals, trade publications, and popular magazines.

#### Other Databases

Are available, check the library website or the myCR “Library Access” link for a complete and current list with descriptions of each database.

### Tips for Searching Online Article Databases

Use your subject word list from your Research Worksheet (Step 1 of this guide). Remember to try different variations and forms of the words that relate to your topic.

**Find and use the Subject Headings**

Look for the subject word links, or use advanced search to look for the option to limit your search by SUBJECT. This will filter out all the results that just happen to have the words somewhere in the article or item record.

**Limit your results to Full Text**

Many of the articles will only have a short summary, called an abstract, and not the complete text of the article. Filter these out by looking for the link, button, or command to limit to full text articles.

**Limit your results to Scholarly Journals**

Many instructors will require that a fair amount of your sources be from academic, scholarly, or research journals. Consult the library handout, “What is a journal?” for more information. In the databases, look for the link, button, or command that limits your search to academic or scholarly research journals.

**Quotation Marks**

Can be used to enclose words that you want found as an exact phrase. For example, "Klamath river basin" finds the words Klamath, river, and basin wherever they appear, but Klamath river basin finds the words only as that exact phrase.
Find Internet Resources

Using an internet search engine is easy. Limiting what you find to academic sources requires using some search tools. One useful method is to search within a smaller, subset of the internet. Try searching within these collections of websites that have been reviewed and selected by librarians, scholars, professors, and other experts.

InfoMine .......................................................................................... http://infomine.ucr.edu
Features well organized access to important university level research and educational tools. INFOMINE contains over 100,000 links to substantive databases, electronic journals, subject guides to the Internet for most disciplines, textbooks and conference proceedings, among many other types of resources.

IPL2 .................................................................................................http://www.ipl.org/
Librarians, scholars, professors, and students have been building the Internet Public Library since 1995, it’s now in version 2. Browse the “Resources by Subject” or use the search box and “GO” button. Sites are selected and reviewed by a cooperative of public and academic libraries across the Unites States.

Cite Your Sources Correctly

When paraphrasing, quoting, describing, or using another’s ideas or information, you must provide a reference to the source within the text of your paper, and you must list all your sources at the end of your paper.

There are hundreds of different citation format styles, however, at College of the Redwoods, most instructors will ask you to use either the American Psychological Association (APA) or the Modern Language Association (MLA) style. Check your syllabus, assignment handout, or ask your instructor which format will be used in your class.

APA style is usually recommended for psychology, business, health occupations, and the social and physical sciences. MLA style is usually used for the humanities and general studies. Consult the handouts available in the library, or follow the “citation help” link on the library web page. Most online databases will provide a link to a properly formatted citation to the book or article. Some will provide the citation with a printout, or when you email articles to yourself.

Keep track of your collected sources by using two storage methods. There are three options: save on disk or flash drive; print; or email. Choose two that you are comfortable with and save everything you collect twice, once with each method. That way, if you lose something, you will always have a backup.

Remember that you can ask the Librarian for help at anytime. VISIT the Library or CALL 476-4263 or EMAIL ruth-moon@redwoods.edu