1. **LIBRARY INFORMATION** - see first handout

2. **LIBRARY WEBSITE** ([http://research.udmercy.edu](http://research.udmercy.edu)) - the information portal to access the library catalog, journal articles, indexes, internet resources, and more. Can be accessed from the University home page from the "Quicklinks".

   The library website can also be accessed when you are logged into Blackboard/Knowledge.

3. **THE LIBRARY CATALOG** - search the catalog to find items the library owns including books, theses, print journals (not journal articles), DVDs, videos and CDs.

   3a. **Keyword Searching**

      - From the library homepage, [http://research.udmercy.edu](http://research.udmercy.edu), click on the Books, eBooks, DVDs tab to do a Keyword Search, Title Keyword Search or Author Keyword Search.

      - Do a Keyword search using the search term *qualitative research*. Keyword searches are the broadest searches. The catalog looks for your search term in the title, subject, contributors, contents, notes and summary fields. Click on the search icon or hit Enter.
How many titles? _____________________

**Note:** From this search screen, the catalog limits the search to items at the McNichols Campus Library, Dental Library and Online Holdings. To remove any of those limitations, click on the superscripted (x) next to the limiter. To add limiters, click on the drop down arrow next to the Limit by feature.

**Narrow A Search by:**

- Put key phrases in **quotation marks** so the search engine will look for the phrase and not individual words.
- Making a **Keyword** search a **Subject Keyword** search.
- **Adding search terms** and combining them with **AND** to make your search more specific.
  - Put quotation marks around **qualitative research**.
  - Click on the arrow

**Search:**

![Search Form]

How many titles? _____________________

- Change **Keyword** to **Subject Keyword** in the dropdown box.
- Click on the arrow.

**Search:**

![Search Form]

How many titles? _____________________

- **Add and Social Sciences** to the search term.
- **Click on the arrow.**

**Search:**

![Search Form]

How many titles? _____________________
Broaden A Search by:

- Make a Subject search a Keyword search.
- Remove search terms.
- Combine search terms with OR.

- Change Subject Keyword back to Keyword.
- Click on the arrow.

Search: ____________________________________________ "qualitative research" and so  Refine Search

How many titles? _______________________

3b. Understanding An Electronic Book Record

- Title of book
- Author(s)/Editor(s) of book
- Click here to access the electronic book.
- Publication Information
- Indicates the book is electronic, not print, to be read on the computer, not checked out.

- Click on the title to view additional details about the book such as the contents and the description.

3c. Understanding A Book Record In The Library Catalog

- The practice of social research / Earl Bobble.
- Click on title for more holdings information.
- Location: UDM McNichols Campus Library
- Shelving Location: UDM McNichols Library Stacks
- Call No.: H 62 .B2 2010
- Status: Checked In
- Due Date:
4.

**Stack Directory (see handout)**

- The UDM stack directory is a guide to inform library users where materials are located in the library.
- Copies of the stack directory are posted on the walls on all the floors of the library.

4. **SEARCHING THE DATABASES FOR JOURNAL ARTICLES**

Library databases are searchable collections of full-text journal articles, abstracts, or citations. They have gone through an evaluative process before being published and are more reliable sources of information than an average web site.

On the re:search portal, [http://research.udmercy.edu](http://research.udmercy.edu), in the center frame click on the tab Articles, Journals + Databases.
4a. Determining Scholarly Literature (see handout).

4b. Databases (PsycINFO, Academic OneFile, etc.) VS. Internet (Google, Yahoo, etc.) (see handout)

**Internet**
1. Good place to start for background information.
2. Good source for government and non-profit information.
3. Remember - anyone can publish anything on the Internet.
4. Information on the web is not always reliable.
5. Information on the Internet can be highly changeable - here today, gone tomorrow.

**Databases**
1. Contain full-text journal, newspaper, and magazine articles.
2. Content comes from reputable publishers so articles have been reviewed for accuracy and reliability.
3. Scholarly articles must go through a peer review process which makes them authoritative.
4. Articles in databases have a stable location and can be easily retrieved day to day.
5. Databases don't rely on advertising for revenue, but on subscriptions which institutions pay for. This is why you can't readily find scholarly material on the web.

4c. Off Campus Login

When you are off-campus and try to access a database, you will be prompted to provide a username and password. Log in exactly as you would log in to Titan Connect.

4d. PsycINFO (EBSCO)

Click on the drop down arrow next to Databases by subject and scroll to Counseling. Scroll down to PsycINFO 1887 (Ebsco).

PsycINFO -- produced by the American Psychological Association, is the authoritative database for psychology. It indexes journal articles, chapters...
and books (since 1987), dissertations, and reports on psychology and related fields from 1887 to the present. *Psychology and Behavioral Sciences Collection* and *PsycARTICLES*, contain full text articles which are all indexed in *PsycINFO*.

**NOTE:** It is preferable to use the controlled vocabulary term(s) used by a database to get a more precise and accurate search.

- Click on *Thesaurus* near the top of your screen in the blue area.

- Type *aggression* in the *Browsing* box.
- Click *Browse*.

- Click *Aggressive Behavior*.

Note the Broader, Narrower and Related Terms.

When a plus + sign follows a subject heading, narrower terms are below it.

We can explode this term. When you **EXPLODE** a term, the database adds all the narrower terms to the search for you.

When you select **Major Concept** for a term, you create a search query that finds only records for which the term is a major point of the article.

- Click in box next to *Aggressive Behavior*.
- Click *Add*. 
You should now see the following in the **Searching** box.

![Search Box](image)

- In the **Browsing** box, delete *aggression* and type *qualitative methods*.
- Click **Browse**.

Is *qualitative methods* a term used in the PsycINFO vocabulary? What term is used instead? ______________________

- Click on **Qualitative Research**. Note the broader and related terms.
- Click on **Observation Methods**.
- Note the scope note and the Broader and Related terms.
- Check the box next to **Observation Methods**.
- Change **OR** to **AND**.
- Click **Add**.

You should now see the following in the **Searching** box.

![Search Box](image)

- Click **Search**.

How many results? ___________

- On the left frame, click the box for **Peer Reviewed**.
- Click on **Update**.

How many results? ______________________

- On the left frame, click the box for **Linked Full Text**.

How many results? ______________________
To Narrow A Search:

Use the limiters provided by the database by clicking on the Refine Your Results frame on the left.
Add additional search terms and combine them with **AND**. Use **Not** to weed out unwanted articles.

**To Broaden A Search:**
Use fewer search terms.
Add additional, similar search terms and combine them with "**OR**".
Try redoing the search and exploding the search terms.

- Click on **Thesaurus** again.
- In the browsing box, type **aggressive behavior**.
- Check the box next to **Aggressive Behavior** and the box below **Explode**.
- Click the **Add** button.

The searching box should look like this.

- In the browsing box, delete **aggressive behavior** and type **observation methods**.
- Click **Browse**.
- Check the box next to **Observation Methods**.
- Change **OR** to **AND**. Click **Add**.

The searching box should look like this.

- **Click Search.**
How many results? _________________

- Limit to Peer Reviewed.

How many results? _________________

- Limit to Linked Full Text.

How many results? _________________

4e. Understanding A Journal Article Record in PsycINFO

Use the database record to weed out unwanted articles. Look at the Document type. Use the rollover tool to read the abstract.
• Click on the title of the article to view the detailed record.

Authors of the article

Title of the article

Source line contains the publication information.

Full Text links to the article

The abstract is a short summary of the article.

Digital Object Identifier: 10.1177/02711214030230020101

The digital object identifier (DOI) is a unique alphanumeric string used to identify content and location. If a DOI is present, it is required to be in the citation according to the 6th edition of the APA Publication Manual.
4f. **Printing in PsycINFO**

- Click on the Print icon under Tools on the right frame.

The print icon will print the article only if the HTML version of the article is available. Otherwise, clicking the print icon will only print the detailed record of the article.

- Click Print.
Note that PsycINFO tells you how many pages will be printed.

By looking at this number, you may determine that printing from the PDF version of the article will save money and paper.

- To print the PDF version of the document click on the PDF Full Text icon in the left frame.

- Click on the print icon.

### 4g. Citing In PsycINFO

**Don't forget to give credit to all the resources you use to write your papers.**

**No credit = PLAGIARISM!**

- Click on the **Cite** icon under Tools on the right frame.

- Select the style you wish to use. Copy and paste the citation into the bibliography of your paper or export to whatever reference software you may be using. You can also use the **Export** icon to export the citation to reference software such as EndNote or RefWorks.

**Caution:** Using the database citation tools is not foolproof. It is your responsibility to make sure your bibliography is correctly formatted before you turn in your paper.
4h. Psychology Collection (Sage Full Text Collection)

- Return to Articles, Journals + Databases. Scroll to Counseling in Databases by subject, click Psychology Collection (SAGE Full Text Collection).
- In the first search box, type aggressive behavior.
- In the second search box, type observation.
- Select the option SAGE Journals Available to Me in the Search Within box.
- Click Search.

How many results? __________________

To Narrow a search:
Use the limiters provided by the database.
Add search terms and combine them with and.
Limit the number of fields the database is searching.
Use Not to remove unwanted articles.

- Click the back arrow to return to the original search screen.
- Limit the search to the last 10 years.
- Change All fields to Key Words on the first search line where aggressive behavior was entered. (In Sage, Key Words acts as a Subject search.)
- Click Search.
How many results? __________

**Broaden a search** by adding similar search terms and combining them with **or**.

- Click the back arrow to return to the original search screen.
- On the first line, change **and** to **or** and type **aggression**.
- Click **Search**.

How many results? __________

- Click the back arrow to return to the original search screen.
- Click on **Add Row**.
- Change **and** to **not** and type **children**.
- Click **Search**.
How many results? ______________

4i. Understanding A Journal Article Record In Psychology Collection (Sage Full Text Collection)

- Click on Full Text PDF.
- Note the services listed on the right frame.
Use Email this article to a colleague to email the article to either yourself or someone else.

SAGE Full Text does not format citations for you. Use Download to citation manager to export the citation to a citation manager like RefWorks or EndNote. Note that not all of the information exports completely. You may have to fill in some information manually.

4j. Printing in Psychology Collection (Sage Full Text Collection)

- Click on the Full-Text PDF link and open the article. Use the PDF print icon to print the article.

4k. Psychology Collection (Mel)

- Return to Articles, Journals + Databases. Scroll to Counseling in Databases by subject, click Psychology Collection (Mel).
- Click on Advanced Search.

- In the first search box, type aggression.
- Limit results to documents with full text (the default in this database).
- Click Search.

- Note the content types under Your Results on the left frame.
How many Magazine articles? ______________________

- Click on Academic Journals.
- Under Search within results, type observation and limit the results to only peer-reviewed publications.
- Click on the search icon.

How many peer-reviewed academic journal articles? ______________________

- Click on the ADVANCED SEARCH button.
- Redo the search with aggression in the search box.
- Type observation in the second search box.
- Check the box limiting the search to peer-reviewed publications.
- Click on the drop down arrow next to Keyword and note all the fields you can use to limit (or broaden) your search.
• **Click Search.**

How many results? ___________________________

Use the limiters on the left frame to narrow your results by:
- Related Subjects, Document Types, Publication Titles, Publication Dates

41. **Understanding A Journal Article Record In Psychology Collection (Mel)**

- **Title of the article**
- **Publication information**
- **Author(s) of the article**


The purpose of this study was to examine the relationships of student temperament and gender to disruptive classroom behavior in urban primary grade schools. Teacher reports and classroom observations were used. ...

**Document type**

**Report**

**Full-text with Graphics**  **PDF page(s)**

**HTML Full Text link to the article**

**PDF Full Text link to the article**
Click on the title to view the detailed record.

Click on the title of the article to reveal the Tools task bar.

Click on Related Subjects to get similar articles.

The DOI must be included in the citation on the References page according to the APA 6th edition style guide.

The abstract is a short summary of the article.

4m. Printing in Psychology Collection (Mel)

- Click on the title of the article to reveal the Tools task bar.
- Click on the Print icon.

The print icon will print the HTML version of the article.

To print the PDF version of the article:

- Click on View PDF pages
• Click on the print icon.

4n. **Citing in Psychology Collection (Mel)**

• Click on **Citation Tools** in the Tools menu.

  ![Tools Menu](image)

  - **Select APA 6th Edition**

  ![Citation Tools](image)

  **Generate a Citation**

  *Note:* While the data elements for the following citations have been formatted to meet the latest citation standards set forth by the respective agencies, these citations provide the available publication data for the document cited and should only serve as a guide and not as a replacement for the latest guidebooks -- or those required by your instructor. Please refer to the provided examples for proper formatting.

  Gale does not supply or support third party bibliographic citation generating software.

  **Save**

  © MLA 7th Edition (Modern Language Association)  Example

  ![Save Button](image)

  • **Click Save.**
  • When prompted, click **Save** again.

  ![Download Confirmation](image)

  • When prompted, click **Open.**

  ![Open Confirmation](image)

  • **Copy and paste the citation into your References page.**
Caution: Using the database citation tools is not foolproof. It is your responsibility to make sure your bibliography is correctly formatted before you turn in your paper.

5. FIND ONLINE JOURNALS BY TITLE

UDM Libraries subscribe to many databases. Often you may find a citation to an article in a database, or from a bibliography or references page, that is not full text. Use the Find Online Journals by Title feature to see if a different database contains the full text.

- From research.udmercy.edu, click on Article, Journals + Databases.
- Type Psychological Research in the Find Online Journals by Title search box.

- Click Search.

Psychological Research

Business Source Premier  1998 to present (Emargo: 1 year)
Psychology & Behavioral Sciences Collection  1998 to present (Emargo: 1 year)

Resource Type: Journal
ISSN: 0340-0727 Online ISSN: 1430-2772
Publisher: Springer Verlag
Subject: Psychology -- Psychology

Psychological Research is in two databases. Embargo means that the journal is not available for a period of time. In this case the last year is not available in either database.

If you are using Find Online Journals by Title feature from campus, you may click on any of the listed databases and you will be directed to that journal in that database.

If you are using Find Online Journals by Title feature off campus, you will have to provide your username and password before you will be directed to that journal in
that database. Your username and password are the same as your Titan Connect username and password.

**REMEMBER:** The Find Online Journals by Title feature **ONLY** locates journals in UDM databases which are full text. It will **NOT** locate the exact article you are looking for nor find full text articles by subject.

6. **USING THE LIBRARY CATALOG TO FIND A JOURNAL TITLE**

- From the library homepage, [http://research.udmercy.edu](http://research.udmercy.edu), click on the Books, eBooks, DVDs tab.

- Click on UDM Catalog Home.

  ![Find books, ebooks, + video](image)
  
  **BY** **Keyword**
  
  Search for books and movies by keyword
  
  ![Any format] [Electronic resources only] [DVDs only]
  
  UDM Catalog Home  All UDM's eBook Collections Borrowing From Other Libraries | FirstSearch WorldCat

- Click on Use Traditional Catalog.

  ![Advanced Search Course Reserves Use Traditional Catalog MelCat]

- Change **Keyword** to **Journal/Magazine Keyword**.
- Type **Psychological Reports** in the box.
- Click the orange arrow button.
The subscription summary details what the library owns.

Note call number and volumes owned by the library.
Does the library own any of the volumes from 1984? _____________
Does the library own volume 6? _________________
On what floor of the library would I find the print volumes (refer to your stack directory)? _________________

7. **OBTAINING ITEMS FROM OTHER LIBRARIES** (See handout.)

8. **REFWORKS**

RefWorks is a web-based database and bibliography creator. RefWorks users can import references from online databases and use these references in writing their papers. RefWorks will automatically format the paper and the bibliography.

- To use RefWorks, open or establish an account.

- While doing your research, export the citations into RefWorks. If you choose, you may also attach the articles to the citations in RefWorks.

- It may be easier to use RefWorks if you download Write-N-Cite. Upon successful completion of the download, you should see this at the top of the screen when you are in Microsoft Word.
Click on Log In and enter your RefWorks user account and password. You will also have to enter a Group Code. The group code for UDM is RWUDetroitMer.

You should now see this at the top of the screen in Microsoft Word.

Set your style choice (APA, MLA, etc.).

While typing your paper, each time you want to cite a source, click on the Insert Citation icon and select the citation you want to insert into your paper. Your paper will look like this.

According to Aronstein (Aronstein, 2005), Monty Python’s search for the Holy Grail was in vain. Earlier findings were confirmed that the grail is not on Mount Ararat (Sinclair-Faulkner, 1982). In the days of Christ, cups were often made of wood and so it is likely the Grail perished over time (Witherington, 2004)

When you are finished typing your paper, save it.

Click on Bibliography Options. Then click on Insert Bibliography. Your bibliography will be inserted in the style format you selected.
Your bibliography will be formatted according to the style you select (in this example, APA style).

References


9. **GETTING HELP**

There are multiple ways to get help from a librarian.

- **Research & Information Phone:** 313-993-1071
- **Chat:** Available when the library is open.

On the library website, click on **Virtual Reference Desk.**

- **Email:** Usually there is a 24 hour response time.
- **24/7**: Around the clock assistance from a librarian.

- **Re:SearchQuest**: Online tutorial takes you through each step of the research process.