

WELCOME TO THE  
**UCA Library**



**LIBRARY  
HOURS**

during the  
Fall, Spring, and  
Summer Semester:

Sunday  
Opens at 2 pm

Monday-Thursday  
Open 24 hours

Friday  
Open until 5 pm

Saturday  
Open 10 am - 5 pm


**CONTACT INFORMATION**


**501-450-5224**

 [UCA.edu/library](http://UCA.edu/library)

 [@UCA\\_Library](https://twitter.com/UCA_Library)

 [@UCA\\_Library](https://www.instagram.com/UCA_Library)

 [/UCATorreysonLibrary](https://www.facebook.com/UCATorreysonLibrary)

 [uca.libanswers.com](http://uca.libanswers.com)

Hours change for  
holidays and in  
between semesters.  
See Library web page  
for updated calendar.

After midnight, all  
students are required  
to show a BearCard to  
enter the Library.



# THIS IS YOUR LIBRARY...

The Library is designed as a place for you to research and study. Here are some things to remember:

## **Keep noise to a minimum.**

Cell phones should be set to silent. Use headphones when watching or listening to anything on the computer. Group study is encouraged in some areas, but groups should still avoid excessively loud discussions.

## **Clean up after yourself.**

Food and drink are allowed in the Library, but you should try to keep your work and study areas as clean as possible. Trash and uneaten food should be placed in a trash can. Spills should be cleaned or Library staff informed.

## **Be respectful.**

Return furniture to where you found it. Don't use study rooms and tables intended for large groups if you are alone or with a small group.

## TAKE **PRIDE** IN YOUR LIBRARY



# HOW TO

Starting your research

How to search using keywords

How to identify source types

How to evaluate sources

How to do general searches

How to search databases

How to cite a resource

Research checklist



# Starting your Research

Starting a new research project can be overwhelming and stressful! Librarians are here to make your research efforts as productive and easy as possible.

## Know your assignment.

Research can take time. Read your syllabus and assignment directions to make sure you're on the right path.

## Brainstorm your research topic.

What question are you trying to answer? What keywords best describe your topic? Think about what parts of your topic you find most interesting. Is your topic too broad or too narrow?

## Decide which types of resources you need.

Does your assignment require recent publications, peer-reviewed resources, journal articles, books, newspapers, statistics...?

**LIBRARIANS ARE HERE TO HELP!**

Call us at 501-450-5224



Now that you have your topic, you can begin exploring available resources.

### Find the best keywords.

Do not type a question in the search box, for example, “What is the meaning of life?” Instead, search for keywords like philosophical views, personal beliefs, 42, search for meaning, etc.

Be flexible with your topic and try different synonyms and word combinations.

### Evaluate your sources.

Are you finding the information that you need? If not, take a moment to rethink your search options like keywords, database choice, etc.

### Cite your sources.

The only way to ethically conduct research is to properly give credit to the authors you are using.

**Get organized!** Save your search history, email search results to yourself, and save citation information.



# How to Search Using Keywords

Searching the databases isn't like searching Google.

Rather than whole sentences, refine your topic into a few key terms or short phrases.

## Identify Key Concepts.

Start by writing out your topic and underlining the main concepts.

Topic: Should books be banned in schools?

## Brainstorm Synonyms and Related Terms.

You may want to do this on a piece of paper so you don't forget your terms.

Keyword	Books	Banned	Schools
Related Terms	Fiction Nonfiction Young Adult Graphic Novels	Censorship Freedom to Read Restricted Access	K-12 Elementary Secondary

Search terms to use cautiously: causes, effects, advantages, disadvantages, benefits, and impacts.



Unlock the full power of your keywords by using the following strategies which work across all platforms.

## Use Boolean Operators.

You can combine keywords using these operators.

To narrow your search, use:

**AND:** find items about both dogs AND cats.

**NOT:** find items about dogs, but EXCLUDE those that discuss cats.

To broaden your search, use:

**OR:** find items about dogs, items about cats, and items that discuss BOTH.

## Use an Asterisk.

An asterisk \* can help you search variations of your keyword. Example: beaut\* finds beauty, beautiful, beautification, etc.



# How to Identify Resource Types

Questions to ask when selecting resources...

## Do you need...

content written by an expert?

Choose scholarly articles from journals and academic book chapters in print or online.

information on a current event or trend?

Choose articles from newspapers, academic journals, magazines, and reliable internet sources.

general information?

Choose entries in print or online reference sources such as encyclopedias, dictionaries, handbooks, or almanacs.

in-depth exploration of a broad topic?

Choose a book or ebook.

primary sources?

Choose letters, diaries, speeches, and historical newspapers located in books, databases, and the archives.

To determine if a source is reliable, note the publication date, author's credentials and possible bias, accuracy, relevance, and intended purpose. For more information, see the RADAR tool on page 9.



# How to Evaluate Sources

Feeling lost? Use this Research RADAR tool to help determine source quality.

**R**

Rationale

What is the purpose of this source? Is there a bias? Is language objective or emotional?

**A**

Authority

What do you know about the author and their area of expertise? Is the source peer-reviewed?

**D**

Date

When was the information published? Is there newer information available?

**A**

Accuracy

Are statements verified by other sources? Can you access the supporting documentation?

**R**

Relevance

How does this source relate to your research? Can you understand the information presented?

This is meant to be a guideline. Remember certain aspects may vary by your subject, professor's expectations, and assignment objectives.



# How to do General Searches

Find books, ebooks, and articles using the search box on the Library's home page.

Go to the Library web page.

Enter keywords into the box and click the **Search** button.

Limit your results.

Filters for refining your results are available on the left side.

To limit by format, select **Book** or **Article**, **Chapter**. Other filter options include publication date, subject area, and language.

Access the resource.

For digital resources like articles and ebooks, click on the view/access button. For physical resources, use the location and call # to find the item in the Library.

Organize your research.

Use the **Cite** button to save citation information. Use the **Share** button to save the permalink to the resource record.

Looking for audio books, DVDs, music recordings, etc.?  
Use this search box to find them.



Use these tips to get the most out of your search.

## Improve your Search.

Use **ti:** for a title search, **au:** for an author search, or combine keywords with an **AND**.

Click the **Chat with a Librarian** icon to get help with your keywords.

Expand search by selecting **Libraries Worldwide** to see resources available at other libraries.

## Get your Stuff.

Click on the resource title for full access options.

**Place a Hold** on books, and we'll get them for you.

Access resources available at other libraries by placing an interlibrary loan request. (See page 26.)

Sign in to **MyAccount** to save searches, check interlibrary loan requests, and status of checked out books.





# How to Search Databases

To find articles by topic or specialized subject areas, the best research tool may be a database.

## Go to the Library web page.

To locate the best database for your research, click the **A to Z Databases** link on the Library web page.

## Select a popular database.

**Academic Search Complete** and **ProQuest Central** are good places to start as they cover a wide variety of subjects.

---or---

## Select a specific database.

If you know what you need, choose from the alphabetical list.

If you don't know what you need, use the dropdown menus to sort databases by the following:

- Subject (biology, history, business, etc.)
- Database Type (newspaper, primary sources, image, etc.)

Most Library resources are reserved for UCA students and faculty. Therefore, you will need to use your myUCA login information to access these resources off campus.



**Make the database work for you!** Use the database's built-in features for better results.

### Use your keywords.

Enter one word or short phrase per box. For more information see pages 6-7.

### Search by field.

Click on the drop-down menus to choose where to look for search terms.

Example: search in abstract, article title, article text, etc.

### Limit your results by:

- Publication date
- Scholarly/peer--reviewed journals
- Full-text availability
- Language
- Type of document

### Use organizational tools.

Databases provide tools to save or email articles, print, and get citations.

Still not sure which database to use? Talk to a librarian by using the **Get Help Now** feature.



# How to Cite a Resource

Researchers cite resources to give credit to the author, avoid plagiarism, and allow others to locate the resources used.

What do you need to cite a resource?

## Bibliographic Information

Note the author, title, publisher, date, page numbers, etc. Be sure to save this information when selecting a source.

## Style Guides

Style guides instruct on the proper formatting of different citations. The most common style guides are:

- MLA (Modern Language Association)
- APA (American Psychological Association)
- Chicago Manual of Style
- Turabian Style

The Library has many style manuals and tools that can help create citations. Ask a librarian at the Reference Desk for assistance.

Plagiarism is presenting someone else's ideas as your own. This is academic dishonesty and can result in penalties such as failing grades, expulsion, etc.



#### **MLA (9th ed.)**

Adams, Douglas. *The Hitchhiker's Guide to the Galaxy*.  
1st ed., Harmony Books, 1979.

#### **APA (7th ed.)**

Adams, D. (1979). *The hitchhiker's guide to the galaxy*  
(1st ed., Ser. [hitchhiker's trilogy, v. 1]). Harmony Books.

#### **Chicago (Author-Date, 17th ed.)**

Adams, Douglas. 1979. *The Hitchhiker's Guide to the Galaxy*.  
1st ed. [Hitchhiker's Trilogy, V. 1]. New York, NY:  
Harmony Books, 1979.

#### **Turabian (9th ed.)**

Adams, Douglas. 1979. *The Hitchhiker's Guide to the Galaxy*.  
1st ed. [Hitchhiker's Trilogy, V. 1]. New York, NY:  
Harmony Books, 1979.

## **CAUTION:**

There are websites and apps that can help. However, none are perfect. Be diligent and check computer-created citations against rules, arrangement, and formatting set forth in the style guides and by your professor.



# Research

- I understand my assignment.  
I know the type and number of resources needed.
- I have a search strategy.  
I have identified keywords and relevant databases for my topic.
- I have organized my sources and know how I'm going to cite them.  
I have saved the citation information and can access the full text if needed.
- I can demonstrate the value and relevance of my sources.  
I have evaluated my sources based on relevance, authority, date, accuracy, and rationale.
- I know where I can get help.  
I am aware of the Reference Desk, the Library web page, and the **Ask Us, Chat, and Research Appointment** services.



## The UCA Archives preserves historical documents relating to Arkansas and UCA.

The collection includes primary sources in a variety of formats, such as:

- Pamphlets
- Photographs
- Student and professional papers
- Oral histories
- Maps

### Make an appointment.

Check the Archives hours on their website. Email or call to schedule a research appointment.

### Tips for using the Archives.

- Materials must stay in the Archives.
- Check with staff to make copies.
- Food, drink, and pens are not permitted.
- Use the Archives website to identify resources and browse the digital collections.

## Contact the Archives

Email: [archives@uca.edu](mailto:archives@uca.edu)

Phone: 501-450-3418

Website: [uca.edu/archives](http://uca.edu/archives)

When you write a research paper, many of your sources will be articles. Articles are published in journals, which may be in print or online.

Often your professor will require the use of **scholarly** or **peer-reviewed** journal articles in your research.

### Scholarly articles are:

- Written by a specialist in the field of study;
- Approved by an editorial board prior to publication;
- Published in journals (page 27);
- Supported by an extensive list of works cited;
- Targeted to an audience of researchers and professionals;
- Searchable in online databases (pages 12 & 25).

Not all articles in databases are scholarly. Content can include newspapers, magazines, videos, blogs, etc.

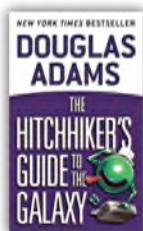
**TIP**  
In the databases use filters such as source type or peer-reviewed for scholarly articles.

## Whether you need something for fun or research the Library has many options.

To find a Library book, audiobook, textbook, or ebook you can use the search box on the Library web page.

Search for resources by keyword, author, or title. Use ti: for a title search, au: for an author search, or combine keywords with an AND.

Each resource has its own record that provides information about the item and how to access it. Books are arranged by location and call #.



### [The hitchhiker's guide to the galaxy](#)

Authors: [Douglas Adams,1952:2001.](#)

 Print Book ©1979, 1st ed.

New York, NY : Harmony Books, ©1979.

✓ Available

University of Central Arkansas: Torreyson Library Main Stacks - 2nd Floor

PR6051.D3352 H5 1979

2 Available at 1 Location

## Hint:

If the title is available as an ebook, click on the button to view full text.



Are books arranged by color? No...  
 Are books arranged alphabetically? No...

Most items in the UCA Library are organized by the Library of Congress Call Number System.

### Library of Congress

The system is organized into three parts. Finding an item with its call number is like using an address to find a house.

**PR**

**The neighborhood.**

Find it alphabetically. (P, PD, PR)

**6051**

**The street.**

Find it in numerical order. (1,2,3...10...6051)

**.D3352**

**The house.**

Find the letter, then the number, but read it as a decimal. (Remember .D3352 comes before .D35).  
 If lost, start looking at titles.

## HINT:

The Children's Collection is arranged by a different system.

To check out resources from the Library, you only need to have a current BearCard.

## By the numbers

- Books can be checked out for the semester.
- Up to 50 books can be checked out at a time.
- DVDs can be checked out for 7 days.
- Laptops (page 24) can be checked out for 6 hours and Textbooks (page 38) can be checked out for 2 hours. Both must stay in the Library at all times.

## Did you know...

You can also check out calculators, headphones, bones, puzzles, and equipment needed for using projectors in large study rooms.

## Make your life easier—Just return it!

If your items are long overdue, you will be billed, and your university account will be flagged. Return the items to clear your bill and flag. Be sure to talk to the front desk staff for confirmation.

## HINT:

Library resources that cannot be checked out are archival resources, bound journals, reference books, and selected government documents.

Located on the 2nd floor, the Children's Collection has fiction and nonfiction books for all ages.

The Children's Collection serves as a model for a K-12 school library and includes popular young adult fiction and award-winning children's books.

### Tips for using the collection

- Books are organized according to the Dewey Decimal Call Number System.
- The collection is arranged into Easy Readers, Nonfiction, and Fiction sections.
- Award-winning books are denoted by the stickers on the spine and front of the book.
- To search for children's books, combine your topic with keywords such as "children's" or "juvenile."

## HINT:

For a list of award-winning children's books in our collection, search by subject for the name of the award, such as su:Newbery or su:Caldecott.

Library computers are available on a first come, first served basis. Use your myUCA login information for access.

## Tips

- When watching or listening to media, please use headphones. Headphones can be checked out at the front desk.
- Printing is available from all desktop computers and Library laptops (page 34).
- Need a quiet place to work? Check out a laptop to use on the second floor.

## Lockdown Browser

- This application is available on all Library computers and laptops.
- Webcams are available on laptops or to check out for use in the Library.

## Protect your privacy

- Always log off after using a public computer.
- Don't leave personal documents on copiers or scanners.

**Need help?** Library Computer Support staff can help with printing and scanning as well as troubleshoot problems with Library computer applications.

## A database is a tool for finding articles, streaming media, primary sources, etc.

Databases allow you to search for articles by different criteria, such as subject, author, title, journal, publication date, etc.

To see a list of databases, click the [A-Z Databases](#) link on the Library web page.

### Searching a database is different from the internet!

- Databases let you limit your search to retrieve only peer-reviewed articles to find the most scholarly information.
- Most scholarly articles cannot be found full-text through an internet search.
- If you find an article without full text, use the citation to request it from another library through interlibrary loan.

For more information see [How to Search Databases](#) (pages 12-13).

Don't know which database to use? Use subject or type menus on the A-Z Databases page. You can also get help via chat or visit the Reference Desk.



If you know what you want, but we don't have it...interlibrary loan.

Interlibrary loan is a service available to all students in which books, articles, and other resources are borrowed from other libraries.

### Accessing interlibrary loan services:

- No setup is required. As a student you automatically have an interlibrary loan account.
- Use the **Interlibrary Loan** link from the Library web page, or access **My Account** through the Quick Links menu.
- Log in using myUCA information.

### Tips

- Books take 5 to 7 days to arrive and can be picked up at the Interlibrary Loan Office.
- Articles take 1 to 5 days to arrive and will be posted on your Library account.
- You will be contacted by email when requested items arrive.

Interlibrary Loan can scan and deliver articles or chapters from the Library's print collection.

**Academic journals are where you will find many of the sources you need to write a research paper.**

Journals are information sources that may be published annually, monthly, or even weekly, and so they are sometimes called **periodicals** or **serials**. Journals can be published in print, online, or both.

Scholarly journals primarily publish articles that are **peer-reviewed**, meaning the content is backed by research and is considered reliable by experts in the field.

If you are looking for a specific journal title, enter the **title** in the search box on the Library web page and limit results to format of **Journal, Magazine**.

**Note: Print journals are located on the 2nd floor of the Library.**

If you need scholarly articles on a specific topic, but not a specific journal, see **How to Search Databases** (page 12-13).

## LIBRARY FEE

The Library fee is \$3 per credit hour and is applied to your overall tuition and fees payment.

### How does this benefit you?

Some of the many perks include:

- 24-hour Library access, 5 days a week
- \$5 of pre-paid prints loaded on your BearCard every semester
- Expanded database access
- Textbooks (page 38)
- Electronic equipment, such as laptops, scanners, projectors, etc.

### Where can I find out more information about this?

Contact the Library Director for more details about how the fee is used to support Library services.

Contact your SGA representatives to give them input and feedback about the Library fee.

## Check out these other campus departments for technical help and tutoring services.

### IT Help Desk

Burdick 101  
Phone: 501-450-3107

- Handles problems with myUCA login
- Troubleshoot problems with internet connectivity

### Tutoring Services

Torreyson Library 223  
Phone: 501-852-0720

- Core courses and upper level mathematics
- MS Excel, Access, and SPSS
- Computer lab and printing
- Treadmill desks

### Technology Learning Center (TLC)

Mashburn 102  
Phone: 501-450-3400

- Poster printing
- Camera rental
- CD/DVD copies
- Lamination
- Chalk & Wire Assistance

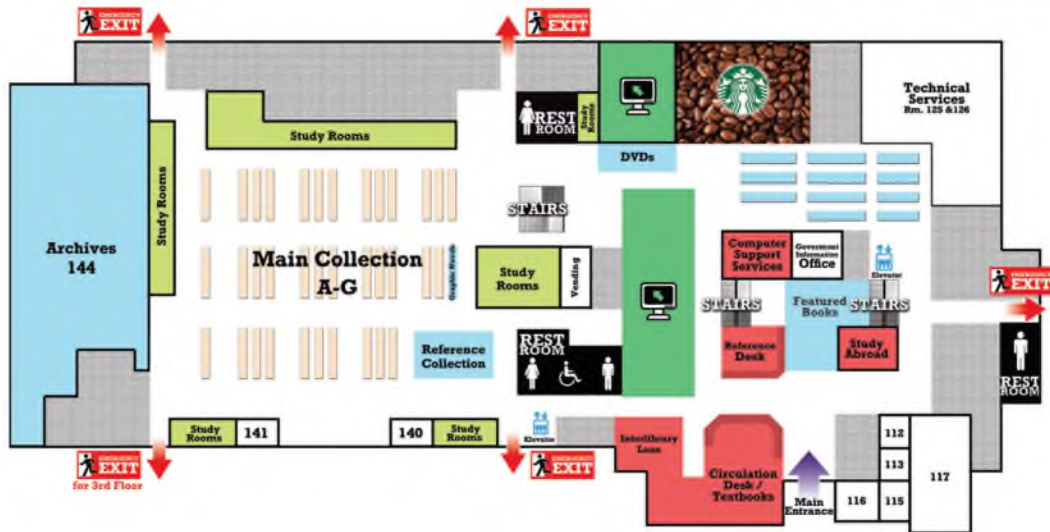
### Center for Writing & Communication

Thompson 109  
Phone: 501-450-5123

- Face-to-face and online tutoring
- Presentations help
- Formatting papers and sources in APA, MLA and Chicago style

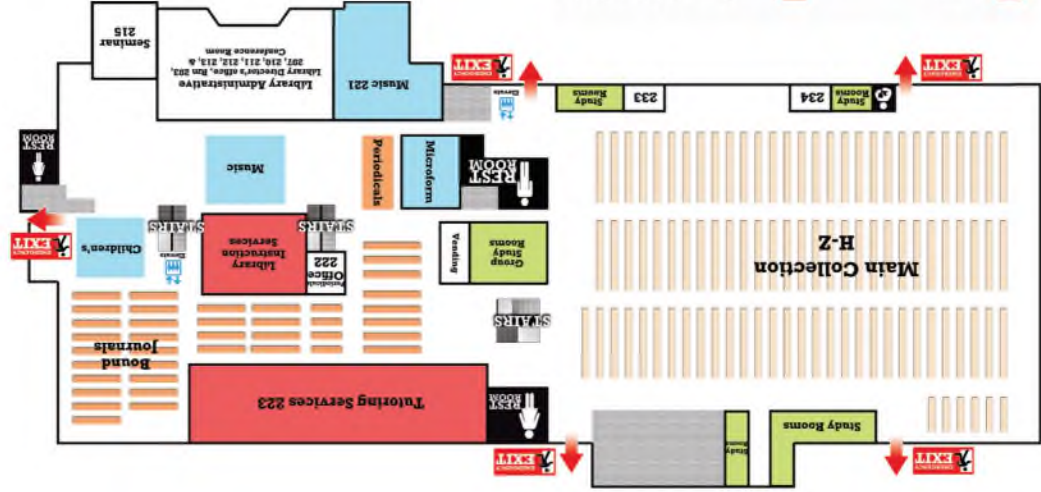
If you are unsure who to ask for help, come to the Reference Desk. We can point you in the right direction.

# MAP OF THE LIBRARY FIRST FLOOR



# MAP OF THE LIBRARY SECOND FLOOR

- Services
- Bound Journals & Periodicals
- Public Computer Areas
- Special Collections
- Study Rooms
- Lactation Suite



# MUSIC

Music resources and equipment are located on the 2nd floor.

Resources available:

- Music reference materials
- Musical scores
- Music media including CDs, LPs, cassettes, etc.
- DVDs of musical performances
- UCA Music Department recitals

Equipment is also available to listen to and/or view musical works in various formats.

Biographies about composers and performing artists and instructional books about music are located in the Main Book Collection.

For more information, click on **Music Collection** from the **Collections** menu on the Library web page.

## HINT:

If the lab is closed, please see the front desk.

## The Library has many national, regional, and local newspapers in print and online.

For a detailed list of newspaper titles and formats available, click on **Newspapers** from the **Collections** menu on the Library web page.

Current print newspaper subscriptions include:

- Arkansas Democrat Gazette (also on microfilm)
- The Echo
- Log Cabin Democrat
- The New York Times

The Library also has historical newspapers, providing primary sources and first-hand accounts of historical events.

The historical newspaper collection includes:

- Arkansas Gazette (microfilm): 1819-1991
- The Echo (microfilm): 1909-1982
- Log Cabin Democrat (microfilm): 1908-2019
- The New York Times (online): 1851-present

## HINT:

On the A-Z databases page use database type to find newspapers and other news sources.



Printing/Copying in the Library costs 5¢ per page.

### Printing from the Library Computers\*

1. Open the document and select **Print**.
2. Check settings in printing properties, i.e. paper orientation, 1- or 2-sided printing, and page size.
3. Select printer as **Library Black&White** and click **Print**.
4. A box will pop up; enter your 9-digit BearCard number and select **Enter**.
5. Find an open printing station.
6. Tap your mobile BearCard on the card reader, select your print jobs on the computer monitor, and click **Submit**.

\* Printing is not available from personal laptops.

You have \$5 of pre-paid prints loaded on your BearCard every semester. After pre-paid printing funds are spent, you can use BearBucks to pay for printing.

Color printing is available and costs 50¢ per page. For color printing, follow the steps above but select printer as "Library Color," and use the color printing station.

## UCA librarians are here to help you research!

### Visit Us.

For the quickest help, stop by the Reference Desk located on the 1st floor of the Library.

Need extensive help or prefer a one-on-one session? Schedule an appointment by clicking on the **Research Appointment** link on the Library web page.

### Chat with Us.

Chat with a librarian by clicking on the **Get Help Now** tab on the Library web page.

### Send Us a Question.

Send us questions about your research or your library account by using the **Ask a Question** link on the Library web page.

### HELP US HELP YOU!

Provide a copy of your assignment and any additional directions from your professor. Don't wait until the last minute to request Library assistance.

The Library has areas for different types of study and noise levels.

## Group Study Areas

- Collaborative work space is provided throughout the 1st floor and on the east wing of the 2nd floor.
- Group study rooms are available on the 1st and 2nd floor.

## Individual Quiet Study Areas

- There are study rooms in the west wing of the 1st floor for individual studying.
- There are many more individual study rooms and spaces throughout the 2nd floor.

While collaborative study is encouraged, please try to keep noise to a minimum.

## Study rooms are located in the west wing of both floors of the Library.

Individual study rooms are available to all students on a first come, first served basis.

Group study rooms come in various sizes and must be booked in advance.

- Small rooms should be used for 2-3 students.
- Large rooms should be used for 5-6 students.

Bookings can be made using the **Study Rooms** link on the Library web page.

Most study rooms have marker-boards that may be written on with dry erase markers. Be aware that rooms are not soundproof.

**Be kind and keep it clean for the next user.**

Too hot? Too stuffy? Check out a fan from the front desk.

A selection of textbooks for core classes is available at the Circulation (front) Desk.

## What to know about textbooks:

- They can be checked out for 2 hours for use in the Library.
- The front desk can help you find them, but we need to know the title.
- Some are available as ebooks.
- Only 1-2 copies of each title are available.
- Not every textbook for every class is available.
- They cannot be requested through interlibrary loan.

**Your syllabus has all the information you need.**

**Bring it with you!**

Use the **Textbooks** link on the Library web page to find out if we have your materials.



If a zombie incident should occur, the Library is a great place to take shelter and plan your attack.

### Facility Features

- The Library has few 1st floor windows through which zombies may see you and try to enter.
- Vending machines are a source of high calorie, nonperishable food (while supplies last).
- Starbucks caffeinated beverages can help you stay awake and keep watch through the long night.
- Numerous emergency exits ensure that you always have an escape route.

### Information is the Greatest Weapon!

We have information sources to help you survive and fight back! Check the Library catalog for books on:

- First aid
- Self-defense
- Battle strategy
- Hunting and fishing
- Identifying edible plants
- Leadership skills\*

*\*Because hopefully you're not alone!*

**Be Prepared! Know Your Resources!  
Visit the UCA Library Today!**

**humor (noun)**

1. jokes, funny stories, etc., of a particular kind.
2. an instance of being or attempting to be comical or amusing.



# ADVANCED RESEARCH

Types of Searching

Types of Research

Types of Publications

Citation Resolver

Citation Managers



# Types of Searching

Understanding search tools can help you make the most of your research.

## Public Searching

These public tools are easy to access and may link you to full text articles.

- **PubMed:** A national database of publicly funded research in the sciences.
- **Google Scholar:** A search engine for scholarly citations.

## Library Searching

If you need to assess journals and track citations, use these tools. See more about general databases on page 25.

- **Journal Citation Reports (JCR):** Assesses journal quality through citation data and metrics.
- **Cabell's:** Provides journal submission criteria, review process, and metrics for evaluating quality.
- **Web of Science:** Indexes highly cited papers in a field and tracks citation activity.

Never pay for articles! The library can get you access to what you need through interlibrary loan (page 26).





# Types of Research

Every field will have different approaches to publishing information.

## Primary

Authors are reporting on studies they conducted and present a unique argument. Also called original research. Includes methodology, data, results, and discussion.

## Secondary

Authors are evaluating research conducted by others or past events. Also referred to as systematic review. Books are considered secondary resources. Use the reference list to locate other primary sources.

## Empirical Research

A type of primary research that is based on observation and measured data rather than theory or belief. Empirical research can be qualitative, quantitative, or mixed methods.

Scholarly journals also include non-peer reviewed content, such as book reviews and editorials.



# Types of Publications

Some research is made available outside of traditional publishing practices.

## Open Access

A publishing practice that makes research available online free of access charges. Open access articles found in a public search will vary in quality.

## Preprints

Scholarly articles, shared by the author, that haven't completed the peer review process.


## Postprints

Scholarly articles, shared by the author, that have undergone revision following the peer review process but are not yet published.

## Public Datasets & Statistics

Raw data you can analyze to support your research, often accessible through government websites.

Resources on this page are often found in institutional repositories, which collect a university's research output.



Articles aren't the only academic publications you can use for your research.

## Conference Proceedings

Published abstracts, presentations, or papers from a conference sponsored by a professional society or association. Proceedings may be peer-reviewed.

## Dissertations & Theses

Written record of research completed to fulfill a PhD or Master's degree requirement. These are considered academic but not peer-reviewed.

## Monographs

Non-serial works providing in-depth research into a special area of knowledge. Monographs are books.

## Reference Works

Provide general, factual, or background information. Examples include: dictionaries, encyclopedias, handbooks.

Use the works cited or reference list to find additional resources for your own research.



# Citation Resolver

The information in a citation can be used to check for full text access or submit an interlibrary loan request.

## Start your search

Using the search box on the Library's web page, enter the article title found in the citation.

## Evaluate

Look through the search results and compare the publishing details such as the article publication date, journal title, and issue/volume to your citation to find the correct resource.

## Access

From the correct article record, link to the full text by using the access button.

## No full text available?

If you are not seeing your article in the search results, expand your search to **Libraries Worldwide** to check options for obtaining the full text through interlibrary loan.

Improve your search by putting quotation marks around the article title and adding additional citation information.



# Citation Managers

Streamline your research process by collecting and organizing all of your citations in one central location.

Citation managers allow you to create a personal database of references. They help you create in-text citations and bibliographies as you write. Popular citation managers are:

## EndNote

**Pro:** It has a sophisticated interface that syncs across multiple devices. **Con:** It's VERY expensive.

## Mendeley

**Pro:** It allows annotation and PDF highlighting. **Con:** It's slow to receive updates and not accessible by screen readers.

## Zotero

**Pro:** It's free, open source, and provides robust documentation and citation styles. **Con:** It's the least sophisticated interface and has minimal free cloud storage.

The Library recommends Zotero! Make an appointment with a librarian for help with set up.