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LIBRARIES!

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Citation Workshops!

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Reference Desk hours &  
info on the latest  
Workshops are  
on the Web!

We're on the Web!  
[www.chapman.edu/library](http://www.chapman.edu/library)

**BOOLEAN SEARCHING?** So you've heard the term but don't know what it is...named for 19th Century English mathematician & logician George Boole who came up with it. Use it to search precisely and retrieve relevant information from databases.

When you want to find articles containing two or more ideas, you should connect the words in your search with AND. Using AND between keywords means that both terms must appear somewhere in the record. AND is used to narrow a search.

You can also use OR to combine keywords in a search. Using OR means that an article will be retrieved if it contains either keyword. OR is best used to search for synonyms of a concept. Because any one of these words could show up in your articles, OR broadens your search.

Be cautious when using NOT! You will EXCLUDE choices using this connector.

Searching a database or index?  
Here's a reminder on the parts of a citation!

## QUICK REFERENCE and more!

Need help with your citations?

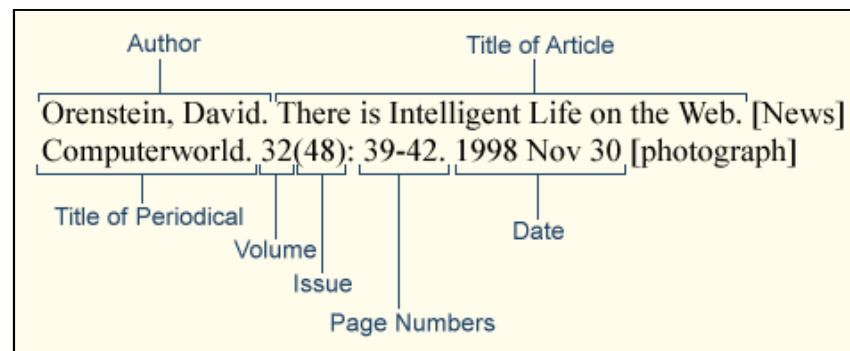
How about determining the difference between PRIMARY and SECONDARY sources?

Learn how to effectively evaluate Web or Internet sources?

Need to access online encyclopedias, dictionaries, and other reference sources?

Go to QUICK REFERENCE on the Library's home page and click to these resources and more!

## Parts of a Citation



Click QUICK REFERENCE & click STYLE GUIDES for citation help!

@ your LEATHERBY LIBRARIES!

Information Literacy  
News!

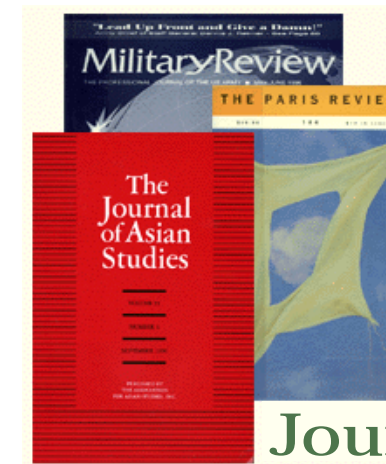
## Students are the Winners!

### Be Information Literate & Sharpen Research Skills!

Information is available from many sources and in many formats, such as printed text, television, videos, library databases, Web sites, and more. To be "information literate" you need to know why, when, and how to use all of these tools and think critically about the information they provide.

You won't become information literate overnight. Your abilities will improve over time as you gain expertise in the

topics you choose to investigate and as you practice searching for, selecting, and evaluating the information and ideas you encounter.



Journals



Magazines

### Popular Magazine or Scholarly Journal Articles? Retrieve Peer Reviewed or Refereed Journal Articles...

A magazine is a collection of articles and images about diverse topics of popular interest and current events. Usually these articles are written by journalists or freelance writers and are geared toward the average adult.

Magazines may cover very "serious" material, but to find consistent scholarly information you should use journals.

A journal is a collection of articles usually written by scholars in an academic or professional field. An editorial board reviews articles

to decide whether they should be accepted (peer-reviewed). Articles in journals can cover very specific topics or narrow fields of research. Journals, like magazines and newspapers, are called "periodicals" because they are published at regular intervals throughout the year.

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## Avoid Plagiarism! Cite...Cite...Cite

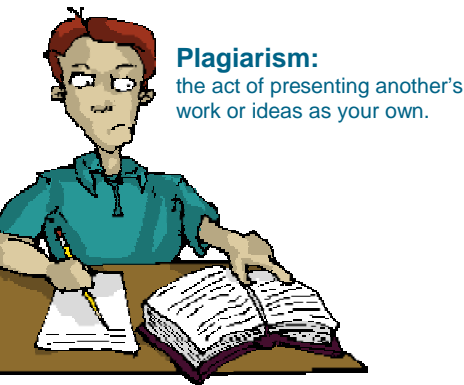
One of the main ideas of research is to study what others have published and form your own opinions. When you quote people -- or even when you summarize or paraphrase information found in books, articles or Web pages -- you must acknowledge the original author.

If you use someone else's words or ideas without crediting them, you are committing a type of theft called plagiarism. Plagiarism can be as obvious as turning in another person's paper or project as your own, or as sly as simply paraphrasing sections of

various works. It is also incorrect to copy text from Web pages or other sources and paste it into your paper without identifying the original author.

How can you avoid plagiarism?

- Take clear, accurate notes about where you found specific ideas.
- Write down the complete citation information for each item you use.
- Use quotation marks when directly stating another person's words.
- Always credit original authors for their information and ideas.



- Know Chapman University's Student Conduct Code & understand the severe consequences for acts of plagiarism!

## How do I find a book or DVD at the Leatherby Libraries?

The Leatherby Libraries uses the Library of Congress (LC) Classification System which is divided by 21 branches of knowledge represented by letters, such as

B - Philosophy  
D - History (general)  
H - Social sciences  
J - Political science  
M - Music  
P - Language and literature  
Q - Science  
R - Medicine  
T - Technology  
and more!

To access the catalog, go to [www.chapman.edu/library](http://www.chapman.edu/library) and click FIND BOOKS. You can search for books, journals, DVDs, and other items using AUTHOR or TITLE or SUBJECT searches. Open the item record to view location, call number, and availability of the item.

Leatherby Libraries arranges these LC classifications into larger subject areas/disciplines, such as Humanities; Business; Film/TV; Science/Technology; Music; Fine Arts; Education; Social Sciences. Most of the materials are on the 2nd & 3rd floors.

Learn more about searching the Leatherby Libraries Online Catalog. Click INSTRUCTION/TUTORIAL on the Library's home page and click "Library Catalog."

## How do I access a database at the Leatherby Libraries?

### Periodical Indexes (a.k.a. Library Databases)

Online periodical indexes/databases allow you to search for citations to articles in popular magazines and scholarly journals. Sometimes these indexes have the complete or "full text" of articles as well. Indexes cover all sorts of subjects. Periodical indexes are one of the best sources

to use when writing a research paper. Go to the Library's home page at [www.chapman.edu/library](http://www.chapman.edu/library) and click FIND BY SUBJECT to access subject-specific online databases and retrieve fabulous information! Multidisciplinary databases can be useful to your searching, too. To access, click FIND ARTICLES from Library's home page; click GENERAL DATABASES. If you have a citation

and want to retrieve the full-text from a database, go to the Periodical Holdings Catalog (BIG BLUE BAR!). Click FIND ARTICLES on the Library's home page. Click the Big Blue Bar and enter the title of the journal or "source" to determine if the online full-text is available.

**PERIODICAL HOLDINGS CATALOG**

## .Dot What? How do I find an authoritative Web site?

Most URLs include the name and type of organization sponsoring the page. The type of organization is identified by a three-letter code called a "top level domain name." Here are some of the most common domains you will find.

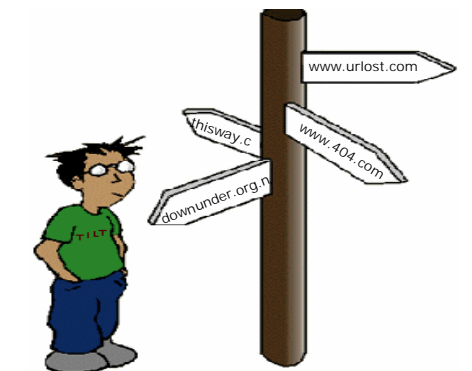
**.edu**-educational institution  
Even though a page comes from an educational institution, it does not mean the institution endorses the views expressed there. Students or faculty members may publish personal pages.

**.com**-commercial entity  
Many companies advertise and sell products, as well as publish annual reports and other company information for their customers, stockholders and potential investors on the Web. Some information may be available for a fee.

**.gov**-federal government  
Government agencies use the Web to publish legislation, census information, weather data, tax forms and many other documents.

**.org**-non-profit organization  
Non-profit organizations use the Web to promote their causes. These are good sources to use when comparing different sides of an issue.

Librarians select Web sites for your research needs, too. Go to the Library's home page. Click QUICK REFERENCE & click INTERNET SUBJECT GUIDES!



## How do I properly evaluate my sources?

Evaluating information can be a complicated process. Since there is plenty of information available that is inaccurate, fraudulent or biased, it is important to determine if the sources you find are factual and verifiable.

Items in the library are usually easier to evaluate because they have already been reviewed twice by the time you see them. First, an editor

verifies that the information is accurate and then a librarian determines whether the item is appropriate for the collection. Freely-available Web sources usually do not pass through this review process, so you will need to look at these items more closely.

How will you judge what is good information and what is not?

Ask these questions:

- Is the information in this source up-to-date?
- What do reviewers say about this source?
- Does the publisher affect the information in this source?
- Does the author have the expertise to write on this topic?
- Is the source appropriate for your research?

## E-Books are Fabulous!

Leatherby Libraries has a plethora of E-books through NetLibrary!

Click FIND BOOKS on the Library's home page and you'll see the link to NetLibrary.

These resources will also come up in your searches through the Library's online catalog.

Hundreds of books are available to you online, 24/7, on various subjects!

FIND BOOKS has links to other online catalogs and other E-Book collections like Sage eReference, Blackwell Reference Online, and Gale Virtual Reference.

Check it out!

**EXTRA! EXTRA!**  
At Leatherby Libraries  
We're Connected!  
Use GOOGLE SCHOLAR  
to access online articles!