

AGENDA: Library overview – APA style – Planning your research – Finding & retrieving information

Practice Questions

1. Log onto your computer (CENCOL network) with your student number and password. (If this is the very first time you log in, your password is your birth date (YYYYMMDD) – which you are advised to change once you get in.)
2. Go to Centennial Libraries homepage.
3. On the Library homepage, check under “My Library Account” – is your library account active?
 - YES
 - NO
4. Have a look at the Libraries’, APA Style Guide for formatting your paper and documenting your sources. You can you also find APA style help in the following places:
 - In library databases
 - Microsoft Word (“References tab”)
 - Most academic library websites
 - Library staff and our *Ask the Library* chat & SMS service <http://library.centennialcollege.ca/ask>
5. How would you cite this article in your References list? (Use the library’s APA Guide or its *Academic Search Premier* database to help you.)
 - *Six authors*: Tétreault, Sylvie; Blais-Michaud, Sophie; Marier Deschênes, Pascale; Beaupré, Pauline; Gascon, Hubert; Boucher, Normand; Carrière, Monique
 - *Title of their article*: How to support families of children with disabilities? An exploratory study of social support services.
 - *Journal in which their article appears*: Child & Family Social Work
 - *Publication date*: Aug 2014,
 - *Volume and issue numbers*: Vol. 19 Issue 3
 - *Pages*: p. 272-281
 - *Retrieved from*: Academic Search Premier database

Search Everything (basic)

Search Everything (basic):

The screenshot shows the 'Search Everything (basic)' interface with several filter sections:

- REFINE YOUR SEARCH:** Includes 'Any' (checked), 'Full Text Online', and 'Scholarly & Peer-Review'.
- CONTENT TYPE:** Includes 'Any' (checked), 'Journal Article', 'Newspaper...', 'Data Set', 'Book / eBook', 'Magazine A...', and 'More...'.
- DISCIPLINE:** Includes 'Any' (checked), 'medicine', 'nursing', 'public health', 'education', 'social welfa...', and 'More...'.
- PUBLICATION DATE:** Features a date range slider and 'from'/'to' input fields with calendar icons.
- SUBJECT TERMS:** A section for entering subject terms.
- LANGUAGE:** A section for selecting the language.
- LIBRARY LOCATION:** A section for selecting the library location.

6. Using the “Search Everything” discovery tool on the library’s homepage...



...find a book (“**Book**” in print or “**eBook**” electronic) in the library on any general subject: e.g., *family services, early childhood education, intellectual disabilities, young children, etc.*

7. Using the same “Search Everything” discovery tool, look for a library **scholarly journal article, full-text online** relating to your assignment. Limit your results to works published from 2010 onwards.

If you use more than one term or phrase, type the operators AND or OR (in capital letters*) between them. Suggested search terms:

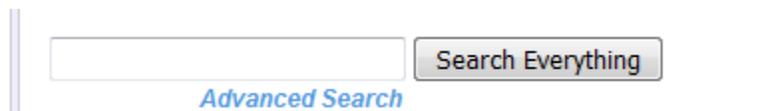
- “special needs” AND children
- “early childhood” AND ontario
- Child AND services AND America
- infants AND programs AND ontario
- children AND “special needs” AND canada
- “family services”
- “special needs” OR “special education”
- Autism OR intellectual disabilities
- Etc

*Capital letters for these operators are needed ONLY when using Search Everything. AND combines terms in your search (all terms must be in your results), OR collects terms (any terms can be in your results).

Note: quotation marks lock a phrase – telling the search engine to look for those words together just as you have typed them.

8. Using the KeyConcept Search Strategy handout (here), plan your searches for each research question related to your assignment.

9. Go back to Search Everything, and continue to look for library articles using the search terms in your research question, but this time do so using the Search Everything Advanced Search page and explore the spaces and tools offered there. Email an academic journal article to yourself.



10. Explore searching directly in library E-Resources (databases). On Library homepage, choose a database (*E-Resources & E-Books / Journals (Full Text) ->E-Resources by Subject -> Child Studies (or Education or Community & Correctional Services or Canadian Studies)*)

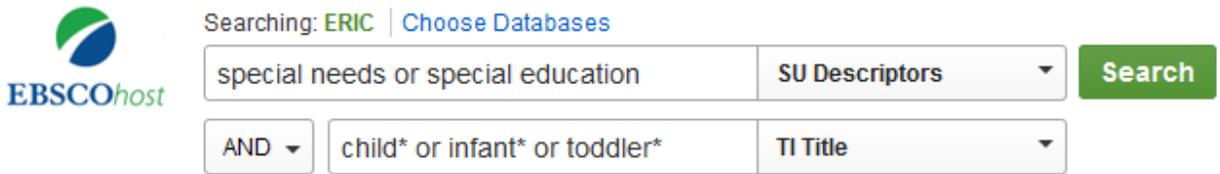
Some Recommended Early Childhood Education Library Databases & one eJournal for Your Assignment:
ERIC: Educational Resource Information Center EBSCOhost
Canadian Reference Centre EBSCOhost
Academic Search Premier EBSCOhost
Research Library ProQuest
Academic One File Gale
Journal of Positive Behavior Interventions Sage
<i>See Library E-Resources page - by Subject - Social Sciences - for additional databases to search</i>

11. In the database you have chosen, search for publications that will provide answers to your research questions. Use the precision tools (limiters and expanders) and techniques discussed to get relevant articles.

***Precision tools you can use when
direct database searching***

- **Limit tools:**
 - Full Text limit
 - Scholarly (Peer Review) limit
 - Using more concepts (each in a different row, using the AND operator)
 - Field limits
 - More limits (publication date, etc.)
- **Expand tools:**
 - Multiple database searching
 - Using terms provided in database thesauri
 - Add more terms of similar meaning, using OR to connect them (in the same row)
- **Managing results:**
 - How to print, email, save, & use database citation help
- **Browsing tip:**
 - Page options for efficient browsing

Are you satisfied with the results? Play with different searches and combinations. Try other databases.
 Example: **ERIC** education database



EBSCOhost Searching: ERIC | Choose Databases

special needs or special education SU Descriptors Search

AND child* or infant* or toddler* TI Title

(Note the use of the asterisks here: they tell the search engine to find all words starting with the associated stem. For example: child* will produce results that searched for child, children, childhood.

12. In the database you have chosen, use the Subjects/Headings (thesaurus) tool at the top of the screen to find out preferred terms there. Do some more searches, this time including some of these terms. Example:

2 Subject Term Search in Thesaurus (in Academic Search Premier database):

<p>Browsing: Academic Search Premier -- Subject Terms</p> <p>special needs <input type="button" value="Browse"/></p> <p><input type="radio"/> Term Begins With <input checked="" type="radio"/> Term Contains <input type="radio"/> Relevancy Ranked</p> <ul style="list-style-type: none"> <input type="checkbox"/> SPECIAL needs adoption <input type="checkbox"/> SUPPLEMENTAL-needs trusts <input type="checkbox"/> CHILDREN with disabilities <input type="checkbox"/> SPECIAL needs students <input type="checkbox"/> INDIVIDUAL needs <p style="text-align: right;">etc</p>	<p>Browsing: Academic Search Premier -- Subject Terms</p> <p>family services <input type="button" value="Browse"/></p> <p><input type="radio"/> Term Begins With <input checked="" type="radio"/> Term Contains <input type="radio"/> Relevancy Ranked</p> <ul style="list-style-type: none"> <input type="checkbox"/> HUMAN services <input type="checkbox"/> HUMAN services programs <input type="checkbox"/> COMMUNITY-based family services <input type="checkbox"/> FAMILIES of military personnel -- Services for <input type="checkbox"/> FAMILY reunification services <input type="checkbox"/> FAMILY social work <p style="text-align: right;">etc</p>
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Subject Headings related to your topic that you might want to add to your search?

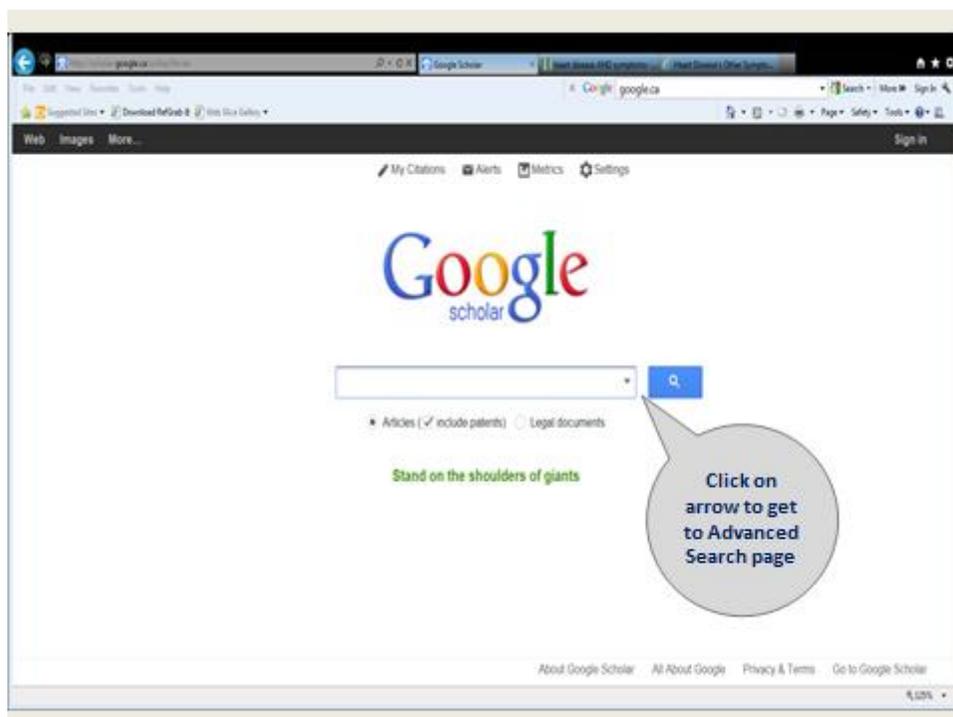
13. Search and find a full text academic article on your topic that was published between 2010 and now. Email it to yourself – asking for the citation to be sent in APA format.

Scholarly (Peer Reviewed) Journals

14. Find the help screen in one of the databases that you have been searching. For more help, go to the Library's homepage for Articles Search Assistance Guide – or Ask the Library

INTERNET

15. Go to Google Scholar Advanced Search page, and search there for scholarly articles (and books & book reviews) on your topic.



TIP SHEET

Researching Library Resources

FOR SIMPLE TOPICS:

Choose the Library's Google-like "*Search Everything*" discovery tool. Learn to use its search refinement tools & advanced search page to get good results.

(*Note: Unfortunately*, this tool does not always deliver as expected. This is because some records are not compatible with the system. What to do? Go directly into the host resource (database) indicated on the record screen, and search there – you *might* find it that way. Another option: simply choose another resource).

FOR COMPLEX TOPICS, or if you want greater precision in searching:

Choose "*E-Resources & E-Books / Journals Full Text*"

Select a database (for journal & newspaper articles, eBooks, etc.) Then simply lay on your KeyConcept Search Strategy that you have developed.

- Normally limit to *full text*
- Use one row for each concept. ("*Add a Row*" (+) or more, if more needed)
- Use as many of your search terms you want
- For speed, you can often search more than one database at a time. In EBSCO, ProQuest & Gale databases, look for "*Choose databases*" or "*Tools*" or "*Searching...*" on the search page and select the databases you want.
- Play with the *many precision tools*.. For example, *field limits* are popular and powerful tools. By limiting search terms to the TITLE, SUBJECT or ABSTRACT field you will get fewer results with increased relevancy.
- Use the *thesaurus* found in most databases for helpful search terms
- Use *citation tools* to help you format your documented sources (e.g. APA style)
- Explore the database(s) to learn how to *save, email, print, cite, use sort and page options*, and create a personal account if you want.

Choose the "*Library Catalogue*" for books & videos on the shelf, and many eBooks (all items here are also searchable in Search Everything engine)

Choose "*Videos & DVD Search Options*" for media – including streamed CBC, NFB, etc.

Researching on the Internet

Choose a **SEARCH ENGINE** (Google, Yahoo!, etc.) (Know what engines are available; e.g., Wikipedia provides listings...)

- Become expert! in using the search engine of your choice.
- If using Google, try for example:
 - *Google Advanced Search* (offers search refinement tools, like the Library's Search Everything engine)
 - *Google Scholar* (for scholarly digital journal articles – including Centennial's). *Use only free content.*
 - *Google Advanced Scholar* (page offers refinement tools. *Use only free content.*)
 - *Google Images*
 - *Google Images Advanced Search* (useful "Usage Rights" limit there to help you find images you can legally use in class presentations)

Keyword & Natural language Searching:

- Do keyword searches
- Do natural language searches (to maximize adjacency algorithms used by the search engine)

Use only **reliable sites**. Library advice on evaluating websites:

<http://library.centennialcollege.ca/research/searchtheinternet/evaluatingwebsites>

NOT GETTING THE RESULTS YOU WANT?

- Use *quotation marks* to lock in phrases. This will ensure more relevant results; e.g. "new technology".
- Remember that *language matters* – use a variety of search terms (several searches, or using long keyword strings)
- Reframe your research strategy – *divide it into parts* (perhaps your question is too complex), or *think of a different strategy* to get at the same question. Ask for help from the Library staff.

Ask the Library

Online research help available
Regular Fall & Winter Schedule:

Mon – Thu, 11 a.m. to 10 p.m.
Fri-Sun, 11 a.m. to 5 p.m.

Closed regular holidays

<http://library.centennialcollege.ca/ask>



BROAD SUBJECT AREA
E.g. CHILDREN WITH SPECIAL NEEDS

Describe your topic clearly (in one complete sentence ideally):

Examples of topics (research questions):

- (1) What services are there in Ontario for young children with special needs?
- (2) What resources are there for parents with children with special needs?
- (3) What is the latest scientific research on the autism?

Identify main concepts:

CONCEPT #1: example: special needs

CONCEPT #2: example: young children

CONCEPT #3: example: services

CONCEPT #4: ontario

Language matters!

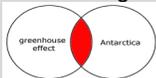
Think of synonyms & related words that you may need to use to get what you want.
Most library databases provide a thesaurus ("Subjects", "Terms") help.

Truncation (also called wild cards)

To speed searching, use * in library databases & Search Everything engine (\$ in the Library Catalogue). E.g. Canad* produces all words that start with canad - Canadian, Canada, Canadians, etc.

KEYWORD STRING Concept #1	Special need* OR special education OR intellectual disability* (etc.)
AND	
KEYWORD STRING Concept #2	Young children OR child* OR toddlers (etc.)
AND	
KEYWORD STRING Concept #3	Service* OR program* OR teach* OR intervention (etc.)
AND	
KEYWORD STRING Concept #4	Ontario OR Toronto OR Hamilton (etc.)

child AND grades



(Using AND - shaded area is what you get)

academic achievement OR grades



(Using OR - shaded area is what you get)

YOUR BROAD SUBJECT AREA

Describe your **RESEARCH QUESTION(S)** (“topic”, “thesis”, “argument”, “hypothesis”) clearly (in one complete sentence ideally):

Identify **MAIN CONEPTS**

CONCEPT #1:

CONCEPT #2:

CONCEPT #3:

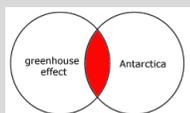
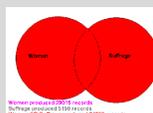
CONCEPT #4:

Language matters!

Think of **SYNONYMS & WORDS OF RELATED MEANING**. (Most library databases provide a thesaurus - “Subjects”, “Terms”)

Use **TRUNCATION** (also called wild cards). To speed searching, use * in library databases & Search Everything engine (\$) in the Library Catalogue) E.g. Canad* produces all words that start with canad - Canadian, Canada, Canadians, etc.

KEYWORD STRING Concept #1	
AND	
KEYWORD STRING Concept #2	
AND	
KEYWORD STRING Concept #3	
AND	
KEYWORD STRING Concept #4	

child **AND** gradesacademic achievement **OR** grades(Using **AND**- shaded area is what you get)(Using **OR** - shaded area is what you get)