What will help you write a good paper?

Where to Begin:
Choosing Your Search Words

1. Write down your topic.
2. Identify the main concepts.
3. Write down synonyms for your search terms.
4. Avoid articles (a, the, etc.)

Example: You want to write about punishment for juvenile offenders

<table>
<thead>
<tr>
<th>Concept 1</th>
<th>Concept 2</th>
<th>Concept 3</th>
</tr>
</thead>
<tbody>
<tr>
<td>Juveniles</td>
<td>Offenders</td>
<td>Law</td>
</tr>
<tr>
<td>OR</td>
<td>AND</td>
<td>OR</td>
</tr>
<tr>
<td>Adolescents</td>
<td>OR</td>
<td>AND</td>
</tr>
<tr>
<td>OR</td>
<td>Criminals</td>
<td>OR</td>
</tr>
<tr>
<td>Teenagers</td>
<td>Puishment</td>
<td></td>
</tr>
</tbody>
</table>

Boolean Connectors

- The **Or** Connector Tells The Computer To Retrieve Items With **Either** Term.

![Or Connector Diagram]

Example: Gets articles with (teenagers or juveniles or adolescents)

- The **And** Connector Tells The Computer To Retrieve Items With **Both** Terms.

![And Connector Diagram]

Example: Gets articles with both law and punishment.

Truncation

*Truncation* is used to retrieve singular and plural versions of a word as well as word. EBSCO databases use the * for truncation. Lexis-Nexis uses the !
I’m looking for Books:

Use the library catalogs. If a book is at another library, we can request it. Books usually arrive in 3-7 days.

**Quest Catalog**
This catalog includes all materials owned by Smiley Library. It also shows the library holdings of Univ.of Central Missouri, Missouri Valley College and State Fair Community College.

**MOBIUS Catalog**
MOBIUS is a consortium of academic libraries with over fifty member colleges and universities in the state of Missouri. Any material that is “available” can be requested and delivered to Smiley Memorial Library.

I’m Looking for Articles:

Use the databases on our webpage.

**EbscoHost**
Provides access to several databases of magazine/journal articles. **Academic Search Premier** is the most comprehensive. Many articles are full-text.

**Lexis-Nexis**
**Academic Universe** includes business, legal and medical journals as well as major newspapers from around the world. **Statistical Universe** includes statistics from all federal agencies. All articles are full-text.

**NewsBank**
Search the full-text of newspapers from around the country—including St. Louis and Kansas City.

**Cinahl Full-Text**
Articles from Nursing and Allied Health Literature. Most are full-text.

**HealthSource: Nursing/Academic Edition**
This database is an excellent source for medical and nursing journal articles. Many are full-text.

**Business Source Premier**
Scholarly business database, which includes full-text resources in all disciplines of business, marketing, management, MIS, Accounting, Finance, and economics.

**Education Full-Text**
These education-related articles come from professional journals. Many of the articles are full-text.

**ProQuest Psychology Journals**
Information from top psychology and related publications, this database meets the needs of both students and mental-health professionals.

**FirstSearch Databases**
This is a collection of databases—mostly scholarly on a variety of topics. Access to this database is limited.

**Truncation**
Truncation is used to retrieve singular and plural versions of a word as well as word. EBSCO databases use the * for truncation. Lexis-Nexis uses the !

I found a good article, now what?

Is it available Full-text? Great! Print it out. Otherwise, use the QUEST Catalog to see if we have it in print. If not, use interlibrary loan. We can get almost everything.
# Five criteria for evaluating Web pages

## Evaluation of Web documents

### 1. Accuracy of Web Documents
- Who wrote the page and can you contact him or her?
- What is the purpose of the document and why was it produced?
- Is this person qualified to write this document?

### 2. Authority of Web Documents
- Who published the document and is it separate from the "Webmaster?"
- Check the domain of the document, what institution publishes this document?
- Does the publisher list his or her qualifications?

### 3. Objectivity of Web Documents
- What goals/objectives does this page meet?
- How detailed is the information?
- What opinions (if any) are expressed by the author?

### 4. Currency of Web Documents
- When was it produced?
- When was it updated?
- How up-to-date are the links (if any)?

### 5. Coverage of the Web Documents
- Are the links (if any) evaluated and do they complement the documents theme?
- Is it all images or a balance of text and images?
- Is the information presented cited correctly?

## How to interpret the basics

### Accuracy
- Make sure author provides e-mail or a contact address/phone number.
- Know the distinction between author and Webmaster.

### Authority
- What credentials are listed for the author(s)?
- Where is the document published? Check URL domain.

### Objectivity
- Determine if page is a mask for advertising; if so information might be biased.
- View any Web page as you would an infomercial on television. Ask yourself why was this written and for whom?

### Currency
- How many dead links are on the page?
- Are the links current or updated regularly?
- Is the information on the page outdated?

### Coverage
- If page requires special software to view the information, how much are you missing if you don’t have the software?
- Is it free, or is there a fee, to obtain the information?
- Is there an option for text only, or frames, or a suggested browser for better viewing?
SOME Recommended INTERNET RESOURCES

http://www.centralmethodist.edu/library/databases.html

Smiley Library Database Page
Reference works

http://www.bartleby.com/
Internet Public Library

http://www.ipl.org/
Library Spot

http://www.libraryspot.com/
FirstGov: US Government Info –

http://www.firstgov.org/
Includes statistics on many subjects

http://www.state.mo.us/
Missouri State Home Page

http://mcdc2.missouri.edu/data/sf32000/
Missouri Census Information

http://scholar.google.com/
Google Scholar search engine

http://infomine.ucr.edu/
Scholarly search engine

http://www.acls.org/resource.htm
ACLS scholarly links

Stuck? Ask a Librarian!

Smiley Library
library@centralmethodist.edu
ext. 54271

Cindy Dudenhoffer, Director
cmdudenh@centralmethodist.edu
ext. 54292

John Finley, Reference Librarian
jfinley@centralmethodist.edu
ext. 54240