

# 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.)

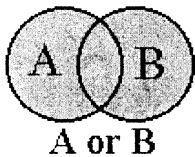
Example: You want to write about punishment for juvenile offenders

Make a List of Main Concepts and Additional Terms  
To Describe Your Topic

Concept 1		Concept 2		Concept 3
Juveniles				
<b>OR</b>		Offenders		Law
Adolescents	<b>AND</b>	<b>OR</b>	<b>AND</b>	<b>OR</b>
<b>OR</b>		Criminals		Puunishment
Teenagers				

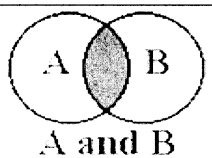
### *Boolean Connectors*

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



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

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



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 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.

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### *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	How to interpret the basics
<p><b>1. Accuracy of Web Documents</b></p> <ul style="list-style-type: none"> <li>• Who wrote the page and can you contact him or her?</li> <li>• What is the purpose of the document and why was it produced?</li> <li>• Is this person qualified to write this document?</li> </ul>	<p><b>Accuracy</b></p> <ul style="list-style-type: none"> <li>• Make sure author provides e-mail or a contact address/phone number.</li> <li>• Know the distinction between author and Webmaster.</li> </ul>
<p><b>2. Authority of Web Documents</b></p> <ul style="list-style-type: none"> <li>• Who published the document and is it separate from the "Webmaster?"</li> <li>• Check the domain of the document, what institution publishes this document?</li> <li>• Does the publisher list his or her qualifications?</li> </ul>	<p><b>Authority</b></p> <ul style="list-style-type: none"> <li>• What credentials are listed for the author(s)?</li> <li>• Where is the document published? Check URL domain.</li> </ul>
<p><b>3. Objectivity of Web Documents</b></p> <ul style="list-style-type: none"> <li>• What goals/objectives does this page meet?</li> <li>• How detailed is the information?</li> <li>• What opinions (if any) are expressed by the author?</li> </ul>	<p><b>Objectivity</b></p> <ul style="list-style-type: none"> <li>• Determine if page is a mask for advertising; if so information might be biased.</li> <li>• View any Web page as you would an infomercial on television. Ask yourself why was this written and for whom?</li> </ul>
<p><b>4. Currency of Web Documents</b></p> <ul style="list-style-type: none"> <li>• When was it produced?</li> <li>• When was it updated?</li> <li>• How up-to-date are the links (if any)?</li> </ul>	<p><b>Currency</b></p> <ul style="list-style-type: none"> <li>• How many dead links are on the page?</li> <li>• Are the links current or updated regularly?</li> <li>• Is the information on the page outdated?</li> </ul>
<p><b>5. Coverage of the Web Documents</b></p> <ul style="list-style-type: none"> <li>• Are the links (if any) evaluated and do they complement the documents theme?</li> <li>• Is it all images or a balance of text and images?</li> <li>• Is the information presented cited correctly?</li> </ul>	<p><b>Coverage</b></p> <ul style="list-style-type: none"> <li>• If page requires special software to view the information, how much are you missing if you don't have the software?</li> <li>• Is it free, or is there a fee, to obtain the information?</li> <li>• Is there an option for text only, or frames, or a suggested browser for better viewing?</li> </ul>

## SOME Recommended INTERNET RESOURCES

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

<http://www.bartleby.com/>

<http://www.ipl.org/>

<http://www.libraryspot.com/>

<http://www.firstgov.org/>

<http://www.state.mo.us/>

<http://mcdc2.missouri.edu/data/sf32000/>

<http://scholar.google.com/>

<http://infomine.ucr.edu/>

<http://www.acls.org/resource.htm>

Smiley Library Database Page

Reference works

Internet Public Library

Library Spot

FirstGov: US Government Info –

Includes statistics on many subjects

Missouri State Home Page

Missouri Census Information

Google Scholar search engine

Scholarly search engine

ACLS scholarly links

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### Stuck? Ask a Librarian!

Smiley Library

[library@centralmethodist.edu](mailto:library@centralmethodist.edu)

ext. 54271

Cindy Dudenhoffer, Director

[cmdudenh@centralmethodist.edu](mailto:cmdudenh@centralmethodist.edu)

ext. 54292

John Finley, Reference Librarian

[jfinley@centralmethodist.edu](mailto:jfinley@centralmethodist.edu)

ext. 54240