

**The College
Student's Research
Companion:
Finding, Evaluating,
and Citing
the Resources You
Need to Succeed**

Fifth Edition

**Arlene R. Quaratiello
with
Jane Devine**

**Neal-Schuman Publishers
New York London**

Published by Neal-Schuman Publishers, Inc.
100 William St., Suite 2004
New York, NY 10038

Copyright © 2011 Neal-Schuman Publishers, Inc.

All rights reserved. Reproduction of this book, in whole or in part, without written permission of the publisher, is prohibited.

Printed and bound in the United States of America.

The paper used in this publication meets the minimum requirements of American National Standard for Information Sciences—Permanence of Paper for Printed Library Materials, ANSI Z39.48-1992.

Library of Congress Cataloging-in-Publication Data

Quaratiello, Arlene Rodda, 1966-

The college student's research companion : finding, evaluating, and citing the resources you need to succeed / Arlene R. Quaratiello with Jane Devine. — 5th ed.
p. cm.

Includes bibliographical references and index.

ISBN 978-1-55570-729-3 (alk. paper)

1. Library research—United States. 2. Internet research. 3. Electronic information resources. 4. Report writing. I. Devine, Jane, 1947- II. Title.

Z710.Q37 2011
025.5'24—dc22

2010041999

Contents

List of Figures and Tables	ix
Preface	xi
Acknowledgments	xiii
Chapter 1. Library Logistics: Devising a Research Plan	1
Choosing Your Research Topic	3
Narrowing Your Topic	4
Planning Your Research	8
Types of Sources	8
Informational Formats	8
The Information Cycle	9
Web-Based Resources	10
Books	11
Periodical Articles	12
Other Resources	13
How and Where to Find Sources	13
Using Other Libraries	14
Planning Your Time	14
Exercises	16
Chapter 2. Reliable Resources: Evaluating Information	19
The PACAC Method	20
Purpose	21
Persuasion and the Use of Appeals	22
What Web Addresses Reveal about Purpose	23
Audience	24

Authority	24
Primary versus Secondary Sources	26
Currency	27
Accuracy	28
Content	29
Exercises	30
Chapter 3. The Wayward Web: Finding Good Sites	33
The Content of the Web	35
Companies	35
Nonprofit Organizations	35
Government	36
Schools	36
Individuals	36
Social Networking	37
Wikis	38
The Structure of the Web	38
Searching Techniques	42
What Are You Really Searching?	44
Searching Tips	46
Exercises	50
Chapter 4. Database Directions: Honing Your Search	53
The Structure of Databases	55
Searching Databases	58
Keyword Searching Using AND	58
Keyword Searching Using OR	60
Truncation	61
Keyword Searching Using NOT	61
Combining AND , OR , and NOT	62
Problems with Keyword Searching	64
Field-Specific Searching	65
Searching by Subject	66
Other Useful Database Features	68
Federated Searching	68
Exercises	69

Chapter 5. Book Bonanza: Using the Library Catalog	71
Searching the Online Catalog	73
Searching by Title or Author	74
Searching by Subject	75
Searching by Keyword	78
Understanding the Classification Systems	79
Dewey Decimal Classification	80
Library of Congress Classification	81
E-books	85
Subscription E-book Databases	85
Public Domain Texts on the Web	86
Downloading E-books	87
Exercises	88
Chapter 6. Pertinent Periodicals: Searching for Articles	91
Types of Periodicals	92
Choosing Which Periodical Database to Use	94
Databases on Your Library Website	94
Free Periodical Databases on the Web	96
Print Indexes	97
Periodical Database Records	97
Searching Periodical Databases	99
Subject versus Keyword Searching	99
Broadening Your Search by Searching the Full Text	101
Narrowing Your Search	101
Limiters	101
Proximity Operators	102
Field-Specific Searching	103
Getting Your Hands on the Articles	103
Formats	104
Periodical Organization	106
What If Your Library Doesn't Have It?	106
Exercises	107
Chapter 7. Ready Reference: Getting Answers	109
Reference and the Web	109
Topic Selection and Background Information	110
Encyclopedias	110

<i>Britannica Online</i>	111
A Word about <i>Wikipedia</i>	111
Subject-Specific Encyclopedias	112
<i>CQ Researcher</i> : An Encyclopedic Guide to “Hot Topics”	113
Exercises	114
Using Reference Sources to Understand Your Other Sources	114
Dictionaries	115
Exercises	115
Using Reference Sources to Find Supporting Information	116
Finding Statistical and Geographical Information	117
Exercises	120
Finding Chronological Information	120
Exercises	121
Finding Biographical Information	121
Exercises	122
Finding People and Organizations	122
Exercises	123
Finding Quotations	123
Exercises	123
Using Reference Sources to Find Additional Sources	124
Using Reference Sources to Write and Cite	124
Exercises	125
Chapter 8. Integrated Information: Using Sources	127
Taking Notes: Quoting, Paraphrasing, and Summarizing	127
Quoting Your Sources	127
Brackets	128
Ellipses	128
Paraphrasing	129
To Quote or to Paraphrase? That Is the Question	130
Summarizing	131
Composing Summaries for Annotated Bibliographies	132
Noting Source Information	133
Avoiding Plagiarism	133
Citing Your Sources	135
Citation Styles	136
Incorporating Notes into Your Paper	140
Citing Websites	140

Citing Periodical Articles	141
Citing Books	142
Exercises	143
Appendix A: Answers to Exercises	147
Appendix B: Common Subscription Databases	157
Appendix C: Citation Style Guide	161
Index	173
About the Authors	183

List of Figures and Tables

FIGURES

Figure 1.1	Purdue Online Writing Lab (OWL) Homepage	6
Figure 1.2	“Voices from the Days of Slavery,” from the Library of Congress American Memory Website	9
Figure 1.3	The University of Minnesota Libraries’ “Assignment Calculator”	15
Figure 3.1	The Pluto Page from The Nine Planets: A Multimedia Tour of the Solar System	41
Figure 3.2	Google Homepage	43
Figure 3.3	Open Directory Project’s Homepage	45
Figure 3.4	Open Directory Project’s Arts Directory	46
Figure 3.5	Open Directory Project’s Arts: Television Directory	47
Figure 3.6	Open Directory Project’s Arts: Television: Theme Songs Directory	48
Figure 3.7	Google Advanced Search Page	49
Figure 4.1	Example of an Online Catalog Record	55
Figure 4.2	Example of a Record from EBSCOhost Academic Search Premier	57
Figure 4.3	Venn Diagram Representing a Search for women and drug abuse	59
Figure 4.4	Venn Diagram Representing a Search for women and drug abuse and treatment	60
Figure 4.5	Venn Diagram Representing a Search for drug usage or alcohol usage	61
Figure 4.6	Venn Diagram Representing a Search for drug usage not alcohol usage	62

Figure 4.7	Academic Search Premier Advanced Search	63
Figure 4.8	Correct and Incorrect Venn Diagrams for the Search obesity and children or adolescents	64
Figure 4.9	Field-Selection Pull-Down Menu in Academic Search Premier	66
Figure 5.1	WorldCat Homepage	72
Figure 5.2	Example of an Online Catalog's Opening Search Screen	73
Figure 5.3	Example of an Online Catalog's Limiting Options on the Advanced Search Screen	74
Figure 5.4	Example of a Subject Heading List in an Online Catalog	75
Figure 5.5	Cross-References for Terrorism	76
Figure 5.6	Typical Online Catalog Title Display	77
Figure 5.7	Individual Item Record in an Online Catalog	77
Figure 5.8	Project Gutenberg Record for <i>Alice in Wonderland</i>	87
Figure 5.9	Edition of <i>Alice in Wonderland</i> available via Google Books	87
Figure 6.1	List of Citations from Academic Search Premier	98
Figure 6.2	Full Record for an Article in Academic Search Premier	99
Figure 6.3	Academic Search Premier Search Options Form	102
Figure 7.1	The <i>CQ Researcher</i> Homepage	113
Figure 7.2	<i>Statistical Abstract</i> Homepage	117
Figure 7.3	The Reference Center and General Government Page on the USA.gov Website	118
Figure 7.4	Fedstats Homepage	119
Figure 8.1	Purdue OWL's "Research and Citation Resources"	138
Figure 8.2	EasyBib Form for Generating an <i>MLA</i> Book Citation	139

TABLES

Table 1.1	Narrowing Down Research Topics	5
Table 5.1	Dewey Decimal Classification	82
Table 5.2	Library of Congress Classification	84
Table 6.1	Journals versus Magazines	94
Table 8.1	Noteworthy Source Information	134

Preface

Before writing your first college research paper, you should have mastered the fundamentals of using twenty-first-century information resources. After reading this book, you'll not only know how to find the best information on your topic using all kinds of sources, but you'll also have learned how to evaluate and use the information you find.

The College Student's Research Companion: Finding, Evaluating, and Citing the Resources You Need to Succeed, Fifth Edition, upholds the philosophy that information should be judged for what it conveys, not how it is conveyed—in other words, for its content rather than its format. You may think that Google is great and Wikipedia is wonderful, and that they are so much easier to use than other harder-to-access sources like books and journals. Although these websites are useful for some purposes, as this book will explain, if you think adequate research consists only of using web sources that are freely accessible to anyone, you will not write very good college research papers . . . and you won't get very good grades, either.

To be information literate and succeed not only in college but also in life, you certainly need to be able to find information, but being able to judge it, utilize it, and integrate it is also essential.

The chapters that follow explain the research process step-by-step.

- Chapter 1, “Library Logistics: Devising a Research Plan,” discusses topic selection and provides an overview of research.
- Chapter 2, “Reliable Resources: Evaluating Information,” appearing as a separate chapter for the first time in this edition, offers a process for choosing the best sources for your research. With the ever-increasing amount of junk that is out there on the web these days, evaluation has become an essential component of information literacy.

- Chapter 3, “The Wayward Web: Finding Good Sites,” describes what can be found on the free web and explains how to find good information using web search engines.
- Chapter 4, “Database Directions: Honing Your Search,” explains what a database is and how to search it. Use the skills learned in this chapter to effectively search the library catalog, periodical databases, online reference sources, and the web.
- Chapter 5, “Book Bonanza: Using the Library Catalog,” discusses the specifics of how to search the online catalog to find records for books and other library material and then explains how to actually get the items you need.
- Chapter 6, “Pertinent Periodicals: Searching for Articles,” like the previous chapter, explains how to search databases, this time to locate records for articles in journals, magazines, and newspapers and then how to obtain these articles.
- Chapter 7, “Ready Reference: Getting Answers,” provides an overview of how reference sources can help improve your research papers.
- Chapter 8, “Integrated Information: Using Sources,” explains how to take good notes, cite your sources correctly, and avoid plagiarism.

The world of information changes rapidly. Fifteen years ago when I was writing the first edition of *The College Student's Research Companion*, Pluto was still considered the ninth planet and road maps were used instead of GPS devices. Although “google” was an obscure term that had something to do with the English sport of cricket, many people were familiar with the math term “googol” (pronounced like “google”) to denote a number 1 followed by a hundred zeros.

As times have changed, so has this book. The fifth edition that you are now reading has been completely revised, updated, reorganized, and enhanced so it can be an integral text in any required first-year composition or information literacy course.

Since the last edition of *The College Student's Research Companion* was published, I have been helping students as an English instructor rather than as a librarian. The previous editions of *The College Student's Research Companion* were written solo, but since I now work with students in the classroom rather than in the library, academic librarian Jane Devine, co-author of *Going Beyond Google: The Invisible Web in Learning and Teaching*, has collaborated with me to ensure that this book gives you the most up-to-date and accurate guidance about research today.

Acknowledgments

Academic Search Premier web pages © 2010 EBSCO Publishing, Inc. All rights reserved. Reprinted with permission.

“Assignment Calculator” webpage © 2005 Regents of the University of Minnesota. All rights reserved. Reprinted with the permission of the University of Minnesota Libraries.

CQ Researcher homepage © 2010 CQ Press. All rights reserved. Reprinted with the permission of CQ Press, a Division of Sage Publications, Inc.

EasyBib book citation web form © 2001–2010 ImagineEasySolutions, LLC. Reprinted with permission.

“Pluto” webpage © 2010 Bill Arnett. Reprinted with permission.

Purdue Online Writing Lab (OWL; <http://owl.english.purdue.edu>) website pages © 1995–2010 Purdue University. All rights reserved. Reprinted with permission.

WorldCat database homepage © 2001–2010 OCLC. All rights reserved. WorldCat® is a registered trademark of OCLC Online Computer Library Center, Inc. Reprinted with permission of OCLC.