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# Library News

Have a question?

To speak to a reference librarian call 1-800-726-6500  
or email [refdesk@stfrancis.edu](mailto:refdesk@stfrancis.edu)

## FAST FACTS

The Research Process: Step 1:

**Know** the sources you will need to complete an assignment.

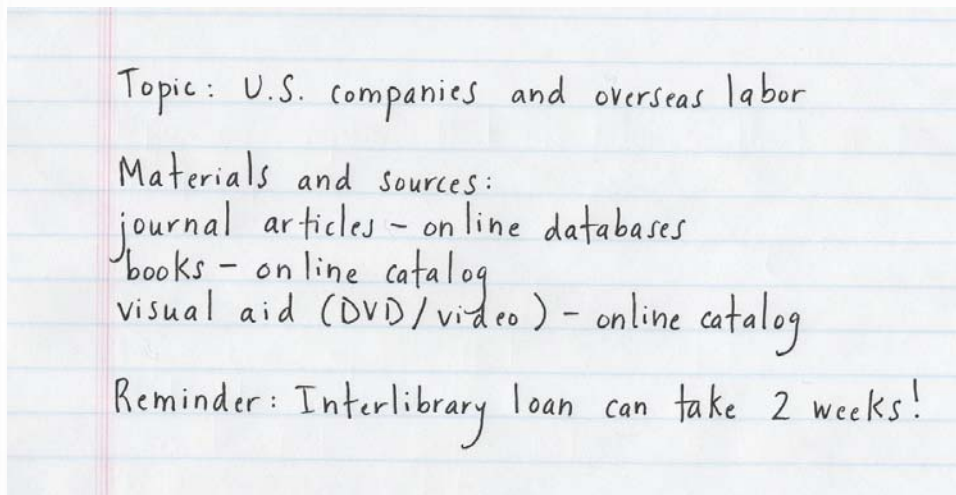
So you're given an assignment that involves research. After developing a thesis statement, the first step is determining the materials and sources you will need to complete the assignment. By determining sources, you will be able to decide where to focus your research.

To start, make a list of the sources needed and where to find them.



I will use the following example:

I am giving a speech on the major US companies that use labor in the form of sweatshops overseas. Below is a list of materials and sources I will need to research my speech topic:



Make a timeline for gathering information (interlibrary loan-ILL can take up to two weeks).

By applying these tips to each assignment, you will organize your research, save time, and keep yourself from procrastinating.

**Tip: If you haven't set up your library account, do so by stopping by the circulation desk.**



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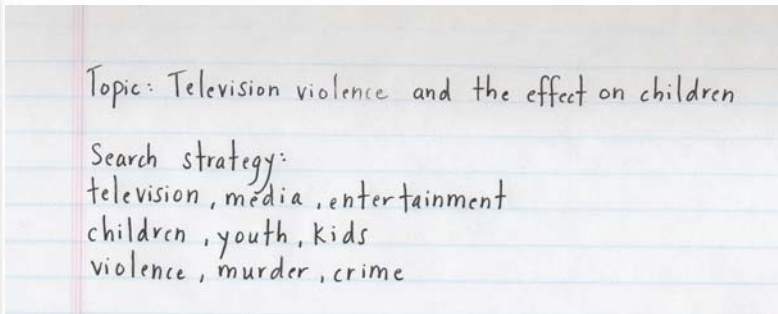
## FAST FACTS

The Research Process: Step 2:

**Access** needed information effectively and efficiently.

Once you know the materials you need to complete an assignment (ie. journal articles, book sources, etc.) you can begin to access information. There are many aspects to this step of the research process. Access not only means to effectively and efficiently use library resources such as the online catalog for books and online databases for journal articles but also creating and refining a search strategy and selecting and evaluating the information you gather.

Before you begin searching for information, design a search strategy by creating a list of appropriate keywords for your topic. Brainstorm, use a thesaurus, look in an encyclopedia for 'other suggested topics' and write these keywords and subjects on a sheet of paper. To illustrate, I will use the topic television violence and children:



When searching an online database for journal articles type different combinations using these terms. Use Boolean operators (and, or, not), drop down menus by search boxes, and full text and scholarly journal limiters to narrow or expand your search. Keep track of the terms you search and the combinations you use to cut down on time.

A tip for refining your search strategy is to use the subject headings provided by the online database. Once you have your results, you will find subject headings within the abstract of an article, a 'see also' feature or suggested topics. Remember that research is a process. By trial and error you will be able to refine your results.

ProQuest® University of St. Francis L

Basic Search Advanced Search Topic Guide Publication Search Marked List : 0 documents My Research Summary

Databases selected: Multiple databases...

Advanced Search Tools: Search Tips Browse Topics

children	Citation and abstract
AND television	Citation and abstract
AND violence	Citation and abstract

Add a row | Remove a row

Search Clear

Use Boolean operators:  
AND, OR, NOT

Search in citation for broad  
results and title for more focused  
results

ProQuest® University of St. Francis

Basic Search Advanced Search Topic Guide Publication Search Marked List : 0 documents My Research Summary

Databases selected: Multiple databases...

Results - powered by ProQuest® Smart Search

Suggested Topics About < Previous | Next >

Browse Suggested Publicati

- Violence
- Violence AND Television programs
- Violence AND Children & youth
- Violence AND Television

Journal of Communication; N  
Journal of Broadcasting & Ele  
Broadcasting & Cable; New Y

Use to refine your  
search strategy



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## FAST FACTS

The Research Process: Step 2:

### Access information effectively and efficiently: **Online Databases**

Almost every assignment will require journal articles to support your thesis. The best place to search for journal articles is an online database. The library subscribes to over 50 databases from general to subject specific. Databases are available 24/7 and can be accessed from any computer with the internet.\*

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Library

RESEARCH TOOLS

- SEARCH FOR BOOKS
  - USF's Online Catalog (ILLINET Online)
  - Other Library Catalogs
  - netLibrary (e-books)
- SEARCH FOR ARTICLES
  - Online Databases
  - Find Articles Full Text Online
  - Individual Electronic Journal Titles

SERVICES & NEWS

- SERVICES BY DEPARTMENT
  - Borrowing & Circulation
  - Reference & Instruction
  - Interlibrary Loan
  - Audiovisual
- SERVICES BY POPULATION
  - For On-Campus Students
  - For Distance Students
  - For Faculty
  - For Alumni

To access the online databases, click on the link on the library web page. You can either select the online database by name or by subject area. Depending on your topic, a good place to start is a general database that covers a wide range of topics. ProQuest Research Library, Academic Search Elite, Expanded Academic ASAP, and Wilson Select Plus are excellent databases to begin your research. You can then narrow your search by using a subject-specific database. For instance, if your topic is bipolar disorder you would search PsychInfo which contains articles from psychology journals. \*If you are accessing from off campus, you will be required to enter a username and password. Call the reference desk at 1-800-726-6500 to obtain this information.

Think of an online database like you think of a search engine like Google. You type in your search terms and you retrieve a list of results that best match your terms. In Google, the results are web sites from numerous sources. In an online database, your results are articles from hundreds of journals. Articles are indexed within a database by subject headings. Determining how your subject is categorized in an online database can be trial and error. Take out your search strategy and begin searching.

Boolean Operators

Enter search terms

Change to title to focus your search

EBSCOhost Research Databases

Basic Search | Advanced Search | Choose Databases

Sign in to my EBSCOhost

Keyword | Publications | Subject Terms | Indexes | Images

Database: Academic Search Elite

Find: [ ] in [Default Fields] Search

and [ ] in [Default Fields]

and [ ] in [Default Fields]

Search Tips

Library and Information Resource Net  
Expanded Academic ASAP

Subject guide search

Click in the entry box and enter search term(s)

[ ] Search

Browse listing of subjects, people, products, locations and organizations that contain words you entered

Limit the current search (optional)

- to articles with text
- to refereed publications

Click the corresponding boxes to limit to full text and scholarly articles

by date [ ]

to the following journal(s) [ ]

Some professors will say you cannot use web resources, but is an online database a web resource? The answer is no. Online databases provide print resources electronically. Your results page provides you with citations to articles. If you select to view an article in PDF format, you will view the article exactly as it appeared in the print journal because it is a scanned image. You would have the same result if you found the print journal on the library shelf and copied the pages yourself.



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# LIBRARY NEWS

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## FAST FACTS

The Research Process: Step 2:

**Access** information effectively and efficiently: **Online Catalog**

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**Library**

Frequently Used Databases

RESEARCH TOOLS

**SEARCH FOR BOOKS**

- USF's Online Catalog (ILLINET Online)
- Other Library Catalogs
- netLibrary (e-books)

SERVICES & NEWS

SERVICES BY DEPARTMENT

- Borrowing & Circulation
- Reference & Instruction
- Interlibrary Loan
- Audiovisual

Despite the rumors you may have heard, books are not becoming extinct. In fact, books are an excellent way to find information to support your thesis statement. The USF Library houses 125,000 books that you can borrow for a four week period and renew online. By using the online catalog, you can search for books and other materials (audiovisual, print periodicals, microfilm) at the USF Library and over 60 other academic libraries in Illinois (ie. University of Illinois, DePaul University, Northern Illinois University, Joliet Junior College, etc.).

To access the online catalog, click on the link on the library web page. From this screen, you will only search for materials at the USF Library. After typing your search term(s) into the box, it is important to use the 'search by' options in the white box to the right of the search screen. If you search by the highlighted 'any word anywhere' you can end up with over 10,000 results. Depending on the type of search you are conducting, select either 'Start of Title', 'Browse Subject', or 'Browse Author'.

A 'Guided Keyword Search' (click on the middle tap) is helpful when searching more than one term and using Boolean operators (and, or, not).

Once you find an item in the catalog, look for the **call number** (where the book will be located on the shelf) and the **status of the book** (on shelf, checked out, renewed).

To search for materials at other academic libraries in Illinois, click on the 'ILCSO Libraries' link on the top green bar.

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USF Library Home Online Databases Online Forms ASK A LIBRARIAN

New Search **ILCSO Libraries** My Account Quit Help

Now Searching: University of St. Francis Library

Quick Search **Guided Keyword Search** Course Reserves

Search for: [input box]

SEARCH BY:

- None
- Any Word Anywhere
- Start of Title (omit first word a, an, the)
- Start of Magazine/Journal Title
- Boolean Search (use and, or, not)
- The Following Cannot Be Limited:
- Browse Subject
- Browse Author (last name, first name)
- Browse Profic Author/Composer
- Browse Call Number

Narrow by format

Search the 65 other academic libraries in Illinois

Search more than one term with Boolean operators (and, or, not)

'Any Word Anywhere' can result in over 10,000 results! Instead, search by Title, Subject or Author.

Line #	Author Heading	Full Title	Location of item	Date	Format
<input type="checkbox"/> 1	Twain, Mark, 1835-1910	Adventures of Huckleberry Finn / by Mark Twain [i.e. S. L. Clemens].	Library Location: USF General Stacks Call Number: 813.4 C625ai	1931	Book
<input type="checkbox"/> 2	Twain, Mark, 1835-1910	Adventures of Huckleberry Finn, by Mark Twain [pseud.] Illus. by Donald McKay.	Library Location: Juvenile, G-4 Lower Level Call Number: 813 C625hm	1948	Book

Status: Available

Status: Overdue



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## FAST FACTS

### The Research Process: Step 2:

### Access information effectively and efficiently: Interlibrary Loan

As a USF student, you have the privilege of borrowing materials worldwide through interlibrary loan. Interlibrary loan gives you **free** access to millions of books and journal articles that will be loaned to the USF Library for you to borrow, or in the case of a journal article, the item will be delivered to your email account (when available electronically). There are two ways to place interlibrary loan requests. For books available at university libraries in Illinois you will use the Online Catalog (ILLINET) to place an interlibrary loan request. To request journal articles and books that are not available on the Online Catalog (ILLINET), you will use ILLiad. **Important note: Interlibrary loan can take up to two weeks, so please allow yourself an adequate timeframe for receiving items.**

Click 'Request' to begin the interlibrary loan process

Libraries that own item

### Requesting books using the Online Catalog (ILLINET):

Use the 'ILCSO Libraries' link on the top green bar of the online catalog to search over 60 college and university libraries in Illinois, including University of Illinois, DePaul University, Northern Illinois University, etc. Once you find an item you would like to interlibrary loan and you are in the extended record of that item (click on the title of the item to view the extended record), click on the 'Request' link on the top green bar. Select University of St. Francis as your home library from the drop down menu, enter your library barcode number and last name, and click the login button. Follow the additional steps, and a library staff member will contact you when the item is available to pick up from the USF Library circulation desk. For further information, visit the following tutorial on placing requests on ILLINET: <http://www.stfrancis.edu/lib/howtorequest.htm>

To receive articles via email, you must enter your USF email address

### Requesting journal articles on ILLiad:

Before requesting a journal article, be sure that it is not available via an online database. Use the 'Find Articles Full Text Online' link and enter the **journal title** to check for availability. If no results are found, begin the interlibrary loan process. Click on the 'Interlibrary Loan' link on the library web page. To interlibrary loan journal articles, you will need to register on ILLiad and create a username and password. To receive articles via email, a USF email account is required. Once you create your personal username and password you will be able to easily interlibrary loan journal articles. Select 'Request a photocopy' and enter the complete citation for your article (journal title, article title, author, volume number, etc.) to ensure prompt and accurate delivery. You will be notified by email when your article has arrived either electronically (when available) or as a photocopy (at the circulation desk).



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## FAST FACTS

The Research Process: Step 3:

**Evaluate** information critically and competently: **Web Sites & Scholarly vs. Popular Periodicals**

### Web Sites

It pays to keep in mind that almost anyone can, and probably will, publish a web page. Be discriminate when considering including a web page as a source for a research paper. Evaluate each page by taking the following into consideration:

#### 1. Author Credibility and Affiliation

Who is the author of this page? What is his or her stake in publishing this information? Is this person reputable? Is he or she qualified in this respective subject area? Is the author affiliated with a major organization or educational institution?

#### 2. Currency/Accuracy of Content

Is the site updated regularly? Are last revised dates published on the page? Does the author have the last word or is the site peer reviewed (reviewed by other members of an institution or scholarly community)?

#### 3. Objectivity of Material

Does the author attempt to represent a particular view? Is the site clearly biased, or are there attempts to include other viewpoints/positions?

#### 4. Coverage of Material

Would it be more appropriate to use established print materials (books, reference sets and journal articles) instead of this web page? Is the material comprehensive or does it contain limited amounts of material?

(Please remember an article from an online database is NOT a web site source since it was originally a print source from a print journal which has been made available electronically via the database.)

### Scholarly Journals vs. Popular Magazines

Scholarly journal articles are a necessary element to most research assignments. Like web sites, you may need to distinguish between scholarly and popular articles. One way to limit your search to scholarly, peer reviewed articles on an online database is to select the corresponding limit box on the initial search screen of a given database. Evaluate articles by using this criteria:

**Scholarly journal articles:** longer articles that provide in-depth analysis on topics, author is an expert or specialist in the field, written in jargon for the scholarly reader, articles may include sections (ie. abstract, results, conclusion, bibliography), charts, tables and graphs, articles are reviewed and critically evaluated by a board of experts in the field (refereed), a bibliography is always provided. Example: Journal of Social Psychology

**Popular magazine articles:** shorter articles that provide broader overviews of topics, author is a staff writer or journalist, written in language for anyone to understand, articles do not follow specific format or structure, eye-catching photographs and graphics, a bibliography is usually not provided. Example: Time Magazine

For an in-depth comparison chart, visit <http://www.stfrancis.edu/lib/comparison.htm>



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## FAST FACTS

The Research Process: Step 4:

**Use** information effectively and accurately

U.S. copyright law protects original works of authorship from others taking credit and/or profiting from original work without permission. Original work can be print, electronic, art and/or music. It is best to assume that all resources are copyrighted. Violating the rights of copyright law is plagiarism.

**Examples of plagiarism** from The MLA Handbook for Writers of Research Papers (6th ed.):

- Taking notes without differentiating summaries, paraphrases or quotations from others' work or ideas and then presented wording from the notes as if they were your own.
- Copying text from the Web and pasting it into your paper without quotation marks and citation.
- Presenting facts without saying where you found them.
- Repeating or paraphrasing wording without acknowledgment.
- Taking someone's unique or particularly apt phrase without acknowledgment.
- Paraphrasing someone's argument or presenting someone's line of thought without acknowledgment.

Here are helpful tips on **when to cite sources** from the Purdue University Online Writing Lab:

[http://owl.english.purdue.edu/handouts/research/r\\_plagiar.html](http://owl.english.purdue.edu/handouts/research/r_plagiar.html)

- When you are using or referring to somebody else's words or ideas from a journal, book, newspaper, song, TV program, movie, Web page, computer program, letter, advertisement, or any other medium.
- When you use information gained through interviewing another person.
- When you copy the exact words or a "unique phrase" from somewhere.
- When you reprint any diagrams, illustrations, charts, and pictures.
- When you use ideas that others have given you in conversations or over email.

**Common knowledge** is a fact that can be found in numerous places and is likely to be known by many people. Common knowledge is not cited. An example of common knowledge would be that Abraham Lincoln was the sixteenth President of the United States. To determine if something is common knowledge, ask yourself these questions:

- Can I find the same information undocumented in at least five other sources?
- Do my readers already know this information?
- Could a person easily find this information using general reference sources?

For **APA, MLA, and turbian style citation guides for electronic resources**, please visit:

<http://www.stfrancis.edu/lib/citing.htm>



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## FAST FACTS

The Research Process: Step 5:

**Understand** the research process and apply the steps to every assignment

Understanding the research process and applying the steps to each assignment will save time, organize your thoughts, allow you to access the best information on your topic, evaluate the information you retrieved and accurately incorporate this information into your assignment:

**Step 1: Know the sources you will need to complete an assignment.**

- Make a list of needed sources (ie. journal and/or newspaper articles, book sources, visual aids, etc.) .

**Step 2: Access needed information effectively and efficiently.**

- Create a search strategy. Brainstorm and use a thesaurus to come up with keywords to search.
- Access the online databases to find journal articles and the online catalog to locate books and AV sources.
- Need more information? Interlibrary loan gives you access to materials worldwide.

**Step 3: Evaluate information critically and competently.**

- Evaluate each web site for author credibility, accuracy of content, objectivity and coverage of material.
- Distinguish between scholarly journals (Journal of Sociology) and popular magazines (Time Magazine).

**Step 4: Use information effectively and accurately.**

- Cite your sources. Failure to do so is a violation of copyright law known as plagiarism.
- Common knowledge is a fact that can be found in numerous places and does not need to be cited.

**Step 5: Understand the importance of the research process and apply the steps to every assignment.**

- Using the research process will save you time, keep you from procrastinating and ensure better assignments which means better grades.

To assist with your research needs, a reference librarian is available every hour the library is open. Call toll free at 1-800-726-6500, email [refdesk@stfrancis.edu](mailto:refdesk@stfrancis.edu) (please allow a one business day response time) or stop by the reference desk at the USF Library.