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What is Library Orientation?

All students enrolled at the College of The Bahamas are required to complete Library Orientation. Library Orientation is a **noncredit self-instructional** course, which is designed to equip College of the Bahamas students with the basic research skills needed for academic investigation, personal growth, and lifelong learning. The course teaches to effectively exploit the resources available in the College's Library.

OBJECTIVES OF THIS GUIDE

This guide will:

- Introduce you to the services and resources available at The College of The Bahamas Library.
- Demonstrate how information in the library is classified, arranged and retrieved.
- Highlight the variety of information available - books, periodicals, government documents and reference sources in print or non-print (audio-visual, microform, CD-ROM, Internet) formats.
- Provide basic research strategies for finding information and materials independently in the library
- Emphasise the importance of documenting sources using the MLA and/or the APA citation formats.

PURPOSE OF THE LIBRARY ORIENTATION INSTRUCTIONAL BOOKLET

This booklet is intended to answer your questions about the resources and services provided by the College of The Bahamas Libraries. More specifically, it has been designed to assist you in completing your **library orientation assignments**.

YOU ARE REQUIRED TO READ THE RELEVANT CHAPTER BEFORE YOU ATTEMPT TO COMPLETE ANY ASSIGNMENT.

CHAPTER ONE

This chapter highlights important information about the resources at the College of The Bahamas Libraries.

INTRODUCTION TO THE COLLEGE OF THE BAHAMAS LIBRARIES

The COLLEGE OF THE BAHAMAS LIBRARIES consists of the following libraries:

- MAIN LIBRARY, Oakes Field Campus
- HILDA BOWEN LIBRARY located at the Grosvenor Close Campus, off Shirley St. This library specialises in nursing and health information.
- NORTHERN CAMPUS LIBRARY, Freeport, Grand Bahama
- EXUMA RESOURCE CENTRE
- SCHOOL OF HOSPITALITY & TOURISM located at the School of Hospitality And Tourism Building. This library focuses on information pertaining to hospitality and tourism.
- LAW LIBRARY TOURISM located on the Ground Floor of the School of Hospitality and Tourism Building.

LIBRARY MISSION

To support the mission of The College of The Bahamas, the library develops collections and provides services to sustain and enhance outstanding teaching, research, and professional programs, as well as support the continuing education of staff. Its fundamental mission is the provision of access to information.

RESOURCES

The College of The Bahamas Libraries and Instructional Media Services (LIMS) has a collection of approximately 70,000 volumes, including books, microform, audiovisual software, and an especially strong periodical collection in print, microfilm, and CD-ROM formats.

COLLECTIONS

REFERENCE BOOKS

The Reference Collection, which is, located on the Ground Floor of the Oakes Field Campus Library houses over 600 non-circulating titles including general and subject encyclopedias, directories, dictionaries, handbooks, indexes, etc. Other reference materials such as almanacs, biographical dictionaries, gazetteers, atlases, yearbooks, etc. are also available in this

collection.

Reference materials may also be either general or specialized. General reference books are those, which are broad in scope and are not limited to any single subject area, e.g. **Collier's Encyclopedia, World Book Encyclopedia, etc.**

Specialized reference books are those which are devoted to a specific subject area. As its name suggests, The **McGraw Hill Encyclopedia of Science and Technology** deals specifically with the sciences.

Reference books do not circulate and must be used in the Library.

Encyclopedias

Encyclopedias are collections of short, factual entries often written by different contributors who are knowledgeable about the topic. There are two types of encyclopedias -- general and subject. **General encyclopedias provide concise overviews on a wide variety of topics.**

Subject encyclopedias contain in-depth entries focusing on one field of study. The best place to find an encyclopedia is in a library. However, a few encyclopedias can be found on the Web, usually accessible only to subscribers.

Use an Encyclopedia

- when looking for background information on a topic
- when trying to find key ideas, important dates or concepts

Examples

REF AE5 E363

Encyclopedia Britannica.

REF AE5 C683

Collier's Encyclopedia

A useful, easy-to-use encyclopedia. Entries are in one alphabetical sequence.

Dictionaries

These provide definitions of words of a particular language and may also include abbreviations, spelling, pronunciation, etc.

Dictionaries available in the College of The Bahamas Library include the following:

REF PE1625 W3

Webster's Third New International Dictionary.
Covers current vocabulary of Standard English.

REF PE1625 O93

Oxford English Dictionary.

Presents the historical development of each word introduced into the English Language since 1150, giving the date it was introduced and the uses that have survived.

REF PE2846 W4

Dictionary of American Slang.

Contains more than 22,000 definitions including 2,000 brand new slang terms and familiar expressions that have acquired new meaning.

Concordance

An alphabetical index of key words in a book, or works of an author.

Examples of these special indexes may include: -

REF BS2305 N67

An Analytical Concordance to the Revised Standard Version of the New Testament.

REF PR2892 B34 -

A Complete Concordance to Shakespeare.**Bibliographies**

Bibliographies are another indirect source of information and are basically lists of items (these could be books, recordings, films, etc.) arranged by author, title and subject, or a combination of all three entries. Examples include:

Books in Print

The latest edition is available in the Acquisitions Dept. Lists of books currently available, with price, publisher, etc. Also available on the Public computers in the Reference Area.

REF Z1035 W79

Guide to Reference Books is an annotated list of bibliographies in all subject areas.

Biographical Sources

These deal with the lives and histories of famous or prominent individuals. Examples include:

REF CT103 C4

Chamber's Biographical Dictionary

Lists over 15,000 entries. Gives pronunciation and brief biography.

REF CT120 I57

International Who's Who

Biographical sketches of important people in the world today.

REF CT105 I57

The International Who's Who of Women

A biographical reference guide to the most eminent and distinguished women in the world today.

WREF CT336 L48

Personalities Caribbean

The international guide to Who's Who in the West Indies, Bahamas and Bermuda.

Geographical Sources

These provide information on places/countries of the world. Examples include:

- REF (Atlas stand) **The Times Atlas of the World**
 With more than 200,000 entries, it is the major atlas of the world.
- REF G103 W45 **Webster's New Geographical Dictionary**
 Geographical, economic and historical information about places.
 Includes pronunciation.
- REF G133 E48 **Encyclopedia of World Geography**
 In 23 volumes, a comprehensive survey of the countries of the world.

Almanacs, Yearbooks

Almanacs and yearbooks are published annually, and contain brief, up-to-date statistical and factual information relating to countries, personalities, events, etc. Examples include:

- REF AY6 N5W7 **World Almanac**
 Emphasis on the United States.

Handbooks

These are ready-reference sources on a specific area of interest. They include:

- REF JF37 P6 **Political Handbook of the World**
- REF T56.23 H36 **Handbook of Industrial Engineering**

Directories

These are listings of persons or organizations giving addresses, affiliations, functions, etc. Examples of directories include:

- REF TX6710 N37 **National Fax Directory**
 This lists 80,000 major Fax numbers in the U.S.
- REF AM101 O43 **The Official Museum Directory**
 This directory describes and gives statistics of more than 7,000 museums in the United States.

Subject-Specific Reference Books

Psychology & Philosophy

- REF B41 E5 **Encyclopedia of Philosophy**
 Covers all aspects of philosophy and its related disciplines.
 Some entries are quite long.

movements and works of art.

REF ML102 P66 G35

The Oxford Companion to Popular Music

A guide to the history and styles of major Anglo-American and European popular music.

Literature

REF PN1021 G7

Granger's Index to Poetry

Indexes poems by title, first line, subject and author.

REF PN6081 B27

Bartlett's Familiar Quotations

Lists quotations that are familiar or worthy of being familiar.

REF PS163 N5 M264

Masterpieces of African American Literature

Covers 200 years of African American writing.

REF PN1625 M3

McGraw-Hill Encyclopedia of World Drama

A five-volume encyclopedia with articles that range from African Theatre to Yugoslav Drama.

REF PR2892 B34

A Complete Concordance to Shakespeare

Find out where every word is located in all Shakespeare's plays and sonnets.

History and Geography

REF D208 N4

The New Cambridge Modern History

Covers history from the Renaissance to the Second World War.

REF D209 L373

Larousse Encyclopedia of Modern History

A world history from 1500 to the present, arranged in chronological order.

REF G63 W67

Worldmark Encyclopedia of the Nations

A five-volume encyclopedia with information about the geography, history, economics, and political status of all nations, including the United Nations.

WREF F14.3 I3

Latin America and Caribbean

Contemporary Record.

A portrait of the region's political, social and economic developments.

The call number for each book has been given so that you can easily locate the book in the Reference Area. You should examine each book to see how it is used and how it can be of use to you. Read the preliminary pages of each book so that you will understand the arrangement and scope of the material.

Remember that this list of reference books represents just a small percentage of the reference material in the library and there are many others that can be used to equal advantage. Please feel free to browse and to make adequate use of the library's resources.

TEACHING PRACTICE COLLECTION

This collection consists of a wide variety of materials useful to student teachers in the primary and secondary education programmes and is identified by TP above the call number. This collection is located on the second floor of the library.

AUDIO-VISUAL MATERIALS

The Library's Media Unit holds a collection of video and audiocassettes, multi-media kits and the relevant hardware for their use. These are available for students' use in classrooms and also in the Audio-visual Viewing Room located on the Ground floor of the Library. **A list of all audio-visual software** is available in the Library at the Circulation Desk and Media Department. Copies are also available in divisional/departmental offices around the Oakes Field Campus and in the libraries at the Freeport Centre and Grosvenor Close. This register lists the titles and subjects of software in alphabetical and numerical order. Thus, a person can select audio-visual material by the title, the subject or media software type.

WEST INDIAN COLLECTION

This collection contains materials relevant to the Caribbean and is found on the second floor of the library.

SPECIAL COLLECTIONS

This collection consists of Bahamian materials (including government documents), Bahamian theses, West Indian Reference, COB Education students' Long Study projects, Caribbean dissertations, local newspaper clippings, articles files and local Caribbean journals.

Special Collections Department is a closed access area and all materials are treated as reserve material. Students are required to fill out special request forms prior to submitting requests, giving relevant bibliographic information that they will find in the Special Collections card catalogue.

Completed forms together with valid COB ID cards or signed library passes (obtained from the Reference Librarian) must be presented to the Special Collections staff before any material can be loaned. All loans are initially for two-hour loan periods and are not to be taken out of the library.

PERIODICALS

Periodicals are publications that are issued on a continuing basis at regularly stated intervals, e.g. weekly, daily, monthly, and annually. They include journals, magazines and newspapers.

Periodicals are a valuable source of information for research purposes.

- The bulk of published information appears in periodicals
- periodicals contain an abundance of articles on different topics
- they contain the most recent printed information one can find

Current and retrospective periodical titles are available in print, on the ProQuest CD-ROM database, SIRS, and on microfilm. The **Current** periodicals are located on the Ground Floor of the library and the **BOUND** periodicals are located on the Second floor. **A LIST OF ALL PERIODICALS HELD BY THE LIBRARY IS AVAILABLE AT THE REFERENCE DESK.**

WORLD WIDE WEB

The Web allows you to access most types of information on the Internet through a **browser- NETSCAPE or INTERNET EXPLORER** One of the main features of the Web is the ability to quickly link to other related information. The Web contains information beyond plain text, including sounds, images and video.

Use the Web

- to find current information
- to link to information provided by the library over the Internet
- to find information about companies
- to find information from all levels of government - federal to local
- to find both expert and popular opinions

Examples of Web Addresses

- www.cob.edu.bs (The College of The Bahamas)
- www.google.com (Google, a search engine)
- www.utexas.edu (The University of Texas at Austin)

CHAPTER TWO

THE LIBRARY RESEARCH PROCESS

This chapter is a guide for students who need help in planning and completing a research project or essay.

Writing a paper is a process. Doing library research is a process. Researchers begin research in many ways. Some researchers find books first, some find journal articles first. Some researchers ask their friends, teachers, mentors, or colleagues for an idea. Some search the WEB.

The following 8 steps outline a simple and effective strategy for finding information for a research paper, evaluating it, writing it, and documenting the sources you find. Adapt this outline to your needs.

EIGHT STEPS OF THE RESEARCH PROCESS

The Research Process: 8 Steps to Success

1. Identify Your Topic and Form a Focus.

- State your topic as a question. For example, if you are interested in finding out about teenagers and smoking, you might pose the question, "*What effect does smoking have on the health of teenagers?*"
- Identify the main concepts or keywords in your question. In this question the keywords are *smoking*, and *teenagers*, and *health*.

2. Find Background Information

These sources give general overviews of subjects/topics; good places to begin when just investigating a topic. Use the OPAC to find a few titles.

- **General & Specialized encyclopedias**
- **Textbooks**

3. Use Catalogs to Find Books

- Use keyword searching for a narrow or complex search topic. Use subject searching for a broad subject.
- Print or write down the citation (author, title, etc.) and the location information (call number). Note the circulation status.
- When you retrieve the book from the shelf, scan the bibliography for additional sources.

4. Use Indexes to Find Periodical Articles (from Newspapers, Magazines & Journals).

- Use periodical indexes and abstracts to find citations to articles. The indexes and abstracts may be in [print](#) or [computer-based](#) formats or both.
- Choose the indexes and format best suited to your particular topic. Please note that many of our databases have the full text of articles available. However, when full text is not online, you must record or printout the citation from the index, and then check if COB Library owns the title, by checking the periodical collection.
- If we do not own the title, interlibrary loan is available.

5. Use Internet Resources

Use recommended search engines such as **Google or AltaVista** to locate information on the web that meets your topic requirement.

6. Evaluate What You Have Found

You must evaluate the authority and quality of the books, articles and Internet sites you located. Be very wary of Internet documents; evaluate them thoroughly! If you have found too many or too few sources, you may need to narrow or broaden your topic.

7. Write Your Paper

8. Use a Standard Bibliographic Citation Format

Our course requires the [MLA](#) (Modern Language Association) format. Other courses may require the [APA](#) (American Psychological Association) format. Guidelines for the above as well as for citing Internet and online database sources, can be found at the Reference Desk.

Research Tips

Work from the general to the specific

Find background information first, then use more specific and recent sources.

Record what you find and where you have found it.

Write out a complete citation for each source you find; you may need it again. *Keep in mind that your homework assignments for our course require that all citations and annotations be typed on a word processor.

Translate your topic into the subject language of the indexes and catalogs you use.

Check your topic words against a thesaurus or subject-heading list.

Utilize Bibliographies

1. Read the background information and note any useful sources (books, journals, and magazines) listed in the bibliography at the end of the encyclopedia article or dictionary. The sources cited in the bibliography are excellent starting points for further research.
2. Look up book sources on the OPAC or card catalogue or use ProQuest to search for articles from journals, magazines and newspapers. Check the subject headings listed in the subject field of the online record for these books and articles, then do subject searches using those subject headings to locate additional titles.
3. Remember that many of the books and articles you find also have bibliographies. Check these bibliographies for other relevant sources for your research.
4. By using this technique of routinely following up on sources cited in bibliographies, you could generate a surprisingly large number of books and articles on your topic in a relatively short amount of time.

Adapted from Cornell, <http://www.library.cornell.edu/okuref/research>

Chapter 3

SEARCHING

Searching is a process of discovery that may expand your knowledge and broaden your views. It is one of the most creative aspects of research. Once you master some techniques, you might even find you enjoy it.

Research will help you make links and connections between information and ideas as well as broaden your perspectives on the world. You want to end your research with enough quality information to make writing your paper easier.

Many times you will not find the information you need in the first place you look.

Now that you know the wide variety of sources available, try another place to find the information. Usually looking at a topic from a different perspective will lead you to more information.

Remember that it takes time to locate good information. If you are struggling to start your research, get help. The people who work at the Reference Desk are experienced in selecting and evaluating reliable resources. Take advantage of their experience and ask them for help.

Selecting the best source to search, choosing the most appropriate words, and combining them successfully are skills you will develop in this module of Library Orientation..

After completing this section, you should be able to:

- identify what types of information are found in library databases
- describe how library databases are organized
- select appropriate fields to search in a library database or periodical index
- select appropriate keywords and concepts for searching
- describe the differences between subject and keyword searching
- combine search terms effectively
- describe how a search engine is created
- list criteria for selecting a search engine
- select appropriate strategies for searching the Web.

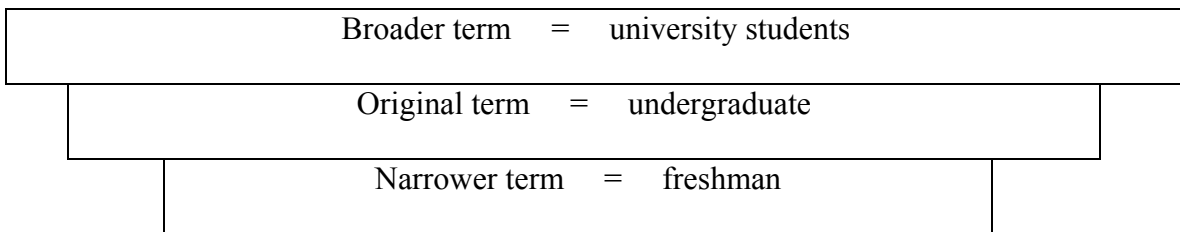
Brainstorm

- Before you begin your research, write out a few detailed sentences about your topic.
- Underline the main words in these sentences.
- From the description that you wrote, create a list of related **keywords** and **phrases**.

Once you have an initial list, think of other terms that also describe your topic. Write down any ideas you have, even the ones that seem harebrained; sometimes they end up being the most helpful. If you have trouble thinking of other words, try using a specialized encyclopedia about your subject.

Come up with **synonyms** - other words or phrases that have the same meaning - for your terms. Don't forget to list alternative spellings, abbreviations, and acronyms for words on your list. You should also identify words that have broader or narrower meanings than your original terms.

For example, consider using
broader and narrower terms for “undergraduate”



Brainstorming helps you choose good search terms before you begin. For example, look at the list of keywords and phrases we thought of for this paper topic:

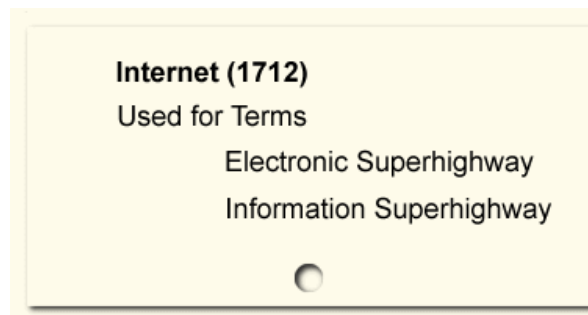
SUBJECT SEARCHING

Most periodical indexes organize their records by subject so that you can find all the articles about your topic under one term. You may have noticed the field for **Subject Headings** in the two previous database records. The index creators have created a list of approved subject headings to help you locate all the relevant articles on your topic.

How do you find the approved subject headings?

5. Use a subject guide.

Some indexes provide a list of subject headings. If you search for a word that is not in the index, it may suggest an approved subject heading you could use. This list is called a subject guide or a thesaurus. articles about your topic under one term. You may have noticed the field for **Subject**



In this example, there are 1,712 articles about the Internet in this database. If you looked for articles using the words **Information Superhighway**, this database would direct you to use the subject heading **Internet**.

6. Guess.
By selecting good keywords you may get lucky and find out your words are the same terms the indexers chose as a subject heading.
7. Look at the subject headings for one good article.
Find one good article for your topic and look at the subject headings listed. Entering another search using the best subject heading should help you find relevant information.

KEYWORD SEARCHING

Use keyword searching to:

- start your research
- identify the subject headings used for your topic
- find specific information (a fact, date or name)
- find every occurrence of the words you enter in that database

Searching using a single keyword may be easy; but most of your topics are probably more complex than a single word can describe. The following pages will give you some tips for combining more than one idea effectively.

COMBINING IDEAS

Because databases such as the OPAC or ProQuest are highly structured, you can use special techniques to search them more effectively. When you want to find more than one word or idea, you need to enter your search in a way that the database will understand.

Connector words such as **AND** and **OR** are important to use when you combine ideas. The following pages will show you how to successfully search using these two terms.

AND

When you want to find articles containing two or more ideas, you should connect the words in your search with **AND**. Using **AND** between keywords means that **both** terms must appear somewhere in the record. **AND** is used to **narrow** a search.

students AND Internet

Entering this search in a periodical index would find articles that contained the terms **students** and **Internet**. If an article only had one of these terms, it would not be retrieved by this search. **AND** is best used for linking different ideas.

You can use **AND** many times in a single search

students AND Internet AND assignments

OR

You can also use OR to combine keywords in a search. Using OR means that either keyword can be in the article for it to be retrieved. OR is best used to search for **synonyms** of a concept. Because any one of these words could show up in your articles, OR **broadens** your search.

Internet OR Web

Using this search in a periodical index would find all of the citations that mention either **Internet** or **Web**.

You can string together words using **OR**

Internet OR Web OR online OR digital OR wired

You can make very complex searches by combining the use of AND and OR in a technique called nesting. Did you know that the terms AND and OR are called Boolean operators?

WHAT YOU NEED

Now that you know the wide range of sources available to you, how do you select the best one for your research?

The best sources will depend on the type of information you are trying to find. The following chart illustrates how the information you need will affect your choice of the best sources for you to use.

If you need:

You might try:

Current information about yesterday's legislative vote about labour laws

Newspapers and the Web

Scholarly articles about intelligent agent programs designed to personalize your Internet searching

Journals and books (and e-journals on the Web)

Popular articles about how well software filters work

Magazines (and perhaps e-zines on the Web)

Considering all types of information is important when selecting sources for your research. You can develop more robust and convincing arguments by not relying too heavily on one source of information. Choosing a variety of sources can be an excellent way to find support for your thesis as well as provide different points of view on your topic.

STARTING WITH THE LIBRARY

The main purpose of a university or college library is to collect a large quantity of scholarly material from different decades and on diverse topics to make your research easier.

Library resources come with personal assistance. Unlike the Web which is primarily do-it-yourself, libraries have staff who are trained to assist you in sorting through all these information sources. They can help you learn to use new tools and can answer any questions you have. Some libraries even provide help through their Web sites.

Quality over Quantity

Libraries have large collections of information on a variety of topics which have been carefully selected and organized. The key idea when using the library is that you are getting **QUALITY** over **QUANTITY**. Print or electronic library resources are the best sources to use when starting your research. You can efficiently find quality information from a variety of credible resources in the library.

CHAPTER FOUR

LOCATING BOOKS

This chapter outlines how books are arranged in libraries. It discusses the card and online public access catalogues which are to locate materials in the libraries. After completing this chapter, you should be able to find materials with little or no difficulty.

Books are indexed by author, title and subject in the catalogue - whether the computerized or manual card catalogue. Books are arranged on the shelf by unique numbers known as **call numbers**..

LIBRARY CATALOGUES

A library catalog is an organized and searchable collection of records of every item in a library. The catalog will point you to the location of a particular source, or group of sources, that the library owns on your topic. The catalogue supplies descriptive information about each one: author, title, edition, publisher, date, size, subject matter, and location. It is an index to the library holdings, just as the index of a book is the key to the contents of that particular book.

The Oakes Field Campus Library have both card catalogues and a computerized or on-line catalogue. The name of the computerised catalogue is **VOYAGER**. The choice of access points in the computerized catalogue will be far greater than the card catalogue but you should remember that the arrangement of materials remains the same.

Use the Catalog

- to find out what items the library owns on your topic
- to find where a specific item is located in the library

(OPAC) Online Public Access Catalogue

The College Libraries are at present converting the manual records of their collections into a machine-readable format. The Libraries use a Computer Library System called **VOYAGER** for automating its holdings which can be searched utilizing several access points such as author, title, subject, class number, and key word. Terminals are available for use on the Oakes Field campus on both floors of the library.

UNTIL ALL LIBRARY HOLDINGS ARE ENTERED IN THE DATABASE, STUDENTS MUST CONSULT BOTH THE ON-LINE AND THE MANUAL CARD CATALOGUES TO BE SURE THAT THEY FIND ALL MATERIALS ON A GIVEN SUBJECT OR BY A PARTICULAR AUTHOR.

Card Catalogue

The card catalogue is the reader's chief means of discovering and locating materials in the library. It does the following:

1. It points out the location of books and other types of materials by giving the location symbol or call number.
2. In the author catalogue you will find all books by a particular author, regardless of their locations in the library.
3. In the subject catalogue, you will find in alphabetical order, all books on a particular subject.

There are two card catalogues in the Oakes Field Campus Library. The main catalogue (Library of Congress) is located on the first floor. The Dewey Decimal collection is being phased out but the card catalogue can be found by asking one of the library staff.

The College of the Bahamas Library catalogues have the following sections:

1. **AUTHOR CATALOGUE** includes the names of all authors, editors, co-authors, illustrators, etc.
 2. **TITLE CATALOGUE** includes cards for all titles, including the series title.
 3. **SUBJECT CATALOGUE** is made up exclusively of subject cards.
- Fiction books are generally listed under author and title only.
 - Catalogue card drawers are arranged alphabetically and the label on each drawer will indicate the alphabetical range included. For example, a drawer labeled "A - BAN" would contain all cards with the first word on the top line beginning with "A" through those beginning with "B", and up to and including those beginning with the letters "BAN". The drawers are arranged from top down.
 - Not all of the materials in a library are listed in the main card catalogue. For example, articles in periodicals are not listed in the card catalogue, but are located by using various periodical indexes, e.g. The Education Index. These indexes are located in the Reference Area on the first floor.

CATALOGUE ENTRIES

You can learn a lot about a book and its contents from the catalogue card.

Author/Main Entry Card.

Z688.5	Bloomberg, Marty.
B5	Introduction to technical services
1981	for library technicians / Marty Bloomberg and G. Edwards Evans.--4th ed.--Littleton, Colorado: Libraries Unlimited, 1981. x, 363 p. : ill. ; 24 cm. -- (Library Science Text Series). Bibliography: p. 343-354. Includes index. ISBN 0-87287-228-9 1. Processing (Libraries). I. Evans, G. Edwards II. Title III. Series

The author card is the basic card and is called the "main entry" card. (See the above card). In general, it gives the following information:

1. Author's full name, inverted and usually the date of his/her birth and/or date of death, if applicable.
2. Title and sub-title.
3. Edition, if it is not the first.
4. Co-author, editor, illustrator, translator with their dates of birth and/or death, if applicable. N.B. A separate card is made up for each of these contributors. The name of such a person(s) is typed at the top of the card, above the first author's name. These cards are called 'added entry cards and are filed in the author/main entry catalogue.
5. Imprint information includes the place of publication, publisher, and date of publication.
6. Collation information includes number of pages or volumes, illustrative materials and height of the book in centimeters.
7. Series to which the book belongs, if it is one of a series. A series card will be filed in the Title catalogue.

Title Card

The title card and the author card are identical except that in the title card, the title of the book is typed at the top of the card (but above the author's name) in common (lower-case)

letters.

Below is an example of a **title card**:

Introduction to technical services for library technicians.	
Z688.5 B5 1981	Bloomberg, Marty. Introduction to technical services for library technicians / Marty Bloomberg and G. Edward Evans. -- 4th ed. -- Littleton, Colorado : Libraries Unlimited, 1981. 363 p. : ill. ; 24 cm. -- Library Science Text Series). Bibliography : p. 343-354. Includes index. ISBN 0-87287-228-9
1. Processing (Libraries) I. Evans, G. Edward. II. Title	
III. Series	

Subject Card

There is no set number of subject cards for each book. A subject card is made up for every subject which is discussed fully in the book. Again, this card is an exact duplicate of the author/main entry card except that the subject is typed in red lowercase letters or in BLOCK CAPITAL LETTERS at the top of the card. No other kind of heading is typed in this manner.

A separate card is made up and filed for each subject covered in a text. For example, if there are four subjects covered in a particular text, then 4 subject cards are made up, each having a separate subject description typed at the top of the card. Subject headings are taken from a standardized list compiled and maintained by the Library of Congress.

Below is an example of a **subject card**:

PROCESSING (LIBRARIES)	
Z688.5 B5 1981	Bloomberg, Marty. Introduction to technical services for library technicians / Marty Bloomberg and G. Edwards Evans.--4th ed.--Littleton, Colorado: Libraries Unlimited, 1981. x, 363 p. : ill. ; 24 cm. -- (Library Science Text Series). Bibliography : p. 343-354. Includes index. ISBN 0-87287-228-9 1. Processing (Libraries). I. Evans, G. Edwards.

II. Title III. Series

FILING (OR ARRANGEMENT) OF CATALOGUE CARDS

To provide ready access to individual entries in a catalogue, the entries must be arranged in an order comprehensible to the user. The process of arranging entries in a catalogue is called FILING.

Filing is done alphabetically according to basic filing rules as follows:

1. All entries are alphabetized word-by-word, and letter by letter within the word.

Examples:

I met a man
Image of America
In the days of giants
Inca
San Juan and secession
Sandals at the Mosque

2. All definite and indefinite initial articles (including foreign languages) are ignored, for example: "The", "An", "A", "Los", "Le", etc. Definite and indefinite articles occurring elsewhere in the title are taken into account in the filing sequence.

Examples:

L'Abbe et le Rabin
The Abbey Church of Melrose, Scotland
The abolition of slavery
About earthquakes
An Abrams art book
El abuelo del rey
The abuse of a certain power

3. Abbreviations are filed as if they were spelled out. For example, "Dr." is filed as "Doctor" "Mr." is filed as "Mister"; "St." is filed as "Saint", and so on.

Examples:

Dr. Newton's zoo
Doctors on Horseback
The doctrine we adorn
Mr. Death and the red headed woman
Mister Punch down under
A Modern lover
Sailing Fundamentals
St. Luke's Gospel
The Sleeping Beauty

4. Names beginning with "Mc" are arranged as if they were spelled out as "Mac".

Examples:

Mac meals in minutes
 Macedonian folk embroidery
 McHenry gets good and mad
 The machine shuts down

5. Numerals in a filing entry are filed as if they are spelled out. e.g. 1911 is filed as "Nineteen eleven", 500 as "Five hundred", etc.

Examples:

1984 Revisited (nineteen eight-four)
 One America
 1 brief shining moment (one)
 101 best opening lines (one hundred and one)
 Revenge is the best exercise
 7-day reducing diet (seven)
 A topology of African languages
 12 years for a lover killer (twelve)
 20th century shipwreck (twentieth)

Alphabetization of subject entries follows the same rules, with the following exception: when a subject has chronological sub-divisions, i.e., historical sub-headings, entries are filed chronologically, (the earliest date being filed first).

Examples :

GREAT BRITAIN -- HISTORY -- WILLIAM I, 1066-1087
 GREAT BRITAIN -- HISTORY -- HENRY VIII, 1509-1547
 GREAT BRITAIN -- HISTORY -- CIVIL WAR, 1642-1649
 GREAT BRITAIN -- HISTORY -- ANNE, 1702-1714

FINDING BOOK (S) USING THE CATALOGUES

If you know the author of a particular book, e.g. let's say that "Walter Toman" is the author, then you look in the **AUTHOR** card catalogue under "**Toman, Walter**" since names are filed by the surname.

You will notice that this catalogue card gives you the author of the book as **Walter Toman**, the title as Family Constellation: Theory and Practice of a 1961 Psychological Game, and the subject as **Behavioral Psychology**.

PLEASE NOTE: The card also gives you the call number of the book which you need to write down, so you can find the book on the library shelf.

Suppose you didn't know the author of the book but you knew the title was **Family Constellation: Theory and Practice of a 1961 Psychological Game**, then you look in **TITLE** card catalogue for the title.

On the other hand, you may know neither the author's name nor the title of the book but you may know that the book is about 'Behavioral Psychology'. In this case, you would

look in the **SUBJECT** card catalogue and search for the heading 'Behavioral Psychology' where you will most likely find the following card:

Note that in all three cases the main body of the card is the same; all that differs are the access points. Once you have found the book(s) you want from the author, title or subject cards, you are close to finding your material. However, again, you must remember to write down the CALL NUMBER of the book which you want.

The next step is to look for the call number on the library shelf, since library books are arranged on the shelves by these unique call numbers, and not by authors' names or the titles of books.

To find publications issued by a **government, a university or a research institute**, then consult the **AUTHOR** card catalogue using the following examples as guides:

Government Agency

The name of the country, followed by the name of the department or ministry.

Bahamas. Department of Statistics

Bahamas. Ministry of Education

University

The name of the College or University followed by the name of place.

College of the Bahamas. Nassau

University of the West Indies. Mona

Research Institute or Association

Look under the name of the body.

Association of Caribbean Historians

Caribbean Research and Industrial Institute

As usual, all of these entries will have call numbers on the top left-hand corner of the index cards. This is your guide to finding material on the library shelves.

CLASSIFICATION SCHEMES

Basically, libraries organize their collections by subject. These subjects are represented by call number systems, called classification systems. There are two major classification systems that your library might use: the Dewey Decimal System and the Library of Congress (LC) Classification System.

The College uses the Library of Congress classification scheme in which call numbers are made up of letters and numbers put together in a specific combination according to a set definition of rules. Some materials still have the Dewey Decimal classification scheme in which the call numbers are made up of numbers.

The Library of Congress Classification Scheme

Most academic and research libraries use the Library of Congress Classification scheme

(LCC) which is composed of letters and numbers, utilizing 21 letters of the alphabet for its main classes.

The Library of Congress Classification system proceeds from general to the specific. Each main class is identified by a letter of the alphabet, and further divided into sub-classes for specific topics. The following is an outline of the Library of Congress Classification scheme, showing the main divisions and some headings within the divisions.

The following examples should serve as a guide to our shelf arrangement:

PN1	PN86	PN86	PN86	PN1995	PN1995.9	PN1995.9
L36	K57	K7	K7	R64	A43 W5	A5 B47
1986	1997	1995	1997	1979	1989	1995

NOTE: The second line in the call number is actually a decimal, hence K57 comes before K7 in the second and third examples.

A	GENERAL WORKS		
AC	Collections. Series		
AE	Encyclopedias (general)		
AG	General reference Works		
AI	Indexes		
AM-AP	Museums. Newspapers. Periodicals		
AS	Societies		
AY	Yearbooks (general)		
AZ	General history of Knowledge		
B	PHILOSOPHY – RELIGION		
B-BJ	Philosophy and psychology		
BL-BX	Religion. Theology		
C	HISTORY - AUXILIARY SCIENCES		
CB	History of civilization (general)		
CC	Archaeology		
CD	Archives		
CE-CS	Numismatics. Heraldry. Genealogy		
CT	Biography		
D	HISTORY AND TOPO- GRAPHY (except America)		
D	General history		
DA	Great Britain		
DB-DR	Europe		
DS-DT	Asia. Africa		
DU	Australia and Oceania		
DX	Gypsies		
E-F	HISTORY AND TOPOGRAPHY (America)		
E	America (general) United States & (general)		
E1-970	United States (local)		
F1001-1140	Canada		
F1401-1419	Latin America (general)		
F1421-1577	Central America		
F1601-2152	West Indies		
F2201-2239	South America(general)		
F2251-3799	Individual South American countries		
G	GEOGRAPHY		
G	Geography (general)		
GA	Mathematical and astronomical geography		
GB	Oceanology and oceanography		
GF	Anthropogeography		
GV	Sports & amusements. Games		
H	SOCIAL SCIENCES		
H	Social sciences (general)		
HA	Statistics		
HB-HJ	Economics		
HM-HX	Sociology		
J	POLITICAL SCIENCES		
J-JA	Documents. General works		
JC	Theory of the state		
JF-JQ	Constitutional history		
JS	Local government		
JV	Colonies and colonization		
JX	International law		
K	LAW		
L	EDUCATION		
L-LA	General works. History of education		
LB	Theory and practice. Teaching		
LC	Special forms, relations and applications		
LD-LJ	Universities and colleges		
M	MUSIC		
ML	Literature on Music		
MT	Musical Instruction & Study		
N	FINE ARTS		
NA	Architecture		
NB	Sculpture		
NC	Drawing		

ND	Printing	RD	Surgery
NE	Print Media	RE	Ophthalmology
NK	Decorative Arts	RG	Gynecology and obstetrics
NX	Arts in General	RF	Pediatrics
P	LANGUAGE AND LITERATURE	RK	Dentistry
P	Philology and linguistics (general)	RL	Dermatology
PA	Classical languages and literature	RM	Therapeutics. Pharmacology
PB-PH	Modern European. Languages	RT	Nursing
PC	Romance languages	S	AGRICULTURE
PE	English languages	SB	Plant culture
PJ-PL	Afro-Asian languages and literature	SD	Forestry
PN	Literary history and criticism	SF	Animal culture
PQ	Romance literatures French, Italian, etc.	SH	Aquaculture. Fisheries. Angling
PR	English literature	T	TECHNOLOGY
Q	SCIENCE	TA	Engineering. Civil engineering. general
QA	Mathematics	TJ	Mechanical engineering
QB	Astronomy	TK	Electrical engineering
QC	Physics	TP	Chemical technology
QD	Chemistry	TS	Manufactures
QE	Geology	TT	Handicrafts. Art and Craft
QH	Natural History	TX	Home economics
QK	Botany	U	MILITARY SCIENC
QN	Human Anatomy	UA	Armies: Organization, Military Situations
QP	Physiology	V	NAVAL SCIENCE
QR	Bacteriology	VK	Navigation
R	MEDICINE	VM	Naval Architecture
RA	Public aspects of medicine	Z	BOOKS, BOOK INDUSTRY & TRADE, LIBRARIES
RB	Pathology		
RC	Internal medicine		

The Dewey Decimal Classification Scheme

Most public and school libraries throughout the world use the Dewey Decimal Classification (DDC) scheme. This system uses ten (10) main classes:

000	Generalities
100	Philosophy and Related Disciplines
200	Religion
300	Social Sciences

some cases, you will note that there is a special abbreviation found before the call number that would provide additional information about the location of the book. These are called LOCATION CODES and must be carefully noted when you are writing down a call number.

Following is a list of location codes used at the Oakes Field Campus Library:

- REF** **non-circulating reference collection, found on the 1st floor of the library.**
- B** **material of local content found in the Bahamian Special Collections room on the second floor, which is a "closed access" area.**
- B.REF** **Bahamian reference material located in the Special Collections area.**
- B.GOV.DOC.** **Bahamian government publications, also located in Special Collections.**
- W** **West Indian Collection found in open shelves on the second floor.**
- W.REF.** **West Indian reference book kept in the Special Collections area.**
- TP** **Teaching Practice Collection on the first floor.**

Remember that call numbers are used to bring together books on a particular subject. The library user, who does not find the particular book he wants on the shelf may find another suitable book on the same subject, shelved in the same area.

Although books in most libraries are arranged by subject, there is always more than one location in the library where books on the same topic can be found. Reference books, special collections, reserve books, rare books, etc. are all examples of materials that may be shelved in different locations. Non-book materials such as periodicals and audio-visual materials are also usually shelved separately.

In the OPAC, you will notice some locations listed. These are

- **OFC - Oakes Field Campus Library**
- **NCL - Northern Campus Library, Freeport**
- **EX - Exuma Resource Centre - Exuma**
- **HBL - the Hilda Bowen Library at Grosvenor Close**
- **Special Collections - upstairs at the Oakes Field Campus Library**

CHAPTER FIVE

LOCATING INFORMATION FROM PERIODICALS

The most up-to-date information is found in periodicals. The periodical collection of the COB Libraries consists of

- Current issues of periodicals (located on the ground floor)
- Bound journals (located upstairs)
- Periodicals on microfilm
- Periodicals on CD ROM
- Periodical indexes

In order to locate information on a particular subject in the periodicals, one should consult a periodical index.

What is a Periodical Index?

A periodical index points to citations of articles in magazines, journals and newspapers. Some periodical indexes contain abstracts or brief summaries of the articles. A few contain the full text or entire content of whole articles as they originally appeared in the periodical. Periodical Indexes are available in print and CD-ROM formats.

Periodical indexes contain one or more of the following:

- [Citations](#) - basic publication information for indexed articles (author, title, date and publication name)
- [Abstracts](#) - brief summaries of indexed articles
- [Full text](#) - online copies of the text of indexed articles

Use a Periodical Index

- when you want to find articles on your topic in magazines, journals or newspapers

Examples of Periodical Indexes

- *Periodical Abstracts* (a general periodical index)
- *Medline* (a medical periodical index)
- *Education Index* (a periodical index)

Some of the **print indexes** found at COB are:

- **Social Sciences Index** - indexes over 300 social science oriented journals.
- **General Sciences Index** is an index to over 100 science-oriented journals.
- **Readers' Guide to Periodical Literature**
- **Social Sciences Index**
- **Education Index.**

These indexes are found on a shelf near the Periodical Collection that is located on the Ground Floor.

The library also has periodical indexes on **CD-ROM**. These include **ProQuest, ProQuest Education Complete, General Science Fulltext, and ERIC**.

- **ProQuest** is a computerised index to the periodical literature, which contains abstracts and indexing to articles from over 1,000 general and reference publications. It also provides full text articles for about 300 of those periodical titles.
- **ProQuest Direct**, the Internet version is also available. Students may access these resources on the Public terminals in the Reference Area.
- **ERIC** (Education Resources Information Center) can be consulted for information of education and related fields from Library Science to Social Science topics. The database is international in scope and provides abstracts for each citation.

Periodical Indexes list the journal articles with enough information to enable each article to be located in the journal, i.e. **author, title of articles, title of journal, volume and issue numbers, page numbers and date of publication**. Some indexes also include a short abstract of the articles. This should help to decide whether an article would be useful for your project or not.

Articles are generally listed under both authors and subjects. The subject headings used are usually fairly specific therefore you must determine exactly what subject headings are used to describe your research topic. When searching, keep track of your subject headings and the years of the indexes you have searched.

Once you have decided which set of indexes is the best for your particular subject, sit down at the index table and look up your subject. For example, if you are interested in finding information on the subject of "Reading readiness", you would look under that subject heading to see what articles were written on that topic. In the 1983-84 Education Index there were several articles, including the following:

INTERPRETING PERIODICAL CITATIONS

"Can Four Year Olds Read Words in the Environment?"
M. Goodall. Bibl. READ TEACH, 37:478-82, F 1984.

The format of the above citation is typical of the entries in all the indexes in The College of The Bahamas Library.

Let's try to interpret the citation here.

1. Under a given subject, the **TITLE** of the article is given ("Can four year olds read words in the environment...")

2. The **AUTHOR** of the article is "M. Goodall."
3. The abbreviation, "bibl." means that there is a bibliography at the end of the article.
4. "READ TEACH" is the name of the magazine in which it appears. To find out the full name of the magazine and whether or not it is in The College of The Bahamas Library's collection, you need to turn to the front of the index volume you are using to the heading, "Abbreviations of Periodicals Indexed". There you will find that the full name of the magazine is READING TEACHER. The pencil mark indicates that the library has this periodical in its microfilm collection.
5. The number '37' is the volume of the journal Reading Teacher.
6. Numbers 478-82 gives the pages of the journal on which the article written by M. Goodall could be found.
7. F 1984 means that the article was published in Fall in the year 1984.

IF YOU FIND AN ARTICLE CITATION, WHICH MAY BE HELPFUL, THEN YOU SHOULD COPY THE ENTIRE CITATION, NOTING FOR FUTURE REFERENCE. PERIODICALS ARE AVAILABLE IN HARD COPY, ON MICROFILM AND CD ROM. CHECK AT THE REFERENCE DESK FOR ASSISTANCE IN LOCATING THE RELEVANT ARTICLES.

- Look at the title to see if there are any clues that will enable you to make a decision. Sometimes the title is too vague to give any clues, in which case you must consider the type of journal in which the article is found.
- If there are a number of articles related to your topic, you can eliminate the ones which are found in journals inappropriate to your topic (i.e. too scholarly, too scientific, too general or may have a political bias or simply unavailable at this library).
- The date of publication of the article is also important. Some topics, such as "AIDS" or "New Technology", may not be useful if the article is more than a few years old, because so much has happened in these areas in recent years.

TYPES OF PERIODICALS

Magazines or Popular Periodicals

A magazine is a collection of articles and images about diverse topics of general interest and current events. Usually these articles are written by journalists not experts in the subject of the article. The articles are relatively short and are written in non-technical language. Magazines, like journals and newspapers, are called "periodicals" because they are published at regular

intervals throughout the year. Magazines are usually published weekly or monthly. They do not have bibliographic citations.

Use a Magazine or Popular Periodicals

- to find information or opinions about popular culture
- to find up-to-date information about current events
- to find general articles for people who are not necessarily specialists about the topic.

Examples of Magazines

- *U.S. News and World Report*
- *Ebony*
- *Economist*

Magazines may cover very "serious" material, but to find consistent scholarly information you should use journals.

JOURNALS

A journal is a collection of articles usually written by scholars in an academic or professional field. They usually include original research and contain bibliographic citations. They may also include abstracts, or summaries, of the research presented. An editorial board reviews articles to decide whether they should be accepted. Articles in journals can cover very specific topics or narrow fields of research, and may include charts, graphs and extensive bibliographies. Though it is possible to find some articles online from select journals, most of the time you will have to locate the publications in the library. They are usually published monthly, quarterly, semi-annually or annually.

Use a Journal

- when doing scholarly research
- to find out what has been studied on your topic
- to find bibliographies that point to other relevant research

Examples of Journals

- *Journal of Communication*
- *The Historian*
- *Journal of the American Medical Association*

Magazines or Journals?

Popular magazines like *People*, *Sports Illustrated* and *Rolling Stone* are probably not the best sources to use to find articles for research.

Other magazines -- such as *Harper's*, *Scientific American* and *The New Republic* -- might be good sources of information for your paper. They are geared towards readers who, although not experts, are knowledgeable about the issues presented. Articles in these sources are generally more in-depth but still fairly easy to understand.

If your professor says you need to find **scholarly** information for your paper, **you should choose a journal rather than a magazine**. Journals are geared toward experts and researchers in the academic or professional community. An editorial board of respected scholars reviews all articles submitted to a journal. They decide if the article provides a noteworthy contribution to the field and should be published.

NEWSPAPERS

A newspaper is a collection of articles about current events usually published daily. Since there is at least one in every city, it is a great source for local information. Newspapers, like journals and magazines, are called "periodicals" because they are published on a regular or periodic basis.

Many newspapers publish Web sites with today's news. The online copy of a newspaper can contain fewer articles than the print copy. Newspapers usually charge for access to online copies of older articles, but you can often find those articles at your library.

Use a Newspaper

- to find current information about international, national and local events
- to find editorials, commentaries, expert or popular opinions

Examples

- *Nassau Guardian*
- *New York Times*
- *The Miami Herald*

CHAPTER SIX

LOCATING INFORMATION ON THE INTERNET

The Internet is a network of networks, linking computers to computers sharing the TCP/IP protocol. Each runs software to provide or "serve" information and/or to access and view information. The Internet is the transport vehicle for the information stored in files or documents on another computer.

The Internet itself does not contain information. It is a slight misstatement to say a "document was found on the Internet." It would be more correct to say it was found through or using the Internet. What it was found on is one of the computers linked to the Internet.

Computers on the Internet may use one or all of the following Internet services:

- Electronic mail (e-mail). Permits you to send and receive mail. Provides access to discussion groups often called Listservs and discussion groups.
- The World Wide Web (WWW or "the Web"). The largest, fastest growing activity on the Internet.

The **WWW** incorporates all of the Internet services above and much more. When you log onto the Internet using Netscape or another browser, you are viewing documents on the World Wide Web. The current foundation on which the WWW functions is Hypertext using "HTML". This is the system that provides highlighted links to other documents on the Web. URLs (uniform resource locators) are the unique addresses of documents on the Web

Finding the Web documents (a.k.a. Web "pages" or "sites") you want can be easy or seem impossibly difficult. This is in part due to the sheer size of the WWW, currently estimated to contain 1 billion documents. It is also because the WWW is not indexed in any standard vocabulary (unlike a library's catalogs which assign Library of Congress or some other widely accepted standardized subject descriptors to their documents, or a journal-article index which uses its standardized subject descriptors).

When you do what is called "searching the Web," you are NOT searching it directly. It is not possible to search the WWW directly. The Web is the totality of the many web pages which reside on computers (called "servers") all over the world. Your computer cannot find or go to them all directly. What you are able to do through your computer is access one of several intermediate databases and/or web-pages which contains selections of other web pages organized to allow you to find other web pages and sometimes other databases. You search these intermediate "search tools," and they can provide you with hypertext links (URLs) to other pages.

Although many people first go to the Web for information, it is not always the best place for what you need. With something as large and diverse as the Web, it's difficult to make statements that are both accurate and definitive. But here we go...

Most information on the Web does not go through a review process.

Anyone can publish on the Web without passing the content through an editor. Pages might be written by an expert on the topic, a journalist, a disgruntled consumer or a sixth grader.

Some information on the Web is not free.

Many Web pages are free to view (and actually many of the best ones are), but some commercial sites will charge a fee to access all or part of their information.

Information on the Web is not organized.

Some directory services, like Yahoo, collect links to sites and place them in a subject hierarchy. But there are too many Web pages for any single directory service or search engine to organize and index.

Most information on the Web is not comprehensive.

The millions of Web pages out there make up an eclectic hodgepodge of information and opinion. Rarely will you be able to use a search engine on the Web to collect information about your topic from different decades, different viewpoints, and different types of sources.

Most information on the Web is not permanent.

Some well-maintained sites are updated with very current information, but other sites may become quickly dated or disappear altogether without much notice

GROUPS ON THE WEB

The information you find on the Web is as varied as the people who put it there. Groups that publish information on the Web include:

Libraries - That's right, libraries are major producers and purchasers of *quality* information on the Web. The Library of Congress puts copies of important historical photographs and documents on their site called "The American Memory Project."

Universities - Universities put entire classes online as well as provide space for their *faculty* and *students* to produce Web pages. Much of the information you need to enroll and register for classes can be found on the Web.

Government Agencies - In order to make information available to more people, federal, state and local governments are publishing many documents on the Web. The Internal Revenue Service (IRS) puts copies of tax forms on the Web.

Companies - Many companies publish financial documents and press releases on their sites. The Web is also a major marketing tool for many companies to provide information about their products. Nike produces a popular site full of sports information.

Organizations - Organizations have agendas and opinions that they want you to know about. The American Lung Association educates about the dangers of smoking on its Web page.

People in foreign countries - The Web has global representation. With a computer and a phone connection, *anyone* can publish on the Web.

Quantity over Quality

The Web can be a good research source for:

- **sampling public opinion of people on the Internet**
- **gathering a wide range of ideas**
- **locating information on topics not found in mainstream publications**
- **learning more about companies and organizations**
- **reading information from the government**
- **finding quick facts**
- **catching up with current news**

The key idea when using the Web is that you get **QUANTITY** over **QUALITY**. You might find some terrific information on the Web (besides what the library provides). But you also might waste a lot of time trying to find the best materials. The Web is a good tool for finding information and you shouldn't ignore it, but it is usually not the best place to begin your research.

Dot What?

Most URLs include the name and type of organization sponsoring the page. The type of organization is identified by a three-letter code called a "top level domain name." Here are some of the most common domains you will find.

.edu	<p>educational institution</p> <p>Even though a page comes from an educational institution, it does not mean the institution endorses the views expressed there. Students or faculty members may publish pages in their account on the school's computer.</p>
.com	<p>commercial entity</p> <p>Many companies advertise and sell products, as well as publish annual reports and other company information for their customers, stockholders and potential investors on the Web. Much of the quality information you can purchase such as online newspapers or journals have .com names.</p>
.gov	<p>federal government</p> <p>Government agencies use the Web to publish legislation, census information, weather data, tax forms and many other documents.</p>
.org	<p>non-profit organization</p> <p>Non-profit organizations use the Web to promote their causes. These pages are good sources to use when comparing different sides of an issue.</p>

network provider
 .net Network providers administer or provide connection services to the Internet. The .net group is an odd mix of companies, associations and Internet Service Providers. Information on these sites can look similar to sites from .com, .org, or even personal pages.

Recently the division between these top-level domains became blurred. Sometimes non-profit organizations and educational institutions are now found under .com or .net. This makes it more difficult to determine the organization that is **sponsoring** the page.

The number of top-level domain names is also increasing. You should soon see more variety, including .fam for family, .mag for magazine, .jobs, .earth, as well as international alternatives for .com. The origin of some international sites can be determined by **country codes** found in the URL.

WHICH SEARCH ENGINE?

You can find a list of major search engines by clicking the "Search" button at the top of your browser window. Many libraries also list well known search engines and you may even see some advertised on TV.

How can you choose a good search engine to use?

To make that decision, ask yourself the following questions:

1. What kind of information will you find in the search engine?

Some search engines contain all sorts of pages, while others concentrate on particular types of information or subjects.

General

- largest collections of Web pages
- wide variety of topics and sources
- good for finding facts or information related to your topic
- Examples: **AltaVista**, HotBot, Google

Specialized

- focus on a subject or type of material
- good for finding the best sites for your subject or specific types of information
- Examples: EnviroLink Library, disinformation, Deja News

2. Is the information organized by subject?

Some search engines hire specialists to select pages and organize them by subject. These are useful for academic research because they will quickly identify pages containing quality information. Examples: Argus Clearinghouse, Encyclopedia Britannica's Internet Guide, about.com, Yahoo

SEARCH STRATEGIES

Whatever engine you choose, always remember these hints:

1. Start specific. You can always broaden your search if you don't find what you're looking for.
2. Place adjoining words in quotations (e.g. "white house").
3. Once your search results come up, don't scroll past the first page of results. If what you want isn't one of the first selections, you can try a more targeted search for better results.

You probably have experience using a search engine to find Web pages. Most likely you've entered words and found pages that you wanted, along with many pages that weren't very useful. Knowing the following searching techniques will save you time when trying to find information on the Web.

- Choose good keywords and phrases
- Be specific
- Be creative
- Use a subject list

Every search engine is different, from the way you search it to what it contains. Remember that if you rely only on one search engine to find information, you will be missing more than 50% of the Web. You will probably want to select a few search engines -- maybe one that is large and one that is organized by subject -- and learn the tricks for searching those effectively.

1. Choose good keywords and phrases.

To find a particular Web page, you must enter keywords and phrases the author used when creating the page. Brainstorming before you search will generate a good list of terms for you to use. Remember to think of alternate words for the same idea in case you don't find useful sites with your first search.

2. Be specific.

You can create more targeted searches if you use phrases. Most search engines require that you use quotes around phrases. Many search engines are case sensitive so use lower case letters except when searching for the names of people, countries or companies.

3. Be creative.

Search engines use sophisticated equations to calculate the number of times your search terms appear on a page and how close those terms appear together in the text. Pages that seem to best match your request are listed first. If you look through the first 30 sites and find nothing useful that matches your topic, try different search terms. If you are not satisfied after a few searches, try a different search engine. Many search engines have advanced search capabilities such as limiting by type of information or language. Read the help screens to see which special features are available in your favorite search engine.

4. Use a subject list.

If you don't find useful pages about your topic or you need more information, try a search engine that organizes sites by subject. Browsing by subject means starting with a general category and choosing increasingly more specific sub-categories until you find the Web sites you want. Browsing in a search engine is similar to using subject headings in a periodical index. If you find the correct category, you should be able to identify all the pages available in that search engine on your topic.

CHOOSING TOOLS FOR SEARCHING

Choosing the search tools or databases you need is a matter of choosing a database the size you want with the features you need to research your topic successfully. You use different strategies to find and exploit the potential of the tools in each class:

META SEARCH ENGINES

For most searches a meta-search engine will probably save you time. These are a very good starting point as they search all of the big search databases simultaneously and give you a consolidated report of their findings.

In a meta-search engine, you submit keywords in its search box, and it transmits your search simultaneously to several individual search engines and their databases of web pages.

Meta-search engines only spend a short time in each database and often retrieve only 10% of any of the results in any of the databases queried

Meta-searchers simply pass your search terms along, and if your search contains more than one or two words or very complex logic, most of that will be lost.

A few such meta-search engines are:

Dogpile - <http://www.dogpile.com/>

The Dogpile metasearch interface takes a single query and processes it so that you will get the maximum benefit from your search.

Inference Find - <http://www.infind.com/>

Inference Find is the first and only search tool that calls out in parallel all the best search engines on the Internet, merges the results, removes redundancies, and clusters the results into neat understandable groupings. Inference Find queries the best 6 search engines on the web but can be configured to call any search engine.

MetaCrawler - <http://www.metacrawler.com/>

An excellent search tool that obtains result sets that specify name, URL, the database in which the resource was found, and any annotations that could be found in the source database.

Searches can be limited by locality, region, country, and type of domain (org, com, edu, etc.).

SEARCH ENGINES

If you get too many or the wrong results and you need to sharpen focus, take advantage of several of the recommended search engines. Some of these are

Google <http://www.google.com>

Google! uses a complicated mathematical analysis, calculated on more than a billion hyperlinks on the web, to return high-quality search results.

Tips for using Google are

- It naturally defaults to Boolean AND.
- Enclose phrases in quotation marks.
- Use + and - to require and exclude search terms.

Results include document title, first few words of text, URL, and a link to a previously cached version of the page. Google's PageRank algorithm ranks pages based on the number of pages that link to a given document. That is, the more frequently a document is linked to, the "better" it is. Google groups results by site, although this feature does not always appear to function properly.

Clicking the "GoogleScout" link retrieves pages that are "related" to the current result. Like Excite's "more like this" feature, it sometimes has the effect of retrieving pages related by subject while at other times it simply retrieves other pages from the same site as the original result.

➤ **AltaVista** <http://www.altavista.com>

The service's lightning-fast searches, daily updates, and Usenet newsgroup indexes were unique. Use it to find anything, anywhere on the Web or Usenet. But brush up on your Boolean first to narrow your searches.

The Advanced Search button at the top of all AltaVista pages is your friend. This feature lets you do complex searches, but beware of the syntax: The instructions say you can type NOT for exclusionary searches, but that's wrong. You have to type AND NOT to make an exclusion work.

In either Simple or Advanced Search mode, quotation marks are critical if you want to find a phrase ("World Trade Center," for example). Forget the quotes and AltaVista will find every instance of each individual word and return far more pages than you want.

In advanced searches, use the Results Ranking Criteria box whenever possible or you'll get an unsorted list. For instance, if you're looking for all IBM and Microsoft pages but have a particular interest in OS/2, type OS/2 in the Results Ranking Criteria space to bring those listings to the top.

➤ **Northern Light** <http://www.northernlight.com>

Search over 150 Million Web pages and the Special Collection" of more than 5,400 full text sources.

Search over 150 Million Web pages and the Special Collection™ of more than 5,400 full text sources.

- Extensive high-quality research from the world's top stock market analysts
- **Infoseek** <http://www.infoseek.com>

Infoseek is a robust combination of search engine and listing service. The only problem is penetrating its unusual search techniques, but apparently many people don't mind: Use it when you want to search more than just the Web or Usenet newsgroups.

Infoseek's search language is different from that of any other search engine: Use commas to separate phrases (which should be encased in quotes unless they're proper nouns); hyphenate words that need to be next to each other; put a minus sign in front of a word to exclude it from the search; and use a plus sign to require that a word appear in all retrieved sites.

Be sure to capitalize all proper names, such as Kansas or Detroit. Pairs of capitalized words are treated as a single phrase, making it easy to search for names like Bill Gates or Bob Dole. Just be sure to include commas between full names, or the computer will look for something like Bill Clinton Washington as a single name.

SUBJECT DIRECTORIES

Hand selected sites picked by editors and organized into hierarchical subject categories. They are often annotated with descriptions and allow you to browse subject categories or search using broad, general terms.

Some of the recommended directories are:

- **Britannica's Internet Guide** <http://www.eblast.com>
Encyclopaedia Britannica has recently launched a new World Wide Web navigation service that classifies, rates, and reviews more than 125,000 Web sites. Britannica editors search the Web to identify high-quality resources that are then clearly and concisely described, rated according to consistent standards, and indexed for easy retrieval.

Information is organized in a simple subject tree ranging from art and literature to world geography and culture. The extensive and detailed organizational hierarchy efficiently categorizes thousands of topics. Simple and advanced searching capabilities are also provided, enabling users to quickly locate relevant and appropriate sites.

- **Yahoo!** <http://www.yahoo.com>
Yahoo is primarily a directory--essentially a list of Web sites submitted by human beings and sorted into categories. The site's continued popularity owes much to a catchy name and word-of-mouth recommendations, and its comprehensive listings--updated daily--keep people coming back. Use it when you need to find common information quickly and easily, like a list of PC manufacturers' sites.

One of Yahoo's biggest advantages is that you can bookmark the pages retrieved by your queries and come back to them whenever you want--without redoing the original search. It's a great time-saver if you find yourself doing the same searches over and over again.

Yahoo has always been generous about providing access to additional search functions. If a basic search doesn't elicit what you're looking for, click on the Options link (next to the Search button). This will refine your hunt to include only the most recently posted pages or to use Boolean terms. If that doesn't work, the Options window includes links to several other search engines, including AltaVista, Open Text Index, and WebCrawler

Galaxy <http://galaxy.Einet.net/galaxy.html>

One of the first browsing tools available and one of the largest. A well-organized and easy-to-browse topical arrangement to a wide variety of Internet resources. Provided as a public service by TradeWave and 25 volunteer guest editors (real human editors). A useful new search engine interface (WebSearch) offers easy searching of the selected indexes: Galaxy pages (full text, title only or links only), Gopher titles, and Telnet sites. Connection problems due to its popularity.

SUBJECT GUIDES

These are web pages of collections of hypertext links on a subject compiled by "expert" subject specialists, associations and others.

Five criteria for evaluating Web pages	
Evaluation of Web documents	How to interpret the basics
<p>1. Accuracy of Web Documents</p> <ul style="list-style-type: none"> • 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? 	<p>Accuracy</p> <ul style="list-style-type: none"> • Make sure author provides e-mail or a contact address/phone number. • Know the distinction between author and Webmaster.
<p>2. Authority of Web Documents</p> <ul style="list-style-type: none"> • 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? 	<p>Authority</p> <ul style="list-style-type: none"> • What credentials are listed for the author(s)? • Where is the document published? Check URL domain.
<p>3. Objectivity of Web Documents</p> <ul style="list-style-type: none"> • What goals/objectives does this page meet? • How detailed is the information? • What opinions (if any) are expressed by the author? 	<p>Objectivity</p> <ul style="list-style-type: none"> • 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?
<p>4. Currency of Web Documents</p> <ul style="list-style-type: none"> • When was it produced? • When was it updated? • How up-to-date are the links (if any)? 	<p>Currency</p> <ul style="list-style-type: none"> • How many dead links are on the page? • Are the links current or updated regularly? • Is the information on the page outdated?
<p>5. Coverage of the Web Documents</p> <ul style="list-style-type: none"> • 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? 	<p>Coverage</p> <ul style="list-style-type: none"> • 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?
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Putting it all together

- **Accuracy.** If your page lists the author and institution that published the page and provides a way of contacting him/her, and . . .
- **Authority.** If your page lists the author credentials and its domain is preferred (.edu, .gov, .org, or .net), and . . .
- **Objectivity.** If your page provides accurate information with limited advertising and it is objective in presenting the information, and . . .
- **Currency.** If your page is current and updated regularly (as stated on the page) and the links (if any) are also up-to-date, and . . .
- **Coverage.** If you can view the information properly—not limited to fees, browser technology, or software requirement, then . . .

You may have a higher quality Web page that could be of value to your research!

CHAPTER SEVEN

PLAGIARISM

This chapter will help you understand what is required when you write a research paper. After you formulate your research question, examine various sources of information, and write your paper, the final product should be uniquely yours. If you decide to use the exact words of an author you have to give that person credit. If you do not give the author appropriate credit you are guilty of plagiarism.

Webster's Dictionary defines plagiarism as stealing and passing off the ideas and words of another as one's own. "Ideas or words" can include written or spoken material, statistics, lab results, artwork, etc. If you have quoted a published writer or critic in a book, magazine, encyclopedia, or journal; another student at this college or elsewhere; a paper writing "service" which offers to sell written papers for a fee, or various Internet sites, you must give appropriate credit in your paper.

The lecturer teaching the course determines the penalty for plagiarism; more often than not, however, it will involve failure for the paper and it could mean failure for the entire course. Repeated infractions of this essential principle of academic responsibility could result in expulsion from the college. The Policy on Plagiarism is published in College of The Bahamas 2000/2001 Catalogue outlines the penalties for plagiarism. (21)

If you use someone's words or ideas, you must give them credit with a citation. That is, you **provide documentation by stating where you took the information. This must be done in a conventional style to allow the reader to trace its source, and if necessary, to investigate its accuracy and applicability.** (Winkler and McCuen 147).

YOU MUST DOCUMENT THE SOURCE OF ANY IDEA, CONCLUSION, INFORMATION OR DATA THAT YOU BORROWED FROM SOMEONE ELSE'S

WORK - ALL SUMMARIES, PARAPHRASES, OR QUOTATIONS MUST BE DOCUMENTED.

IT IS NOT NECESSARY TO DOCUMENT GENERAL KNOWLEDGE, COMMON SAYINGS, SELF-EVIDENT OPINIONS AND PERSONAL COMMENTS.

General advice for using sources:

The best way to avoid plagiarism is to keep control of your argument. You should include ideas from other sources only when those ideas add weight to your argument. Keep the following suggestions in mind when you are using material from other sources:

* **Select carefully.** Quotations should give weight to your argument. In general, do not select quotations, which only repeat points you have already made.

* **Be sure to integrate all ideas** from other sources into your own discussion. Introduce direct quotations with your own words. After quoting, explain the significance of quotations.

* **Avoid quoting more than is needed.** Most of the time, brief quotations suffice.

* **Use direct quotations only when the author's wording is necessary or particularly effective.** In some disciplines, direct quotations are discouraged. Check with your professor.

* If you are using material cited by an author and you do not have the original source, introduce the quotation with a phrase such as "as is quoted in...."

* End citation alone is not sufficient for direct quotations; **place all direct quotations within quotation marks.** Be sure to copy quotations exactly as they appear.

* To avoid any unintentional failure to cite sources, include all citation information on notecards and in your first draft.

At all times, stay in control of your argument and let your own voice speak for you.

A common pitfall: the notetaking stage

Plagiarism often starts with the notetaking stage of the research process. If possible, have a clear question in mind before heading off to the library so you will not waste time taking extraneous notes. When taking notes, be sure to distinguish between paraphrases and direct quotations.

When you are copying a **direct quotation**, be extremely precise. Note all the information you will need for the citation and copy the quotation exactly as it appears. In summary, be consistent and conscious of whatever notetaking method you decide on.

Examples:

Sometimes writers do not recognize when their use of other writers' ideas constitutes plagiarism. Versions of the following source can help you see the difference between acceptable paraphrasing and plagiarism

Original source #1

If the existence of a signing ape was unsettling for linguists, it was also startling news for animal behaviorists (Davis 26).

Version A

The existence of a signing ape unsettled linguists and startled animal behaviorists (Davis 26).

Comment:

Plagiarism. Even though the writer has cited the source, the writer has not used quotation marks around the direct quotation "the existence of a signing ape." In addition, the phrase "unsettled linguists and startled animal behaviorists" closely resembles the wording of the source.

Version B

If the presence of a sign-language-using chimp was disturbing for scientists studying language, it was also surprising to scientists studying animal behavior (Davis 26).

Comment:

Still plagiarism. Even though the writer has substituted synonyms and cited the source, the writer is plagiarizing because the source's sentence structure is unchanged.

Version C

According to Flora Davis, linguists and animal behaviorists were unprepared for the news that a chimp could communicate with its trainers through sign language (Davis 26).

Comment

No plagiarism. This is an appropriate paraphrase of the original sentence.

Original Source #2 (taken from The Random House Handbook, 4th edition 405-6)

The joker in the European pack was Italy. For a time, hopes were entertained of her as a force against Germany, but these disappeared under Mussolini. In 1935 Italy made a belated attempt to participate in the scramble for Africa by invading Ethiopia. It was clearly a breach of the covenant of the League of Nations for one of its members to attack another. France and Great Britain, the Mediterranean powers, and the African powers were bound to take the lead against Italy at the league. But they did so feebly and half-heartedly because they did not want to alienate a possible ally against Germany. The result was the worst possible: the league failed to check aggression, Ethiopia lost her independence, and Italy was alienated after all (J. M. Roberts, History of the World. New York: Knopf, 1976, p. 845).

Version A

Italy, one might say, was the joker in the European deck. When she invaded Ethiopia, it was clearly a breach of the covenant of the League of Nations, yet the efforts of England and France to take the lead against her were feeble and half-hearted. It appears that those great powers had no wish to alienate a possible ally against Hitler's rearmed Germany.

Comment:

Plagiarism. The writer has taken entire phrases from the source. The writer's interweaving of his or her own language does not mean the writer is innocent of plagiarism.

Version B

Italy was the joker in the European deck. Under Mussolini in 1935, she made a belated attempt to participate in the scramble for Africa by invading Ethiopia. As J.M. Roberts points out, this violated the covenant of the League of Nations (Roberts 845). But France

and Britain, not wanting to alienate a possible ally against Germany, put up only feeble and half-hearted opposition to the Ethiopian adventure. The outcome, as Roberts observes, was "the worst possible: the league failed to check aggression, Ethiopia lost her independence, and Italy was alienated after all" (Roberts 845).

Comment:

Still plagiarism. Even though the writer has used two correct citations from the source, the writer has not cited other phrases.

Version C:

Much has been written about German rearmament and militarism in the period 1933-39. But Germany's dominance in Europe was by no means a foregone conclusion. The fact is that the balance of power might have been tipped against Hitler if one or two things had turned out differently. Take Italy's gravitation toward an alliance with Germany, for example. That alliance seemed so very far from inevitable that Britain and France actually muted their criticism of the Ethiopian invasion in the hope of remaining friends with Italy. They opposed the Italians in the League of Nations, as J.M. Roberts observes, "feebly and half-heartedly because they did not want to alienate a possible ally against Germany" (Roberts 845). Suppose Italy, France, and Britain had retained a certain common interest. Would Hitler have been able to get away with his remarkable bluffing bullying in the later Thirties?

Comment:

No plagiarism. The writer properly acknowledges the one use of Roberts' ideas. (Note that the writer has chosen to use only one idea from the source and has integrated that idea into his or her own argument.)

A final note:

Learning how to use the ideas of others to add weight to your ideas involves effort and a commitment to academic honesty. It is not always clear exactly when or how to use sources and sometimes you will need advice. Since your professors are most familiar with the expectations of their disciplines, they are the best people to ask.

DOCUMENTATION STYLES/SYSTEMS

What are documentation styles?

Documentation styles have been established to provide you with a way to give credit for work that you have used in writing your paper. A documentation style is a standard approach to the citation of sources that the author of a paper has consulted, abstracted, or quoted from. It prescribes methods for citing references within the text, providing a list of works cited or references at the end of the paper, and even formatting headings and margins.

Different academic disciplines use different documentation styles; your instructor may require you to use a particular style, or may allow you use one of your choosing. It is important to fully understand the documentation style to be used in your paper, and to apply it consistently.

There are several documentation styles. The most popular are **the Modern Language Association (MLA)** and **The American Psychological Association (APA) formats.**

What to document

In general, you must document information that originates in someone else's work. All of the following should be accompanied by a reference to the original:

- **Direct quotations**
- **Paraphrases and summaries**
- **Information and ideas that are not common knowledge or are not available in a standard reference work**
- **Any borrowed material that might appear to be your own if there were no citation.**

It is important to cite sources not only to give credit where it's due, but also to allow the reader of your work to locate the sources you have consulted. In short, the reader of your paper must be able to use the information you provide, both in the text and in appended list(s), to duplicate the research you have done.

In order to cite properly, you should follow one documentation style.

Gathering information for documenting sources

You can make the process of applying any documentation style easier if you keep good notes while you perform research.

- **Write down the most complete bibliographic information available for each source that you consult;**
- **If you write out quotations or data from a source, be sure to note the number of the page(s) on which the information appears in the original.**
- **Double check the quotation for accuracy before you return the source to the library**

You may want to take a look at the sample references list for the style you will be using to get an idea of the amount of detail that's required.

It's a good idea to put citations into your paper as you draft it. When you quote, put the source and page number directly after, perhaps marked with asterisks. When you refer, do the same. And when you place a citation in your text, add the source to your working bibliography. When it comes time to put the finishing touches on your paper, the information you need will be available right in your text, and may be easily put into the proper format.

Which style should I use?

The choice as to which style is appropriate for a given paper may be determined by three factors: the requirements of the particular course, the standard for the discipline in which you

are studying, or your individual preference.

Your instructor may assign a documentation style for papers to be written for that course. This will often be indicated on the course syllabus or in the paper assignment, but may simply be mentioned during class. If no documentation style is prescribed, you should ask whether the instructor has a preference. If no preference is indicated, then you are free to choose a style.

Whenever you consult a source you should write down the bibliographic information to include in your Bibliography or Works Cited section. Although there are several generally accepted bibliographic style guides in existence, they all follow the same general principles:

- Bibliographical entries are arranged in alphabetical order, whether it be books, periodicals or audio visual materials
- It is usually done by author, or where there is no author, by title.
- All items must be presented accurately, clearly and completely.
- The bibliographical form that is selected must be followed consistently in every entry. Since a bibliography rarely includes all that has been written upon a given topic, a more accurate heading for this section of the paper would be, for example, "Selected Bibliography," "Works Cited," or "Sources Consulted." Or "References" The last is especially suitable if the list includes such sources as personal interviews, lectures, or tape recordings.

APA BIBLIOGRAPHIC CITATION GUIDE

Like all documentation styles, the APA style, which is recommended the American Psychological Association (APA), provides a standard system for giving credit to others for their contribution to your work. It is referred to as a **"parenthetical" documentation** style, meaning that citations to original sources appear in your text. This allows the reader to see immediately where your information comes from.

The APA style calls for three kinds of information to be included in **in-text citations**. **The author's last name and the work's date of publication must always appear, and these items must match exactly the corresponding entry in the references list.** The third kind of information, the page number, is only in a citation to a direct quotation.

The Publication Manual of the American Psychological Association, 4th Ed. (1994) is used by most educational and behavioural or social science programs, professional journals, related textbooks, and by many other fields. The Style Manual covers the whole of professional writing, but is often referred to specifically for "typing", citation, and reference style.

Bibliographic entries should be indented five to seven spaces on the first line, just like other paragraphs. **Electronic references** should have an address permitting retrieval

The following examples illustrate the style used by the American Psychological Association to cite sources. Style manuals for this and other styles are located at the Reference Desk. For more detailed information on the APA Style, see: Publication Manual of the American Psychological Association 4th ed. 1994, Washington, DC: American Psychological Assoc., c1994 (Ref. BF 76.7 P83 1994, or any newer edition. Also see the APA Publication Manual Crib Sheet. <http://www.cmhc.com/guide/pro25.htm>

CITATIONS IN THE TEXT

Parenthetical references

Parenthetical references (instead of footnotes or endnotes) are used to acknowledge the use of another author's material. These references are brief but should give enough information to enable the reader to find the full citation in the reference list at the end of the paper.

Parenthetical references must be documented in the references list at the end of your paper.

- **Use the author's name and year in identifying the source.**
- **For direct quotes, you must also tell us the page number.**
- **In the case of several articles by the same author or authors, this should identify which article you are referring to; if it does not, add an identifying letter (starting with "a") after the year. e.g.**

Interpersonal communication has been shown to play a large role in the diffusion of news (Basil & Brown, 1994a). In addition, interpersonal communication "has the largest effect on behavioral intentions" (Basil & Brown, 1994b, p. 21).

- **The first time the reference is cited in the text, spell out all of the author's last names. For example, Miller and Seligman (1975) suggested that...**
- **With articles that have three or more authors use the Latin abbreviation for "and others" when the reference is cited a second (or third) time. For example, Miller et al. (1975) suggested that... or ... some fact (Miller et al., 1975).**
- **Multiple citations in parentheses are placed alphabetically and are separated by a semicolon and a space. For example, some fact (Carlson, 1972; Moon, 1968; Partin, 1980).**

Examples

A typical citation of an entire work consists of the author's name and the year of publication.	Charlotte and Emily Bronte were polar opposites, not only in their personalities but also in their sources of inspiration for writing (Taylor, 1990).
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If the author is named in the text , only the year is cited.	According to Irene Taylor (1990), the personalities of Charlotte....(p.25)
If both the name of the author and the date are used in the text, parenthetical reference is not necessary.	In a 1989 article, Gould explains Darwin's most successful.
Specific citations of pages or chapters follow the year.	Emily Bronte "expressed increasing hostility for the world of human relationships, whether sexual or social" (Taylor, 1988, p. 11).
When the reference is to a work by two authors, cite both names each time the reference appears.	Sexual-selection theory often has been used to explore patters of various insect mating (Alcock & Thornhill, 1983) . . . Alcock and Thornhill (1983) also demonstrate . . .
When the reference is to a work by three to five authors, cite all the authors the first time the reference appears. In a subsequent reference, use the first author's last name followed by et al. (meaning "and others"). An example of a subsequent reference.	Patterns of byzantine intrigue have long plagued the internal politics of community college administration in Texas (Douglas et al., 1997)
Interviews, Letters, memos, e-mail & telephone conversations	Mention the source in
When the reference is to a work by a corporate author, use the name of the organization as the author.	Retired officers retain access to all of the university's educational and recreational facilities (Columbia University, 1987, p. 54).

Quotations

- **Short quotations (fewer than 40 words) are incorporated into the text and enclosed by double quotations marks (").** You must give page numbers for direct quotes. For example, Smith (1978) noted that "the world is round" (p. 1).
- **Display a quotation of more than 40 words as freestanding block of text indented 5 spaces from the left margin (doubles spaced as usual). Omit the quotation marks and include the page number in parentheses after the last period. Also, if the quotation is more than one paragraph, indent the first line of the second and any additional paragraphs 5 spaces.**
- **If you have a quotation within a block quotation, enclose it in double (") quotation marks. If you have a quotation within a short quote (one incorporated within the text), enclose it within single quotation marks (').**

The APA suggests that you do not single space; however, some instructors will require that indented quotations be single-spaced, especially when quoting poetry, which loses some of its formal characteristics when double-spaced. Check with your instructor before single-spacing

quotations.

Three or four quotes in a 10-page paper is about the upper limit.

BIBLIOGRAPHY

n alphabetical list of "**References**" identifies all of the sources you have referred to in the body of your paper. There are several basic elements that are usually included in each book citation, arranged in the following order:

Article or Chapter in an Edited Book

- 1. Author of article or chapter
- 2. Year of publication (in parentheses)
- 3. Title of individual article or chapter
- 4. Name of the editor, translator or compiler
- 5. Title of book (underlined or italics)
- 6. Inclusive page numbers
- 7. Edition or volume used
- 8. Place of publication
- 9. Place of publisher

Entire Book

1. Book authors or editors
2. Date of publication (in parentheses)
3. Book title (underlined or italics)
4. Edition or volume
5. Place of publication
6. Publisher

Periodical Articles

- Article author's name (last name, first and middle initials for all authors)
- Year of publication (in parenthesis)
- Title of article
- Title of periodical (underlined)
- Volume number of the periodical (underlined)
- Issue no. (if each issue begins on page 1) (in parenthesis)
- Inclusive paging of article (use pp. before page nos. for newspaper and magazine articles)

Not all of these elements are present for each item; use only what is appropriate. Page numbers of specific quotations are included in the parenthetical reference. For items that are neither a book nor periodical, consult Publication Manual of the American Psychological Association.

**Examples - Based on the Manual of the American Psychological Association
Books**

No Author	<u>World development report.</u> (1989). New York: Oxford University Press.
One Author	Berry, W. (1981). <u>The gift of good land.</u> San Francisco: NorthPoint.
Two or more authors	Winston, B. L., Reinhart, M. L., Sacker, J. R., Gottlieb, W., Oscar, B., & Harris, D. P. (1987). <u>Nepal in crisis.</u> Delhi: Oxford University Press.
Editor	Del Castillo, A. R. (Ed.). (1990). <u>Between borders: Essays on Mexican/ Chicana history.</u> Encino: Floricanto.
Several volumes	Leach, M. (Ed.). (1950). <u>Dictionary of folklore (Vol.2).</u> New York: Funk and Wagnall. (Cite only the volume used.)
Essay or article in a Collection	Gonzalez, R. (1987). Distinctions in Western Women's Experience: Ethnicity, Class, and Social Change. In S. Armitage (Ed.), <u>The women's west</u> (pp.237-252). Norman: University of Oklahoma.
Government publication	U.S. Dept. of Labor. Bureau of Statistics. (1977). <u>Dictionary of occupational titles</u> (4th ed.). Washington, DC: GPO.
Signed Encyclopedia Article	Madden, E. H. (1973). Civil Disobedience. In <u>Dictionary of the history of ideas</u> (vol. 3, pp. 25-37). New York: Scribner's.

Periodicals

Scholarly Journal with Continuous Pagination	Mivedev, Z. (1990). The environmental destruction of the Soviet Union. <u>The Ecologist</u> , 20, 24-29.
Scholarly Journal with Separate Pagination	Ayoade, J. (1989). The culture debate in Africa. <u>The Black Scholar</u> , 20 (2-3), 2-7.
Magazine Article Signed	Ferguson, S. (1990, September/October). America's Frustration with the Homeless. <u>Utne Reader</u> , 50-55.
Magazine Article Unsigned	A Shock to the System. (1990, August 20). <u>Time</u> , 55.
Newspaper Article Unsigned	Environmental audits being considered by EC. (1991, February 11). <u>Wall Street Journal</u> (West. ed., pp. A8).

Other

Book review	Dolan, J. (1990, Summer). [Review of Feminism and Theatre <u>Signs</u> , 15, 864.
Interview in print	[Interview with Milan Kundera.]. (1982, January 18). <u>New York Times</u> , (Late ed., sec. 3: 13+).
Audio Recording	Carter, B. (Speaker). (1977). <u>The growth of English</u> (Cassette Recording No. 222). New York: Audio Associates.
Interview	O'Connell, Edward. (4 May 1996). Personal interview.
Full text CD-ROM article	Lacayo, Richard. "This Land Is Whose Land?" <u>Time</u> , 23 Oct. 1995: 68-71. <u>ProQuest</u> CD-ROM
World Wide Web Site	World Johnson, K. (No date). <u>Normal brain structure</u> . [Online].

	Available http://www.med.harvard.edu/AANLIB/cases/case.html [1996, April 15].
Full text internet article	Carranza, L.E. "Le Corbusier and the problems of representation". <u>Journal of Architectural Education</u> [Online], 48(2). Available: http://www-mitpress.mit.edu/jrnls-catalog/ File:jae48-2.html . [1997, September 22].

The above table gives examples of citations but when doing a list of References, **one must put all the citations in alphabetical order**. Therefore the periodical citations will be intermixed with the audio-visual and the book citations.

Electronic materials

Identifying a citation from any electronic format, e.g. Internet, or CD-ROM, is only necessary when it has also provided you with the text. If you get a citation from one of these mediums but then read or quote from the actual hard copy you then must cite the journal or newspaper rather than the CD-ROM or Web page.

Example

References

Anastasi, A. (1988). Psychological testing (6th ed.) New York: Macmillan.

Elkind, D. (1991, October). Applying to college. *Parents*. 173.

Peters, W..E. 1997, September 22). Psychological testing for application to college or university. Journal of Architectural Education. [Online], 48(2). Available: [http://www-mitpress.mit.edu/jrnls-catalog/ File:jae48-2.html](http://www-mitpress.mit.edu/jrnls-catalog/File:jae48-2.html).

Smith, John. (1999 October). Personal Interview.

Tyler, R.W. & Wolf, R.M. (Eds.). (1974). Crucial Issues in Testing. Berkeley, CA: McCutchan.

MLA BIBLIOGRAPHIC CITATION GUIDE

The style recommended by the Modern Language Association for preparing scholarly manuscripts and student research papers concerns itself with the mechanics of writing, such as punctuation, quotation and documentation of sources. MLA style has been widely adopted by schools, academic departments and especially the **Humanities**. MLA uses parenthetical documentation to cite sources within the text of the essay/research paper.

CITATIONS IN THE TEXT

Parenthetical references

The simplest way to cite sources is to use parenthetical references in the body of your paper

and include a list of works cited at the end of the paper. **MLA requires that you do this by placing in parentheses at the end of the sentence the author's last name and the page number of the work you are citing.**

If you have used the author's name in the sentence, place only the page number in parenthesis. These references are brief but should give enough information to enable the reader to find the full citation in the works-cited list at the end of the paper.

The following format has replaced footnotes in the text of a paper. Besides direct quotes, references to a particular work or to someone else's ideas must be identified by a parenthetical reference. Citations in the text must clearly point to specific sources in the list of works cited.

Rules for In-Text citations

- **Introduce paraphrases or quotations by giving the authority's name. Use both the first name and surname the first time the authority is used;**

e.g. Gail Saunders suggests....

- **Whenever possible identify what makes the source important:**

Dr. Leon Higgs, President of the College The Bahamas...

- When a work has **no author**, cite the first two or three significant words from the title:

Citing BOOKS in text

Two authors/editors	Both Ashmore and Del Boca agree on these traits (66-69).
More than 3 authors/editors	"...with patience being especially important" (Valdes et al. 33).
Corporate author	The American Medical Association recommends... (22-23). or "...the nutritive value of soybeans was assessed" (American Medical Association 22-23).
Electronically Retrieved: Expanded Academic ASAP, Academic Search Fulltext Elite, etc.	(Livermore). Note: If an article is electronically retrieved, page numbers of a printout should not be cited, because the pagination may vary in different printouts.

Works on the World Wide Web are cited just like printed works in parenthetical references in the text. For any type of source, you must include information in your text that directs readers to the correct entry in the works-cited list. Web documents generally do not have fixed page numbers or any kind of section numbering. If your source lacks numbering, you have to omit numbers from your parenthetical references. If your source includes fixed page numbers or section numbering (such as numbering of paragraphs), cite the relevant numbers. Give the appropriate abbreviation before the numbers: "(Moulthrop, pars. 19-20)." (*Pars.* is the

abbreviation for *paragraphs*.)

Works Cited

The list of works cited identifies all of the sources you have referred to in the body of your paper. There are several basic elements that are usually included in each citation, arranged in the following order:

• Book Citation •

- Author
- Title of the part of the book
- Title of the book
- Name of the editor, translator or compiler
- Edition used
- Number of volumes
- Name of the series
- Place of publication, name of publisher, date of publication
- Inclusive page numbers for the part of the book being cited
- Annotation

• Periodical Citation •

- Author
- Title of article
- Title of periodical (italicized or underlined)
- Series number or name
- Volume number of the periodical
- Date of publication
- Inclusive paging of the article

Not all of these elements are present for each item. Use only what is appropriate. Specific page references are included in the parenthetical references. For items that are neither a book nor periodical, consult *The MLA Style Manual* for required elements.

The following examples illustrate the style used by the MLA in a List of Works Cited. Consult *the MLA Handbook for Writers of Research Papers* for other examples. Please note that book and journal titles can be underlined if your typewriter or computer does not support italics. Consult the MLA web site for examples of citing electronic sources
http://www.mla.org/main_stl.htm

The following table examples of citations but when doing a Works Cited or Bibliography, one must put all the citations in alphabetical order. Therefore the periodical citations will be intermixed with the audio-visual and the book citations.

Examples - Based on the MLA Handbook for Writers of Research Papers Books

No author	<u>World Development Report</u> . New York: Oxford UP, 1989.
-----------	--

One author	Berry, Wendell. <u>The Gift of Good Land</u> . San Francisco:North Point, 1981
More than three authors	Blaikie, Peirs, et al. <u>Nepal in Crisis</u> . Delhi: Oxford UP, 1980.
Author and Editor	Dostoyevsky, Fyodor. <u>The Brothers Karamozov</u> . Ed. by Ralph E. Matlaw. New York: Norton, 1976.
Editor	Del Castillo, Adelaida R., ed. <u>Between Borders: Essays on Mexican/Chicana History</u> . Encino: Floricanto, 1990.
Essay or Article in a Collection	Gonzalez, Rosalinda. "Distinctions in Western Women's Experience: Ethnicity, Class, and Social Change." <u>The Women's West</u> . Ed. Susan Armitage. Norman: U of Oklahoma, 1987: 237-252.
Several Volumes	Leach, Maria, ed. <u>Dictionary of Folklore</u> . 2 vols. New York: Funk and Wagnall, 1950.
Signed Encyclopedia Articles	Madden, Edward H. "Civil Disobedience." <u>Dictionary of the History of Ideas</u> . 5 vols. New York: Scribner's, 1973.

Periodicals

Magazine Article Signed	Ferguson, Sarah. "America's Growing Frustration with the Homeless." <u>Utne Reader</u> Sept.-Oct. 1990: 50-55.
Magazine Article Unsigned	"A Shock to the System." <u>Time</u> 20 Aug. 1990: 55.
Scholarly Journal with Continuous Pagination	Medvedev, Zhores. "The Environmental Destruction of the Soviet Union." <u>The Ecologist</u> 20 (1990): 24-29.
Scholarly Journal with Separate Pagination	Ayoade, John, "The Culture Debate in Africa." <u>The Black Scholar</u> 20.2 (1989): 2-7.
Newspaper Article Unsigned	"Environmental Audits Being Considered by EC." <u>Wall Street Journal</u> 11 Feb. 1991, West. ed.: A8.

Other

Journal Article from a World Wide Web Site	Flannagan, Roy. "Reflections on Milton and Ariosto." <u>Early Modern Literary Studies</u> 2.3 (1996): 6 pars. 22 Feb. 1997 < http://unixg.ubc.ca:7001/0/e-sources/emls/02-3/flanmilt.html >.
Book Review	Dolan, Jill. Rev. of <u>Feminism and Theatre</u> , by Sue-Ellen Case. <u>Signs</u> 15.4 (Summer 1990): 864.
Personal Interview	Smith, John. Personal Interview. 4 July 1999.
Interview in Print	Kundera, Milan. Interview. <u>New York Times</u> 18 Jan. 1982, late ed., sec. 3: 13+.

CD ROM Database	Reed Porter. "Languages of Indochinese Refugees." ERIC. ED 341231. CD-ROM. SilverPlatter. Oct. 1982.
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Example:**Works Cited**

Adler, Jerry and Daniel Glick. "No Room, No Rest." Newsweek 1 Aug. 1994:46-51.

Coates, James. "Creature Comforts Taking Toll on Park Wilderness." Chicago Tribune 22 Apr.1991, sec. 1:1, 14.

"Crowds Pose Threat to U.S. Park System." Chicago Tribune 21 Apr. 1991, sec. 1:1, 16

Leopold, Aldo. A Sand County Almanac and Sketches Here and There. 1949. New York: Oxford .UP, 1987.

Smith, John. Personal Interview. 15 July 1993.

ALWAYS REMEMBER IF YOU ARE NOT SURE OF HOW TO DO YOUR BIBLIOGRAPHY, PLEASE CONSULT A LIBRARIAN OR ONE OF THE MANY STYLE GUIDES IN THE LIBRARY.

GLOSSARY

Abstract	A summary of an article, book or other resource.
Almanac	An almanac contains useful information and statistics relating to countries, personalities, events and subjects.
Audio visual materials	Non-book materials such as slides, video and audio tapes, gramophone records, films, film strips and transparencies which require apparatus to render them usable.
Bibliography	A list of works on a particular subject, period, or author. Some bibliographies are annotated with descriptive or critical notes. A bibliography may also be a list of works consulted in preparing a paper.
Bound periodicals	A number of issues of a periodical collected and bound with a hard cover like a book.

Call number	The identification number which determines where a book or other library material is located in the library -- the "address" of a book.
Carrels	Any table or other space reserved for one reader which provide by means of front and side screening a more or less secluded study and writing area, whether or not facilities are provided for locking up books
CD-ROM	(Compact Disk-Read Only Memory). A computer technology which allows information to be stored on a compact disk and accessed through a computer.
Citation	In an index, the citation includes the information need to identify the book or article.
Closed Access / Closed stacks	The sections of the library's collection not open to public access or limited to a small group of users. Examples, Reserve and Special Collections.
Copyright	The legal right to control the production, use and sale of copies of literary, musical or artistic work.
Cross reference	A term used in catalogues and indexes to lead you from one form of entry to another. Most common references are 'see also' and 'see'.
Directory	A list of persons or organizations, usually arranged in alphabetic or classified order, giving addresses and other information.
Edition	A number of copies printed at any one time when either the original text has undergone some change, or the type has been partially or entirely reset, or the format has been altered.
Government documents	Publications issued at government expense or published by authority of a government body.
Handbook	A collection of a miscellaneous group of facts centered on one central theme or subject area.
Imprint	The place and name of the publisher and the date of publication.
Index	A reference source, print or electronic, containing a list of magazine, journal or newspaper articles arranged alphabetically by subject and/or author.
Interlibrary loan (ILL)	The borrowing of library material from one library for use by the patron of another.
ISBN (International Standard Book No)	A number assigned to each book before publication which identifies the country of publication, publisher, title, edition and volume number. An ISBN consists of ten digits.
Manuscript	A document of any kind which is written by hand or the text of a music or literary composition in hand-written or type-written form, and which in that form, has not yet been published and reproduced in multiple copies.
Microfilm	A length of plastic film bearing a number of microimages of print matter.
Microform	A general term designating any type of micro format including microfiche and microfilm. The printed material is greatly reduced in size and can be read only with the aid of a special machine. Some machines allow you to read the material, others allow you to both read and print a copy of the material.
Monograph	A complete bibliographic unit on a single topic or subject or class of subjects or on one person. It may be issued in successive parts at regular or irregular intervals, but it is not intended to continue indefinitely. Or, in simple terms, a book.
OPAC	Online public access catalogue containing an entire listing of what the library owns, including any information needed to describe and locate the material.
Open Access Stacks	The sections of the library where users can go directly to the shelves to find

	what they need.
Publisher	A person, firm, or corporate body responsible for placing a book or other item on the market. The publisher may or may not also be the printer of the item.
Rare books	Books that are so old, scarce, or difficult to find that they are often of great value.
Reprint	Copies of an edition of a book that has been printed at a later time.
"See" reference	A reference for a term that is not used to one that is used.
"See also" reference	A listing of additional headings to consult for information, whether in a card catalogue or index.
Reserve collection	A selection of materials which faculty have identified as compulsory reading for a particular course. Materials are kept together in the reserve area and circulate for a short period of time only.
Serials	Publications issued in successive parts at regular or irregular intervals and intended to continue indefinitely. Also known as magazines, periodicals, newspapers, annuals, journals or reports.
Series	A group of separate items related to one another by the fact that each item bears, in addition to its own title proper, a collective title applying to the group as a whole.
Stacks	The shelves provided for books in the library. Items are arranged by call number on shelves in the stacks.
Subtitle	The second part of a compound title which often explains the main title, usually following a colon.
URL	Universal Resource Locator is the "address" assigned to 'pages' on the World Wide Web.
Vertical file	A cabinet containing files of collections of ephemeral material such as pamphlets and newspaper clippings on important topics
Yearbook	A compendium of data and statistics of a given year.

PARTS OF THE BOOK

Spine	The part of the cover of a book which conceals the folds of the sections. It normally bears the title, author and publisher's name.
Title page	The page at the front of the book which gives the full title, including any subtitles, author's, illustrator's, editor's and translator's name, publisher's name and cities in which the publisher's offices are located, and usually a publishing or printing date.
Verso of the title page (Back of the title page.)	Usually includes the copyright which are preceded by the symbol ©; the publishing history of the book and the Library of Congress catalogue card number and the ISBN.
Table of contents	A list of chapters or parts of a book in numerical order that provides an overview of the organization of the book's contents.

Preface or foreword	Gives brief, preliminary materials that, although not part of the main text, gives the author's aim in writing the book and acknowledges those persons who have given assistance.
Introduction	Describes the background that sets the work in perspective; in large reference books, the introduction gives the overall scope of the work and its arrangement.
Illustrations, maps or figures	Lists of graphic materials included in the illustrated work.
Body or text	The principal part of the book.
Appendices	The items that do not fit properly in the body or main text and are placed either before or after the index.
Glossary	A list of explanations of unfamiliar or technical words used in the body of the book.
Bibliography	A list of the source materials that the author has used or suggests for further study.
Index	Found in non-fiction works, an index is an alphabetically arranged list of names, titles and subjects to be found in the book with a corresponding number.

LOCATION OF IMPORTANT MATERIALS/ COLLECTIONS

HILDA BOWEN LIBRARY, Grosvenor Close Campus, off Shirley St

- PAHO/WHO DOCUMENTS (*Official*)

LAW LIBRARY

- LAW JOURNALS (*West Indian & Int.*)
- LAW REPORTS & LEGISLATION OF CARIBBEAN COUNTRIES

MEDIA DEPARTMENT, ROOM A

- AUDIO VISUAL COLLECTION – Media Department, Room A
- MEDIA EQUIPMENT (Overhead projectors, VCRs, etc.)

REFERENCE/RESEARCH AREA (Ground Floor, Main Library)

- UNITED NATIONS DOCUMENTS – Reference/research Area, Ground Floor, Main Library
- CURRENT PERIODICAL COLLECTION
- LOCAL NEWSPAPERS on Microfilm – Located in the Reference/Research Area
- ILO PUBLICATIONS (*Official*)
- REFERENCE COLLECTION
- VERTICAL FILE

SPECIAL COLLECTIONS

- BAHAMIAN SPECIAL COLLECTION – located at the Main Library
- CARIBBEAN DISSERTATIONS – located in Special Collections

TOP FLOOR, NORTHERN WING

- BOUND PERIODICALS
- TEACHING PRACTICE COLLECTION
- WEST INDIAN COLLECTION