

## COM 306 – “Green” Topics

### SEARCHING FUNDAMENTALS

With Keyword Searching, you determine your search terms; you have greater flexibility but you get broader results. You must try multiple searches using different spellings and synonyms in order to match all the variations authors could use. Alternatively, Subject Searching is very organized and uses only pre-determined terms; you find your Subject Heading and you search for it. You must use the term chosen by the person who has cataloged the book or article.

1. Perform a keyword search using important terms that define your topic.
2. Find a good result and look at its Subject Heading.
3. Perform a subject search using the Subject Heading you find.

### FINDING MATERIAL

You should divide your research into two stages:

Stage 1: Use the library databases to identify a source, e.g., a journal article

Stage 2: Use various resources to obtain the source, including:

360Link / List of E-journals – a list of magazines & journals available via our databases

List of Print Journals – a list of our print serials; the list is available in print & online

Librarians – always feel free to ask a librarian to help you locate material

Interlibrary Loan – fill out an online ILL form to obtain material we do not own

### DATABASES

*GreenFILE* - draws on the connections between the environment and a variety of disciplines such as agriculture, education, law, health and technology

*Academic Search Premier* – full-text articles from over 3,600 peer-reviewed journals

*Business Source Premier* - covers virtually all subject areas related to business

*Engineering Village* - abstracts of articles, descriptions and links to websites, and patent information in engineering

*Library Catalog & WorldCat* – information on books the library owns or can borrow

*ProQuest* – full-text articles from magazines, newspapers and journals

*Science Direct* - full-text journal articles in science, technology, and medicine

*All databases are accessible from off-campus. You will need your SITNet ID and password.*

### INTERLIBRARY LOAN (ILL)

Our library shares its materials with other libraries and those other libraries share their materials with us; this sharing is called interlibrary loan. If you want a book or journal article which we do not own then fill out an online ILL form and we will get the material for you.

**DO NOT LIMIT YOURSELF TO ONLY FULL-TEXT ARTICLES IN DATABASES. USE THE LIBRARY'S PRINT JOURNALS AND MAKE FREE ILL REQUESTS.**

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### SUBJECT DIRECTORIES

*Librarian’s Index to the Internet* – trusted sites for research

<http://www.lii.org>

*Internet Public Library* – lists of information on many topics from the School of Information at the University of Michigan

<http://www.ipl.org>

*Google Directory* – Choose your topic by selecting subject area you need to research

<http://directory.google.com>

### EVALUATING WEB SITES

Always evaluate your web results for their:

accuracy – does the site misstate, misrepresent or exaggerate facts? are there errors?

authority – who created the site and what are their affiliations and credentials?

bias – does the site offer a point of view or opinion?

coverage – how much information is there?

currency – when was the site last updated?

.aero | .biz | .com | .coop | .edu | .gov | .info | .int | .mil | .museum | .name | .net | .org | .pro

### ADDITIONAL EVALUATION INFORMATION IS AVAILABLE ONLINE

• Google’s Directory page: search for *web site evaluation* and choose the *Category*

• Evaluating Web Pages: Techniques to Apply & Questions to Ask (UC Berkeley)

<http://www.lib.berkeley.edu/TeachingLib/Guides/Internet/Evaluate.html>

• Evaluation of Information and Sources (Purdue)

<http://www.lib.purdue.edu/ugrl/staff/sharkey/interneteval/>

• Five criteria for evaluating Web pages (Cornell)

<http://www.library.cornell.edu/okuref/webcrit.html>

### DOCUMENTING YOUR WORK

Official manuals for APA and MLA are on Reserve and in Reference

Citation handouts are available online through the Library’s *Research Guides*

Make A Citation – <http://citation.sunyit.edu>