

HINKLE LIBRARY RESEARCH WORKSHEET 2011-2012

Name: _____ Instructor: _____

Date due: _____ Class time: _____ Librarian: _____

<http://www.alfredstate.edu/library> OR
<http://libguides.alfredstate.edu/comp1503>

0= Missing Material; 1= Inadequate; 2=Adequate; 3= Good; 4= Excellent

Described a viable research topic and formulated a search strategy that will sufficiently narrow the topic (Questions 1 & 2)	
Located a relevant & understandable full-text article from <i>Academic Search Complete</i> (Question 3)	
Located a relevant & understandable full-text article from <i>ProQuest</i> (Question 4)	
Described and located a relevant & understandable book or video from the Alfred State College collection (Question 5)	
Included MLA Works Cited page that is accurate, complete, and formatted correctly (Question 6)	
Followed directions for this assignment (completeness of answers, NO NEWSPAPER, NEWSWIRE ARTICLES, NO BOOK OR OTHER REVIEWS, all printouts included)	
SCORE	

1. Describe what you are researching? _____

2. In the spaces (a.) and (b.) below, write down the words or short phrases you might use as a “search strategy” for your research.

Remember to include the “broad” topic you want to research, and at least one other word or short phrase to “narrow” the search.

Example:	
“BROAD” topic is Abortion	
a. <u>ABORTION</u>	b. <u>TEENAGERS</u>

a. _____ b. _____

3. From the library's web site or from the Comp 1503 LibGuide, search [Academic Search Complete](#) using the "search strategy" developed in question # 2 above.

See the example below:

abortion	in	SU Subject Terms
AND		
teenagers	in	SU Subject Terms
AND		
	in	Select a Field (optional)

Optional: To further focus results, use the pull-down menu to search terms or phrases as SUBJECTS!

"REFINE YOUR RESULTS" by selecting only full text articles. Choose only Academic Journals and Magazines as the "SOURCE TYPE". NO NEWSPAPERS OR NEWSWIRES, BOOK OR OTHER REVIEWS!

Refine your results

Full Text

References Available

Scholarly (Peer Reviewed) Journals

Source Types

All Results

Academic Journals

Magazines

Newspapers

Browse these articles and choose the one that BEST fits your research and that you can understand! If your results are poor, search again with other words, or ASK A LIBRARIAN FOR HELP!

Answer these questions:

- Author(s) of article (if given) _____

- Title of article: _____

- Title of magazine or journal (ex. Psychology Today) _____
- Date of article: _____ Volume of magazine (if given): _____
- Issue of magazine (if given) _____ Page or pages of article: _____
- Print the 1st page of the article and staple it to the worksheet.**
- On a separate paper begin your MLA Works Cited Page and add the citation for this journal or magazine article.

4. From the library's web site, or from the Comp 1503 LibGuide, search [ProQuest](#). If needed, adjust your search strategy in order to find the best articles. From the initial screen, choose "Advanced Search." See the sample search, below:

Advanced Search

abortion in Subject heading (all) — SU°

AND (psychological aspects OR) in All fields + text

AND (OR) in All fields + text

Limit to: Full text Peer reviewed

Search subject areas

Optional: Use the pull-down menu to search terms or phrases as subjects!

LIMIT RESULTS to only those available in full text as shown above, *then* hit **Search**

From the resulting list, **BROWSE ARTICLES FROM SCHOLARLY JOURNALS, MAGAZINES, OR TRADE PUBLICATIONS ONLY.**

NO NEWSPAPERS OR WIRE FEEDS! NO BOOK OR OTHER REVIEWS!

Choose an article that **BEST** fits your research and that you can understand! If your results are poor, search again with other words, or **ASK A LIBRARIAN FOR HELP!** Answer these questions:

Narrow results by

- Source type
- Scholarly Journals (448)
- Magazines (234)
- Wire Feeds (51)
- Trade Journals (40)
- Newspapers (33)

- a. What words or phrases did you use to search? _____ AND _____
- b. Author(s) of article (if given) _____
- c. Title of article: _____
- d. Title of magazine or journal (ex. Psychology Today) _____
- e. Date of article: _____ Volume of magazine (if given): _____
- f. Issue of magazine (if given) _____ Page or pages of article: _____
- g. **Print the 1st page of the article and staple it to the worksheet.**
- h. Add a citation for this journal or magazine to your Works Cited page.

5. From the library website, scroll to “Find Library Books & More” & follow the link labeled “At the Hinkle Library.” Or, from the Comp 1503 LibGuide, follow the “Find Books & Videos” tab.

SEARCH for an item on your subject. The item identified MUST:

- Be a book, video or dvd in the ASC collection
- Be relevant to your topic
- Not be from a web page, journal or magazine article
- Not be from WorldCat, Issues & Controversies, Opposing Viewpoints or from any other database

Answer the following questions if you chose a book:

Author(s) or Editor(s) if given: _____

Title: _____

IMPRINT:

City where published _____ Publisher _____ Date _____

Call number of book: _____

Answer the following questions if you chose a video or a dvd:

Title: _____

Producer/director/ actor info: _____

Format: _____ Distributor: _____

Year of release: _____

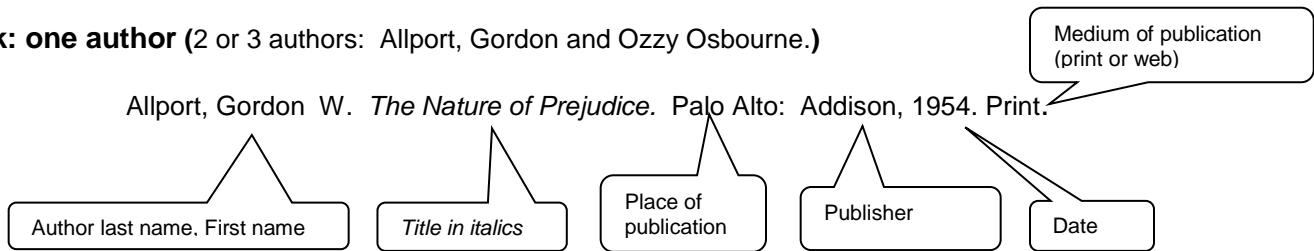
Call number of video: _____

- a. **Print out the page labeled “full view of record” and staple it to the worksheet**
- b. Add a citation for this book or video recording to your Works Cited page. There is no citation to cut and paste. You will have to follow an example and do this manually. See examples, attached.
6. **Check your Works Cited page.** Your Work Cited page should look like the attached example.
- **There should be 3 items on this list of “Works Cited.”**
 - **If you used the “Cite” link to cut and paste the information, make sure the citation complies with MLA format!!**
 - **See attached sheets or your text for format.**
7. **Attach your “Works Cited” page and the 3 printouts to the completed worksheet.**

MLA Examples

For more examples see your textbook, or the *MLA Handbook for Writers of Research Papers* (7th ed) ON RESERVE, or link to the [Diana Hacker MLA site](#)

Book: one author (2 or 3 authors: Allport, Gordon and Ozzy Osbourne.)



Book: two authors: Kuhl, Isabel and Kristina Lewis.

Book: three authors: Kuhl, Isabel, Kristina Lewis, and Sabine Thiel-Siling.

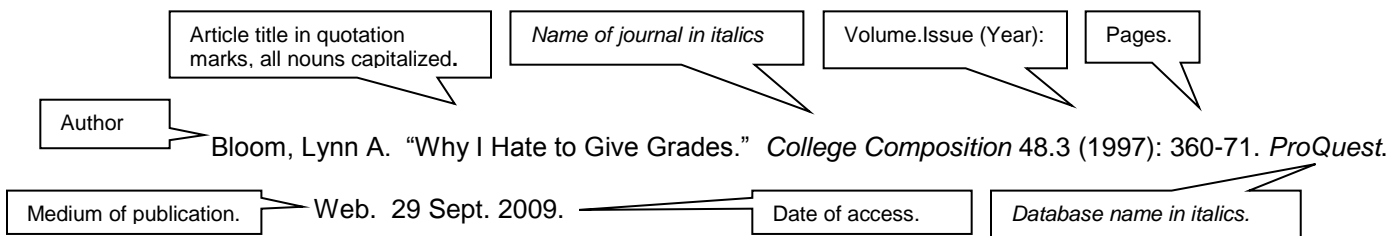
Book with editor:

Norwich, John Julius, ed. *Great Architecture of the World*. New York: Da Capo Press, 1978. Print.

Videocassette or DVD (*title, director, and other information as pertinent, distributor, date, format*)

Wayne's World. Dir. Penelope Spheeris. Prod. Lorne Michaels. Perf. Mike Myers, Dana Carvey, and Rob Lowe. Paramount, 1992. DVD.

Article from a JOURNAL retrieved from a library database



Article from a MAGAZINE retrieved from a library database

Abbreviate months except May, June, and July.

McAllister, Gwen. "It Started in a Garden." *Time* 22 Sept. 1999:

110-11. *Academic Search Complete*. Web. 29 Sept. 2009.

Date instead of volume and issue number

Works Cited	Heading is centered.
Adams, Scott. <i>Dilbert and the Way of the Weasel</i> . New York: Harper, 2002. Print.	List is alphabetized by authors' last names (or by title when a work has no author).
American Management Association and ePolicy Institute. "2005 Electronic Monitoring and Surveillance Survey." <i>American Management Association</i> . Amer. Management Assn., 2005. Web. 15 Feb. 2009.	Abbreviation "n.d." indicates that the online source has no update date.
"Automatically Record Everything They Do Online! Spector Pro 5.0 FAQ's." <i>Netbus.org</i> . Netbus.Org, n.d. Web. 17 Feb. 2009.	First line of each entry is at the left margin; extra lines are indented ½".
Flynn, Nancy. "Internet Policies." <i>ePolicy Institute</i> . ePolicy Inst., n.d. Web. 15 Feb. 2009.	Double-spacing is used throughout.
Frauenheim, Ed. "Stop Reading This Headline and Get Back to Work." <i>CNET News.com</i> . CNET Networks, 11 July 2005. Web. 17 Feb. 2009.	A work with four authors is listed by the first author's name and the abbreviation "et al." (for "and others").
Gonsalves, Chris. "Wasting Away on the Web." <i>eWeek.com</i> . Ziff Davis Enterprise Holdings, 8 Aug. 2005. Web. 16 Feb. 2009.	
Kesan, Jay P. "Cyber-Working or Cyber-Shirking? A First Principles Examination of Electronic Privacy in the Workplace." <i>Florida Law Review</i> 54.2 (2002): 289-332. Print.	
Lane, Frederick S., III. <i>The Naked Employee: How Technology Is Compromising Workplace Privacy</i> . New York: Amer. Management Assn., 2003. Print.	
Tam, Pui-Wing, et al. "Snooping E-mail by Software Is Now a Workplace Norm." <i>Wall Street Journal</i> 9 Mar. 2005: B1+. Print.	
Tynan, Daniel. "Your Boss Is Watching." <i>PC World</i> . PC World Communications, 6 Oct. 2004. Web. 17 Feb. 2009.	
Verespej, Michael A. "Inappropriate Internet Surfing." <i>Industry Week</i> . Penton Media, 7 Feb. 2000. Web. 16 Feb. 2009.	