

Spring, 2012

# How to Use Cambridge College Online Library

Do the research and get your papers done!

Cambridge College  
Cambridge College Online Library (CCOL)

GO TO CCOL HOME page »

Search our journal, book, and document databases by your subject area, or search ALL subject areas in one search!

Search for ALL subjects

Search for Education

Search for Management

Search for Counseling/Psychology

Search for Medical

Library News Blog

Read more ebooks from a trial collection for the next few weeks  
2011-08-11 13:04:00.000-07:00  
Refworks will have a new look available August 15  
2011-07-08 07:32:00.001-07:00  
Oceano Medicina y salud database will not be available after  
June 30  
2011-06-29 06:27:00.001-07:00

Library News Blog - Spanish version

Sobre la base de datos en español Oceano  
2011-07-03 14:55:00.000-07:00  
4700 o más textos completos de libros electrónicos en Español  
2011-05-09 10:16:00.000-07:00  
Instrucciones para hacer búsquedas a través de Océano  
Universitas y Océano Medicina y Salud  
2011-05-02 07:52:00.000-07:00

[How to Use Cambridge College Online Library Handbook](#)

- [Technical Support](#)
- [Direct to Databases](#)
- [How to use CCOL and Databases Instructions](#)
- [Research Skills Help](#)
- [Research by Subject Area Help](#)
- [Refworks - Create Citations](#)
- [Ask a Live Librarian](#)
- [Writing and Reading Help](#)
- [English as Foreign Language \(EFL\) Help](#)
- [Traditional Local Library Information](#)
- [Quick Reference and Other Resources](#)
- [Give Your Opinion of CCOL](#)

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## 15<sup>th</sup> edition, Spring, 2012, v.1

Compiled by Maida Tilchen, Project Manager for Library Services  
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Note: Information may change at any time. For the most current information, please see the web pages of Cambridge College Library Services which start on page <http://www.cambridgecollege.edu/library/index.cfm>

## CCOL means Cambridge College Online Library

The CCOL home page is the opening page of the Cambridge College Online Library.

### Key to type faces used in this handbook:

*All links and buttons, including database names, are in Arial Italic*

Handout, book, and journal titles are in Times New Roman

Titles of pages are in Arial Regular in quotation marks as in "Choose Databases" page (except for CCOL home page which is not in quotation marks.)

- Indicates instructions to be followed in sequence
- ◆ Indicates items in a list

### All handouts referred to can be found by:

- ◆ From the CCOL home page, click the most relevant link and find it on the resulting page or try another link
- ◆ All handouts can also be accessed from the left menu starting at <http://www.cambridgecollege.edu/library/index.cfm>

**Please bear in mind that webpages are changed often and without notice, which can make the information in this handbook incorrect.**

Cambridge College hopes you find this handbook useful.

Please send feedback to [library@cambridgecollege.edu](mailto:library@cambridgecollege.edu)

**WARNING!!!**

**Use only Internet Explorer, Firefox, or Safari browser for CCOL. It may not work correctly with other browsers.**

## Table of Contents

<b>What does Cambridge College Online Library (CCOL) look like?</b>	<b>5</b>
<b>Glossary of words to help you learn to use CCOL</b>	<b>8</b>
<b>How to get into the Cambridge College Online Library</b>	<b>12</b>
<b>If you can't get into CCOL or MyCC Portal: call CC Tech Support</b>	<b>12</b>
<b>How to get Technical Support when you are in CCOL</b>	<b>13</b>
Is this a technical problem or a research problem?	13
If you are in CCOL but it isn't working correctly	13
If you get timed out by CCOL or a database and you are asked for a username/password	13
What if e-global Technical Support doesn't respond in a timely way?	14
<b>What journals, books, and documents are in the CCOL?</b>	<b>14</b>
Descriptions of our journal, book, and other databases	14
What journals do we have online? How can I see a title list?	18
<b>What are traditional library arrangements for each campus site?</b>	<b>19</b>
NITE program: Traditional library arrangements	19
What if I don't live near a campus site with a traditional library affiliation?	19
Know the difference between a public library and an academic library	19
Orientation and instruction at a traditional library	20
Know what to bring and how to prepare to use a traditional library	20
How to ask questions of a reference librarian	21
<b>How do I get live library and research skills instruction?</b>	<b>22</b>
Your seminar leader provides library instruction	22
Group instruction	22
Individual instruction	22
Help from reference librarians at affiliated traditional libraries	22
Ask A Live Librarian: Live Online Help	23
What do I need to learn: Objectives for library instruction	23
<b>How do I get online help?</b>	<b>24</b>
Watch the "CCOL Instruction Slide Show"	24
Instructions, Writing, Research, EFL Help, and More	25
Tutorials in each database, including Spanish and other languages	26
Ask A Live Librarian: Live online help	27
<b>What are scholarly sources?</b>	<b>27</b>
Scholarly Sources: Identify what is acceptable and appropriate	27
Scholarly articles and books: How to read and take notes	28
Determine which information appropriately supports your paper's argument	29
Ask for your instructor's standards for appropriate research sources	29
<b>How do I search effectively?</b>	<b>29</b>
<b>Using the Cambridge College Online Library (CCOL)</b>	<b>31</b>
CCOL home page	31
Explore CCOL	31
Mobile access to CCOL	32

<i>What is EBSCOHost?</i>	32
How do I see citation-only results from a <i>EBSCOHost</i> search?	33
What if I want to pick my own combination of <i>EBSCOHost</i> databases?	34
How to search databases directly	34
Search the three additional databases not in <i>EBSCOHost</i>	34
Search the two additional journals not in <i>EBSCOHost</i>	34
<b>► Something very important to understand before reading further!</b>	<b>34</b>
<i>EBSCOHost</i> : Using My <i>EBSCOHost</i> folders to save articles and more	35
PsycBooks: 2500 full-text books on psychology in <i>EBSCOHOST</i>	36
WorldCat – Check library holdings in your area	36
Proquest Dissertations and Theses Abstracts database	37
Ebrary Electronic Books	37
e-global Research Guides and e-global Program Resources	40
Refworks	40
Library News Blog	41
<b>How can I get as much full-text as possible?</b>	<b>41</b>
Search everywhere possible for online full-text	41
What if the article or book I want is not in full-text online?	42
Document Delivery: What if the full-text is not online and not available in a local traditional library?	42
<b>Model Research Assignment to help you learn the CCOL and start your Literature Review!</b>	<b>43</b>
<b>Plagiarism and copyright issues</b>	<b>49</b>
Plagiarism policy of Cambridge College	49
Copyright Policy of Cambridge College	49
<b>Research Methods and Traditional Library Tutorials</b>	<b>49</b>
<b>APA Style and Writing Issues</b>	<b>50</b>
Writing Citations in APA Style for Cambridge College Students	50
Writing Handouts Online for Cambridge College papers	50
Where can I see sample ILP or IRP or CAGS ARP?	50
Contact the Writing Department	50
<b>Where can I find full-text books in CCOL on how to do research?</b>	<b>51</b>
<b>For English as Foreign Language (EFL) Students</b>	<b>51</b>
<b>Give Your Opinion! Online Survey in CCOL</b>	<b>51</b>
<b>Send feedback by email</b>	<b>51</b>

# What does the Cambridge College Online Library look like?

Here's a quick tour. When you first enter, you see the CCOL home page

Cambridge College Online Library (CCOL)

GO TO CCOL HOME page »

Search our journal, book, and document databases by your subject area, or search ALL subject areas in one search!

Search for ALL subjects

Search for Education

Search for Management

Search for Counseling/Psychology

Search for Medical

Library News Blog

Read more ebooks from a trial collection for the next few weeks

2011-08-11 13:04:00.000-07:00

Refworks will have a new look available August 15

2011-07-08 07:32:00.001-07:00

Oceano Medicina y salud database will not be available after June 30

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Library News Blog - Spanish version

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4700 o más textos completos de libros electrónicos en Español

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Instrucciones para hacer búsquedas a través de Oceano Universitas v Oceano Medicina y Salud

2011-05-02 07:52:00.000-07:00

How to Use Cambridge College Online Library Handbook

- Technical Support
- Direct to Databases
- How to use CCOL and Databases Instructions
- Research Skills Help
- Research by Subject Area Help
- Refworks - Create Citations
- Ask a Live Librarian
- Writing and Reading Help
- English as Foreign Language (EFL) Help
- Traditional Local Library Information
- Quick Reference and Other Resources
- Give Your Opinion of CCOL

Use the appropriate subject-area search box, or the *Search for ALL subjects* search box. Results will look like this:

New Search Subjects Publications Images More

Sign In Folder Preferences Languages New Features! Help

Searching: Specific Databases, Show all Choose Databases by Subject »

(non-traditional AND adult AND learners) in Select a Field (optional) Search Clear

AND in Select a Field (optional)

AND in Select a Field (optional) Add Row

Basic Search | Advanced Search | Visual Search | Search History

Page: 1 2 3 4 5 Next

Relevance Sort Page Options Alert / Save / Share

131 Results for...

Refine your results

1973 Publication Date 2010

Subject: Thesaurus Term

Age

Subject: Major Heading

Gender

Subject

NAICS/Industry

Publication

1. **Adult Learning and Social Change. National Conference on Alternative and External Degree Programs for Adults (13th, Breckenridge, Colorado, October 7-9, 1993).**

. By: Alliance, an Association for Alternative Degree Programs.; American Council on Education, Washington, DC.. 1993 310 pp. (ED363784)  
Full Text from ERIC

The following papers are included: "Forms of Marginality" (Thompson); "Growing the Circle" (Francis); "The Seamless Continuum" (Prince); "Interlinking American and Adult Values" (Tichy); "A Stud...

Subjects: Academic Persistence; Adult Development; Adult Education; Adult Learning; Adult Students; Change Agents; Change Strategies; Citizenship Education; College Programs; Community Services; Cooperative Learning; Disabilities; Educational Change; Educational Objectives; Educational Planning; Educational Practices; Educational Quality; Educational Trends; Futures (of Society); Higher Education; Multicultural Education; Nontraditional Education; Organizational Change; Outcomes of Education; Participation; Quality Circles; Role of Education; Self Evaluation (Individuals); Social Action; Social Change; Social Differences; Strategic Planning; Teaching Methods

Database: ERIC

Add to folder Relevancy: ●●●●●●●●

Find it in WorldCat Check library holdings in your area

2. **Adult Learners and Academic Achievement: The Roles of Self-Efficacy, Self-Regulation, and Motivation**

. By: Semmar, Yassir. Online Submission. 2006 24 pp. (ED491441)  
Full Text from ERIC

Whether be it in traditional or virtual classrooms, non-traditional learners come equipped with an eclectic blend of characteristics and past experiences, which serve to either facilitate or hind...

Integrated Search

Details

Multi-disciplinary, full-text scholarly database for students, faculty Academic Search Premier

Comprehensive full-text scholarly business database

Business Source Premier

General resource CINAHL with Full Text

Dissertations Database (0) Dissertations and Theses--A&I

Ebrary Academic Complete Full-text Book Database ebrary

Definitive online education research resource Education Research Complete

Comprehensive index of education literature and resources ERIC

Multidisciplinary environmental collection (0) GreenFILE

Full-text articles are just a few clicks away. Cambridge College Online Library has full-text articles from thousands of recent scholarly journals in all fields. You can save or print all or part of the article.

The screenshot shows the Cambridge College Online Library search interface. At the top, there are navigation tabs for 'New Search', 'Subjects', 'Publications', 'Images', and 'More'. A search bar contains the query '(non-traditional AND adult AND learners)'. Below the search bar, there are options to 'Search' and 'Clear'. The search results show a single entry for the article 'Adapting to Achieve' by MATHIS, MARGARETTA BRÉDÉ, published in 'Diverse: Issues in Higher Education' in 2010. The article is available in HTML Full Text format. On the right side, there is a 'Tools' menu with options like 'Add to folder', 'Print', 'E-mail', 'Save', 'Cite', 'Export', 'Create Note', 'Permalink', and 'Bookmark'. The article text is displayed in the main content area, starting with the title 'Adapting to Achieve' and a section header 'Tailoring higher education to meet the needs of diverse learners will help the U.S. become globally competitive.'

More than 70,000+ recent, academic full-text books are also just a few clicks away, in our Ebrary *Electronic Books* collection. Books are in all subject areas, including books on how to research and write research papers.

The screenshot shows the Cambridge College Ebrary Reader interface. The top navigation bar includes 'Info', 'Search', 'QuickView', and 'Bookshelf'. The search bar contains the query 'Search ebrary'. The main content area displays the book 'Roadmap of Adult Learning in Groups' by Connolly, Brid. The book is 194 pages long and published by Open University Press. The interface shows a 'Table of Contents' (TOC) on the right side, listing chapters and sections. The main text area shows the beginning of the book, including the title '1 Roadmap of Adult Learning in Groups' and the introduction. The introduction discusses the importance of adult learning and the role of education in society.

You can highlight the book and make “stickie” notes right on the page, which are saved automatically with the bibliographic info you will need. You can easily go back to see them!

The screenshot displays the Cambridge College eLibrary Reader interface. The top navigation bar includes 'Info', 'Search', 'QuickView', and 'Bookshelf'. The user is signed in as 'cambridge\_mtlichen'. The main content area shows a document titled '1 Roadmap of Adult Learning in Groups'. A yellow sticky note is attached to the text: 'Have a chapter about common bonds of adult learners'. The document text includes an 'Introduction' section. On the right side, the 'NOTES (3)' panel shows three annotations: '1 If there is a common bond...', '1 Have a chapter about common bonds of adult learners', and '1 What are the stages of development?'. The bottom of the page shows bibliographic information: 'Adult Learning in Groups', 'Connolly, Brid', 'Pages: 194', and 'Publisher: Open University Press'.

If you need help with research, just click **Ask A Live Librarian** for live chat help 24/7/365. The librarian can even put pages on your screen to show you how to do things. After the chat, you can receive an emailed transcript of the entire chat, including all the links.

The screenshot shows the 'Ask a Librarian' chat interface. At the top, there are links for 'Sign In', 'Print', and 'End Session'. A message at the top says: 'To connect to a provider, please complete the form below and click "Connect."'. The form includes the following fields:

- Please choose your school:** Favor de escoger su universidad: \* (Dropdown menu showing 'Cambridge College')
- Name: \*** (Text input field containing 'Betty Suarez')
- Email Address:** Dirección de correo electrónico: \* (Text input field)
- Role:** Papel: \* (Dropdown menu showing 'Student')
- Please enter your question: \*** (Text area containing 'What are treatments for ADHD?')

On the left side, there is a blue banner with the text 'Ask A Librarian' and 'Available 24 hours a day, 7 days a week.' Below this, it says: 'Experience our full-featured online application and the benefits of virtual reference resources.' and 'Download and install an optional Windows client for an enhanced interaction and to connect with a librarian directly from your desktop.' At the bottom left, it says 'powered by tutor.com'. A 'Connect' button is located at the bottom center of the form.

## Glossary of words to help you learn to use CCOL

Knowing these terms will make it easier to learn the CCOL and use all our library services and resources. If you see a word in this handbook you don't know, look for it here.

Detailed descriptions of all our databases are in the section "What journals, books, and documents are in the CCOL?" later in this handbook.

For more detailed definitions of most of these words, go to [http://lu.com/odlis/odlis\\_d.cfm](http://lu.com/odlis/odlis_d.cfm)

Is there a word missing from this list? Please send it to [library@cambridgecollege.edu](mailto:library@cambridgecollege.edu) so it can be added.

Abstract	Brief summary of the main points of an article, book or other source of information.
academic library	A library that is part of a college or university, primarily for the use of that institution's students, faculty, and related staff. Some academic libraries allow public access to their holdings. Some allow borrowing privileges to be purchased by non-affiliated members of the public. Other academic libraries are not open to the public. Check the website of any library to see their access and circulation policies.
Academic Search Premier	This huge all subject-areas database provides full-text for many of the results from other databases.
annotated bibliography	A list of sources for a research project which includes an explanation of how each item relates to the research. Instructions for one way of doing this is at <a href="http://www.library.cornell.edu/olinuris/ref/research/skill28.htm">http://www.library.cornell.edu/olinuris/ref/research/skill28.htm</a> Be sure to follow APA style.
APA Style	A style for providing the format and bibliographic information for a research paper that is set by the American Psychological Association. Cambridge College requires that you use APA style unless your instructor says otherwise. See the 2009 <i>Publication Manual of the American Psychological Association</i> for APA style instructions. Or from the CCOL home page, click <i>Writing and Reading Help</i> and scroll to the APA section.  <b>NOTE:</b> <i>There are tools in Word 2007, EBSCOHost, and Ebrary Electronic Books to help build citations in APA style, but these may not always be correct. For example, only the first word of a title should be capitalized in APA style. If you use these tools, please make sure you have checked the results for correct APA style.</i>
Ask A Live Librarian	Live, 24/7/365 online chat help from a qualified reference librarian. From the CCOL home page, click <i>Ask a Live Librarian</i> .
Bibliography	Bibliographic information provides the author, date, title, and other publication information about a source. In APA style, a bibliography lists works cited in the paper, and also includes suggested works for further reading. APA style for research papers <b>does not</b> require a bibliography. APA style <b>does</b> require a References page, which only lists those items specifically cited in the paper. Please make sure your instructor clarifies if a bibliography is required in addition to the References page.
CCOL	An acronym for Cambridge College Online Library
CCOL home page	The opening page of CCOL, which provides the search boxes and main menu. It is pictured on the cover of this handbook. On most CCOL pages, look on the upper right for the "Go To CCOL home page" tab to get back to the CCOL home page.

“Choose Databases” page	The page in <i>EBSCOHost</i> that lists all our databases. From CCOL home page, click <i>Direct to Databases</i> , then click <i>EBSCOHost</i> for an A-Z list with quick access to each database.
citation in-text cite	A written way of providing bibliographic information about the source of a quote, paraphrase, or fact in a research paper. In APA style, a “citation” is what each item on the References page is called. An “in-text cite” is a notation in the sentence where the source is used.
citation-only result	A search result that does not provide full-text, but does provide bibliographic information so that the full-text can be located online or in print.
database	An organized, searchable collection of information. CCOL databases include full-text journal and other periodical articles, documents, books, and more, as well as millions of citation-only results.
Ebrary Electronic Books	Database of 70,000+ full-text recent academic books in CCOL. It is included in the search box searches or from the CCOL home page, click <i>Direct to Databases</i> then click the <i>Ebrary Electronic Books</i> link.
Ebrary Quickview Reader	Ebrary Electronic Books are viewed in this web-based browser, which starts automatically when you sign in. It will save color-coded highlighting, stickie notes, and the book itself for all your future visits.
Ebrary Unity Reader	After downloading this optional browser, Ebrary will read text aloud and provide other convenience and accessibility features.
<i>EBSCOHost</i>	EBSCO is a company that provides access to many databases in one place, called <i>EBSCOHost</i> . Search it from the <i>Direct to Databases</i> page.
<i>EBSCOHost Integrated Search</i>	This is the service of <i>EBSCOHost</i> that links all our databases for one-stop searching. This term is used in the tutorials provided by <i>EBSCOHost</i> .
education library	An academic library that specializes in materials on education, such as Gutman Library at Harvard Graduate School of Education. Education libraries also include materials on counseling and psychology related to education. A specialized library will not have materials in other subject areas, nor can reference librarians be expected to help with other subject areas.
E-global Library	E-global Library is the company that provides and maintains the online website for Cambridge College Online Library. They provide technical support for our site. E-global is a subdivision of Jones Knowledge and is in Denver, CO. For more info see <a href="http://www.e-globallibrary.com/index.jsp">http://www.e-globallibrary.com/index.jsp</a>
ERIC	Education Resources Information Center (ERIC) is a huge database provided by the U.S. government for education research. It indexes journal articles and other literature from 1966, including more than 323,000 full-text documents. ERIC can also be searched online at <a href="http://www.eric.ed.gov/">http://www.eric.ed.gov/</a> but this will not link to full-text in CCOL databases, so you will not get full-text journal article results. However, <a href="http://www.eric.ed.gov/">http://www.eric.ed.gov/</a> leads to additional ERIC resources not in CCOL.
ERIC Digests	Overviews of popular research topics in education, often including literature reviews and bibliographies, useful for starting research. ERIC Digests are available in CCOL within <i>EBSCOHost</i> or at <a href="http://www.ericdigests.org/">http://www.ericdigests.org/</a>

ERIC documents ED results	<p>More than 100,000 full-text non-journal items including curriculum guides, instructional materials, research reports, opinion papers, conference proceedings, project/program descriptions, bibliographies, tests, measurement instruments, and information on current 'hot topics' in education. Most ERIC documents starting 1993 are online in full-text. An ERIC result with a code number of ED plus six digits indicates an ERIC document, such as ED600302.</p> <p>ERIC Documents are available in CCOL within <i>EBSCOHost</i> or at <a href="http://www.eric.ed.gov/">http://www.eric.ed.gov/</a> For pre-1993 ERIC documents, go to an ERIC repository library such as Gutman Library. For more info go to <a href="http://www.eric.ed.gov/">http://www.eric.ed.gov/</a></p>
ERIC journals EJ results	ERIC searches more than a million citations including hundreds of thousands of journal articles in 650 education-related journals. In an ERIC result, an ERIC Journal result is indicated by a code number of EJ + six digits, such as EJ971421. ERIC journal articles are most likely to be available in full-text online by searching ERIC using the "Search for Education" search box in CCOL. Searching <a href="http://www.eric.ed.gov/">http://www.eric.ed.gov/</a> will not provide full-text for ERIC journal articles.
full-text result	The entire contents of an article, book or document. Results are usually in either or both HTML or PDF file format.
HTML full-text result	HTML is a computer language used to create documents available on the web. An HTML full-text result can easily be copied and pasted into Word and often has links to each section. HTML files usually do not resemble the original visual appearance of the document. They often do not include photos or other visuals such as some charts and tables.
ILP Handbook	The manual of instructions for completing the Cambridge College Independent Learning Project for M.Ed. The most recent version can be found: from the CCOL home page, click <i>Writing and Reading Help</i> and scroll to the bottom of the page. Or go directly to <a href="http://www.cambridgecollege.edu/library/writing_help.cfm">http://www.cambridgecollege.edu/library/writing_help.cfm</a>
in-text cite	In APA style, this is the information given right in the sentence in the paper. It gives the author and date (or sometimes title and date) of the source of information in the sentence. It is in parentheses like this: (Twain, 1891)
Library NewsBlog	Visible on the right side of the CCOL home page, see the latest updates about technical problems and new features in CCOL in English and Spanish. If something isn't working, the Library News Blog may tell you when it is expected to be fixed. It can also be accessed at <a href="http://www.cambridgecollege.edu/library/instructions.cfm">http://www.cambridgecollege.edu/library/instructions.cfm</a>
My EBSCOHost	This feature allows you to save search results in a permanent online folder. When searching the CCOL, look for "Sign in" on the top right of the results page and follow the instructions to create a new account or to sign into an existing one. My EBSCOHost folders save all search results from our search boxes. Note: Ebrary Electronic Books results will save into a folder called "Other Content Sources." Results from Proquest and Oceano cannot be saved to My EBSCOHost.
MyiLibrary	A database of full-text books, which will be added individually on request from instructors. Access is on the <i>Direct to Databases</i> page.
Oceano Universitas from OCENET company	Spanish-language only database with content specific to all Spanish-speaking countries. Its broad database contains information on all areas of human knowledge. Not available in the Search... boxes. To access: from the CCOL home page, click <i>Direct to Databases</i> , then click <i>Oceano Universitas</i> .

online library	An online website providing convenient access to digitized journal articles, books, documents, live reference help, reference books, and other materials online, such as Cambridge College Online Library.
paraphrase	Using your own words to summarize what you read. Paraphrases must be cited in APA style, using an in-text cite. To do otherwise might be plagiarism.
PDF full-text	PDF is a file format used to provide documents online that can be easily read by most computers with freely downloadable Adobe Reader software. PDF files are an exact photo of the original document and include photos and all other visuals such as charts and tables. Some PDF files can be copied and pasted using the Text Select tool. The publisher of each article decides if it will be possible to copy and paste.
Plagiarism	Copying someone else's words, paraphrases, ideas, or facts without citing correctly in APA style (or other documentation method.) Doing so is considered unethical as well as a violation of Cambridge College policy (see elsewhere in this handbook). If you have any doubt as to where the content originated: cite it!
Proquest	Proquest is the name of the company that supplies our Dissertations and Theses Abstracts database. This database has abstracts of all US dissertations since 1861. For more information, see the "What journals, documents, and books are in the CCOL?" section of this How to Use CCOL Handbook. Not available in the "Search..." boxes. To access: from the CCOL home page, click <i>Direct to Databases</i> , then click <i>Proquest Dissertations and Theses Abstracts</i> .
Quotation	The exact words and punctuation, including any mistakes, copied from an original source. See APA style instructions for the rules for correctly punctuating and citing. Every quotation must have an in-text cite.
Refworks	An online software tool that saves the bibliographic information from any article, document, or book you view in CCOL, then generates it as an APA-style citation for your References page and other bibliographies. Refworks has excellent online tutorials and support. From the CCOL home page click <i>Refworks – Create Citations</i> .
reference librarian	Librarians who specialize in helping people do research. They use a structured conversation called a "reference interview" to determine what content and level of research is needed. See also the section How to Ask Questions of a Reference Librarian in this How to Use CCOL Handbook.
References	In APA style, the required page for listing full bibliographic information on all works cited in the paper.
research library	A traditional library with extensive materials in one or many topic areas. The Boston Public Library is a research library, although most research libraries are academic libraries, not public libraries.
Research Starters in EBSCOHOST	Topic summary articles written by subject matter experts. Research Starters in Business and Education are included in <i>Search for Education</i> and <i>Search here for Management searches</i> . Or search directly: from CCOL home page, click <i>Direct to Databases</i> ; click <i>EBSCOHost</i> , scroll down and check only the Research Starter you would like to search.

search engine	Software that searches for information online. In addition to <i>EBSCOHost</i> , each database in CCOL has a search engine.
<i>Search...</i> search boxes	Five search boxes on the CCOL home page that provide basic search of the most relevant of our databases to the subject area designated.
search term	The word or words that are put in the search box to cause the search engine to search. For help, see the section "How Do I Search Effectively?" in this How to Use CCOL Handbook.
traditional library	A brick-and-mortar library with print books and articles as well as other media.
<i>WorldCat</i>	A database of all the online catalogs of all the libraries in the US, PR, and more. If you need to find out which local library near you has a book or journal: from the CCOL home page, click <i>Direct to Databases</i> and then click <i>WorldCat – Check library holdings in your area</i> . There is also a convenient link to WorldCat from many <i>EBSCOHost</i> results.

## How to get into the Cambridge College Online Library

To enter the CCOL, you must be a registered student or current faculty or staff.

**Registered students and current faculty have MyCC access and the Academics tab should be visible on your MyCC page. (See below if you don't have MyCC access or the Academics tab is not visible.)**

- Log into your MyCC portal homepage
- Click the *Academics tab*
- From the column on the left, click *Cambridge College Online Library*
- From the large column on the right, click *Online Library*. This should go to the CCOL home page

To see instructions with screenshots, click Quickstart to Library Services on <http://www.cambridgecollege.edu/library/instructions.cfm>

**If you do not have MyCC access**, but you are a registered special student or if you have stopped out temporarily while finishing incomplete work, contact the Registrar to get MyCC access. If the Registrar can't give you MyCC access, contact [library@cambridgecollege.edu](mailto:library@cambridgecollege.edu) for CCOL access.

**If you are a registered student with MyCC access, but the Academics tab is not visible**, contact IT <http://www.cambridgecollege.edu/it/>

**How to enter the CCOL for staff who have MyCC access but are not also students:**

- Click the "Resources" tab in the upper part of your screen
- Click the "Staff Resources" tab in the upper part of your screen
- Click "Cambridge College Online Library" from the column on the left
- Click "Online Library" from the large column on the right

Faculty or staff who do not have MyCC access or cannot find the links to CCOL should contact [library@cambridgecollege.edu](mailto:library@cambridgecollege.edu)

## If you cannot get into CCOL or the MyCC Portal: Call Cambridge College Technical Support

**If you cannot get into CCOL or the MyCC portal**, please contact Cambridge College Technical Support at 1-800-877-4723 x1159 or (617) 873-0159. Further info is at <http://www.cambridgecollege.edu/it/>

## How to get Technical Support when you are in CCOL

### Is this a technical problem or a research problem?

#### A technical problem might be

- ◆ The databases are not opening
- ◆ Links in the CCOL are not working
- ◆ Pages in CCOL are not appearing correctly
- ◆ You get timed out of CCOL or a database that you clicked within in the last fifteen minutes

To see if this is a system-wide issue, first check the *Library News Blog* on the CCOL home page.

**For technical problems with CCOL only**, please contact E-global Technical Support at 1-888-533-4357 or [help@e-globallibrary.com](mailto:help@e-globallibrary.com) They are available 10am – 7 pm ET, Monday-Friday only.

#### A research problem might be

- ◆ What search term should I use to find experiments on self-esteem?
- ◆ Where can I find full-text of the *Journal of Counseling and Development*?
- ◆ How do I use the *Ebrary Electronic Books*?

#### For research problems

- ◆ In this How to Use CCOL Handbook, see the section “Using the Cambridge College Online Library” for instructions for using databases and other features of CCOL
- ◆ From CCOL home page, click *Research By Subject Area Help* for links to online handouts
- ◆ From CCOL home page, click *Ask A Live Librarian*
- ◆ See an Academic Support Center writing tutor, if available at your campus site
- ◆ Ask your seminar advisor
- ◆ Ask a reference librarian at a traditional library, but do not expect them to show you how to use CCOL. For help using CCOL, see a writing tutor or your seminar advisor

### If you are in CCOL, but it isn't working correctly, such as

- ◆ Links in the CCOL are not working
- ◆ Pages in CCOL are not appearing correctly
- ◆ You keep getting timed out of CCOL or a database that you clicked within the last fifteen minutes
- ◆ You cannot connect to the *Ask A Live Librarian* or *ebrary Electronic Books*
- ◆ Databases will not open

**For technical problems with CCOL only**, please contact E-global Technical Support at 1-888-533-4357 or [help@e-globallibrary.com](mailto:help@e-globallibrary.com) They are available 10am – 7 pm ET, Monday-Friday only. For further info click *Technical Support* on the CCOL home page.

### If you get timed out by CCOL or a database and you are asked for username/password

If you are inactive for more than fifteen minutes, you may get a screen that asks you to log in with username/password. Sorry, this is something we can't change and it keeps the sites from going too slowly because of too many inactive users. If this happens, you will need to start again:

- ◆ This might work: Go back to the CCOL home page, click to Direct to Databases and open the database again
- ◆ If that doesn't work, you may have to go back to MyCC and log into CCOL as you normally do, then enter the database again. There are no username/passwords that will work, you must log in to CCOL again.

## What if E-global Technical Support doesn't respond in a timely way?

For complaints or comments, contact [library@cambridgecollege.edu](mailto:library@cambridgecollege.edu)

Please note: Maida **cannot** provide technical support, but she will contact our account representative at e-global.

## What journals, books, and documents are in the CCOL?

### Descriptions of our journal, book, and other databases

NOTE: Although all the databases are updated regularly for citations, some publishers do not make the full-text available when a new journal issue is published, so that they can encourage print subscriptions. Some will delay the online full-text for as long as one year. Other databases, such as newspaper databases, are updated daily. To see the most recent issues, check the journal's website which sometimes have the current issue in full-text, or use WorldCat to see which local library has the print edition.

**Information, including descriptions (condensed here) supplied by database vendors as of September 16, 2010:**

Database	Description	Total Indexed	Total Full-Text
Academic Search Premier	World's largest scholarly, multi-disciplinary full text database. Covers nearly every area of academic study.	10,000 journals 11,900 other	7900 journals
Business Source Premier	This is the industry's most used business research database. Coverage includes virtually all subject areas related to business.	2300 journals	2300 Journals
CINAHL with Full-text	World's most comprehensive source of full text for nursing & allied health journals..	1250 journals	600 Journals
Ebrary Electronic Books	Highly interactive eBook database from ebrary® that covers all academic subject areas. It also features a growing collection of premium titles, reference works, and digital maps unavailable in any of the individual subject databases.	70,000+ books	70,000+ books Maps
Education Research Complete	Definitive online resource for education research. Topics covered include all levels of education.	2100 Journals 550 books	1300 journals 550 Books

Database	Description	Total Indexed	Total Full-Text
ERIC	U.S.government's Educational Resource Information Center provides education related documents, including 2200 research digests.	1,300,000 records	323,000 documents
<i>GreenFILE</i>	Covers all aspects of human impact to the environment. Scholarly, government and general-interest titles include content on global warming, green building, pollution, and more.	538,000 records	5,300 records.
Health Source: Nursing Academic Edition	Provides scholarly full text journals focusing on many medical disciplines. Includes <i>Lexi-PAL Drug Guide</i> .	850 Journals	550 Journals
Humanities International Complete	Includes all data from <i>Humanities International Index</i> , plus unique full text content, much of which is not found in other databases.	2200 Journals	1200 Journals
Lexi-PALS Drug Guide	Database of Patient Advisory Leaflets from Lexi-Comp that provides vital education on medications for patients. The approach for each pamphlet is to present each medication in an easy to follow and understand question-and-answer format. The database consists of medication and natural product leaflets, with an additional 600 Spanish language leaflets representing the most subscribed and commonly used medications.	1450 leaflets	1450 leaflets
LISTA Library, Information Science & Technology Abstracts	Indexes journals, books, research reports and proceedings.	560 Journals	
MEDLINE with Full-text	Definitive research tool for medical literature.	4800 Journals	1450 Journals
Mental Measurements Yearbook With Tests in Print	Guide to over 2,000 contemporary testing instruments. Designed for novice test consumers to experienced professionals, the MMY series contains information essential for a complete evaluation of test products within such diverse areas as psychology, education, business, and leadership. <i>Tests in Print</i> (TIP) serves as a comprehensive bibliography to all known commercially available tests that are currently in print in the English language. TIP provides vital information including test purpose, test publisher, in-print status, price, test acronym, intended test population, administration times, publication date(s), and test author(s).	2000+ test instrument guides	
MylLibrary	Full-text online books added individually by request of instructor.	1 book	1 book
<i>The National Criminal Justice Reference Service Abstracts</i>	Covers the fields of law enforcement and criminal justice, including books, government reports, research reports, and unpublished research.	200,000 publications	12 journals - core content  189 Journals - Selected content

Database	Description	Total Indexed	Total Full-Text
Newspaper Source	Cover-to-cover full text for U.S. & international newspapers, and selective full text for regional U.S. newspapers. In addition, full text television & radio news transcripts are also provided.	429 Newspapers	40 newspapers  389 Newspapers (selected content)  transcripts
Oceano Universitas from OCENET company	Spanish-language only. Content specific to all Spanish-speaking countries. Its broad database contains information on all areas of human knowledge.	191,000 articles	191,000 articles 40,000 images and graphics
OmniFile Full Text Select (H.W. Wilson) in EBSCOHost	Full text database for all subject areas. Especially strong in education and psychology.	2747 journals	2747 journals
Proquest Dissertations & Theses Abstracts	Catalogs doctoral dissertations and master's theses, from 1861. Thousands more added yearly. This database is abstracts only. For full-text, go to Gutman Library in Cambridge, or ask your local academic libraries if they have the full-text database and if it is open to the public. Full-text can also be purchased through this site.	2,700,000 dissertations	
PsycArticles	From the American Psychological Association (APA), a definitive source of full text, peer-reviewed scholarly and scientific articles in psychology. The database contains articles from all journals published by the APA and some from subsidiaries, 1894 to present.	70 journals	70 journals
PsycBooks	Books from the APA and other distinguished publishers. It also includes close to 2,500 classic books of landmark historical impact in psychology dating from the 1600s, and the exclusive electronic release of more than 1,500 authored entries from the APA/Oxford University Press <i>Encyclopedia of Psychology</i> .	2,500 books	2,500 books
PsycExtra	From the APA, a bibliographic and full-text companion to the scholarly <i>PsycINFO</i> database. The document types included in <i>PsycEXTRA</i> consist of technical, annual and government reports, conference papers, newsletters, magazines, newspapers, consumer brochures and more. This database complements <i>PsycINFO</i> and the other APA databases with extensive coverage of gray literature relating to psychology and the behavioral sciences; it contains records that are not indexed in any other APA database.	200,000 records	140,000 records

Database	Description	Total Indexed	Total Full-Text
PsycInfo	APA resource for abstracts of scholarly journal articles, book chapters, books, and dissertations. It is the largest resource devoted to peer-reviewed literature in behavioral science and mental health, and also includes information about the psychological aspects of related fields.	2500 journals and books	
Regional Business News	Incorporates 80 business journals, newspapers and newswires covering all metro and rural United States.	80 periodicals	80 Periodicals
<i>Research Starters – Business</i>	Study and research guides ...consist of comprehensive, yet concise topic summary articles of about 3,000 words in length written by researchers, scholars and other subject matter experts. Designed to be starting points, providing topic overviews, definitions of relevant terms and concepts, detailed bibliographies, and importantly, links to top articles from the relevant <i>EBSCOHost</i> database(s).	Info not available	
<i>Research Starters – Education</i>	Study and research guides ...consist of comprehensive, yet concise topic summary articles of about 3,000 words in length written by researchers, scholars and other subject matter experts. Designed to be starting points, providing topic overviews, definitions of relevant terms and concepts, detailed bibliographies, and importantly, links to top articles from the relevant <i>EBSCOHost</i> database(s).	Info not available	
<i>SocIndex with Full Text</i>	The world's most comprehensive and highest quality sociology research database. Includes a 20,000+ term sociological thesaurus designed by subject experts and expert lexicographers.	2,100,000 + records 820 journals 830 books 14,636 conference papers	820 journals 830 books and monographs 14,636 conference papers

Database	Description	Total Indexed	Total Full-Text
<b>TOTAL</b>			
<b>Note: includes duplicates; some periodicals are in more than one database</b>		30,706 Journals and periodicals (includes duplication)	19,069+ Journals and periodicals (includes duplication)
		2.7 million dissertations	323,000 documents
		75,331+ books	75,331+ books
		323,000 documents	216,000 Articles
		2000+ Test instrument guides	1450 leaflets
		4,138,000+ records	14,636 conference papers
		1450 leaflets	
		200,000+ publications	
		11,900 other	

**NOTES:**

- Information supplied by database vendors as of September 16, 2010. *EBSCOHost's* "Choose Databases" page information is not always as current as individual vendors
- Many citation-only results link directly to lists of local libraries which have the item in full-text print, via WorldCat

**What journals do we have online? How can I see a title list?****For all *EBSCOhost* journal databases:**

- From the CCOL home page, click *Direct to Databases*
- Click *EBSCOHost*
- See the title list for each database by clicking *Title List* or *More Information* in each database

**To search by publication title, description, or subject:**

- From the CCOL home page, click *Direct to Databases*
- Click *EBSCOHost*
- Checkmark the database you want to search
- Click *Continue* to get to a search box page
- Click *Publications* from the banner at the top of the page
- This will bring up the “Browse Publications” search box which allows you to search by title, subject, or search term

**What are traditional library arrangements for each campus site?**

For complete information about arrangements for each campus site, from the CCOL home page, click “Traditional Local Library Info” or go to [http://www.cambridgecollege.edu/library/traditional\\_libraries.cfm](http://www.cambridgecollege.edu/library/traditional_libraries.cfm)

**NITE Program: Traditional Library Arrangements**

- Go to [http://www.cambridgecollege.edu/library/ccol\\_nite.cfm](http://www.cambridgecollege.edu/library/ccol_nite.cfm)

**What if I don’t live near a campus site with a traditional library affiliation?**

See the link for local traditional libraries near where you live on [http://www.cambridgecollege.edu/library/traditional\\_libraries.cfm](http://www.cambridgecollege.edu/library/traditional_libraries.cfm) to find an academic library at a local college which is open to the public. Besides having large general scholarly collections, academic libraries have strong collections in the subjects in which they give degrees. Check the college website for degree programs relevant to your subject area. Check the library website for special collections and to see if non-students can use the library and possibly get borrowing privileges

**Try a local public library.** You will be able to borrow books and possibly order through Interlibrary Loan. Your local library is probably part of a system of public and some academic libraries. You may be surprised at how quickly the library can get a book for you.

This site lists libraries in the United States, categorized by academic, public, medical, legal, special, and more: <http://www.libdex.com/country/usa/>

This site lists libraries by country: <http://www.libdex.com/country.html>

For more information, from the CCOL HOME page click *Traditional Local Library Info* and scroll to the link *Other Regions and International*.

**Know the difference between a public library and an academic library**

**An academic library** is part of a college or university, primarily for the use of that institution’s students, faculty, and related staff. Some academic libraries allow public access to their holdings. Some allow borrowing privileges to be purchased by non-affiliated members of the public. Other academic libraries are not open to the public. Check the website of any library to see their access and circulation policies.

Most local communities have a **public library** that is free for all residents, supported by taxes and contributions. The public library's resources are aimed broadly for the general public, so the collection may not be adequate for scholarly research at the college level. However, your local library may provide Interlibrary Loan that can draw from a local academic library, as well as reference librarian help, research instruction, and other useful services.

## Orientation and instruction at a traditional library:

For a tutorial for using a traditional library

- Do the self-instructional tutorial at [http://www.webs.uidaho.edu/info\\_literacy/modules/module4/4\\_0.htm](http://www.webs.uidaho.edu/info_literacy/modules/module4/4_0.htm)
- Also see other information literacy tutorials on the Research Help page [http://www.cambridgecollege.edu/library/research\\_help.cfm](http://www.cambridgecollege.edu/library/research_help.cfm)

Before going to a new library, check the library website for:

- ◆ Directions to the library
- ◆ Map of the inside of the library
- ◆ Live tour schedule. Some libraries also have virtual online tours
- ◆ Live orientation schedule. The library website may have the information included in a live orientation session, or possibly a virtual online orientation session
- ◆ Instruction session schedule. Many libraries schedule sessions on topics such as using their databases; internet research; using their reference materials; etc. Some libraries have online instruction sessions

If these are not on the website, ask the Circulation or Reference Librarian at the library.

## Know what to bring and how to prepare to use a traditional library

**Do you have library anxiety? You're not alone!** Almost everyone feels scared when they first go into a new library, especially if it is a huge academic one. They don't know where anything is or what to do first. They may think everyone else is competent and feel ashamed that their library skills are inadequate. To hide this shame, they are afraid to ask for help. But why wouldn't a new user feel intimidated? The library is complicated and there is no reason why a new user would know where anything is.

### What can you do to relieve your library anxiety?

- ◆ Keep in mind that libraries probably have what you need, they usually don't cost money to use, and there are people to help you
- ◆ Ask for maps and instructional materials about the library
- ◆ Find out when the library has orientation and instructional sessions
- ◆ Ask the Reference Librarian to help you. Getting help from the librarian is not cheating! You are encouraged to ask for help from a Reference Librarian. They wouldn't have jobs if people didn't ask questions. See the section "How to ask questions of a reference librarian" below in this How to Use CCOL Handbook.
- ◆ In a public library, the librarians and staff are well aware that your taxes support the library, often by bond issues that you will be voting on, so they want to please you!
- ◆ In an academic library at a school you don't attend, you are a guest, but if it is open to the public, you are welcome to use it. Often academic libraries are open to the public because of the tax-supported public documents they hold

### Have a research plan

- ◆ Before going to a library, look in the library's online catalog to see if they have the books and journals you want
- ◆ Always bring a pen, blank paper, yellow stickies, and money for copying

- ◆ Limit your topic as much as possible. Formulate specific questions to search. Prepare search terms. For more instruction, see the section “How do I search effectively” in this How to Use CCOL Handbook
- ◆ Read an overview article in an encyclopedia and choose books and articles from its bibliography. Words used often within the article might be good search terms
- ◆ Find some books and journals and browse the nearby shelf area for other relevant books and journals
- ◆ Skim the books. If you find pages you want to copy, put a yellow stickie on. Do all your copying at one time when you are done searching for the day (but don't wait until right before the library closes when the lines at the copier may be long!)
- ◆ Look for bibliographies in books and articles
- ◆ Look in academic indexes for articles on the topic. The Reference Librarian can help
- ◆ If you find too much, limit your topic or decide when to stop researching
- ◆ Can't find enough? Ask the Reference Librarian
- ◆ Change topic if it is too difficult to research. Remember, your priority is to learn research and writing skills, not to track down a difficult topic

### **Have a system for organizing what you find**

- ◆ Organize notes by topic. Use different files in a laptop; index cards; divider notebooks; or blank loose leaf to be organized later
- ◆ Color-coded pens, paper, stickies, and/or cards can be helpful. For example, color code the major questions you are researching, using colored pens to highlight the answers you find as you read. Or, use one color for quotes and another for your own thoughts, so you don't mix these up
- ◆ For direct quotations and facts: make sure to get page numbers and all bibliographic information
- ◆ Record and store the bibliographic data for books and journal articles you won't be taking home. If you only copy a few pages, be sure you copy the title page!

Enjoy your time in the library. It's usually a peaceful, productive, stimulating environment. Keep your mind and eyes open to resources and ideas.

## **How to Ask Questions of a Reference Librarian**

Every library has a Reference Librarian or Information Desk. Their job is to answer your questions and to help you find the resources you need. They are a valuable resource for you, and you should take advantage of their expertise. It is not cheating to get help from the Reference Librarian, and it may well save you time. The Reference Librarian may begin with a brief interview to determine your research need. These questions help them to efficiently and quickly determine what you have already done. Typical questions the Reference Librarian might ask are:

- |   |   |
|---|---|
| ◆ What will be the topic of your paper?     | ◆ What question are you trying to answer?             |
| ◆ Just what kinds of materials do you need? | ◆ What is your assignment, and what course is it for? |
| ◆ Which databases have you used?            | ◆ What terms did you enter for your searches?         |
| ◆ What other terms could you use?           | ◆ Have you found any useful terms?                    |

(This information is a modification of the materials created for Penfield Library at Oswego State University of New York by Jim Nichols. His original page is no longer posted.)

For more on this, see “Asking Good Reference Questions” at <http://lib.colostate.edu/howto/askgood.html>

All Cambridge College students are encouraged to use the live chat online *Ask A Live Librarian* service in the Cambridge College Online Library. Reference Librarians are available 24/7 to help you. From the CCOL home page, click *Ask A Live Librarian*.

## How do I get live library and research skills instruction?

### Your seminar leader provides library instruction

**Proseminar One instructors** are responsible for insuring the initial introduction to library and research skills instruction for graduate students. They are asked to include a library instruction session in their first term syllabus. They are expected to provide ongoing and/or individual library instruction so that students can do their ILP/IRP research. They are expected to cover all of the “Library Instruction Objectives” listed in this handbook.

**Undergraduates have library instruction in LRN 175.** Instructors in this course are responsible for insuring the initial introduction of library and research skills instruction for undergraduate students. They introduce the basic skills in the first term LRN 175 and provide ongoing help. They recognize that undergraduate students may not be familiar with computers, so please let your instructor know if you need extra help.

### Group Instruction

**Group instruction** is held at the beginning of each term at some campus sites. Please ask your seminar advisor or site director for details.

**Writing Courses:** Ask your instructor or see the syllabus to identify a writing course in your degree program that includes library and online research instruction.

### Individual Instruction

**Academic Support Center writing tutors at selected campus sites:** Depending on the needs of individual students or on request, writing tutors show students research skills including searching, using the Cambridge College Online Library, and using a traditional library. For further information, see <http://www.cambridgecollege.edu/students/services.cfm>

**Instructors in each course** are expected to assist students with library and research activities, related to the instruction of that course, as needed.

### Help from reference librarians at affiliated traditional libraries

**Gutman Library (Cambridge, MA):** Students or faculty can call Gutman Library Research Services Department at (617) 495-3421/3422 to make an individual research consultation appointment with a librarian to develop a research strategy, identify resources, or work on any research-related question. For more info, from the CCOL home page click *Traditional Local Library Info*, then scroll to the Cambridge section.

**Babson Library at Springfield College:** In addition to borrowing privileges, the reference librarians are familiar with Cambridge College students and will instruct you and help with research. For more info, from the CCOL home page click *Traditional Local Library Info*, then scroll to the *Springfield* section.

**NITE Program:** See the reference librarian at the host library.  
[http://www.cambridgecollege.edu/library/ccol\\_nite.cfm](http://www.cambridgecollege.edu/library/ccol_nite.cfm)

**At all other locations:** if a library is open to the public, the reference librarian should be willing to help you. Please keep in mind that the librarian will not know about Cambridge College or the needs of its students, and that you are a guest.

## Ask A Live Librarian: Live Online Help

CCOL has qualified, live reference librarians available 24/7/365 to talk with you via online chat. They can put pages on your screen. At the end of the chat, a transcript of the entire conversation, including the URLs of recommended webpages, can be sent to your email address. **NOTE: At the end of the chat, be sure to click the box that asks if you want the transcript emailed and enter your email address. If you don't do this, it will not be sent.**

On the CCOL home page, click *Ask A Live Librarian*.

- Click the *Connect* button
- A window will open asking for your name, etc.
- Put your question into the chat box and send it. It may take a few moments for the librarian to respond
- To best utilize the librarian's help: in the Handbook see the section *How to Ask Questions of a Reference Librarian*

The speed of your chat will depend on your internet connection and the speed of the live librarian, so please be patient as there may be momentary pauses while the librarian considers how to respond to your request.

## What do I need to learn? Objectives for library instruction

### Overall Goals for students:

- ◆ Develop research methods and skills as they identify problems, utilize resources, and plan and organize effective research strategies used to solve those problems over time
- ◆ Competently use the online research resources of Cambridge College, including the Cambridge College Online Library and its databases
- ◆ Critically analyze, qualify and select information resources and research in support of their ILP, IRP, or other research paper
- ◆ Organize research materials electronically for easy storage and retrieval
- ◆ Reflect on their progress and process as critical thinkers and learners

### To this end, students should be able to:

#### Define necessary terms:

- ◆ See the Glossary section of this handbook for a complete list

#### Evaluate and select appropriate scholarly sources:

- ◆ Define scholarly research
- ◆ Recognize a scholarly article
- ◆ Read a scholarly article
- ◆ Take notes on a scholarly article
- ◆ Determine if information from various sources (scholarly and non-scholarly articles, websites, broadcast media, etc.) is credible and acceptable according to ALA or their instructor's standards
- ◆ Determine which information is appropriate to support their research topic and thesis

#### Choose and use traditional libraries:

- ◆ Know what their local affiliate traditional library is and how to get a borrowing card there
- ◆ Know of other local libraries open to the public with resources relevant to their degree program
- ◆ Determine which local traditional library to use
- ◆ Take a tour or orientation session at a traditional academic library
- ◆ Know suggested way to ask questions of a reference librarian

### Use the Cambridge College Online Library and its databases:

- ◆ Log in to CCOL
- ◆ Know where to find the phone number and email for CCOL tech support
- ◆ Use the CCOL home page to get to all features
- ◆ Use the search boxes on the home page for basic subject area searches
- ◆ Search the individual databases from the EBSCOHost *Databases A-Z* link
- ◆ Interpret the search results to see the full-text or citation
- ◆ Use the *WorldCat* link to find which local library has a specific journal issue so as to find the print version of a citation-only result
- ◆ Search the stand-alone *WorldCat* database to find which local library has a specific book
- ◆ Search *Ebrary Electronic Books* to find a relevant book and use the Info Tools to save notes and highlighting
- ◆ Find and use the *Help* and *Syntax Help* features in all the databases
- ◆ Get help from the *Ask A Live Librarian*
- ◆ From the *Research By Subject Area Help* link on the CCOL home page, choose and use *e-global Research Guides* and *e-global Program Guides* relevant to their topic
- ◆ Click the *Research By Subject Area Help* link on the CCOL home page, and choose *Research by Subject Area* link

### Search Effectively and Organize Results

- ◆ Know how to select effective search terms
- ◆ Have a method for organizing and retrieving information found online

## How do I get online help?

### Watch the “CCOL Instruction Slide Show”

If you want to learn CCOL, try the new *CCOL Instruction Slide Show* linked on <http://www.cambridgecollege.edu/library/instructions.cfm> .

In about 60 slides with brief captions, the slide show covers all the major features of CCOL. Here is a typical slide:

**Here is the results page of our search for ADHD. If you want to refine your search, use the Advanced search boxes. To see the Abstract, click on the title of the result.**

The screenshot displays the EBSCO search interface. At the top, it says 'Searching: Search here for Education, Show all | Choose Databases by Subject >'. Below this is a search bar containing '(ADHD)' and a 'Search' button. There are also 'AND' search options. The results section shows '207 Results for...' and a 'Refine your results' sidebar with options like 'Full Text', 'References Available', and 'Scholarly (Peer Reviewed) Journals'. The first result is 'ADHD, Neurological Correlates and Health-related Quality of Life in Severe Pediatric Epilepsy.' with a red arrow pointing to the search bar and a green arrow pointing to the title.

The CCOL Instruction Slide Show is available at all times on <http://www.cambridgecollege.edu/library/instructions.cfm> It will always be kept updated with any updates of the CCOL site.

## Instructions, Writing Help, Research Help, English as a Foreign Language Help and More on the library pages of the Cambridge College website

Links on the CCOL home page

Cambridge College Online Library (CCOL)

Search for ALL subjects

Search for Education

Search for Management

Search for Counseling/Psychology

Search for Medical

How to Use Cambridge College Online Library Handbook

- Technical Support
- Direct to Databases
- How to use CCOL and Databases Instructions
- Research Skills Help
- Research by Subject Area Help
- Refworks - Create Citations
- Ask a Live Librarian
- Writing and Reading Help
- English as Foreign Language (EFL) Help
- Traditional Local Library Information
- Quick Reference and Other Resources
- Give Your Opinion of CCOL

go directly to the library pages on the Cambridge College public website for access to instructional handouts and weblinks in these areas:

Cambridge College

for working adults

Admissions • Academics • Student Services • About Us • Alumni • Home • Contact

Library Home

CCOL Instructions

Research Help

Writing Help

Research by Subject

Traditional Libraries

EFL Help

NITE Library Information

BOT Login

Writing and Reading Help

Whether you are writing your ILP, IRP, CAGS paper, dissertation, research paper, or course assignment, the information below will help you build lifelong skills for your job and personal needs.

Cambridge, Lawrence, and Springfield: Writing tutor information from the Academic Support Centers. For all other campus sites, please ask your site director.

Online Writing Tutorials and Instruction Sites

Learn to write research papers at Purdue Online Writing Lab

Vocabulary, Grammar, Spelling and more help

Tutorials for more effective studying and writing

- ◆ **CCOL Instructions** provides tutorials for all databases and CCOL features
- ◆ **Research Help** provides tutorials for online research, traditional library, and information literacy skills
- ◆ **Writing Help** provides APA and plagiarism avoidance instructions and tutorials
- ◆ **Research By Subject** provides handouts for great research websites for every degree program at Cambridge College
- ◆ **Traditional Libraries** provides information about libraries near all our campus sites as well as elsewhere and international
- ◆ **EFL (English as a Foreign Language) Help** provides instructions for all translation devices and materials in other languages in the CCOL

Or, go directly to these pages at <http://www.cambridgecollege.edu/library/> and use the menu on the left to select the page you want.

## Tutorials for each database, including Spanish and other languages

Each database has its own set of tutorials and help in various formats including video, Powerpoint shows, handouts, and so on. Some offer live and/or archived webinars. Many of these tutorials are linked directly from <http://www.cambridgecollege.edu/library/instructions.cfm>

### To go to each database directly:

- From the CCOL home page, click *Direct to Databases*
- *If the database is not listed:*
  - Click *EBSCOHost*
  - Scroll down the list to the database want to see
  - Click on the live link database name

### **Ebrary Electronic Books tutorials and help**

- ◆ Click *Help* on the top right banner
- ◆ The ? icon in the Ebrary Unity Reader gives instant help on the features
- ◆ Ebrary provides live online training as well as video and Powerpoint tutorials. For current info, go to <http://www.ebrary.com/corp/training.jsp> Scroll down through the page for the video and Powerpoint links
- ◆ For tutorials in Spanish and other languages: go to <http://www.ebrary.com/corp/collateral.jsp>

### **EBSCOHost tutorials and help**

Note: *EBSCOHost* is called “EBSCOHost Integrated Search” in the tutorials.

- On any *EBSCOHost* page, click HELP in the top right of the screen
- In addition to the immediate onscreen help, links are provided to *EBSCOHost tutorials* and *EBSCO Support Site*
- See the instructions for viewing and using the Help icons (? In a black circle) on almost every screen
- For tutorials in Spanish and many other languages, go to <http://support.epnet.com/training/resources.php>

### **ERIC Education Resources Information Center tutorials and help**

- Search ERIC within *EBSCOHost* for a quick search that will link to full-text results in all other EBSCOHost databases that are included in your *Search...* search box search (or checkmarked on the “Choose Databases” page)
- For a more complex search, go to ERIC’s public website at <http://eric.ed.gov/>
- On the page <http://eric.ed.gov/> click Tutorials in the right column to go to animated video tutorials for specific ERIC search skills
- NOTE: results on the ERIC public website will not have full-text for EJ (ERIC Journal) results. For all possible full-text of an EJ result, use the *Search for ALL subjects* search box in CCOL

### **Proquest Dissertations Abstracts tutorials and help**

- Click *HELP* on the top right of the screen
- Also see the links in *HELP* to *Quick Reference Guides* and *Technical Support*

### **Refworks tutorials and help**

When you first sign up for an individual account in Refworks, you will see links to tutorials and support, such as

- See the directory to Refworks tutorials at <http://www.refworks.com/tutorial/>

- Quick Start Guide to Refworks at [http://www.refworks.com/content/documents/RefWorks\\_Quick\\_Start\\_Guide.pdf](http://www.refworks.com/content/documents/RefWorks_Quick_Start_Guide.pdf)
- More about Refworks support at [http://www.refworks.com/content/path\\_learn/content.asp](http://www.refworks.com/content/path_learn/content.asp)

### WorldCat tutorials and help

- Go to <http://www.worldcat.org/>

## Ask A Live Librarian: Live Online Help

CCOL has qualified, live reference librarians available 24/7/365 to talk with you via online chat. They can put pages on your screen. At the end of the chat, a transcript of the entire conversation, including the URLs of recommended webpages, can be sent to your email address. **NOTE: At the end of the chat, be sure to click the box that asks if you want the transcript emailed and enter your email address. If you don't do this, it will not be sent.**

On the CCOL home page, click *Ask A Live Librarian*.

- Click the *Connect* button
- A window will open asking for your name, etc.
- Put your question into the chat box and send it. It may take a few moments for the librarian to respond
- To best utilize the librarian's help: in this Handbook see the section *How to Ask Questions of a Reference Librarian*

The speed of your chat will depend on your internet connection and the speed of the live librarian, so please be patient as there may be momentary pauses while the librarian considers how to respond to your request.

## What are scholarly sources?

### Scholarly Sources: Identify what is acceptable and appropriate

Scholarly articles are published in scholarly journals. Not all periodicals in CCOL databases are scholarly journals. Follow these criteria:

#### Scholarly journals

- ◆ Always cite their sources with in-text cites, footnotes, or endnotes, as well as a "References," "Works Cited," or Bibliography at the end of every article
- ◆ Articles are written by scholars in the field, with recognized academic credentials in the field that the journal covers
- ◆ Usually publish quarterly or less often, although some are more frequent
- ◆ This usually can't be seen if viewed online, but they rarely contain glossy pages, colorful pictures, or advertising. They look very black and white and serious
- ◆ The purpose of a scholarly journal is to report on original research or experiments so that other scholars can use that information to improve their own research. It is assumed that the contents of scholarly journals have not been influenced by advertising or less obvious bias by special interests
- ◆ Most scholarly journals are published by an organization of professionals in that field, such as the American Psychological Association (APA) which publishes many journals in the fields of psychology, mental health, and counseling

#### What isn't a scholarly journal? What isn't acceptable for academic papers?

Weekly or monthly magazines such as *Time*, *Newsweek*, *New Republic*, or *National Review*; and newspapers such as *The New York Times*, can be good sources of news or opinion on current issues, but they are not written by scholars in a field, do not cite their sources, and are not intended for academic research. Advertisers and other special interests may influence the contents and opinions in non-scholarly magazines. You may use these occasionally for current factual information and opinion.

**Trade journals**, which cover a particular industry such as *Beverage World* or *Automotive News*, are acceptable sources for management papers, but you must also cite scholarly, academic articles.

### How do I know if a book is acceptable for scholarly research?

- ◆ Check the author's credentials. What is the author's education, job experience, affiliations?
- ◆ Does the author explain how the research was conducted or on what the theories are based? Are these methods credible?
- ◆ For all quotes, paraphrases, and facts, are sources cited in the text?
- ◆ Is there a bibliography or reference list? How credible are these sources?

If unsure if an article is scholarly, ask your instructor or a reference librarian.

The handout Checklist for an Informational Webpage provides a list of questions for evaluating any webpage, article, or book. To see it, from the CCOL home page, click *Writing and Reading Help*, then scroll to the handout Checklist for an Informational Webpage.

On the *Research Help* page, choose an *Information Literacy Tutorial* for interactive instruction in evaluating webpages, articles, and books.

## Scholarly articles and books: How to read and take notes

As you read the article or book, finish the sentence for each point and make a note of it:

- ◆ **The main purpose of this article or book is . . .** [State as accurately as possible the author's purpose for writing the article. In order to demonstrate the author's purpose you will have to furnish some background information on the topic so you may need to consult your textbook about the topic]
- ◆ **The key question that the author is asking is . . .** [Figure out the key question in the mind of the author when he/she wrote the article]
- ◆ **The most important information in this article or book is/concerns . . .** [Identify the facts, data, or resources the author uses to support his/her argument. To expand on this statement you will have to look at the foot or endnotes]
- ◆ **The main conclusion[s]/inference[s] in this article or book is/are . . .** [Identify the key conclusions the author comes to and presents in the article]
- ◆ **The main assumptions underlying the author's thinking are . . .** [Think about what the author is assuming to be true and what might be questioned. To expand on this statement you will need to think about the larger context of the topic]
- ◆ **If we accept the author's line of reasoning, the implications are . . .** [What consequence does the author's argument have on our understanding of current research and/or theory?]
- ◆ **If we reject the author's line of reasoning, the implications are . . .** [What consequence does rejecting the author's argument have on our understanding of current research and theory?]
- ◆ **When writing this article or book, the author's point of view may have been influenced by . . .** [Scholars are influenced by events that occurred during the time when they wrote; by personal prejudices; or by hidden agendas, such as pressure from those who paid them to do the research.]

The answers to these questions are often found in the first or last few pages of an article, or in the introduction and conclusion of a book, so read these first to get the "big picture" of what the author is trying to say. Then read the full article or book and determine for yourself whether he or she has done an adequate job of supporting their thesis.

NOTE: This information was closely adapted from a webpage posted by Ed Byerly of The Victoria College. His original webpage can be viewed at <http://www.victoriacollege.edu/~ebyerly/ArtCrit.htm> Byerly credited the statements in the criteria for reading a scholarly article as an adaptation from *The Miniature Guide to Critical Thinking Concepts and Tools* by Richard Paul and Linda Elder.

## Determine which information is appropriate to support your paper's argument

For an interactive online tutorial on how to locate and evaluate research information,

- On the CCOL HOME page click *Research Skills Help*
- Click *Evaluating the Quality of Information Tutorial*

## Ask your instructor's standards for appropriate research sources

Instructors have been asked to emphasize the use of scholarly sources and proper documentation, and to specify their individual standards of scholarliness for all research assignments. They are expected to tell you:

- ◆ What is a credible and acceptable source, including the qualifications of the author and the date
- ◆ What is not a credible and acceptable source
- ◆ How many acceptable sources are expected for a specific paper (Some instructors will not give specific numbers)
- ◆ Recommended journals, books, and websites

These standards should be available in writing as well as verbally. If your instructor is unable to answer these questions, please contact the dean of your program.

## How do I search effectively?

Every time you search, you face the same challenge: what are the best words to put in the search box to get the most useful results?

### Use different terms

Different terms get different results, and terms change over time. For example, over the last several years, the term "interracial children" was supplanted by "biracial children." Today we often see "multiracial children."

### Have a clear idea of what you are looking for

- ◆ What's my subject and what's my angle on my subject? For example, different search terms will be needed to find *ADHD diagnosis* instead of *ADHD treatments*
- ◆ What would my ideal article or book or document be? What would its title be? Brainstorm an ideal title because it's fun and it may help you think of good search terms
- ◆ Who would have written the ideal article? Try that name! What would this person's qualifications be? What kind of work would they do? Try those words!

### Ask yourself, your professor, fellow students, someone who might know more about this topic, or someone good with words

- ◆ Who cares about this topic? What words, names, and phrases would they use to write about it?
- ◆ Where would people who care about this topic publish what they write? Are there any periodicals, associations, conferences, government agencies, or research centers?
- ◆ Is there a trade jargon or specialized vocabulary?
- ◆ Is there a website that lists related terms and provides links?
- ◆ Is there another way to say the same thing? For example, will *employment decrease* get the same results as *unemployment increase*?

### Use tools that can help you find more search terms

- ◆ Index, text, table of contents, and glossary of any books you find
- ◆ Search the articles you find for more terms. Often a list of Descriptors or Subject Terms may be found in the citation of a relevant article
- ◆ Word reference books found online include thesaurus, dictionary, glossary, and unusual word reference books. From the CCOL HOME page, click *Quick Reference and Other Resources*
- ◆ Library of Congress Subject Headings is a reference tool that reference librarians use to find alternative search terms. Ask A Live Librarian or learn about it at <http://www.lib.berkeley.edu/doemoff/tutorials/lcsh.html>

### When entering search terms in the search box, always be sure to

- ◆ Make sure you spelled the terms right. Is there a variant spelling?
- ◆ Put the most important term first. Do it again reversing the order
- ◆ Start narrow, then go broader. Start with *ADHD treatment Ritalin*, then go to *ADHD treatment*. Or start broad and then go narrower. Both strategies work
- ◆ Follow the syntax rules of the search engine. Click “Search Help” buttons
- ◆ Use AND, OR, NOT if the search engine allows Boolean searches. Click “Advanced Search”
- ◆ Put names and phrases in “ ” marks, such as “drug addiction” or “Carl Rogers”
- ◆ Make sure to combine your terms, such as [ADHD AND treatment] or [“biracial children” AND “academic success”]

### Keep a record of which terms worked and which terms didn’t work:

Search Term	How many results?	Notes on results

### For more instruction and interactive practice, try these online tutorials:

- ◆ Information Literacy Tutorial of the University of Idaho. “Module 3: Searching” is at [http://www.webs.uidaho.edu/info\\_literacy/modules/module3/3\\_0.htm](http://www.webs.uidaho.edu/info_literacy/modules/module3/3_0.htm)
- ◆ Google’s web search tutorials [http://www.google.com/educators/p\\_websearch.html](http://www.google.com/educators/p_websearch.html)

## Using the Cambridge College Online Library (CCOL)

This is the CCOL home page:

Cambridge College Online Library (CCOL)

Search our journal, book, and document databases by your subject area, or search ALL subject areas in one search!

Search for ALL subjects

Search for Education

Search for Management

Search for Counseling/Psychology

Search for Medical

Library News Blog

Read more ebooks from a trial collection for the next few weeks  
2011-08-11 13:04:00.000-07:00  
Refworks will have a new look available August 15  
2011-07-08 07:32:00.001-07:00  
Oceano Medicina y salud database will not be available after  
June 30  
2011-06-29 06:27:00.001-07:00

Library News Blog – Spanish version

Sobre la base de datos en español Oceano  
2011-07-02 14:55:00.000-07:00  
4700 o más textos completos de libros electrónicos en Español  
2011-05-09 10:16:00.000-07:00  
Instrucciones para hacer búsquedas a través de Oceano  
Universitas y Oceano Medicina y Salud  
2011-02-02 07:32:00.000-07:00

[How to Use Cambridge College Online Library Handbook](#)

- Technical Support
- Direct to Databases
- How to use CCOL and Databases Instructions
- Research Skills Help
- Research by Subject Area Help
- Refworks - Create Citations
- Ask a Live Librarian
- Writing and Reading Help
- English as Foreign Language (EFL) Help
- Traditional Local Library Information
- Quick Reference and Other Resources
- Give Your Opinion of CCOL

## Explore CCOL

If you've never used CCOL, take some time to explore and play with it. If you get stuck or don't understand what you're looking at, just back up or start again. Playing with software is the best way to learn it. You won't break anything just by clicking on it.

- Log into CCOL to get to the CCOL home page
- Click each of the links on the CCOL home page and then click some of the resulting links
- Try a search in the appropriate search box: think of a topic you would like to know more about, and choose a likely search term

The results page of a search looks this:

New Search Subjects Publications Images More

Search In Folder Preferences Languages New Features! Help

Searching: Search here for Education, Show all Choose Databases by Subject >

Information literacy in Select a Field (optional) Search Clear

AND in Select a Field (optional)

AND in Select a Field (optional) Add Row

Basic Search | Advanced Search | Visual Search | Search History

Page: 1 2 3 4 5 Next

Relevance Sort Page Options Alert / Save / Share

207 Results for...

Refine your results

Publication Date 2003 2010

Subject: Thesaurus Term

Age

Subject: Major Heading

1. INFORMATION LITERACY ASSESSMENT: MOVING BEYOND COMPUTER LITERACY. 📄

By: Hignite, Michael; Margavio, Thomas M.; Margavio, Geanie W., *College Student Journal*, Sep2009, Vol. 43 Issue 3, p812-821, 10p, 5 Charts, 1 Graph; (AN 43969283)

Information literacy is a concept that has evolved as a result of recent efforts to move technology-based instruction and research to a level above the long-held concepts previously associated with...

Subjects: **INFORMATION literacy**; TECHNOLOGICAL literacy; INFORMATION science; INTERNET literacy; ELECTRONIC information resource literacy; COMPUTER science; COMPUTER literacy; COLLEGE students; TECHNOLOGY – Study & teaching; Reseach and Development in the Physical, Engineering, and Life Sciences (except Biotechnology)

Database: Academic Search Premier

Add to folder | Relevancy: ██████████

HTML Full Text

Check library holdings in your area

Integrated Search

Details

Multi-disciplinary, full-text scholarly database for students, faculty Academic Search Premier

Full Text General Database (Peer Reviewed) Wilson OmniFile Full Text, Select Edition

Definitive online education research resource Education Research Complete

Comprehensive index of education literature and resources ERIC

Guide to contemporary testing instruments (0) Mental Measurements

The results page offers lots of great tools for improving your search, like the slider bar for filtering dates in the upper left; categories for limiting search terms on the left, and more. The right column tells you which databases you searched. For tutorials, click the Help button on the top right of the blue banner.

## Mobile access to CCOL is available:

For all databases in EBSCOHost:

- From the CCOL home page, click *Direct to Databases*
- Click *Mobile Access: EBSCOHost*
- Then go to the *Direct to Databases* page within the mobile access, and click *EBSCOHost*

For Ebrary Electronic Books

- From the Ebrary Electronic Books home page, click *New: Download e-books onto multiple devices!*

## What is EBSCOHost?

*EBSCOHost* is an online interface that provides databases in the CCOL, from a company called Epnnet. There is no single database called “EBSCOHost.” Currently, there are 24 databases in the EBSCOHost interface. All are searched in the *Search for All Subjects* search. Pre-selected subject-area combinations of these databases are included in the four subject-area “*Search for...*” search boxes on the home page.

**The Ebrary Electronic Books database is supplied by another company and not all *EBSCOHost* features will work with it.** EBSCOHost only searches Ebrary by the most basic default search. To search Ebrary by author, title, or other aspects:

- From the CCOL home page, click *Direct to Databases*
- Click *Ebrary Electronic Books*
- Log in and use Ebrary's own advanced search

**You can also search *EBSCOHost* from the *Direct to Databases* page**

- From the CCOL home page, click *Direct to Databases*
- click *EBSCOHost*
- On the opening “Choose Databases” page
  - Checkmark the database(s) you would like to search
  - Always keep “Academic Search Premier” and “OmniFile Full Text Select (H.W. Wilson)” checkmarked, because they provide most of the full-text for the other databases
- If a result does not have links to *PDF Full-text*, *HTML Full-text*, *Retrieve Full-Text*, or a similar link indicating full-text, then the full-text is not available. In this handbook, see the section “Search everywhere possible for online full-text”

## How do I see citation-only results from an *EBSCOHost* search?

*EBSCOHost* is set to show only the full text results. If you want to see the full text plus the citation-only results: In the left column "Refine Your Results" section, click *Show More*

EBSCO  
 Searching: Search here for Education, Show all | Choose a database  
 information literacy in Select a Field (optional) S  
 AND in Select a Field (optional)  
 AND in Select a Field (optional) Ac  
 Basic Search | Advanced Search | Visual Search | Search History

Page 2 3 4 5 Next

207 Results for...

Refine your results

2003 Publication Date 2010

Show More > Options set

Subject: Thesaurus Term

1. INFORMATION LITERACY ASS  
 By: Hignitte, Michael; Maggavio, Thomas I  
 (AN 43969283)  
 Information literacy is a concept that has long-held concepts previously associated  
 Subjects: *INFORMATION literacy*; TECI; COMPUTER science; COMPUTER literacy; and Life Sciences (except Biotechnology)  
 Database: Academic Search Premier  
 Add to folder | Relevancy: ██████████

Then **remove the check** from the box "Full Text" and click *Search*

Search Options Search Reset

Search modes ?

- Boolean/Phrase
- Find all my search terms
- Find any of my search terms
- SmartText Searching [Hint](#)

Apply related words

Also search within the full text of the articles

Limit your results

Full Text

Scholarly (Peer Reviewed) Journals

Publication

References Available

Published Date from Month Year to Month Year

Image Quick View

Image Quick View  Black and  Chart

## What if I want to pick my own combination of *EBSCOHost* databases?

- From the *Direct to Databases* page, click *EBSCOHost*
- Checkmark the databases you wish to search
- Always keep “Academic Search Premier” and “OmniFile Full Text Select (H.W. Wilson)” checkmarked, because they provide most of the full-text for the other databases

## How do I search databases directly?

Some of the databases offer more search features when searched directly. To search databases directly:

- From the *Direct to Databases* page, click *EBSCOHost*
- Click the hotlinked title of the database you wish to search
- For maximum full-text, always keep “Academic Search Premier” and “OmniFile Full Text Select (H.W. Wilson)” checkmarked, because they provide most of the full-text for the other databases

## Search the three additional databases not in *EBSCOHost*

The following databases are not in *EBSCOHost* or included in the *Search...* boxes. To search them, from the CCOL home page click *Direct to Databases*, then click

- ◆ *MyLibrary Electronic Books*
- ◆ *Oceano Universitas*
- ◆ *Proquest Dissertations and Theses Abstracts*

## Search the two additional journals not in *EBSCOHost*

The following two journals are not in *EBSCOHost*. To search them, from the CCOL home page click *Direct to Databases*, then click

- ◆ *Journal of Cases in Educational Leadership*
- ◆ *Journal of School Nursing*

## ▶▶▶ Something very important to understand before reading further:

**No one likes to have a lot of username/passwords, but** there are tools in the CCOL that will only work after you set up an individual account with your own personal username and password. These tools will save the books or articles that you want to find again to a personal folder that you can access conveniently. But these tools can't save items to your personal folder if they don't know who you are. These tools are:

- Folder in *EBSCOHost* which is called MyEBSCOHost
- Bookshelf in *Ebrary Electronic Books*
- Individual account in Refworks
- Personalized webpage in WorldCat

**It isn't always evident that you need to set up an individual account, so please take this as your reminder to do so.** If you don't “get this,” you may spend a lot of time clicking *Add to Folder* for your *EBSCOHost* results and then discovering you haven't saved to your personal folder and will never find what you “added” again. Don't let this happen to you! If possible, use the same username and password for all the individual tool accounts and make sure that you keep a record of your username and password.

Here's how you start these accounts:

My EBSCOHost Folder in <i>EBSCOHost</i>	Click <i>Sign In</i> on the top right of the page; on the next screen click <i>Create a new Account</i> and follow instructions
Bookshelf in Ebrary Electronic Books	You are automatically signed in when you log into Ebrary. You do not have to do anything else
Individual Account in <i>Refworks</i>	Click <i>Sign up for an individual account</i> on the opening screen
Personalized webpage in <i>WorldCat</i>	Go to <a href="http://www.worldcat.org/">http://www.worldcat.org/</a> and follow instructions in <i>Use WorldCat Tools</i>

As you read the instructions for each database which follow, you will learn more about each of these tools. But please try to remember the basic concept which is that you must create an individual account to save your work. (Sorry to be so directive, but I hear so many sad stories about lost work and time.)

## **EBSCOHOST : Using My EBSCOHost Folders to save articles you like and notes you write**

*EBSCOHost* has a great tool called "My EBSCOHost" which has many features. Most importantly, you can use it to create virtual online folders in which you can save articles or citations you like for as long as you want. You can create folders for each course or paper. Create as many folders as you want by checking "New" in the left column of your Folder page.

### **To create your own folder(s)**

- From the *CCOL* home page, click Direct to Databases, then click *EBSCOHost* and on the opening "Choose Databases" page, click *Sign In* on the top right  
Or, click *Sign In* from any *EBSCOHost* results page with search boxes
- Click *Create a new Account* and an application form screen comes up
- Fill it out with the correct info and create a personal username and password
- After that, whenever you use *EBSCOHost*, click *Sign In*, then sign in with your username and password
- Make sure to keep a record of your individual username/password for My EBSCOHost!
- On the top right of the screen you will see *Not Your Name? Sign in Here* (such as "*Not Susan? Sign in here*"). This indicates that you are signed into your My EBSCOHost account
- To save an article to your My EBSCOHost folder:
  - Each *EBSCOHost* result has an icon of a folder and the words *Add to Folder*. If you want to save that article, click on *Add to Folder*
  - It will ask which folder of your folders to save to
  - it will change to the word *Added*
- Click *Folder* or *Folder Has Items* to see the folder with the articles you placed in it

**NOTE:** Results from Ebrary Electronic Books will only save to a folder called "Other Content Sources." The link to this folder can be found in the left column of your Folder. Your Ebrary results can be saved within Ebrary to your Ebrary Bookshelf.

Results from *Oceano Universitas*; *Proquest Dissertations and Theses Abstracts*; *MyLibrary Electronic Books*, *Journal of School Nursing*; and *Journal of Cases in Education Leadership* cannot be saved in an EBSCOHost folder.

For detailed **instructions for saving notes you write to yourself** about the articles you find, see "Save Articles and Notes in My EBSCOHost Folders" on <http://www.cambridgecollege.edu/library/instructions.cfm>

Additional features in My EBSCOHost let you share your folders, save searches, and receive alerts about new articles. To learn more, click *Help* on the top right of the *EBSCOHost* page.

**PsycBooks:** There are more than 2500 full-text books and articles in psychology in the PsycBooks database. It can be accessed directly from within *EBSCOHost* :

- From the CCOL home page, click *Direct to Databases*
- Click *EBSCOHost*
- Checkmark *PsycBooks* (as ever, make sure Academic Search Premier is also checkmarked for maximum full text)

## **WorldCat – Check library holdings in your area database: Search traditional libraries everywhere!**

Do you want to know which local library near you has the book or journal you need? *WorldCat* is the giant, combined catalog of all the catalogs of all the libraries worldwide, offering millions of bibliographic records in 400 languages. *WorldCat* in CCOL will give results from the US, Puerto Rico, Canada, and other English speaking countries.

**WorldCat IS NOT included as a separate database in EBSCOHost searches.** However,

- ◆ Most results from *EBSCOHost* will have the link *Find it In WorldCat - Check library holdings in your area*. Click this link and it will tell you which local libraries have the periodical in print. You will need to set the zip code to your location

### **Really important things to know about WorldCat**

- *WorldCat* has an Article search tab, but if you don't find the article you want, try searching by the title of the journal it is in
- *WorldCat* searches books, articles, journals, as well as other materials that libraries have such as videos, maps, and recordings.
- *WorldCat* is an immense catalog, created by compiling the work of thousands of people. As a result, there often are several entries for a single item, differing only slightly due to spelling or punctuation. To get complete results, you may have to click more than one of these items. Generally, first click the one that shows the most libraries having it
- *WorldCat* includes every book or journal that ever made it into a library. Sometimes there is more than one book or journal with the same name. Be sure to check the author, publisher, or site of publishing to make sure you are looking at the right one.

### **Here's how to go directly to WorldCat**

- From the CCOL home page, click *Direct to Databases*, then click *WorldCat – Check library holdings in your area*

### **When you locate the print item you want in a local library, save yourself a wasted trip**

- ◆ Before going to the traditional library, make sure the item is really there by checking the actual library catalog on the library's website. If it's a journal, make sure the exact issue you want is there
- ◆ If the library name is hyperlinked in *WorldCat*, click it to go directly to that library's site. If not, google up the library site
- ◆ Try calling the library reference desk to find out if the item is really there on the shelf. Lost or stolen items might not be in the catalog yet
- ◆ Make sure the library is open to the public and find out the hours. See the section of this handbook "What are traditional library arrangements for each campus site?"

**For help with WorldCat** and to create a personalized webpage, go to <http://www.worldcat.org/>

## ***Proquest Dissertations and Theses Abstracts* database**

Use this database to see if there is a dissertation relevant to your research. It contains the **abstracts** of over two million doctoral dissertations and master's theses, going back to 1861. Many recent results include the full-text of the first twenty-four pages only. If you need to see the full-text of the whole dissertation, you cannot do that in CCOL (although a few random full-text dissertations may appear.)

Proquest Dissertations and Theses Abstracts is not included in *EBSCOHost* or the *Search...* boxes.

### **To search Proquest Dissertations and Theses Abstracts:**

- Go to the CCOL home page
- Click *Direct to Databases*
- Click *Proquest Dissertations and Theses Abstracts*.

### **Here are some options for seeing the full-text:**

- ◆ If you can get to Cambridge, Massachusetts: Gutman Library has the full-text version of this database, but online full-text is only available for dissertations going back to 1995, plus random earlier dissertations. If you can physically go to Gutman, you can use the full-text database there. From the CCOL home page, click *Traditional Local Library Info*, and in the Cambridge section see the Gutman Library information. You cannot use this database online, you must physically be in Gutman Library
- ◆ If you cannot get to Cambridge, Massachusetts: you may be able to access the full-text online version of the database (going back to 1995, with random earlier dissertations) from a local traditional library in your area. Check their websites or call to find out if they have "Proquest Dissertations and Theses – Full – Text" and if the public may use it
- ◆ At your own expense, you can order it online right in the database by clicking the "order a copy" link. If the dissertation is not online in full-text, you can purchase the print copy

## **Ebrary Electronic Books**

There are more than 70,000 full-text books in all our subject areas in our *Ebrary Electronic Books* collection. In Ebrary, you can read a full-text book online, and easily highlight in three colors, take notes right on the page, and select quotations while reading! Your highlighting, notes, and quotes are all saved in a convenient place. Ebrary will even read aloud to you!

Ebrary provides live online training as well as video and Powerpoint tutorials. For current info, go to <http://www.ebrary.com/corp/training.jsp> Scroll down through the page for the video and Powerpoint links.

Ebrary Electronic Books is included in *EBSCOHost* and in all the "Search..." search box searches. When you click on an Ebrary result, you will get a screen asking you to sign in, with instructions for how to do this. This is how Ebrary remembers all the books, notes, and highlighting you did so you can find it again, anytime. But some of the features for refining an Ebrary search may not work in the *EBSCOHost* "Search..." box. They will work when you search within Ebrary itself.

### **Here's how to sign into Ebrary directly to use all the search features within Ebrary Electronic Books:**

- from the CCOL home page, click *Direct to Databases*, then click *Ebrary Electronic Books*.
- follow the on-screen instructions to construct your username/password

Ebrary has two ways you can use it: Quickview and Ebrary Unity Reader. This is Quickview:

Cambridge College

Info Search QuickView Bookshelf

Signed in as: cambridge\_mitchell English | My Settings | Sign Out | Help

Simple Search: writing Search ebrary Advanced All Subjects

InfoTools ebrary Reader Page 3 (15 of 189)

Chapter 1

## What Is a Research Paper?

*Research is a way of life dedicated to discovery.*  
ANONYMOUS

Few of us are ever going to become professional researchers, but *all* of us will find times when research is indispensable to our lives. Whether you're looking for information about a car's safety record, a community's schools, or a company's stock, you'll need to know how to gather, sort, and track the facts and opinions available to you.

That's why you need to know how to do a research paper. A research paper is such a useful and efficient method for gathering and presenting reliable information that preparing one is frequently assigned in high schools and colleges. In addition, research papers are often important in business, especially in fast changing fields where facts and opinions must be sorted. These businesses include law, manufacturing, retailing, security, fashion, computer technology, banking, insurance, and accounting.

TOC NOTES (0)

writing Search Document

This document is on your bookshelf, contains no annotations, and has not been filed into a folder.

Rank	Chapter
1	Contents
2	What Is a Research Paper?
3	How Do I Select a Subject?
4	How Do I Narrow My Topic? (and Why?)
5	How Do I Write a Thesis Statement?
6	How Can I Find the Information I Need?
7	How Do I Use Books for My Research Paper?
8	What Other Sources Can I Use for My Research Paper?
9	How Do I Use Electronic Media?
10	How Do I Track My Research?
11	How Do I Evaluate Sources?
12	How Do I Document My Sources?
13	How Do I Outline? (and Why?)
14	What Writing Style Do I Use?
15	How Do I Use My Source Material?
16	How Do I Cite My Sources?
17	How Do I Use Footnotes and Endnotes?
18	How Do I Create a Works Cited Page?
19	How Do I Present My Research Paper?
20	How Do I Revise, Edit, and Proofread?
21	Model Papers
22	Index

You can highlight and put "stickie" notes right on the Quickview page, like this

What Is a Research Paper?

*Research is a way of life dedicated to discovery.*  
ANONYMOUS

Few of us are ever going to become professional researchers, but *all* of us will find times when research is indispensable to our lives. Whether you're looking for information about a car's safety record, a community's schools, or a company's stock, you'll need to know how to gather, sort, and track the facts and opinions available to you.

That's why you need to know how to do a research paper. A research paper is such a useful and efficient method for gathering and presenting reliable information that preparing one is frequently assigned in high schools and colleges. In addition, research papers are often important in business, especially in fast changing fields where facts and opinions must be sorted. These businesses include law, manufacturing, retailing, security, fashion, computer technology, banking, insurance, and accounting.

**Research Papers vs. Term Papers**

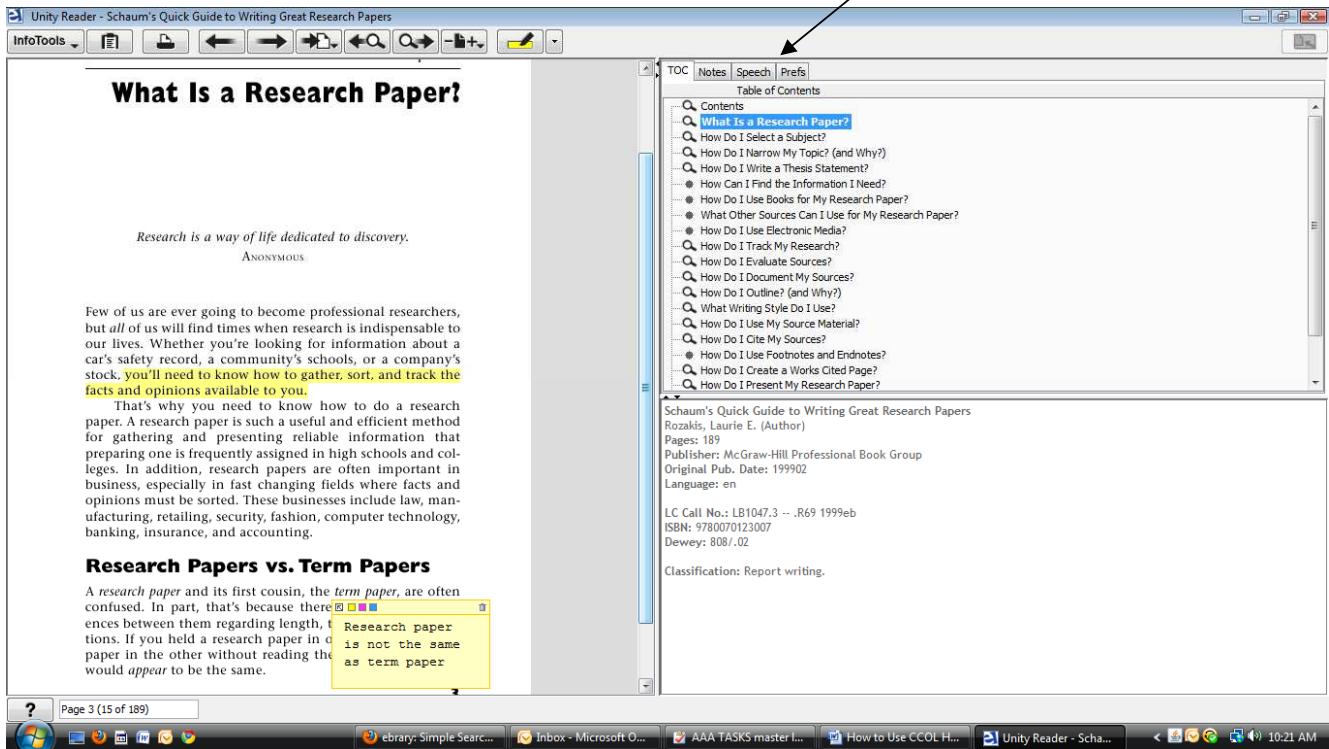
A *research paper* and its first cousin, the *term paper*, are often confused. In part, that's because there are differences between them regarding length, topics, and format. If you held a research paper in one hand and a term paper in the other without reading the titles, you would appear to be the same.

Research paper is not the same as term paper

Schaum's Quick Guide to Writing Great Research Papers  
Rozakis, Laurie E. (Author)  
Pages: 189  
Publisher: McGraw-Hill Professional Book Group  
Released: 1999  
Language: en  
LC Call Number: LB1047.3 --J69 1999eb  
ISBN: 9780070123007  
Dewey Decimal Number: 808/.02  
Subjects: Report writing.

The highlighting, notes, and the book itself will be saved permanently so you can easily find them again on all future visits. With everything saved online, there is little need to print, although you can print (up to 60 pages at a time, but the maximum number varies with each book as it is set by the publisher, not Ebrary or CCOL).

- **Ebrary Unity Reader** does everything that Quickview does, and will also read the page aloud and adds other accessibility and convenience features. Here's how Ebrary Unity Reader looks. Note that there are now tabs for "Speech" and "Prefs" in the right column:



Quickview works automatically whenever you go to Ebrary. For the Ebrary Unity Reader, you will need to download the Unity Reader software once. The first time you click a document to open it, you will be prompted to install the Unity Reader. You do not have to install the Unity Reader unless you want to use the text-to-speech and other additional features.

## Where to learn to use Ebrary and get Help with Ebrary

- ◆ Click Help on the top right of the search screen.
- ◆ The ? icon in the Ebrary Unity Reader gives instant help on the features
- ◆ Ebrary provides live online training as well as video and Powerpoint tutorials. For current info, go to <http://www.ebrary.com/corp/training.jsp> Scroll down through the page for the video and Powerpoint links
- ◆ For tutorials in Spanish and other languages: go to <http://www.ebrary.com/corp/collateral.jsp>

### About the APA citation builder in the Ebrary Unity Reader:

- Click the Preferences tab and set "citation" to APA but please be aware that this tool may not give correct results: in APA format, only the first word of a title is capitalized. (This is a problem with almost all the online APA citation builders.) Make sure to manually check and fix all your APA citations before submitting your paper.

### Hints for better searching:

- ◆ Always use the Advanced Search and set it so your term is in the Title or Subject. The Basic Search searches for the term anywhere in the 70,000 books, so you will get a lot of irrelevant results with Basic Search
- ◆ Try searching for a specific book in Ebrary, but if it isn't there: also search by subject and see if you can find another book that will meet your needs. You may be delighted at what you find!
- ◆ If Ebrary doesn't have the book you want, use the *WorldCat* link in the *EBSCOHost* results or on the CCOL *Direct to Databases* page, and see if a local traditional library in your area has it in print
- ◆ Not every book is acceptable for academic research. To check the credibility of a book, from the CCOL home page click *Writing and Reading Help* and then click the link *Checklist for an Informational Webpage*. The same criteria can be applied to books
- ◆ Don't "copy and paste" yourself into an accusation of plagiarism! If you save your notes and quotes, be careful to cite all quotations, paraphrases, and facts properly in your course assignments, using APA style.

### **e-global Research Guides and e-global Program Resources**

In a traditional library, you might take an orientation tour of the subject area that you want to research. The librarian would show you the standard reference works and recommend books, journals, government documents, and websites on that subject.

*Research Guides* and *Program Resources* are a virtual orientation tour by subject area, prepared by the reference librarians at e-global, the company that provides our CCOL site. They don't cover every subject area, but they might cover yours, such as the Research Guides on

- ◆ Psychology
- ◆ Technology in education
- ◆ African American Studies
- ◆ Hispanic American Studies
- ◆ Education Administration
- ◆ Communication
- ◆ Literature
- ◆ Health Sciences
- ◆ Mathematics
- ◆ Business Management
- ◆ Healthcare Management
- ◆ Nursing

**To see Research Guides and Program Resources:** from the CCOL home page click *Research By Subject Area Help*, then click *e-global Research Guides* or *e-global Program Resources*.

NOTE: The *Research Guides* and *Program Guides* recommend journals, but do not expect to get to the full-text of articles from the links in the guide sections. For full-text, you must go to our databases. The links in the guides only go to the public websites of the journals, where you might find some archived full-text which is free on the internet, but nothing like the comprehensive full-text coverage in the CCOL databases. If the recommended journals are not in the CCOL databases, get as much as you can from their public websites or use WorldCat to see which local traditional library has the print version.

### **Refworks**

Refworks is not a database. It is an online software tool that helps you create your APA References list or other bibliographies. It is incorporated into CCOL to automatically save the bibliographic information from every article and book you view in CCOL, plus outside databases. You can then use Refworks to generate your References list or bibliographies. Refworks also does other styles of documentation and can import information done in other similar tools.

You must sign up for an individual account for Refworks.

- On the CCOL Home page, click *Refworks - Create Citations*
- Follow the instructions that say "If you are new to Refworks"

Refworks takes some time to learn. **Cambridge College does not provide live instruction or support for Refworks**, but Refworks provides excellent online tutorials and support. When you first sign up for an individual account in Refworks, you will see links to tutorials and support, such as

- See the directory to Refworks tutorials at <http://www.refworks.com/tutorial/>

- Quick Start Guide to Refworks at [http://www.refworks.com/content/documents/RefWorks\\_Quick\\_Start\\_Guide.pdf](http://www.refworks.com/content/documents/RefWorks_Quick_Start_Guide.pdf)
- Refworks support for EFL at [http://www.refworks.com/content/path\\_learn/content.asp](http://www.refworks.com/content/path_learn/content.asp)

## Library News Blog (in English and Spanish)

See the right column of the CCOL home page for up-to-date info about system-wide technical problems and when they are expected to be resolved, as well as new features of CCOL and other current news.

The screenshot shows the Cambridge College Online Library (CCOL) homepage. At the top, there is a navigation bar with the Cambridge College logo and the text 'Cambridge College Online Library (CCOL)'. Below this, a search bar prompts users to search by subject area. There are five search boxes: 'Search for ALL subjects', 'Search for Education', 'Search for Management', 'Search for Counseling/Psychology', and 'Search for Medical'. Each box has an 'EBS CO' logo and a 'GO' button. Below the search boxes is a link to the 'How to Use Cambridge College Online Library Handbook'. On the right side, there is a 'Library News Blog' section with two entries: one in English and one in Spanish. An arrow points from the text above to the 'Library News Blog' section.

## How can I get as much full-text as possible?

Not all results are full-text, but all our databases are linked in EBSCOHost so that if the full-text of an article is in another database, it will be supplied.

- ◆ For the most thorough search of full-text in all our databases, use the *Search for ALL subjects* search box on the CCOL home page. It will search all our databases.

## Search everywhere possible for online full-text

As a busy student, you will want to find as much full-text research material as possible online, but please be realistic: only a small amount of all the scholarly articles published are online anywhere and at any price. Cambridge College has provided a huge collection for you, but you will not find everything online in full-text.

The instructions below show you how to do the most efficient, thorough online search by first searching all of our databases, then by searching the web using Google Scholar.

### To search Cambridge College Online Library for the free, full-text article:

- From the CCOL home page, use *Search for ALL subjects* search box. This will search all our databases
- If it might be in *Oceano Universitatis*, *Journal of School Nursing* or the *Journal of Cases in Educational Leadership*, search those by going to the CCOL home page, click *Direct to Databases*, then click the name

### If it isn't online in full-text in the Cambridge College Online Library

- ◆ Try Google Book Search at [http://books.google.com/advanced\\_book\\_search](http://books.google.com/advanced_book_search) Check "limited preview and full view." You might get lucky and just the page you need will be provided free in full-text. Google Book Search includes many periodicals and other documents as well as books

◆ If you still haven't found what you want, try Google Scholar at <http://scholar.google.com/> Put the author's name as John Smith (no quotation marks), "John Smith" and "Smith John", because you may get different results with each search. If you are lucky, you might find free full-text, but you are more likely to hit sites that ask you to pay to download the article. Cambridge College will not reimburse you for these costs

◆ If you are willing to pay for online delivery of an article, we recommend using the Michigan Information Transfer Source, a service of the University of Michigan. They can be trusted with your credit card information. Their website explains their services and that is where you order the materials. Their website is at [www.lib.umich.edu/mits](http://www.lib.umich.edu/mits)

## What if the article or book I want is not in full-text online?

It's time to go to a traditional library! *EBSCOHost* provides convenient links from every result to a giant catalog of every library in the US, Puerto Rico, and elsewhere, so you can quickly find out if a library near you has what you want in print. This giant catalog is called *WorldCat* and here's how to get to it from an article result:

- In many *EBSCOHost* results, click *Find it in Worldcat – Check library holdings in your area* to get a list of libraries near you that have the print version of the journal in which the article appears. You will see Boston-area results first, so if not in Boston, change the zip code for a national list
- If there is no WorldCat link in the *EBSCOHost* result, go directly to WorldCat by going from the CCOL home page: click *Direct to Databases* then click *Worldcat – Check library holdings in your area*. Set the result for your zip code
- Make sure that the library you choose has the exact journal issue you need. If it is not indicated clearly by the *WorldCat* result, google that library's online catalog and make sure it is there

More to know:

- ◆ If you want to visit a library to browse various issues of a journal, put the journal title into *WorldCat* to see which local library has the issues you want
- ◆ If the library isn't near you, ask your local public library if they can do Interlibrary Loan. Journals do not circulate, but books might
- ◆ If the book or journal is only in a few libraries, its credibility is questionable. Look for a more popular source on your topic

## Document Delivery: What if the full-text is not online and not available in a local traditional library?

We hope you are able to find everything you want free from our current collection and your local traditional library, but sometimes the full-text is not available. Not everything is available online, and no college could afford to provide every available article for free.

First, do a thorough search in CCOL. See the sections in this handbook "Search Everywhere Possible for Online Full-text" and "What if the article or book I want is not in full-text online?" for more instructions.

If you can't get the full-text from a local library and are willing to purchase it at your own expense, there are online services that can sell you almost any article you need, but **you will have to pay for it at your own expense, using your own credit card. Cambridge College has provided a great deal of materials, but cannot reimburse you for further materials.**

Almost every article or excerpt from a book is available from the Michigan Information Transfer Source, a service of the University of Michigan. They can be trusted with your credit card information. Their website explains their services and that is where you order the materials. Their website is at <http://www.lib.umich.edu/mits>

Cambridge College is not responsible for your interactions with any of these services, but we do want you to be aware of them. We hope you are able to find everything you may need free from our current collection and your local traditional library, but given all the books and journals in the world, this may not be possible.

## Model Research Assignment to help you learn the CCOL and start your literature review!

### Model Research Assignment

Using the MS Word version allows you to create more space for your answers.  
Download it at <http://www.cambridgecollege.edu/library/instructions.cfm>

Handouts marked with an \* can be found at these webpages:

How to Use CCOL Handbook <http://www.cambridgecollege.edu/library/instructions.cfm>

How to Identify and Read a Scholarly Article or Book  
[http://www.cambridgecollege.edu/library/writing\\_help.cfm](http://www.cambridgecollege.edu/library/writing_help.cfm)

Checklist for an Informational Webpage [http://www.cambridgecollege.edu/library/writing\\_help.cfm](http://www.cambridgecollege.edu/library/writing_help.cfm)

**Introduction:** Doing these exercises will give you practice and familiarity with the resources and services of CCOL, and will teach you lifelong information literacy skills. If you search the topic you have chosen for your ILP or other research paper, these exercises will give you a running start for your research and Literature Review!

**For instructions for using all the features of Cambridge College Online Library,** see the *How to Use Cambridge College Online Library Handbook*.\*

**For APA instructions,** click *Writing and Reading Help* from the CCOL home page, or see the *Publication Manual of the American Psychological Association* (6<sup>th</sup> edition) or other APA publications.

### Exercise #1: What are you researching?

**Depending on your instructor's assignment, what is your research topic, research question, problem statement, or thesis statement?** It doesn't matter which format you use as long as you know what you are looking for.

#### Hints:

A **research topic** might be: *parent participation in the elementary school*

A **research question** might be: *How can parent participation in the elementary school be increased?*

A **problem statement** might be: *Only 10% of the parents at my elementary school have ever served in any volunteer capacity. Without increased help, many programs cannot continue.*

A **thesis statement** usually has three parts: topic, opinion, and supporting arguments. For example, here are two thesis statements on the same topic, but they have a different opinion and arguments:

*Parent participation in the elementary school can be increased by instituting formal programs, having support from the school administration, and cooperation from teachers.*

*Parent participation in the elementary school cannot be increased due to lack of funding, discouragement from administrators, and resentment from teachers.*

**Write your research topic, question, problem statement, or thesis statement here:**

**What search terms will you use? Try to list at least three.**

### **Exercise #2 Finding a scholarly article using *Search...* search boxes in CCOL**

Start your search in the appropriate *Search...* search box on the CCOL home page.

**Find a full-text article from a scholarly journal and fill in the information below. If you get a citation-only result that interests you, keep a record of it for Exercise #6:**

Search terms that worked

Search terms that didn't work

Title of article

Author(s)

Name of periodical

Date

Volume

Issue

Page Numbers

html or pdf?

**What are the author's credentials?** If it isn't in the article, run a google search.

**What are the periodical's credentials? How do you know it is "scholarly?"** If it isn't in the article, run a google search. A periodical that doesn't have a website has questionable credentials. For help determining if it is scholarly, see the handout *How to Identify and Read a Scholarly Article or Book*.\*

**Give the complete APA citation as it will appear in the References page:**

**Write a sentence quoting or paraphrasing from this source, with in-text citation:**

**This article includes content that is (check as many as are true):**

- \_\_ description and results of a research study
- \_\_ background or history of the topic
- \_\_ consequences of the topic
- \_\_ theory on the topic
- \_\_ literature review of the topic
- \_\_ other? \_\_\_\_\_

**How will this item be relevant to your question, problem, or thesis statement? How will you use this information in your paper? For example,**

Will it provide the background, history, or consequences of the problem for your problem statement?

Does it provide solutions that will lead you to your own research or project?

Will you use the theory to understand and argue your research question, problem, or thesis statement ?

Will you use the research study to prove that your project or research is based on proven information?

Will the literature review help you find more information to support your research or project?

**How will this item be relevant to your question, problem, or thesis statement? How will you use this information in your paper? For example,**

Will it provide the background, history, or consequences of the problem for your problem statement?

Does it provide solutions that will lead you to your own research or project?

Will you use the theory to understand and argue your research question, problem, or thesis statement ?

Will you use the research study to prove that your project or research is based on proven information?

Will the literature review help you find more information to support your research or project?

### **Exercise #3 Finding a Book in the Ebrary Electronic Books collection**

There are more than 70,000+ full-text books in the Cambridge College Online Library. For instructions for Ebrary Electronic Books see *How to Use CCOL Handbook*.\*

From the CCOL home page click *Direct to Databases*, then click *Ebrary Electronic Books*

**Find a relevant book in the collection.** Because this book collection is relatively small, the book might have to be more general than your topic. For example, if your topic is “parent participation in the elementary school,” the book might be on the current problems in America’s elementary schools.

Search terms that worked:

Search terms that didn't work:

Title of Book

Author (s)

Publisher

Date

Place of Publication

Edition

**What are the author's credentials?** If it isn't in the article, run a google search.

**How do you know the book is "scholarly?"** If it isn't in the book, run a google search. For help determining see the handout *How to Identify and Read a Scholarly Article or Book*.\*

**Give the complete APA citation as it will appear in the References page:**

**Write a sentence quoting or paraphrasing from this book, with in-text citation:**

**This book includes content that is (check as many as are true):**

- description and results of a research study
- background or history of the topic
- consequences of the topic
- theory on the topic
- literature review of the topic
- other? \_\_\_\_\_

**How will this book be relevant to your question, problem, or thesis statement? How will you use this information in your paper? For example,**

Will it provide the background, history, or consequences of the problem for your problem statement?

Does it provide solutions that will lead you to your own research or project?

Will you use the theory to understand and argue your research question, problem, or thesis statement ?

Will you use the research study to prove that your project or research is based on proven information?

Will the literature review help you find more information to support your research or project?

#### **Exercise #4 Finding information from an original Web page**

There's a lot of information on the web, some of it highly credible and some of it highly incredible. The most credible original web pages are usually on the sites of credible organizations such as the

National Education Association or American Counseling Association. To help you evaluate, see the handout *Checklist for an Informational Webpage*.\*

On the web, it is sometimes hard to tell whether you are looking at original webpage content written just for the web, or material that was already published in a periodical and then posted on the web.

**Search until you find a page that does not indicate that it is from a periodical posted on the web, so that you can get practice evaluating information on an original webpage.**

Search terms that worked:

Search terms that didn't work:

Title of page

Author(s)

Name of organization

Date you retrieved it                      Date on the page (such as copyright or "recently updated" date)

URL of page:

**What are the author's credentials?** If it isn't in the article, run a google search.

**What are the organization's credentials? Look for an "About Us" type page for the website.** For help determining if it is scholarly, see the handout "How to Identify and Read a Scholarly Article or Book."\*

**Give the complete APA citation as it will appear in the References page:**

**Write a sentence quoting or paraphrasing from this webpage, with in-text citation:**

**This webpage includes content that is (check as many as are true):**

- description and results of a research study
- background or history of the topic
- consequences of the topic
- theory on the topic
- literature review of the topic
- other? \_\_\_\_\_

**How will this webpage be relevant to your question, problem, or thesis statement? How will you use this information in your paper? For example,**

Will it provide the background, history, or consequences of the problem for your problem statement?

Does it provide solutions that will lead you to your own research or project?

Will you use the theory to understand and argue your research question, problem, or thesis statement ?

Will you use the research study to prove that your project or research is based on proven information?

Will the literature review help you find more information to support your research or project?

### **Exercise #5 Using WorldCat to locate a book or journal in print form**

WorldCat tells you which local library has the book or journal that you want. Use WorldCat when you cannot find the full-text journal or book online, or if you want to see the print version. For instructions for finding and using WorldCat, see *How to Use Cambridge College Online Library Handbook*.\*

If you did not find an article you wanted in full-text online in your previous searches, search for the issue of the journal that contains it using WorldCat (search by the title of the journal, not the title of the article.) Or, use your search terms to find a relevant book in a local library that you would like to see:

Title of Book or Journal

Author (s)

Which local library(s) open to the public has the journal issue or book?

### **Exercise #6 References Page**

APA requires a page called “References” which gives the complete citations of all the books, articles, webpages, brochures, films, or other media that you quoted, paraphrased, or otherwise cited in your research paper. This allows the reader to locate and evaluate your sources of information. The References page gives your work credibility.

For instructions for making a References page, from the CCOL home page click *Writing and Reading Help*, then click *APA Style Help*. Or see the *Manual of the American Psychological Association* (6<sup>th</sup> edition).

**Since you haven’t written your paper yet, you don’t know if you will cite all the sources you found for these exercises, but just for practice use them all to create a References page which contains:**

- An article from an online scholarly journal
- A book from Ebrary Electronic Books
- An original web page
- A book or journal article you located in print in a local library using WorldCat

Handouts marked with an \* can be found on these pages:

How to Use CCOL Handbook <http://www.cambridgecollege.edu/library/instructions.cfm>

How to Identify and Read a Scholarly Article or Book  
[http://www.cambridgecollege.edu/library/writing\\_help.cfm](http://www.cambridgecollege.edu/library/writing_help.cfm)

Checklist for an Informational Webpage [http://www.cambridgecollege.edu/library/writing\\_help.cfm](http://www.cambridgecollege.edu/library/writing_help.cfm)

**That's the end of the Model Research Assignment! Congratulations for learning lifelong skills for research and information literacy and for getting a head start on your ILP, IRP, ARP, or other research paper.**

## Plagiarism and Copyright Issues

### Plagiarism Policy of Cambridge College

The most recent "Cambridge College Policy on Academic Integrity (plagiarism) can be found on [http://www.cambridgecollege.edu/library/writing\\_help.cfm](http://www.cambridgecollege.edu/library/writing_help.cfm)

### Copyright Policy of Cambridge College

Please be aware that many people have misconceptions about what is legally permitted in a classroom setting, including the concept "Fair Use." "Fair Use" is an extremely limited category. For more information and to test your copyright knowledge, see <http://www.copyright.com/Services/copyrighoncampus/>

Cambridge College has a posted copyright policy which must be followed. Cambridge College will not represent or compensate faculty or students who break copyright permission laws. To see the entire policy go to [http://www.cambridgecollege.edu/library/writing\\_help.cfm](http://www.cambridgecollege.edu/library/writing_help.cfm) and scroll to the link *Copyright Permission, Policy, and Procedures of Cambridge College*.

**Note: Use of the Copyright Clearance Center account described in the *Copyright Permission, Policy, and Procedures* handbook is restricted to current Cambridge College faculty. Students can go to Copyright.com at <http://www.copyright.com/> to create their own individual account and pay with their personal credit card.**

If an instructor has asked you to provide copyrighted material for your class, please ask your instructor to obtain the copyright permission using the Cambridge College account.

## Research methods and traditional library tutorials

Would you like instruction or review of questions like:

- How do I choose a topic?
- What is an acceptable academic source?
- How do I evaluate an author's credentials?
- How do I find useful search terms?
- How do I find articles?

- How can I be a better online searcher?
- How do I use a traditional library? What is the Library of Congress numbering system?
- What are research methods for social sciences; management; education, or counseling?

To review or learn these skills, try the self-instructional information literacy and research methods tutorials linked on [http://www.cambridgecollege.edu/library/research\\_help.cfm](http://www.cambridgecollege.edu/library/research_help.cfm)

## APA Style and Writing Issues

### Writing Citations in APA Style for Cambridge College Students

For a summary of relevant rules for APA style:

- From the CCOL home page, click *Writing and Reading Help*, then click in *APA Style Help* or go directly to the APA links on [http://www.cambridgecollege.edu/library/writing\\_help.cfm](http://www.cambridgecollege.edu/library/writing_help.cfm)

For more detail, see the *Publication Manual of the American Psychological Association*. Most libraries have a copy. The most recent edition is 2009 at <http://www.apa.org/pubs/books/4200066.aspx>

For individual help with APA and other documentation and formatting questions, see a Writing Support Center writing tutor or your seminar leader.

### Writing Handouts Online for Cambridge College papers

Handouts include:

- ◆ Everyone Can Have a Successful ILP, IRP, or Research Paper Experience
- ◆ Handy All-purpose IRL/Research Paper Hints!
- ◆ Warning Signs of a Rushed Paper

These handouts can be found by: from the CCOL home page click *Writing and Reading Help*, or go directly to [http://www.cambridgecollege.edu/library/writing\\_help.cfm](http://www.cambridgecollege.edu/library/writing_help.cfm)

### Where Can I See Sample ILP, IRP, or CAGS ARP?

Neither Cambridge College library services nor any traditional library provides samples. Your degree program's department is responsible to provide samples. Please ask your seminar leader or call your department office.

Note: your individual seminar advisor will be deciding whether your paper is acceptable, so be sure to ask your seminar advisor for their personal standards and samples.

### Contact the Writing Department

Information about Academic Support Center writing tutors at some campus sites can be found in the Student Services section of the Cambridge College public webpage at <http://www.cambridgecollege.edu/students/services.cfm>

## Where can I find full-text books in the CCOL on how to do research?

From the CCOL home page click *Direct to Databases*, then click *Ebrary Electronic Books*. In the Ebrary Electronic Books collection, do the following:

- Use the Advanced Search:
- Put these terms in the Title field (click right arrow on left search box to reveal Title option)
  - “qualitative research” brings up many books such as: *Successful Writing for Qualitative Researchers* by Peter Woods
  - “academic writing” brings up many books such as *Doing Academic Writing in Education: Connecting the Personal and the Professional* by Richards and Miller
  - “dissertation” for books on writing dissertations
  - “education research” or “psychology research” or “business research” or “management research” or “health research” for books on how to do these

## For English as Foreign Language (EFL) Students

- For the most current information on tutorials, dictionaries, translation tools, and content in non-English languages, from the CCOL home page click *English as Foreign Language (EFL) Help* or go to [http://www.cambridgecollege.edu/library/efl\\_help.cfm](http://www.cambridgecollege.edu/library/efl_help.cfm)

**NOTE:** The Spanish-language database *Oceano Universitas* is not included in “Search...” search box searches. This is for technical reasons that cannot be improved. Search this database from the *Direct to Databases* page.

## Give Your Opinion of CCOL! Online Survey in CCOL

From the CCOL home page click *Give Your Opinion of CCOL* to take a brief survey that lets us know what you think of CCOL, our traditional library arrangements, and the instruction for these. Your opinion is invaluable in improving our library services, so please take a few minutes to let us know your opinion.

**Cambridge College hopes you have found this handbook useful.**

**Please send feedback to [library@cambridgecollege.edu](mailto:library@cambridgecollege.edu)**