

Library Research Outline

A lot of information out there; the trick is to narrow your findings effectively. Don't change your topic based on what you find- *change how you search* to find what you need.

HOW INFORMATION IS ORGANIZED

1- Subject terms vs. keyword terms:

- Start broad, and then narrow down
- Start with keyword searching, then find appropriate subject terms
- Note that subject terms for books map over into most databases
- Most databases also have their own controlled vocabulary

HOW TO ACCESS INFORMATION EFFECTIVELY

2- Ways to refine (limit and/or expand) your search:

- Synonyms ('or' linking in a single concept search box)
- Topic expansion using 'and'
- Finding valid subject terminology
- Where in the record to look (i.e., abstract)
- Limit by peer-reviewed, date, database, etc.

3- Search tips:

- Understand the information cycle; use it to your advantage
 - When to search books or journals, and when to search online information
- Different databases (and the EJC) facet differently; be flexible and aware
- Truncation- using '*'
- Understand and use interlibrary loan
 - Don't be limited to just full-text articles
- Use OhioLINK to find additional resources

HOW TO USE THE INFORMATION YOU FIND

4- Using the information you find:

- Do you need to revise and refine your search?
- Is the information you found appropriate for your topic?
- Do you know what you want if you find it?
- Understand plagiarism
- Use RefWorks
- Be able to find articles starting from a citation
 - Start with the journal; not title or author
- Understand the concept of open access
- Use the Writing Center services for citation and editing
- Understand how to evaluate the validity of web resources