Global Campus Library Presentation
COUNSELING & PSYCHOLOGY

To access the Global Campus Library site, go to http://uclibrary.troy.edu

From the university home page, troy.edu, select *what*>Library, then choose Global Campus from the left-side menu.

I.   HELP: How to contact your Library staff.

II.   WRITING: Documentation (Citations and References), Writing Center, Plagiarism.

III.   INTERLIBRARY LOAN: Borrowing books and journal articles.

IV.   BOOKS: The TROY Library Catalog, *PsycBooks*, *eBook Collection*, and more.

V.   JOURNALS: Scholarly/refereed/peer-reviewed, journal databases.

VI.   RESEARCH NOTES:

Mental Measurements Yearbook (reviews of psychological tests)
What to do when the text isn't in the database you are searching, aka, "Do you have such-and-such journal?"
Concluding notes

I. HELP

Global Campus Librarian, Mr. Jay Brandes:
    Telephone: 334-808-6344 or toll-free 800-800-9660
    Email: jayb777@troy.edu

Subject Specialist Librarian (including psychology. counseling, and education),
Ms Lisa Vardaman:
    Telephone: 334-670-3262
    Email: lisavardaman@troy.edu

Troy Campus Library contacts:

Live Chat can be used to contact us 24/7, when classes are in session. From the Library Web site, click the "Have a Question?" image.

Ask A Librarian allows users to contact TROY's professional librarians via email at libhelp@troy.edu (email is checked during operating hours).

Telephone may be used to contact the reference desk (staffed by a professional librarian) of the Troy Campus Library during operating hours. The number is 334-670-3255.

Troy Campus Library hours (Central time zone):

Sunday 2 pm–Midnight (10 pm during Term 5)
Monday–Wednesday 7:45 am–Midnight (10 pm during Term 5)
Thursday 7:45 am–11 pm (10 pm during Term 5) Friday 7:45 am–6 pm
Saturday 10 am–5 pm (No Saturday hours during Term 5)

Best practices: If you e-mail or leave a voice mail and do not hear back within an expected period of time, please initiate contact again (don't wait). When leaving a **voicemail**, please leave your name and complete phone number(s) by speaking slowly and repeating the critical information. Strongly consider sending a follow-up email to ensure that we have the correct information. When **emailing**, in addition to your contacts (complete name, email address, telephone numbers), provide key information such as: the name of your instructor; the title of the class for which you need assistance; your geographical location; specific information about your needs, for example: the exact assignment/nature of your research, what you have already done, e.g., where you have looked, the types of information you need, e.g., journal articles, books, Web sites.

II. WRITING

Documentation (additional information on the next page of this guide)

If you are a psychology, counseling, or education major, you really need to own an APA style manual. The *Publication Manual of the American Psychological Association*, 6th edition, is available in paperback, hard cover, and spiral bound.

One resource that you may find extremely useful is the publication *Citing the World Wide Web in Style* (the APA section). This publication is available online at the TROY Global Campus Library site http://uclibrary.troy.edu in the *Information and Help* section. This guide assists you in the preparation of references to material you obtain from library databases.
Direct link: http://uclibrary.troy.edu/pdf/apa-6th.pdf

See also publications from the Troy University Writing Center.

Troy University Writing Center

The Writing Center <http://troy.troy.edu/writingcenter> can provide assistance with many aspects of writing.

Telephone: 334-670-3305

Email: wcenter@troy.edu

You may be especially interested in the *Handouts* section for the guides to Research/Documentation. These materials include: APA Documentation Guide; APA—Levels of Heading; APA—Numbers and Tables; APA—Quoting; and APA-Sample Paper.

Plagiarism

Although the subject of plagiarism is often presented and/or perceived from a negative standpoint, it shouldn't be. The plagiarism that takes place in student papers is due mostly to a lack of understanding of what plagiarism really is (and is not) and of how to apply research and writing skills that can help create a well-written (as well as plagiarism-free) paper. To assist you with these issues, it would be helpful to review the publication *A student guide to plagiarism*. This publication is available online at the TROY Global Campus Library site http://uclibrary.troy.edu in the *Information and Help* section.

Documentation and APA style revisited

Preparing a paper in proper APA-style, including documentation, is one of the greatest areas of concern for both students and instructors.

APA style is much more than doing citations and references. APA style includes:

- Margins
- Title page
- Running head
- Graphs, charts, tables
- Numbers (when to use words and when to use the symbol)
- Much more

TWO QUICK TIPS:

Tip one: *Hanging indents: Using Microsoft Word to format your documentation.* That's the title of a two-page guide available in the Information and Help section of the Library Web site. It shows you the proper way to make a hanging indent in a reference, e.g.

Rozin, P., Bauer, R., & Catanese, D. (2003). Food and life, pleasure and worry,

among American college students: Gender differences and regional

similarities. *Journal of Personality and Social Psychology*, *85*(1), 132-141.

doi:10.1037/0022-3514.85.1.132

Tip two needs a little more explanation. See section 2.01, figure 2.1, and pages 229-230 (Order of manuscript pages, and Page numbers and running heads) in the APA manual to more fully understand this topic. In the simplest terms, the two-fold issue with the headers is, firstly, the header on the title page is not the same as on the rest of the paper (how do you do that?). Secondly, how do you get the header to the left and the page numbers to the right? Look in the Information and Help section of the Library Web site for the guide *APA-style running head and page numbers: Using Microsoft Word to format your paper*.

III. INTERLIBRARY LOAN

The next two sections of this presentation discuss books and journal articles, many of which can be obtained online, i.e., the text is available over the Internet. Nevertheless, some materials are available only in print format. **Books and journal articles that are not available online or at your local library may be requested through Interlibrary Loan.** Interlibrary Loan (ILL) is a service that allows you to borrow books and photocopies of journal articles from TROY and non-TROY Libraries.

To request an ILL, use the forms linked on the Library site.

IV. BOOKS

LIBRARY CATALOG (linked on the Library Web site)

This catalog of books and documents contains listings for Troy University libraries. Enter your search terms in the search box and select the appropriate search category (e.g., *words and phrase*, *author*, *title,* or *subject*) to find print books and government documents. **The safest/simplest type of search is the default,** *words and phrase.* Items located at a Troy University Library that is not near you may be requested through Interlibrary Loan (ILL). ILL for books is available within the United States only (not overseas).

Library Catalog search tip: AUTHOR SEARCH. When looking for the writings of an individual, you want to do a search by author. Enter the name, last name first, then select *Author* search. Don't bother to capitalize—the catalog is not case sensitive.

Library Catalog search tip: SUBJECT SEARCH. When searching for information about a person, search last name first, then select *Subject* search. When using the library catalog, it is virtually impossible to know the exact catalog subject heading(s) for your topic. Your best bet is to start with a small number of key words (even just one word). Use trial and error. When you find a book that is on topic, look at its complete listing (from the results list, click *Details* then click *Catalog Record*) to find out what subject headings it is

listed under. You can then use the links for those subjects to find more books.

EBOOKS (Electronic Books)

Electronic books (eBooks) are an effective way for students worldwide to have access to high-quality materials from which to do their research.

PsycBooks is a book database containing books published by the American Psychological Association. Virtually all of its content is of a highly scholarly nature. **If you are studying psychology or counseling, you should familiarize yourself with this database—***PsycBooks.*

eBook Collection is a large, general database of full-text academic (and non-academic) books, containing nearly 50,000 titles. Likewise, the *Ebook Library* database contains a growing number of titles, geared to the programs of Troy University.

It is vital that students know how to access Library databases. Let's take it step-by-step...

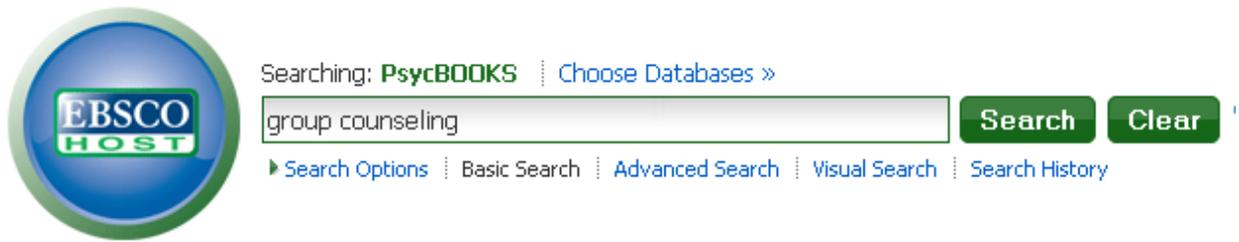Let's do a quick show-and-tell in the *PsycBooks* database. USE YOUR COMPUTER TO FOLLOW ALONG.

STEP 1. From the Library home page <http://uclibrary.troy.edu> we select Databases. That should take you to a page with this Internet address: http://library.troy.edu/databases.html.

STEP 2. Databases are listed alphabetically, so go down to *P*, for *PsycBooks*, and then click on the name of the database—*PsycBooks*.

STEP 3. You will be asked to log in to the database. Your username is TROY e-mail user ID, and your password is TROY e-mail password.

STEP 4. Check it out! A couple of pictures are presented on the next page, but you really need to try the database first hand. See how to search, print, email, and save. Do NOT trust or use any features that purport to help you create citations—they will not do it correctly.

Example picture 1. A search in *PsycBooks* on the term ***group counseling***.

Searching: **PsycBOOKS** | Choose Databases »

group counseling | Search | Clear

▸ Search Options | Basic Search | Advanced Search | Visual Search | Search History

Example picture 2. Results list of the search for the term ***group counseling***.

Note that in *PsycBooks*, the default unit of information is book chapters, not entire books. Nevertheless, by clicking on the title of a given book chapter, it is a simple matter to access each and every chapter of the book it came from.

You may view, print, email, and save the text of each book chapter.

1. **Book**
A Cognitive-Behavioral Approach in Group Treatment of Procrastinato
 Horebeek, Walter van; Michielsen, Sofie; Neyskens, Anne; Depreeuw, Eric.; *In:* **Counselir**
C. (Ed.); Lay, Clarry H. (Ed.); Pychyl, Timothy A. (Ed.); Ferrari, Joseph R. (Ed.); Washingto
105-118. [Chapter]
Subjects: Cognitive Behavior Therapy; Educational Counseling; Group Counseling; Procrasti

Database: PsycBOOKS

📁 Add to folder | Relevancy: ▪▪▪▪▪▪▪▪▪▪

PDF Full Text (804K)

2. **Book**
Group Psychotherapy: Multiple Dilemmas With Multiple Patients. 📖
 Scaturo, Douglas J.; *In:* Clinical dilemmas in psychotherapy: A transtheoretical approach to
DC, US: American Psychological Association, 2005. pp. 111-124. [Chapter]
Subjects: Group Counseling; Group Psychotherapy; Psychotherapeutic Processes

Database: PsycBOOKS

📁 Add to folder | Relevancy: ▪▪▪▪▪▪▪▪▪▪

PDF Full Text (869K)

Scholarly, academic, research, refereed, and peer-reviewed are terms frequently used to refer to a particular class or type of journal article. When searching journal databases, there will usually be a checkbox that will you allow you to limit your search to only those types of materials; for example, when using the database named *Academic Search Complete*, the checkbox is labeled "Peer Reviewed." When searching the database named *ProQuest Psychology Journals*, the box is labeled "Scholarly journals, including peer-reviewed."

TRY THIS: For clarification as to what is (or is not) a scholarly journal, review the information in Module 7 of the *Troy University Libraries Tutorial*, http://uclibrary.troy.edu/tutorial

IMPORTANT! The above (what is a refereed or peer-reviewed journal article?) can be a major sticking point for students. Your instructors expect you to know what these are, and how to get them.

Suggestion: log in to the *PsycArticles* database. Virtually one hundred percent of the articles in that database are peer-reviewed (aka refereed). Do a search for any topic you like and then look at some of the articles—get a feel for what they look like—they have data, methods, results, discussion. They have tables, charts, graphs. And at the end, they have references to the books, articles, and other documents that were cited in the article.

That **does not** mean that *PsycArticles* is the only (or even the first) place to go for these types of articles. Having you look there is just a handy way for us to illustrate what these types of articles look like. If you have the question as to the suitability of a journal article, check with your instructor.

JOURNAL DATABASES

Journal databases allow you to look up journal articles on a given topic. Depending on your topic, you may want to use an education database, a criminal justice database, or a management database, but most frequently, you will use one or more of the following databases:

Academic Search Complete
ERIC (has a focus on education)
ProQuest Psychology Journals
PsycINFO
PsycArticles

> Quick tip: The *PsycINFO* and *PsycArticles* databases have a thesaurus of the controlled vocabulary they use to think. Controlled vocabulary? That's right … the database doesn't like the term *contraception*—it wants you to use the term *birth control*; instead of *tiredness*, it lets you know to use the word *fatigue*. It will also let you know about Broader, Narrower, and Related terms.

It is vital that students know how to access Library databases. Let's take it step-by-step…

Let's do a quick show-and-tell in the *PsycArticles* database. USE YOUR COMPUTER TO FOLLOW ALONG.

STEP 1: From the Library home page <http://uclibrary.troy.edu> we select Databases. That should take you to a page with this Internet address: http://library.troy.edu/databases.html.

SEP 2: Databases are listed alphabetically, so go down to *P*, for *PsycArticles*, and then click on the name of the database—*PsycArticles*.

STEP 3: You will be asked to log in to the database. Your username is TROY e-mail user ID, and your password is TROY e-mail password.

STEP 4. Check it out! A couple of pictures are presented on the next page, but you really need to try the database first hand. See how to search, print, email, and save. Do NOT trust or use any features that purport to help you create citations—they will not do it correctly.

Let's go to the snapshot (next page)…

PsycArticles looks and feels like the book database shown earlier in this guide, *Psyc-Books*, but this time we are looking for journal articles. Try out some searches. Look at the text of the articles. Try out the thesaurus.

While you are online, consider trying out the database named *ProQuest Psychology Journals*; it has a different look and feel.

Test reviews

If you need reviews of psychological tests, the database you want is named *Mental Measurements Yearbook with Tests in Print*. The Library staff will be glad to help you use that database. A guide to creating APA-style references for material from that database is linked from *the Information and Help* section of the Library Web site.

Do you have that journal?

You see an article listed in a database, but the text is not provided…

Your instructor has a recommended journal list…

You see a reference to an article in a syllabus reading list or at the end of an article or book…

The article may be in one of the Library's database. To find out, use the Library search tool named *Full Text Journal Title Search*. This tool won't find articles for you; it just tells you if we have the text of a journal in one of our databases. Look for this search tool on the Library Web site (linked from the top [horizontal] menu on the Databases page).

Concluding notes

Ask! Ask as soon as you have questions. Don't wait.

Ask instructor-type questions to your instructor: Is this topic okay? Can I use this journal? Is this how my paper should look? Is this how you want my references? Can you explain the assignment?

Ask librarian-type questions to the library staff: My instructor-approved topic is such-and-such, but I can't seem to find what I need, can you help me? What database should I look in? What terms should I search on? Can you direct me to the interlibrary loan forms? How do I find books?

Ask writing questions to your instructor or to the Writing Center.