Library Presentation
INTERPRETER TRAINING PROGRAM

THE CORE

THE DETAILS

THE GUIDES

THE CORE

I. HELP

This may seem like a lot of material for one presentation (and it is), but it is really just an introduction/overview of what is available for you. **The most important thing to remember is to contact your Library Staff for assistance!**

Please refer to the TROY Global Campus Library site http://uclibrary.troy.edu for our contact information. Simply click "Get Individual Help Now" from the left-side menu.

Need help after hours?

Library assistance is available 24/7 via LiveChat, our live, online chat service. To access LiveChat, take the link labeled "Have a Question? Click here to chat with a Librarian" from the Library home page http://uclibrary.troy.edu.

Other information and guides.

This presentation is targeted toward Interpreter Training Program students, but keep in mind that the Library Services page also provides access to numerous general resources (those of use to all students) that may be extremely valuable, including:

- Links and guides for writing assistance and improvement
- *Productive study techniques: learning how to learn*
- *SQR: An effective study strategy*
- Limit by Journal (a tutorial that demonstrates how to limit searches within a journal database to selected, multiple journal titles)
- Search engines tutorial
- More!

To locate these resources, select Information and Help, from the Library home page http://uclibrary.troy.edu.

II. BOOKS

The Library Catalog

This catalog of books and documents contains listings for Troy University libraries. Select *Library Catalog* from the Library home page to access the catalog. Enter your search terms in the search box, select the type of search you wish to perform (*word or phrase*, *author*, *title,* or *subject*), and then click the search button to find print books and government documents. The catalog also lists books from eBook databases such as *NetLibrary* (discussed next).

Q: But I don't live near the Library, how can I get the books?
A: 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). **There is no charge for ILL service** other than the cost of your returning the books by mail (or you may drop them off at a local TROY office). Detailed ILL Policies and Procedures can be found by selecting *Interlibrary Loan*, at the Library Web site.

THE DETAILS! Section V of this presentation demonstrates the use of the catalog and provides extensive information for using it effectively.

NetLibrary

Electronic books (eBooks) may not be so easy to curl up with by the fireplace as printed books are, but they are an effective way for students worldwide to have immediate access to high-quality materials from which to do their research.

NetLibrary is a large, general database of full-text academic (and non-academic) books, containing nearly 50,000 titles.

Access *NetLibrary* from the *Databases* link on the Library home page.

THE DETAILS! Section V of this presentation demonstrates the use of *NetLibrary*.

Other eBook databases

Ebook Library, *ACLS Humanities E-Book*, and *PsycBooks* are among the other eBook databases available. The *Help me choose* link on the Library home page provides more information about these (and all other) databases, and how to use them effectively.
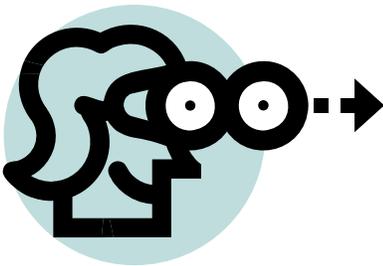
III. PERIODICALS

Periodicals

The term periodical just means a publication that is produced at a regular interval, e.g., daily, weekly, monthly, or quarterly.

Magazines, Newspapers, and Newsletters

These are periodicals of a typically non-scholarly nature. They contain general and subject-specific articles targeted at the general public. They are a good source of introductory information and background material for research, but should not be the sole source of a college paper.

Journals

Journal articles are an excellent source of information for a college paper. Journal articles differ from those listed above (newspapers, etc.), in that they are more scholarly in nature and are often referred to as academic, research, or peer-reviewed journals.

So where do you look for periodicals (of all types)?

PERIODICAL DATABASES!

Databases

Select *Databases* on the Library home page to access databases.

Relevant databases include those for business, humanities, social science, criminal justice, psychology, etc.

AND MORE! Section VI details these resources. Many times a database will provide a citation for an article (the title, author, etc.) but not the actual text. **One of the critical aspects of databases, discussed in the latter portion of this guide, is how to obtain the full text of articles.**

IV. INTERNET SITES

Search Engines

There is more than just Google! Choose *Search Engines and WWW Links* on the Library home page. In addition to providing links to a number of *keyword*, *category*, and *meta* search engines, it also provides a search engine tutorial.

Webliographies

From the Library page, select *Search Engines and WWW Links*, then select the appropriate subject, e.g., Education, Psychology, etc. There are a number of excellent resources linked for each subject. The following is a sample (partial listing) from the entry for *Sociology*.

- **Sociology links** AllLearn Academic Directories: Sociology
http://www.alllearn.org/er/tree.jsp?c=180

- **Sociology links** Dead Sociologists'
Society http://media.pfeiffer.edu/lridener/DSS/DEADSOC.HTML

- **Sociology links** The SocioWeb
http://www.socioweb.com/

- **Sociology links** Social Science Information Gateway
http://www.sosig.ac.uk/sociology

Being Judicious

The most trustworthy piece of information available from Wikipedia is the statement "In all academic institutions, Wikipedia is **unacceptable** as a major source for a research paper." http://en.wikipedia.org/wiki/Wikipedia:Researching_with_Wikipedia

Your academic research should involve scholarly books, articles, and other information sources. The Internet is a rich source of high-quality materials in the field of social science that, if used properly, can be included in a college paper. You are encouraged to select your Internet sources wisely and with careful scrutiny. Section VIII of this guide provides criteria for judging books, articles, and Web sites.

THE DETAILS

V. TROY LIBRARY CATALOG

This catalog of books and documents contains listings for Troy University libraries. 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). **There is no charge for ILL service**.

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* from the drop-down menu, and then click the search button button. Don't bother to capitalize—the catalog is not case sensitive. Example:

Example: BASIC SEARCH SCREEN

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. Example and additional information:

Example: BASIC SEARCH SCREEN

Example: RESULTS LIST

```
#1          HB1531.E28 1988                                              1988
 [Details]  Economics of changing age distributions in developed countries / edited by Ronald D. Lee, W.
            Brian Arthur, Gerry Rodgers
 [Keep]       Lee, Ronald Demos, 1941-

            1 copy available at in GENERAL
                                                                    100%  [====]
#2          HB849.4.N49 1988                                             1988
 [Details]  Methods and models in demography / Colin Newell
              Newell, Colin
 [Keep]     1 copy available at in GENERAL
                                                                     60%
#3          HB849.4 .D447 2006                                           2006
 [Details]  Demographics : a guide to methods and data sources for media, business, and government /
            Steve H. Murdock ... [et al.]
 [Keep]       Murdock, Steven H.

            1 copy available at in REFERENCE
```

When you find a book that is on topic, click on the *Details* button to see its complete listing.

Example: DETAIL (Item Information)

```
 Item Information | Catalog Record

   Methods and models in demography / Colin Newell
     Newell, Colin
                    Publisher: Guilford Press,
                    Pub date: c1988.
                       Pages: x, 217 p. :
                        ISBN: 0898627834


   Holdings
   TSUDOTHAN     Copies  Material  Location
   HB849.4.N49 1988    1 CIRCBOOK  GENERAL
```

To find out what subject headings a book is listed under, click on *Catalog Record*. You can then use the links for those subjects to find more books.

Example: DETAIL (Catalog Record)

Item Information | Catalog Record

Methods and models in demography / Colin Newell
Newell, Colin

ISBN: 0898627834
Personal author: Newell, Colin
Title: Methods and models in demography / Colin Newell.
Publication info: New York : Guilford Press, c1988.
Physical description: x, 217 p. : ill. ; 24 cm.
General note: Includes index.
Bibliography note: Bibliography: p. [211]-214.
Held by: TSUDOTHAN
Subject: Demography
Subject: Demography--Mathematical models
Subject: Demography.
Subject: Models, Theoretical.

The subject headings are links to other books on the same topic!

EBOOKS

eBooks may not be so easy to curl up with by the fireplace as printed books are, but they are an effective way for students worldwide to have access to high-quality materials from which to do their research.

NetLibrary 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.

Let's do a quick show-and-tell in the *NetLibrary* database. From the Library home page <http://uclibrary.troy.edu> we select Databases. Your username is your last name, and your password is your seven-digit student ID. The login link for *NetLibrary* can be found one of two ways:

1. Select "All Databases (A-Z)" from the drop-down menu, and then look for *NetLibrary*.
2. Select any of the subjects from the drop-down menu, and then look for *NetLibrary*. Because *NetLibrary* is a broad-based database, it is listed under each subject grouping, e.g., business, psychology, etc.

Example picture 1 – a subject search in *NetLibrary* on the term ***criminal justice***.

Example picture 2 – results from the subject search on the term ***criminal justice***.

Example picture 3 – after clicking "View this eBook" for *Convicted Survivors: The Imprisonment of Battered Women Who Kill*. The table of contents is to the left, and the text of the book is to the right.
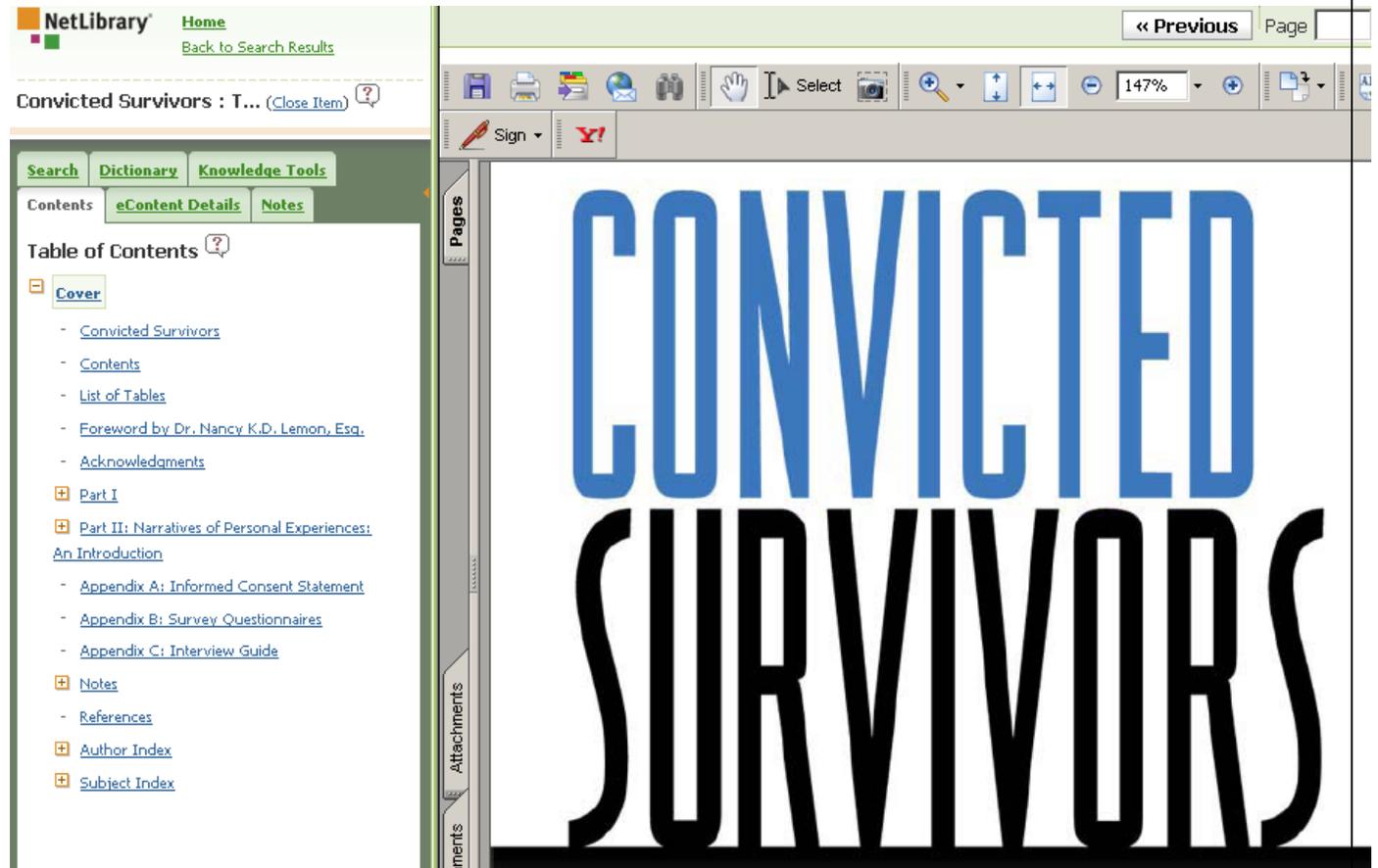
A little more about *NetLibrary*…

There is a Basic Search page that you saw in the sample search; the best search options (from a drop-down menu) for that are Keyword, Subject, Author, or Title…NOT the default, Full-Text. All the books have the complete text available; in this case, what they mean by Full-Text is "Do you want the databases to search every word of 50,000 books for these terms?" That is probably not the way to go. A Keyword search will look by the author, title, and subject(s) of a book and is a good way to go. The Advanced Search page offers other ways to search as well.

ADOBE READER

Documents from databases and from other online resources may take the form of a **PDF (Portable Document Format)** file that requires Adobe Reader (software) to view. You can obtain this free software from the Adobe WWW site at <http://www.adobe.com>.

INTERLIBRARY LOAN
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.

Let's recap!

— LIBRARY CATALOG: You can look up books by author, title, and subject in the Library Catalog.
— BOOK DATABASES: The *NetLibrary* database contains the text of books on many topics. *Ebook Library*, *ACLS Humanities E-Book*, and *PsycBooks* are among the other eBook databases available. The *Help me choose* link on the Library home page provides more information about these (and all other) databases, and how to use them effectively.
— ADOBE READER: To view eBooks, you will need the free software, Adobe Reader.
— INTERLIBRARY LOAN: If you identify a book (by looking in the catalog or by some other means), but the text is not available online, you may request the book by interlibrary loan.

VI. JOURNAL DATABASES

Journal databases allow you to look up journal articles on a given topic. The Library subscribes to more than 125 databases that contain the full text of nearly 40,000 journals.

With so many too choose from, you may need some guidance in selecting databases appropriate for your research. A quick and effective way to receive such guidance is to take the *Help me choose* link on the Library home page (pictured immediately below).

Information and Help How-to's, citation guides, FAQs, writing resources, and more.

Databases (*Access books and journals*) Help me choose. What's my password?

Library Catalog Click here to read more about.

Bibliographies and Course-specific Guides

Search Engines and WWW Links

Interlibrary Loan

Electronic Reserves

The guide linked at *Help me choose* is pictured below. Selecting, for example, the topic of Literature, you would be informed that the pertinent databases included *Book Review Digest Plus, Columbia Granger's Index to Poetry*, *Contemporary Authors*, *Contemporary Literary Criticism*, *Dictionary of Literary Biography*, *Humanities International Complete*, *JSTOR, Literary Reference Center, Literature Resource Center*, *LitFinder*, *Scribner Writers Series*, *SIRS Renaissance*, and *Twayne Authors Series*.

Additionally, for each database available, users are provided with a description and a help guide.

WHICH DATABASES SHOULD I USE?

To view databases by **SUBJECT** or **TYPE** (books, newspapers, reference), with descriptions and help files, make your selection below:

- Accounting
- Art
- Biology
- Business
- Books
- Chemistry
- Composition
- Computer Science
- Counseling
- Criminal Justice
- Education
- General/everything else

- Geology
- Health
- History
- Human Resources
- International Relations
- "*Journal Search*"
- Law
- Literature
- Management
- Mathematics
- Medical
- Military

- Multidisciplinary
- Music
- Newspapers
- Physics
- Political Science
- Psychology
- Public Administration
- Reference (Encyclopedias, etc.)
- Science (Biology, Geology, Chemistry, Physics)
- Social Sciences (general/other)
- Sport and Fitness Management

In order to familiarize you with the use of journal databases, we will perform an actual database search. This presentation will guide you through it, step-by-step (so you can try it on your own [at home, etc.] with a live computer).

In this example, we will search the social sciences database named *Expanded Academic ASAP for the terms:* intellectual property law and software

For this type of topic we might also desire to search a business, legal, or computer databases as well, but for this sample search, we will just do the one search in a social sciences database.

1. From the Library page, select *Databases*.
2. Select "All Databases (A-Z)" from the drop-down menu, and then look for *Expanded Academic ASAP*. Alternately, using the drop-down menu, select the subject area Social Science.
3. Click the name of the database to connect to connect to *Expanded Academic ASAP*.
4. Search on the terms ***intellectual property law and software.***

Let's go to the examples.

This is what the search screen looks like. We enter the terms and then click the *Search* button.

Our search finds 43 hits (articles). Below are example citations for four of them.

From the Wright Brothers to Microsoft: Issues in the moral grounding of intellectual property rights. David Lea.
    Business Ethics Quarterly 16.4 (Oct 2006): p579(20).
Abstract

Ethical decision making in software piracy: Initial development and test of a four-component model. Trevor T. Moores and Jerry Cha-Jan Chang.
    MIS Quarterly 30.1 (March 2006): p167(14).
 Abstract

Intellectual property rights legislation and computer software piracy in Jordan. Saleh Al Sharari.
    Journal of Social Sciences 2.1 (Jan 2006): p7(7). (4897 words)
 Full-text with graphics | 7 PDF pages

Know the liabilities of data collection: Understand issues well before putting better, faster, cheaper technology to work. (Intellectual Property Law). Elaine M. LaFlamme.
    New Jersey Law Journal 171.10 (March 3, 2003): p29(2). (2017 words)
 Full-text | 2 PDF pages

For one third of the articles found, the complete text is available online from the database—just click on the appropriate link, and the article is yours to view, print, e-mail, or save.

Where is the text for the rest of the items?
That's a very good question, but the answer will have to wait until
section VII of this presentation, *Journals: Where's the Text?* Before we
do that, let's wrap up this section.
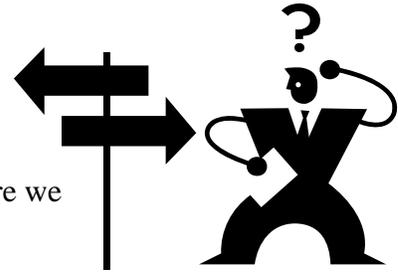
ADOBE READER
Documents from databases and from other online resources may take the form of a **PDF (Portable Document Format)** file that requires Adobe Reader (software) to view. You can obtain this free software from the Adobe WWW site at <http://www.adobe.com>.

INTERLIBRARY LOAN
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 articles from non-TROY Libraries. The Library Home Page has a link for **Interlibrary Loan**.

Let's recap!

— JOURNAL DATABASES: You can look up journal articles. There are usually checkboxes that let you limit your search to peer-reviewed (refereed) journals and to articles for which the full text is available within that database. TROY provides journal databases that cover many subject areas, e.g., art, music, business, etc. The *Help me choose* link on the Library home page will point you in the right direction.
— ADOBE READER: To view the text of journal articles, you may need the free software, Adobe Reader.
—INTERLIBRARY LOAN: If you identify an article (by looking in a journal database or by some other means), but the text is not available online, you may request a copy of the article by interlibrary loan.

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VII. WHERE'S THE TEXT?
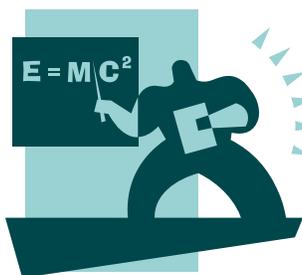
Databases are like stores—some are supermarkets and some are specialty shops, but none of them has everything we need—it just doesn't work that way. Sometimes we need to visit more than one store, and sometimes we even need to special order an item.

If you find a citation (but not the full text) for an article in database "A," **do not despair!**

- The full text may be right next door in database "B," available for instant access. The trick is knowing how to find out if it is in another database . . . one way is to contact the Library staff via a quick phone call or e-mail. Another way is use the *Journal Search* database (described under *The Details*, just below).
- Some journals simply are not available online, but we may be able to special order you a copy of the article (not the entire journal) via interlibrary loan service.

What this means in terms of database searching strategy is this—**don't limit your research to materials that are only full text in the database you are searching at the moment.** Most databases offer a checkbox to limit searches to full text only . . . you don't always need or want to check that. If the text of an article you find isn't in that database, it might be in one right next door.

THE DETAILS . . .

Let's answer the specific question of "Where's the text?" for the citations from our earlier databases search (intellectual property law and software).

In our search from Section VII, searching the *Expanded Academic ASAP* database for the terms *intellectual property law and software*, the first two items were presented with abstracts (summaries of the articles, from which we could determine if they were right for our research), but not the complete text. How then does one obtain the article itself?

The simplest way: Contact your library staff by phone, e-mail, or Live Chat.

- **Telephone/Live Chat:** If you are calling, we will gather all the information we need from you at that time.
- **E-mail:** This is VITAL--tell us who you are (your complete name, phone number(s), e-mail address [preferably your TROY e-mail], and then tell us about what you need. Provide us the journal title and date. For example, *Journal of Management Review*, March 2002; or *Nursing Care Quarterly*, Spring 2001.

When you contact us, you will typically get one of two responses:

> In many cases, we will tell you the name of a database (other than the one in which you found the citation) from which you can immediately retrieve the article (and any necessary instructions for doing so).

> In other cases, we will tell you that the text is not available online, but that there is a good chance we can get photocopy of it sent to you via interlibrary loan (ILL) service.

Remember: Sometimes it's not possible to find the materials you need. This may be because what you want is a dissertation, which few libraries own; is in a foreign journal, in a foreign language, available only in libraries in the Far East; or is only in special libraries (medical, science, law, etc.), which typically don't lend to outside institutions. We will do the best we can to find these materials for you, but be prepared for the occasional disappointment. Sometimes these materials may be in a library near you, which you can visit to make copies of the articles. If this is the case, we will let you know.

The do-it-yourself way (time-saving, and as easy as 1, 2, 3):

1. Using the database named ***Journal Search*** is a quick and easy way to find out (in an instant) if the article you are looking for is available online. *Journal Search* is the tool for finding out if a journal is available online. It is described in greater detail just below.

2. The Library Catalog, besides listing books, can be checked to see if a TROY Library subscribes to a particular print journal. The Library's Interlibrary Loan service may be used to request copies of articles from journals to which we subscribe.

3. Interlibrary Loan service may also be used to request copies of articles that TROY does not own.

Journal Search is the name of a very special database; one that can be used quickly and easily to find out what's what. It isn't used to look up articles, and it does not contain any text whatsoever. **It is used to find out what databases include the text of which journals**. Detailed instructions for using this database are linked from the "Help" link for *Journal Search* (on the databases Web page). To see how easy it can be, LET'S LOOK AT OUR REAL-LIFE EXAMPLES . . .

The following are the two citations from our search for which the database itself did not contain the full text. We need to know where to locate the text.

> Article title: From the Wright Brothers to Microsoft: Issues in the moral
> grounding of intellectual property rights.
> Author: David Lea
> Journal title: **Business Ethics Quarterly**
> Volume, date, page numbers: Vol. 16, #4 (Oct 2006), page 579+

Article title: Ethical decision making in software piracy: Initial development and
        test of a four-component model.
Authors: Trevor T. Moores and Jerry Cha-Jan Chang
Journal title: **MIS Quarterly**
Volume, date, page numbers: Vol. 30, #1 (March 2006), page 167+

We go to *Journal Search* and search for the two journals. We search by the title of the **journals**, not the titles of the articles. The search results look like this:

MIS quarterly (0276-7783)
    from 03/01/1977 to present in *Business Source Premier*

Business ethics quarterly (1052-150X)
    from 01/01/1991 to present in *Business Source Premier*

It happens that both of them are available from the same database, *Business Source Premier.* What *Journal Search* is saying is, if we will go back to the databases page and login to the database named *Business Source Premier*, we'll be able to find the text of our articles (which, indeed, we can . . . 20 pages from the first article and 14 from the second).

Remember, *Journal Search* doesn't contain any article whatsoever; you are just asking it if it knows of a database in which you can find a particular journal.

Just one more thing . . .

    Keep an eye on the date of the article you need. Just because a journal is full text in a
    database, it doesn't mean every issue from every year is. If the article we wanted from the
    journal *Business Ethics Quarterly* was published earlier than 1991, it would not be available
    online, but rather, in order to get the article, we would need to request an Interlibrary Loan.

THE GUIDES

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VIII. ASSESSING INFORMATION SOURCES: CHECKLIST

Consider the following criteria when deciding whether or not to use any source:

- Who are the authors and what are their credentials? What is their educational background and work experience? What else have they written? What other authors make reference to them or their works? What institution, company, or organization are they affiliated with?
- When was the information written, published, or updated?
- Does the document have a formal title? If it is an online document, does it have a printed/published counterpart?
- Who is the publisher?
- For articles, what type of publication is it? Is it a "popular" magazine or a scholarly, peer-reviewed, or refereed journal? This topic is covered in section IV, on the very next page.
- Who is the intended audience for this information? For what purpose was the information written or published?
- Is the information consistent with other information on the topic? Is the information substantiated by verifiable data and facts, or is it the author's opinion or propaganda?
- Is the information well researched, organized, and written?
- Are there reviews of the information, e.g., a review of a book, article, media, or Internet site?
- Does the information really pertain to the topic of your research/is this the type of material your instructor expects? Is this the type of material, either in physical format or content, that is well suited to the research you are performing?

Additional criteria for online sources (Internet sites):

- Was the document written by the operator of the Web site or someone else?
- Is one of the goals of the Web site or document to induce you to make a purchase or anything of that nature?
- Does the document provide references or links to other information that might clarify or verify its content?
- What other Web pages link to the document in question? One way to check this is to perform a "Link" search in the AltaVista search engine. The format for this type of search is link: URL, e.g., link: http://www.examplewebsite.com. For example, using the AltaVista search engine, searching on link:http://www.troy.edu will retrieve a list of Web sites that contain a link to the Troy University home page (the URL used in the search).
- What type of site is providing the information? That is to say, is it the official site of a known individual, company, or organization; or one whose authenticity cannot be verified?
- Note that the Alexa search engine, http://www.alexa.com, is an excellent tool for finding data and information regarding specific Web sites. **Use its "Site Info" search box.**

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IX. ASSESSING INFORMATION SOURCES: WHAT DO YOU MEAN, SCHOLARLY?

Scholarly, academic, research, 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 databases named *History Reference Center* and *World History Collection*, the checkbox is labeled "Peer Reviewed." When searching the database named *Research Library Complete*, the box is labeled "Scholarly journals, including peer-reviewed." When searching the database named *Expanded Academic ASAP,* the box is labeled "to refereed publications."

<div align="center">

Comparing and contrasting scholarly and non-scholarly publication

</div>

SCHOLARLY OR ACADEMIC
   Identifying scholarly or academic journals:

- Usually not found on newsstands. Libraries and individuals in the field are typical subscribers.
- Written by researchers, scholars, experts in the field, etc. Usually provide authors' qualifications/background.
- Typically published by a scholarly professional association or university press.
- Written for other researchers, professionals, or academics. The language of the articles assumes the reader has a background or special knowledge in the field.
- Written to report on original research or in-depth analysis of an issue. Lengthy articles written in a sophisticated language.
- Mostly text, may include charts or graphs, seldom includes photos. Almost no advertising.
- Contains footnotes, references, bibliographies, works cited, etc.
- Reports first hand information, analysis, or original research.

Some instructors may apply the terms <u>scholarly</u>, <u>refereed</u>, <u>peer-reviewed</u>, or <u>academic</u> only to journals that report original research or experimentation. Original research articles typically include sections for abstract, methodology, data, results, graphs/charts, and bibliography (references). **Keep in mind that although a given journal may be "scholarly," 100% of the materials within a particular issue may not be, e.g., book reviews or editorials.** You may need the aforementioned criteria (or just some common sense) to make that determination.

Examples of scholarly or academic journals: *Foreign Affairs, The Labor Lawyer, Current History, Academy of Management Journal, The Public Manager, African-American Review, California Management Review.* **Examples of academic/scholarly journals that contain primarily <u>original research</u>:** *Journal of Consumer Research, Political Research Quarterly, New England Journal of Medicine, Journal of Applied Psychology, American Journal of Political Science.*

NON-SCHOLARLY OR NON-ACADEMIC
    Identifying non-scholarly or non-academic journals:

- The types of publications typically found on newsstands.
- Usually read for entertainment or personal interest.
- Written by a staff or freelance writer.
- Usually published by commercial enterprises (not a scholarly society or group).
- The audience is the general public. No special background or education is assumed.
- Written to entertain or give current interest news. Usually short and in simple language.
- Contains lots of advertising. Usually includes pictures or photographs and is often slick in appearance.
- Rarely provide footnotes or a bibliography.
- Reports on information second or third hand (not original investigation or research).

Examples of non-scholarly or non-academic journals:

Substantive news or general interest periodicals are an excellent source of background or summary information. Examples: *New York Times, U.S. News and World Report.*

Popular magazines may also be a source of background or summary information, but their primary focus is to entertain their readers and to promote the products of their advertisers. Examples: *Time, Newsweek, Popular Mechanics, Road & Track, Sports Illustrated, Cosmopolitan.*

Sensational magazines have little or no value for typical academic research. Examples: *National Examiner, Star, Weekly World News, Globe, Mirror*

X. TROY UNIVERSITY WRITING CENTER

The services of the Troy University Writing Center (Troy, AL) are provided for any student who is enrolled for at least one credit hour in residence at the Troy campus; however, other Troy University students will be assisted as time, personnel, and resources permit. Usually, you can e-mail your paper and any questions you may have to wcenter@troy.edu, and someone will respond, often within 48 hours, or you can call and talk to a tutor or the Writing Center coordinator at 334-670-3305. Tutoring sessions by e-mail or phone cannot be as specific or detailed as a face-to-face visit, but they can help you address any major questions.

The Writing Center online address (URL) is http://troy.troy.edu/writingcenter. The Writing Center has guides for Research/Documentation, Special Kinds of Writing, Grammar/Mechanics, and The Writing Process. Note that several of its handouts, although not a substitute for the books listed in the next section of this guide, Documentation, are designed to assist you with APA and MLA style.

XI. 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 *The Challenge of Plagiarism*. This publication is available online at the TROY Global Campus Library site http://uclibrary.troy.edu in the *Information and Help* section.

XII. DOCUMENTATION

Documentation tells the reader where you got the information for your research papers . . . it documents it; it is made up of your citations, references, footnotes, works cited, bibliography, etc.

Your instructor will usually specify one of the following formats: APA (American Psychological Association), MLA (Modern Language Association), or Chicago/Turabian.

The most recent editions of the appropriate style guides are:

- For APA: *Publication Manual of the American Psychological Association*, Fifth Edition
- For MLA: *MLA Handbook for Writers of Research Papers*, Sixth Edition
- For Turabian: *Manual for Writers of Term Papers, Theses, and Dissertations*, Seventh Edition

Students will frequently need to cite electronic resources, e.g., online databases or Internet sites. The style for these types of citations is covered only briefly in the aforementioned publications. Therefore, to assist you in this process, the Library provides the guide *Citing the World Wide Web in Style*. This publication is available online at the TROY Global Campus Library site http://uclibrary.troy.edu in the *Information and Help* section. It covers APA, MLA, and Chicago/Turabian.