

# Troy University Library Presentation

## COUNSELING AND PSYCHOLOGY

The Library provides materials and services to support the programs of Troy University and has a staff of professional librarians to assist you in using its resources. The Troy University Libraries online presence is located at <http://trojan.troy.edu/library/>.

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## ASSISTANCE

### In Person

Students located near the Dothan, Montgomery, and Troy Campuses of Troy University can make use of their local TROY Library.

Library operating hours are posted online. Visit the Troy University Libraries home page, <http://trojan.troy.edu/library/> and select your location.

### Live Chat

Live Chat is an online chat service, available during the hours of operation of the Troy Campus Library. To access Live Chat, click the "Have a Question?" image on the TROY Library site.

### Telephone

Students at the Alabama Campuses of Troy University can call their TROY Library.

Dothan Campus: 334-983-6556 (extension 1321) – Ms. Donna Miller, Reference Librarian

Montgomery Campus: 334-241-8605 (Reference) or 334-241-9576 (Circulation Desk)

Phenix City Campus students should call the Reference Desk of the Troy Campus Library: 334-670-3255

Troy Campus: 334-670-3255 (Reference Desk); Subject Librarian, Ms. Lisa Vardaman 334-670-3262

Students studying at a distance can contact the Library by telephone.

Troy Campus Reference Desk: 334-670-3255

Subject Librarian, Ms. Lisa Vardaman 334-670-3262

Global Campus Librarian, Mr. Jay Brandes: 800-800-9660

## Email

Subject Librarian: [lisavardaman@troy.edu](mailto:lisavardaman@troy.edu) (Ms. Lisa Vardaman)

Dothan Campus: [dmiller@troy.edu](mailto:dmiller@troy.edu) (Ms. Donna Miller, Library Director)

Global Campus: [jayb777@troy.edu](mailto:jayb777@troy.edu) (Mr. Jay Brandes, Global Campus Librarian)

Montgomery Campus: [libhelpmont@troy.edu](mailto:libhelpmont@troy.edu)


Troy Campus: [libhelp@troy.edu](mailto:libhelp@troy.edu)

## INTERLIBRARY LOAN (ILL)

Books and journal articles that are not available online or at your local library may be requested through Interlibrary Loan (ILL). Interlibrary Loan is a service that allows you to borrow books and photocopies of journal articles. To use this service, click on “Interlibrary Loan (ILL)” on the Library home page.

For ILL policies and procedures use the link “Interlibrary Loan (ILL) Policies” on the library home page.

- Usually no cost
- Articles are delivered electronically
- Books sent via mail (student responsible for timely return)
- Start your research early to allow lead time for ILL service


TROY UNIVERSITY  
*A future of opportunities*

### ILLiad

- [Logoff jayb777](#)
- [Main Menu](#)
- [New Request](#)
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  - [DVD/Video](#)
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  - [Outstanding Requests](#)
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  - [Checked Out Items](#)
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  - [All Requests](#)
  - [Notifications](#)

#### Photocopy Request \* Indicates required

Enter information below and press the Submit Information button to send.

#### Describe the item you want

\* Title (Journal, Conference Proceedings, Anthology)  
Please do not abbreviate unless your citation is abbreviated

\* Volume

\* Issue Number or Designation

Month

\* Year

\* Inclusive Pages

## JOURNAL DATABASES

**Databases are linked from the Library home page.** To access TROY's Library databases, you will use your Trojan Web Express username and password.

A few of tips for database searching:

- Some databases have a Thesaurus  $\diamond$  or Subject link  $\dagger$  to help you select search terms and build your search. (Look to the upper left after you log in.)
- Use the word *and* between terms, e.g., *ADHD and diagnostic errors*
- If you log into the database named *ProQuest Central* and choose to search the Social Sciences collection, you will simultaneously be searching the four "ProQuest" databases named below.
- The non-ProQuest databases named below can also be searched simultaneously—log in to any one and then click "Choose Databases."

Journal databases allow you to look up journal articles on a given topic. Most databases include a checkbox that will assist you in limiting your search to peer-reviewed journals. Depending on your research topic, you may want to use a criminal justice database, a business database, or a social science database, but most frequently, you will use one or more of the following databases:

*Academic Search Complete*  $\dagger$   
*ERIC*  $\diamond$   
*Professional Development Collection*  $\dagger$   
*ProQuest Career and Technical Education*  
*ProQuest Central*  
*ProQuest Education Journals*  
*ProQuest Psychology Journals*  
*ProQuest Research Library*  
*PsycInfo*  $\diamond$   
*PsycArticles*  $\diamond$   
*Teacher Reference Center*  
*Vocational and Career Collection*  $\dagger$

**Important details follow.**

## Psychology

***PsycInfo* is the go to database.** That does not mean you should not look elsewhere, but it does mean you should almost always include *PsycInfo* as part of your search. The data (indexing and abstracts) in *PsycInfo* is created by the American Psychological Association itself; think of this as a measure of quality control that you will get with few other databases.

***PsycArticles*.** Like *PsycInfo*, this is a go to database. One hundred percent of the content of this database is full text material from journals published by the American Psychological Association.

***ProQuest Psychology Journals*.** This database will provide access to indexing and full text material not provided by *PycInfo* or *PsycArticles*. While it might be broadly described as “not at the same level as” those two databases, it still has a lot of good material and is very worthwhile to use.

**Social Sciences**, including psychology, education, and more

*Academic Search Complete* †  
*ProQuest Research Library*

## Education

*ERIC* ♦  
*Professional Development Collection* †  
*ProQuest Career and Technical Education*  
*ProQuest Education Journals*  
*Teacher Reference Center*  
*Vocational and Career Collection* †

## Suggestions

The following are my (Mr. Brandes) personal suggestions for researching in the fields of psychology and counseling.

The very first thing to do is to get a note pad and something to write with, or to start a word-processed document to take notes on. Keep track of what databases you looked in and what terms you searched on.

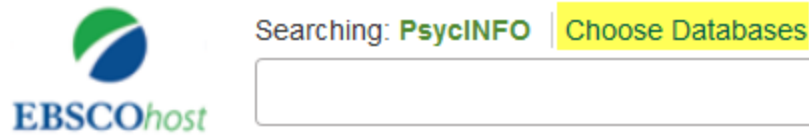
Always start with *PsycInfo* by itself. The reason is two-fold: Firstly, *PsycInfo* is the biggest and the best place to look. Secondly, doing so is the only way to get to the **thesaurus**. The thesaurus is the key to understanding the controlled vocabulary that the database uses to look up articles. Databases

don't think—they already know everything—the trick is to ask them the right question.

Video on using the thesaurus:

<https://www.youtube.com/watch?v=WUoy4DNZxg8&feature=youtu.be>

In theory, everything in *PsycArticles* should be in *PsycInfo*, but, for whatever reason (differences in publishing/indexing schedules, perhaps) that is not the case, so after finding good search terms using the thesaurus, click the “Choose databases” link to add *PsycArticles* to the list of databases to search.



This way you can search *PsycArticles* and *PsycInfo* simultaneously. *PsycArticles* is a smaller database, but it is one hundred percent full text. *PsycInfo* is a huge database that is indexing only (no text), but it will link to the full text of articles it indexes if the text is available in any of the dozens of databases the Library has subscriptions to from the Ebsco Company (the company where we get *PsycInfo*).

**Once you leave the environment** of *PsycArticles* and *PsycInfo*, it is fine to use the terms you identified in the thesaurus, e.g., *multilingualism*, but you should not search them using the syntax which those two databases understand, e.g., DE “Multilingualism,” because other databases may not search the same way or use the same terminology.

If you want to search for book information at the same time, you can “Choose databases” to add *PsycBooks* to the mix.

Once you move beyond the three databases just mentioned (all from the APA), **you will need to be more critical of the information you find** in order to insure that it is the type and quality of research you need. The next database to add to the mix is *Academic Search Complete*, a social science database—it has a little something for everyone, but that means it has highly respected journals, but it also has popular magazines such as *Psychology Today*.

**Admonishment:** Just because information is in a library database does not mean it is okay to use it in your paper. *Car & Driver* is an excellent magazine for its intended audience (automotive enthusiasts). *Car & Driver* is

indexed in *Academic Search Complete* because some researchers will need information of that nature—but you are not that person.

If you have an education topic, *ERIC*, *Professional Development Collection*, *Teacher Reference Center*, and *Vocational and Career Collection* can all be added in the Ebsco search interface. The big hammer approach is to search all the Ebsco databases at once. More often than not, adding too many database will get you a big mess (too much fluff in with the good stuff—to the point that you can't sort it out), but sometimes you need do so to see what you can see.

Sometimes you can target other areas of interest by choosing an appropriate database to add. For example, if you are researching *stress in the workplace*, a business database such as *Business Source Premier* may be of some use.

The ProQuest brand of databases may yield some good results, but they are often distinctly different than those indexed in *PsycInfo* and *PsycArticles*. (I know that I am not defining “different,” you will just have to see/feel the difference for yourself.) *ProQuest Psychology Journals* is a good place to start. The other way to go is to log in to *ProQuest Central* and then to click on Social Sciences. *ProQuest Central* is everything all at once and may be too much information.

The suggestions above refer primarily to journal databases. The next section of this guide provides information about other types of databases.

## BOOK DATABASES AND MORE

For print books, see the section of this guide, “Print Books and More.”

**Databases are linked from the Library home page.** To access TROY's Library databases, you will use your Trojan Web Express username and password.

Anyone researching assessment instruments will want to use these databases: ***Mental Measurements Yearbook with Tests in Print***, ***PsycTESTS***. A guide to using *Mental Measurements Yearbook with Tests in Print* is located online at <http://troy.libguides.com/mmy>

***PsycBooks*** is a book database containing books published by the American Psychological Association. Virtually all of its content is of a highly scholarly nature.

***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.

***ProQuest Dissertations & Theses Global*** is the world's most comprehensive collection of doctoral dissertations and master's theses from around the world.

***Psychotherapy.net Streaming Video*** provides access to training videos in the field of counseling, psychotherapy, psychology, and addiction. The majority of the videos show therapists actually conducting therapy and demonstrating clinical skills, along with pre- and post-session discussion.

***Films on Demand*** is a library of thousands of academic streaming videos across all disciplines. [Click here to see the Psychology Video Collection.](#)



## LOCATING A SPECIFIC JOURNAL OR ARTICLE

**HOW DO I KNOW IF A SPECIFIC *JOURNAL* IS AVAILABLE ONLINE, IN THE TROY-PROVIDED LIBRARY DATABASES?** You can always call, email, or chat with the Library, and we will tell you.

The primary way to check is to use the search tool named *Citation Linker*, which is linked on the Library home page. This is how it works: you tell *Citation Linker*, what you want, e.g., *Public Administration Review*, and, if available in our databases, *Citation Linker* will tell you where it is, and will link you to the databases in which the journal is located.

Journal/Publication title:

Public Administration Review

**Give it a try!** Go to *Citation Linker*, search for *Public Administration Review*, and see what happens.

**HOW DO I KNOW IF A SPECIFIC *ARTICLE* IS AVAILABLE ONLINE, IN THE TROY-PROVIDED LIBRARY DATABASES?** You can always ask the Library.

The primary way to check is to use the search tool named *Citation Linker*, which is linked on the Library home page. Let's say the article we want is:

Gibbs Springer, C. (2012). Resilience in emergency management research.  
*Public Administration Review*, 72(4), 548–549.

From the Library home page, go to *Citation Linker*. It is a good practice to start off by looking first to see if the Library has the journal. Do we have *PAR*? Yes, we do, from March of 1965 until one year ago. So now do the search for the specific article. Search by journal title, volume, issue, and starting page number. That is all you should need; adding more information may hurt, not help, the search.

Journal/Publication title:	Public Administration Review		
Identifier:	ISSN		
Published:	Date	Volume	Issue
		72	4
	e.g., 2010	e.g., 4	e.g., 2
Pages:	548	to	Optional
	e.g., 245		

The result of the search is a link to the text of the article. If an article is not available online, that is the time to request an interlibrary loan (ILL). ILL is quick and easy.

## PRINT BOOKS AND MORE

The search box that resides directly on the Library home page is the Library's discovery search tool—it is a catalog that includes listings of TROY and non-TROY books and other physical and electronic resources, as well as indexing of articles from some, but not all, of TROY's databases.

While this search box can be used to search for journal articles for the counseling or psychology subjects, such a search will not be as beneficial as searching the databases independently. (It is quick, but not as complete or accurate as separate database searches.)

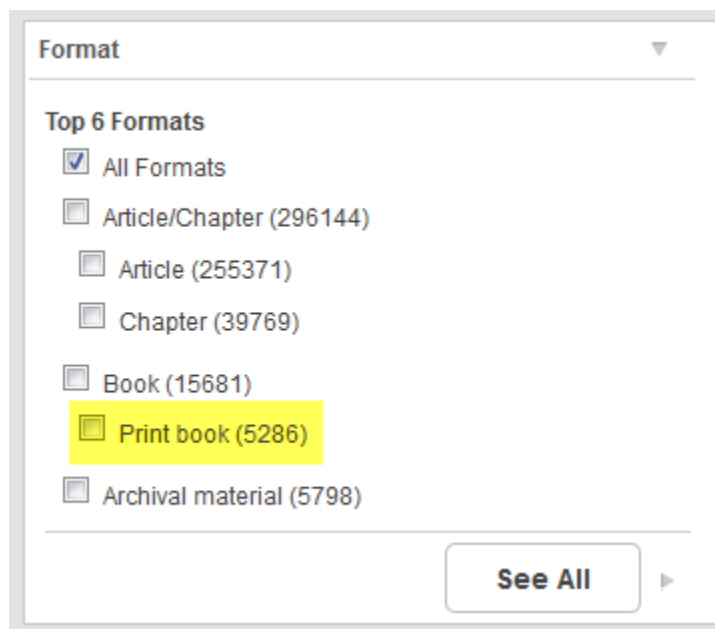
Using the Search Library Resources box (our discovery tool) is, however, the way to search for books.

The following is a sample search for the term, *non-profit organizations*.

SEARCH LIBRARY RESOURCES (Books, Articles, and More)

non-profit organizations

After the search is completed, the left-side menu can be used to limit the results to print books. By default, TROY-owned books are shown first. Electronic books owned by TROY can be accessed online. Print books may be requested by ILL.



The screenshot shows a 'Format' filter menu with a dropdown arrow. Under the heading 'Top 6 Formats', there are seven options, each with a checkbox and a count in parentheses:

- All Formats
- Article/Chapter (296144)
- Article (255371)
- Chapter (39769)
- Book (15681)
- Print book (5286)
- Archival material (5798)

At the bottom right of the menu is a button labeled 'See All' with a right-pointing arrow.

## WRITING AND DOCUMENTATION

- If in doubt, always check with your instructor. He or she is the final word on how you should prepare your papers.
- **Please:** Online citation generators, including/especially those found in the library databases **will not** create correctly formatted references. **Do not trust them.**
- APA style is dictated by the print book *Publication Manual of the American Psychological Association*, 6<sup>th</sup> edition. Suggestion: The spiral-bound version is easier to use than the other versions (it flips, folds, and lays flat).
- The Troy University Library has APA guidance (videos, handouts, and more are available online at <http://troy.libguides.com/apa>. Including access to the APA publication, *APA Style Guide to Electronic References*.
- You have an Online Writing Center that you access via the Trojan Café in Blackboard. Click “Student Resources” after you log in to Blackboard and then look for the Café.



- The Troy Campus Writing Center’s online address is <http://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 *APA Manual*, are designed to assist you with American Psychological Association writing style.