

Through the completion of this Pre-Exercise you will be prepared for the **four research exercises** created to facilitate your investigation of a research topic for your paper in EN 1111 and to help you improve your research skills.

Preparing for the Library Exercises (Pre-Exercise)

Name: _____

Course, Section and Campus: _____

Instructor: _____

Date: _____

Identifying Terms and Concepts Relevant to a Topic

A. (To be completed and discussed in class) What is the **topic** you have chosen for your paper? Think of various aspects of this topic (social, ethical, legal, etc.) and specify the scientific disciplines related to your topic (medicine, psychology, philosophy, etc.). **Write down all the keywords, terms and concepts**, even broad subjects relating to your topic. You may also note **synonyms** and **antonyms, broader and narrower terms**.

Topic: _____

Relevant keywords: _____

B. Now that you have a topic and relevant keywords you are ready to **go to the library**. Look up in the Library of Congress Subject Headings (the Big Red Books) each of the keywords you have noted above. What **other words** and **concepts related to your topic** that you have **not already listed** under Question A can you find in LCSH? **Write down these new keywords** followed by other words or phrases that may be **broader terms (BT)**, **narrower terms (NT)** or **synonyms** (called UF or Used-For terms in LCSH). The terms and concepts you provide as answers to Qs A and B will be useful to you in your search for sources in all four library exercises you will be assigned next.

C. You may need to consult a **dictionary**, like Collin's or Webster's, to clarify the meaning of some terms or a **thesaurus** to find synonyms for the keywords you have identified through Qs A and B. **Write down the keywords you have looked up** and any **new synonyms or definitions** associated with them and with your topic. **Specify the names of the sources you have consulted and provide relevant bibliographic information.**

REMEMBER! USE SPECIFIC KEYWORDS!
KEEP ACCURATE NOTES!

Starting with Exercise 1, you will be completing **four research exercises** created to facilitate your investigation of a research topic for your paper in EN 1111 and to help you improve your research skills. These exercises will allow you to gain experience with library tools and resources useful for a broad range of topics in various disciplines. While working in the library, make sure you keep notes that will allow you to complete the writing assignments for each exercise.

You will be allowed **one week to complete each exercise and the accompanying assignments.**

Exercise 1 (one week)

Name: _____

Course, Section and Campus: _____

Instructor: _____

Date: _____

I. Discovering Information in General Reference Material

- A. **Use various keywords from the lists** you compiled through your answers to Pre-Exercise Qs A, B and C in **order to find information** on your topic in **recent general encyclopedias** (in print format in the reference collection, **R 031-039**, or, in electronic format, under **E-Resources** on the ACG Library web page (World Book Encyclopedia at the World Book Online Reference Centre) or the Encyclopedia Britannica. **Give the bibliographic details and a photocopy or print-out of relevant pages of an article from one general encyclopedia.**

Encyclopedia Title & edition: _____

Year of Publication: _____

Title of Website: _____

Date of Access: _____

Address/URL: _____

Write down the title (and author, if indicated) of one relevant article in this source:

Article Title: _____

Author (-s): _____

- B. Is the above encyclopedia article followed by a **bibliography**? Yes _____ No _____

If yes, find **one source** included in this bibliography that seems to you to be **the most relevant to your topic / focus**. Highlight this source on the photocopy or print-out. In addition, copy the bibliographic entry exactly as it is listed in the space provided below.

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- C. Having **located** and **studied** some general reference material, you should have a better understanding of your **specific topic**. **List all the keywords** you consider relevant and related to your topic. You will **use these words** in the following search (and the next library exercises).

II. Discovering Information in Specialized Reference Material

A researcher typically proceeds from a general to a more specific understanding of a topic. Now that you have completed the first part of Exercise 1 you should have a clearer understanding of your topic and you can evaluate more specialized material. A **subject encyclopedia** provides a detailed overview of your topic, placing it in context and suggesting related subjects and terminology. Here is a small sample of **subject encyclopedias** available at the ACG libraries: Encyclopedia of Tourism (2000); International Encyclopedia of Terrorism (1997); Encyclopedia of Public Relations (2005); Encyclopedia of Television News (1999); Encyclopedia of Family Life (1999); Encyclopedia of Clothing and Fashion (2005).

- A. Search through WebOPAC (the Library Catalog) for **specialized reference sources in print**. Is there a **subject encyclopedia** that is relevant to your topic? (Each time type **Encyclo*** and one of the keywords you have identified through the previous library exercises in the subject keyword and the title keyword indexes). For **specialized reference sources** also check specialized reference material under **E-Resources** on the ACG Library web page (as you did for Question A, Part I previously). **Give the bibliographic details and provide a photocopy or print-out of pages from a relevant article in one subject encyclopedia.**

Title of Encyclopedia & Edition: _____

Author (-s): _____

Editor (-s): _____

Publisher: _____

Place (city / town) & Year of Publication: _____

Write down the title (and author, if indicated) of one relevant article in this source:

Title: _____

Author (-s): _____

REMEMBER! USE SPECIFIC KEYWORDS!
KEEP ACCURATE NOTES!

- B. Is the above encyclopedia article followed by a **bibliography**? Yes _____ No _____
If yes, find **one source** included in this bibliography that seems to you to be **the most relevant to your topic / focus**. Highlight this source on the photocopy or print-out. In addition, copy the bibliographic entry exactly as it is listed in the space provided below.

- C. Subject encyclopedias are not the only specialized reference sources. **Other types of specialized reference sources** are **dictionaries** (e.g., Political and Economic Dictionary of Eastern Europe), **yearbooks** (e.g., The Europa World Yearbook 2002), **surveys** (e.g., World Development Report 2003), **statistical sources**, **handbooks**, etc. Check through **WebOPAC (the Library Catalog)**: type **diction*** or **handbook*** or **statistic*** and a keyword from the ones listed previously. Also check specialized resources under **E-Resources** on the ACG Library web page. **Provide the bibliographic details and a photocopy or print-out of relevant pages from two different types of specialized reference sources.**

1 _____

2 _____

- D. Are any of the above resources followed by a **bibliography**? Yes _____ No _____
If yes, find **one source** included in this bibliography that seems to you to be **the most relevant to your topic / focus**. Highlight this source on the photocopy or print-out. In addition, copy the bibliographic entry exactly as it is listed in the space provided below.

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KEEP ACCURATE NOTES!

- E. What are the broad **call number areas** of the specialized print sources you have located through WebOPAC (the Library Catalog)?
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Browse these broad call number areas of the Reference collection. You will find that other important resources exist on the shelves close to sources you have already located. **Give the bibliographic details and a photocopy of relevant pages from a relevant article in one source you located by browsing.**

Title of source: _____

Author (-s): _____

Editor (-s): _____

Publisher: _____

Place (city / town) & Year of Publication: _____

Title of Article: _____

Author (-s) of Article: _____

Exercise 1 Writing Assignments: Together with the completed Exercise 1 you will submit to your instructor **two other assignments:**

1. Compile a **bibliography of at least 10 reference sources**, that is, articles from **general encyclopedias** and **dictionaries** as well as articles from **specialized reference material**, such as **subject encyclopedias** and **dictionaries**, **yearbooks**, etc. You must **read the articles** to determine their usefulness and relevance to your topic **prior to including them** in your bibliography. **Word-process your bibliography.** Follow **MLA rules of documentation**, **alphabetize** the entries and allow **proper margins, spacing and indentations**. With the bibliography you will **submit a print-out or photocopy of each article.**
2. Using the notes you kept as you worked to complete this exercise, write a **description (approx. 150-250 words)** of the **research process you followed** (discussing, for example, time spent in the library, number of sources you rejected and why, queries you took to the Reference desk, etc.) and the **new discoveries you made** (concerning, for instance, your topic, your research skills and the library). **Be accurate and detailed** in your references. **Connect the ideas and information you collected to your topic and tentative thesis; refer to possible problem areas or specify your current concerns.**

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Exercise 2 (one week)

Name: _____

Course, Section and Campus: _____

Instructor: _____

Date: _____

Finding Relevant Books on WebOPAC (the Library Catalog)

You can search for books through **WebOPAC (the Library Catalog)** by author, author keyword, title, title keyword, subject, and subject keyword. **Use a variety of terms** (from **the list of keywords compiled in previous Exercises**) that relate to your focused topic and argument. In this way you will **locate different call numbers** and cover various aspects of your topic. Always check a book's **status** on the WebOPAC (the Library Catalog) screen. In addition, **browse the broad call number area** of the main collection. You will find that **other important resources exist on the shelves close to sources** you have already located through WebOPAC (the Library Catalog).

- A. Using the **subject keyword** and the **title keyword** indexes in WebOPAC (the Library Catalog), find books that look useful for your topic. Then **locate these books on the shelves**, and examine the **table of contents**, **index**, and **bibliography list** to determine their relevance. Decide which **chapter or section of a book** is useful for your search. **Give the bibliographic details and a photocopy of the pages in a chapter or a section from two relevant sources:**

1. Title: _____Author (-s): _____Editor (-s): _____Edition: _____Series / Volume: _____Place of publication (city / town): _____Publisher & year: _____**List a chapter title (or the title of a section within a chapter) you consider relevant.**Title of chapter / section: _____

Author (-s) of chapter / section (if different from author of book): _____

Pages: _____2. Title: _____Author (-s): _____Editor (-s): _____Edition: _____Series / Volume: _____Place of publication (city / town): _____Publisher & year: _____

REMEMBER! USE SPECIFIC KEYWORDS!
KEEP ACCURATE NOTES!

List a chapter title (or the title of a section within a chapter) you consider relevant.

Title of chapter / section: _____

Author (-s) of chapter / section (if different from author of book): _____

Pages: _____

- B. Does one of the books you have discovered have a **bibliography**? Yes ____ No ____
If yes, find **one source** included in this bibliography that seems to you to be **the most relevant to your topic / focus**. Highlight this source on the photocopy. In addition, copy the bibliographic entry exactly as it is listed in the space provided below.

- C. Did you find any **books** in WebOPAC (the Library Catalog) that are **not currently available** in the library?

Yes _____ No _____

If yes, did you **reserve** these sources by **filling out the appropriate form**?

Yes _____ No _____

List **one book you have reserved**:

Title: _____

Author (-s): _____

Editor (-s): _____

Edition: _____

Series / Volume: _____

Place of publication (city / town): _____

Publisher & year: _____

Exercise 2 Writing Assignments: Together with the completed Exercise 2 you will submit to your instructor **two other assignments**:

1. Compile a **bibliography of at least 5 books** that include **sections or chapters** you consider important to your topic / argument. Do not include titles of books you have reserved but have not yet examined. You must **read the chapters or sections** you consider important to determine their usefulness and relevance to your topic **prior to including them** in your bibliography. **Word-process your bibliography**. Follow **MLA rules of documentation**, **alphabetize** the entries and allow **proper margins, spacing and indentations**. With the bibliography you will **submit a photocopy of each chapter / section** you include in your bibliography.
2. Using the notes you kept as you worked to complete this exercise, write a **description (approx. 150-250 words)** of the **research process you followed** (discussing, for example, time spent in the library, specific titles you rejected and why, queries you took to the Reference desk, etc.) and the **new discoveries you made** (concerning, for instance, your topic, your research skills and the library). **Be accurate and detailed** in your references. **Connect the ideas and information you collected to your topic and tentative thesis; refer to possible problem areas or specify your current concerns**.

REMEMBER! USE SPECIFIC KEYWORDS!
KEEP ACCURATE NOTES!

Exercise 3 (one week)

Name: _____

Course, Section and Campus: _____

Instructor: _____

Date: _____

Finding Relevant Articles in Periodical Publications

Periodical sources are generally categorized as **academic** (e.g., **scientific journals** usually published monthly or quarterly) or **popular** (e.g., **newspapers** and weekly **newsmagazines**). You should **locate a variety of reliable and relevant articles from both categories**.

Articles can be located through **periodical indexes**, either **in print** or **in electronic format**. Some periodical indexes only provide **article citations**. Others also have an **abstract**. Apart from citations and abstracts, electronic **full-text databases**, additionally provide **articles in electronic format**.

Online **subscription databases**, such as **Academic Search Elite**, **Expanded Academic ASAP**, and **Global Newsbank**, are **available only on Internet computers on the college campus**.

Periodical indexes provide the **citations** of articles, popular or scientific, published on your topic, and specify the journals in which these articles appear. Some indexes are **available online** (e.g., in **Academic Search Elite**, **Expanded Academic ASAP**), others exist **in CD-ROM format as databases on LibNet** (e.g., in **ERIC**) and others **in print format as annual volumes** (e.g., in the **Readers' Guide to Periodical Literature**, the **Business Periodicals Index**). When you **discover an article citation** that is not accompanied by full text, you will need to **consult** the library's **Journals A-Z** (online list for all English full-text periodical titles, in print, microfilm or electronic format, at ACG libraries) as well as **Periodical List** (alphabetized list of English and Greek periodicals, in print or microfilm format, located next to LibNet and Internet terminals) to **determine whether a particular article exists in the library in full-text**.

Academic/Scientific Publications in Full-text Databases

- A. Locate **three recent articles published in academic/scientific publications**. You should **search in all relevant full-text databases** (e.g., **Academic Search Elite**, **Expanded Academic ASAP**, **SIRS Researcher**). Use the **keywords** you have identified through previous Exercises. **Provide the necessary bibliographic details and a print-out of each article**.

1. Title of article: _____

Author (-s): _____Title of Journal: _____Date, volume/issue number and pages: _____Date of Access: _____Database: _____

REMEMBER! USE SPECIFIC KEYWORDS!
KEEP ACCURATE NOTES!

Database format: CD-ROM ڤ Online ڤ

2. Title of article: _____

Author (-s): _____

Title of Journal: _____

Date, volume/issue number and pages: _____

Date of Access: _____

Database: _____

Database format: CD-ROM ڤ Online ڤ

3. Title of article: _____

Author (-s): _____

Title of Journal: _____

Date, volume/issue number and pages: _____

Date of Access: _____

Database: _____

Database format: CD-ROM ڤ Online ڤ

Popular Periodicals in Full-text Databases

- B. Locate **three recent articles** published in **popular publications**. You should **search in all relevant full-text databases** (e.g., **New York Times, SIRS Researcher, Global Newsbank**).

Use the **keywords** you have identified through Exercises 1 and 2. **Provide the necessary bibliographic details and a print-out of each article.**

1. Title of article: _____

Author (-s): _____

Title of magazine/newspaper/news agency: _____

Date, volume/issue number and pages: _____

Date of Access: _____

Database: _____

Database format: CD-ROM ڤ Online ڤ

REMEMBER! USE SPECIFIC KEYWORDS!
KEEP ACCURATE NOTES!

2. Title of article: _____

Author (-s): _____

Title of magazine/newspaper/news agency: _____

Date, volume/issue number and pages: _____

Date of Access: _____

Database: _____

Database format: CD-ROM ڦ Online ڦ

3. Title of article: _____

Author (-s): _____

Title of magazine/newspaper/news agency: _____

Date, volume/issue number and pages: _____

Date of Access: _____

Database: _____

Database format: CD-ROM ڦ Online ڦ

Exercise 3 Writing Assignments: Together with the completed Exercise 3 you will submit to your instructor **two other assignments:**

1. Compile a **bibliography of at least 10 periodical articles**. You must **read the articles** to determine their usefulness and relevance to your topic **prior to including them** in your bibliography. **Word-process your bibliography**. Follow **MLA rules of documentation, alphabetize** the entries and allow **proper margins, spacing and indentations**. With the bibliography you will **submit a print-out or photocopy of each article**.
2. Using the notes you kept as you worked to complete this exercise, write a **description (approx. 150-250 words)** of the **research process you followed** (discussing, for example, time spent in the library, number and type of articles you rejected and why, queries you took to the Reference desk, etc.) and the **new discoveries you made** (concerning, for instance, your topic, your research skills and the library). **Be accurate and detailed** in your references. **Connect the ideas and information you collected to your topic and tentative thesis; refer to possible problem areas or specify your current concerns.**

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 KEEP ACCURATE NOTES!

Exercise 4 (one week)

Name: _____
 Course, Section and Campus: _____
 Instructor: _____
 Date: _____

Finding Information on the World Wide Web

Like other material, **Internet resources must be evaluated** for their usefulness in research. The critical evaluation of web pages is crucial since anyone who has an HTML editor and access to a webserver can make information available on the Web. In the print world there are editors, reviewers, and fact-checkers who guarantee the quality and accuracy of information presented; on the Web, such checking typically does not occur, so it is up to you to evaluate the information you discover. The less information made available on the website (i.e., if you cannot identify an individual or organization responsible for writing a document), the more critical you should be about the reliability of the source.

- Recommended search engines: <www.google.com> [type words in English for sources in English, in German for sources in that language, etc.] and <www.altavista.com>
- Greek portal: <www.in.gr> [for Greek government sites & various official Greek sites]

A. In your research so far you have used the Internet computers on campus to access reference works, such as general encyclopedias or specialized material, or to find articles in full-text subscription databases. Now you should **look for articles online**: in **periodicals and news agencies as well as any other types of websites** that may include articles relevant to your topic. List **one recent article** from a **newspaper/magazine/news agency** found on the Internet. Provide the bibliographic details and a copy of the article printed directly from the website so that the date of access and the URL appear on the print-out.

Search in the following sites: **Free full-text articles** at <www.findarticles.com> or <www.suite101.com>; the world's **newspapers** at <www.onlinenewspapers.com>; some **online networks**: BBC News: <news.bbc.co.uk>; CNN: <www.cnn.com>.

1. Title of article: _____

Author (-s): _____

Title of magazine/newspaper/news agency: _____

Publication Date: _____

Title of Website: _____

Date of Access: _____

Address/URL: _____

B. Political organizations and government institutions, environmental groups and commercial enterprises, academics and professionals maintain websites where you may locate **information** (not articles but statistics, surveys, speeches, laws, comparative studies, etc.) **that can not be found through other print or electronic sources**. Locate **recently-posted information** relevant to your topic on **reliable** and frequently **updated** websites (other than the sites you searched for Question A). Write down all the **necessary bibliographic details** and provide a copy of the material printed directly from the website so that the date of access and the URL appear on the print-out.

1. Author: _____

Title of text: _____

Title of Website: _____

REMEMBER! USE SPECIFIC KEYWORDS!
 KEEP ACCURATE NOTES!

Last Update of text: _____

Last Update of site: _____

Date of Access: _____

Address/URL: _____

2. Author: _____

Title of text: _____

Title of Website: _____

Last Update of text: _____

Last Update of site: _____

Date of Access: _____

Address/URL: _____

3. Author: _____

Title of text: _____

Title of Website: _____

Last Update of text: _____

Last Update of site: _____

Date of Access: _____

Address/URL: _____

Exercise 4 Writing Assignments: Together with the completed Exercise 4 you will submit to your instructor **two other assignments**:

1. Compile a **bibliography of at least 5 online resources**, such as articles, surveys, opinions, reports, etc. You must **read the texts / articles** to determine their usefulness and relevance to your topic **prior to including them** in your bibliography. **Word-process your bibliography**. Follow **MLA rules of documentation**, **alphabetize** the entries and allow **proper margins, spacing and indentations**. With the bibliography you will **submit a print-out of each resource**.
2. Using the notes you kept as you worked to complete this exercise, write a **description (approx. 150-250 words)** of the **research process you followed** (discussing, for example, time spent searching the web, number of sources / websites you rejected and why, etc.) and the **new discoveries you made** (concerning, for instance, your topic, your research skills and the Internet). **Be accurate and detailed** in your references. **Connect the ideas and information you collected to your topic and tentative thesis; refer to possible problem areas or specify your current concerns.**

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CONGRATULATIONS! You have completed this set of exercises and are now in a position to compile a **Collected bibliography** (min. 30 sources). As you refine your topic and focus your thesis you will be returning to the library to locate material that will eventually comprise a **Selected bibliography of varied and reliable material** (10-12 sources). **GOOD LUCK** writing your essay!

Set of Library Exercises prepared for EN 1111 by An. Logotheti in collaboration with the ACG Reference Desk (Spring 2006)

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KEEP ACCURATE NOTES!