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Help and Additional Information

For more research guidance, please consult the Research Guides available on the Library web page.

Select the Research Guides links.
There are guides to Psychology, Political Science, Law, International Business and more.

Other helpful Research Guides:

- **Research Specifics: Social Science**
  researchguides.ben.edu/research-social-science

- **WRIT 102: Social Science**
  researchguides.ben.edu/writ102-social-science

- **Research Basics**
  researchguides.ben.edu/research-basics

If you have any questions about any of the items in this document, please do not hesitate to ask your instructor or one of the Benedictine librarians for help.
**Getting Started**

The research process takes time. You'll need time for researching, drafting, revising, and documenting your project in the style recommended by your instructor. As you begin a research project, you may wish to use our [Research Project Calculator](#) to help you set a realistic schedule of deadlines and to guide you through all the steps of the process.

![Research Project Calculator](#)

The link to the [Research Project Calculator](#) is under the [Research Guides & Help](#) tab.
Choosing a Research Topic

For many students, one of the most difficult things about writing a research paper is finding a topic. Be sure to spend enough time selecting a topic. Here are some things to consider:

- Read the assignment carefully. Be sure the topic is appropriate for the assignment. If you are not sure or have questions, speak to your instructor.

- Select a topic that won’t be too difficult to research or write about. Remember that a university library contains a wealth of scholarly books and journal articles written on serious topics, but may not support research in popular culture - contemporary sports figures, romance novels, etc.

- Familiarize yourself with the topic. Read abstracts of articles to become comfortable with the subject matter.

- Be sure the topic you select isn’t too broad or too narrow. You need to be able to write well about the topic within the page constraints of the assignment. Feel welcome to consult with one of the University Librarians.

- Select a topic that interests you or that is important to you.
  - Are you an expert in an area that might be turning into an interesting term paper topic?
  - Is there something you feel strongly about?
  - Is there something you’d like to know more about?
  - Is there a current international, national, local or campus issue you find interesting and important?
  - Ask your friends or family members for suggestions and ideas.

- Try to be creative. You want your paper to be interesting to write as well as interesting for your instructor to read.
What is your research topic?

If you have selected a topic from a list provided by your instructor, please enter it in the space provided below.

If you have the option to choose your own topic, please see the Topics Library Guide (researchguides.ben.edu/topics) for help or inspiration in locating a strong research topic.

What is your research topic? In one or two sentences, summarize your search topic in your own words. Try to state your topic in the form of a question you want to answer.*

* Stating your topic in the form of a question will provide you with direction in your research and writing. Since you will need to answer this question with a persuasive argument, it will guide you in your search for relevant information in important source materials.

Keywords / Search Terms / Subject Headings

The keywords you collect in this step will help you to combine terms to develop your search strategy.

Use your research question to compile a list of keywords for easy and effective database searching. Additional help in locating keywords is available in the Search Techniques Library Guide:

researchguides.ben.edu/search
Subject Terms and Thesaurus

Many, but not all, of the EBSCO databases provide a link to **Subject Terms** or **Thesaurus** in the top menu bar. These tools will help you improve your search results by suggesting words used to describe your topic in a particular database.

**Subject Terms** are derived from Library of Congress Subject Headings.

**Thesaurus** provides a list of subject headings created for a subject specific database such as *ERIC, PsycINFO, or MLA*.

Select the browse type of your choice

- **Term Begin With** is an alphabetical search of all included subjects.
- **Term Contains** locates entered terms anywhere in the included subjects.
- **Relevancy Ranked** returns a list of subjects which most closely match the entered terms by subject. **Relevancy Ranked** tends to produce the best results.
In this example from *Academic Search Premier* we are looking for additional **Subject Terms** to help locate information on **Teenagers** and **Stress**:

To find additional search terms, you may wish to **BROWSE** and/or **EXPLODE** other words such as
- Young Adults
- College Students
- Adolescents

Now let’s look for terms related to **Stress**:

1. We learn that the search term we should use is **Stress (Psychology)**

2. More helpful information is included in the **Scope Notes**:

   *Here are entered works on emotional tension caused by uncomfortable circumstances. Works on the emphasis placed on words or syllables in spoken language are entered under “Accents & accentuation.” Use only if a narrower term does not apply (e.g., “Anxiety,” “Burn out (Psychology),” or “Job stress”)*
3. Browse the list of terms to **broaden** or **narrow** your search.

<table>
<thead>
<tr>
<th>Broader Terms</th>
<th>EMOTIONS (Psychology)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>MENTAL health</td>
</tr>
<tr>
<td></td>
<td>PSYCHOLOGY</td>
</tr>
<tr>
<td>Narrower Terms</td>
<td>ANXIETY</td>
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<tr>
<td></td>
<td>BURDEN of care</td>
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<tr>
<td></td>
<td>BURNOUT (Psychology)</td>
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<tr>
<td></td>
<td>CROWDING stress</td>
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<tr>
<td></td>
<td>FINANCIAL stress</td>
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<tr>
<td></td>
<td>HOLIDAY stress</td>
</tr>
<tr>
<td></td>
<td>IMMobilization stress</td>
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<tr>
<td></td>
<td>JOB stress</td>
</tr>
<tr>
<td></td>
<td>POST-traumatic stress</td>
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<tr>
<td></td>
<td>POST-traumatic stress disorder</td>
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<tr>
<td></td>
<td>STRESS tolerance (Psychology)</td>
</tr>
<tr>
<td></td>
<td>TIME pressure</td>
</tr>
<tr>
<td></td>
<td>VOICE — Psychological stress analysis</td>
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<tr>
<td></td>
<td>DIATHESIS-stress model (Psychology)</td>
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<td></td>
<td>FRUSTRATION</td>
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<tr>
<td></td>
<td>LIFE change events</td>
</tr>
<tr>
<td></td>
<td>OVERPRESSURE (Education)</td>
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<tr>
<td></td>
<td>STRESS management</td>
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<tr>
<td>Related Terms</td>
<td>TYPE A behavior</td>
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<tr>
<td></td>
<td>Used for</td>
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</tbody>
</table>

**EXPLODE** the term **Anxiety** to **broaden** or **narrow** this term

These search terms are not used in this database.
In addition to selecting terms from the **Thesaurus**, scroll down to the **Search Options** for additional opportunities to limit your search.

In **PsychINFO**, you will find the **Thesaurus** under the **Subjects tab**.
As you browse various databases for information on your topic, you will discover that you may need to use more than one word to express a concept.

For example, *Academic Search Premier* uses the term **Young Adult** while *PsychINFO* uses the term **Young Adulthood**.

It may be helpful to enter the terms you locate on a chart to help you prepare your search strategy. For example:

Your topic is *How does stress effect the mental, physical and social functioning of teenagers?*

<table>
<thead>
<tr>
<th>Concept 1</th>
<th>Concept 2</th>
<th>Concept 3</th>
<th>Concept 4</th>
</tr>
</thead>
<tbody>
<tr>
<td>Stress</td>
<td>Teenagers</td>
<td>Boys</td>
<td></td>
</tr>
<tr>
<td>Anxiety</td>
<td>Young Adults</td>
<td>Young Men</td>
<td></td>
</tr>
<tr>
<td>Social Anxiety</td>
<td>Young Adulthood</td>
<td>Males</td>
<td></td>
</tr>
<tr>
<td>Burnout</td>
<td>Abused Teens</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Then combine concepts to formulate a search strategy:

- Social anxiety **and** (young adults **or** young adulthood)
- Burnout **and** (teenagers **and** boys)

A good review of combining concepts (**Boolean Searching**) is available on the Library of Congress site:

[catalog.loc.gov/help/boolean.htm](catalog.loc.gov/help/boolean.htm)
Suggestion: Begin to construct a list of the main subject headings or keywords that relate to your topic.

a) What is your research topic?

b) Circle or highlight key concept words.

c) Enter the key concept words or phrases into the chart below. Then add related terms and/or synonyms.

This will be an ongoing project since you will discover new terms as you explore various library databases. This will be helpful in composing advanced search strategies where you will be asked to combine terms.

<table>
<thead>
<tr>
<th>Concept 1</th>
<th>Concept 2</th>
<th>Concept 3</th>
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</thead>
<tbody>
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Please add additional rows or columns as needed.
It is not necessary to fill in every box.
Refining keyword searches

Although command terms and characters vary among electronic databases and search engines here are of the most commonly used functions:

- Use quotation marks around words that are part of a phrase: “climate change”.

- Use AND to connect words that must appear in a document: Ireland AND peace. Some search engines require a plus sign instead: Ireland +peace.

- Use NOT in front of words that must not appear in a document: Titanic NOT movie. Some search engines require a minus sign (hyphen) instead: Titanic -movie.

- Use OR if only one of the terms must appear in a document: “mountain lion” OR cougar.

- Use an asterisk as a substitute for letters that might vary: “marine biolog*” (to find marine biology or marine biologist, for example).

- Use parentheses to group a search expression and combine it with another: (cigarettes OR tobacco OR smok*) AND lawsuits.

Consult the database or search engine help screens for specific tips in composing your search strategy.

Some of the examples above are from Bedford - St. Martin’s Writer’s Help Handbook

For additional tips, techniques and strategies to help you identify, develop and locate relevant resources on your research topic, see our Search Techniques Library Guide:

researchguides.ben.edu/search
Locate Some Background Information on Your Topic

Once you have chosen your topic, spend some time reading and compiling background information in our reference resources. This is an efficient way to help you become more familiar with the intricacies of your topic and will help compile useful information (keywords, key idea, people, important dates and concepts, etc.) to prepare you to conduct productive research.

- Ask the Reference Librarian to direct you to some of the print resources we have in the library collection which might include information on your topic
- Browse some of our E-books, electronic reference books and other online resources.

Here are examples of some of the electronic resources available:

**CQ Researcher**: An excellent source of in-depth, unbiased background material on contemporary topics such as health, social trends, criminal justice, international affairs, education, the environment, technology, the economy, and more.

- How to cite *CQ Researcher*
- **Sage eReference**
  for Social Science topics (including the Environment, Psychology, Business, Social Issues and more)

Here are some of the results of this search:

Enter your search terms

Click on a title to view the encyclopedia article

Citation help is provided.
Locating Books and E-books

Library

Go to the library web page (and select the **Books & Videos** tab.

Suggestion:

If you think you might want to request materials on Interlibrary Loan, you may wish to Login to your I-Share account before you begin to search.

- My Account / Renew
- Borrow from Other Libraries (I-Share)
- Course Reserves
Compose your search

Select the **Books & Videos** tab

Enter your search terms.

Use these links if you need to **create a new account** or if you have forgotten your password.

Note: Click on **Interlibrary Loan** to learn how to create an I-Share account.
Here are some of the results of this search:

E-books

E-books offer you access to information 24/7. Some (but not all) eBook publishers provide useful features such as personal bookshelves that store links to a reader's highlights, notes, bookmarks, searching capabilities and more.
Use the search feature to look for information on your topic in the book.

You can use the book’s index, or ...

Sign In to create an account so that you have access to things like the highlighting and notepad features.

Use the Search tab to look for information on your topic in all the eBooks in this collection.

Learn more about how to use all the eBook reader features on the ebrary home page.

Suggestion: Watch the How to Videos on YouTube

Learn more about how to use books and eBooks in the Benedictine Library here:
researchguides.ben.edu/books
Interlibrary Loan

Need more material?
Expand your search to look for items in **All I-Share Libraries** – 80 Illinois academic libraries.

Notice that you can limit your search to only the electronic resources you are able to view.

Click on a title to borrow the book on Interlibrary Loan.

Click **Request 1st Available.**

Be sure to select your pick-up location

On the Library web page, select **Interlibrary Loan** to learn how to create an I-Share account and to learn more about the Interlibrary Loan.
Government Documents

Government documents are a rich source of information. You can use the I-Share catalog to locate them.

Open the **Books & Videos** tab.

Select the **Borrow from Other Libraries (I-Share)** link.

Select **Advanced Search**

Let’s look for documents on *Cyber Security*. Here is how to compose the search:

**Advanced Search**

- **Author**: United States
- **AND**: Keyword: cyber security

**Limit To**

- **Publication Date**: Last 5 years
- **Version**: Electronic

Enter **Author**: *United States*

Keyword: *cyber security*

Select: **Electronic**
Here are some of the results of this search:

Sort: Newest First

Click on a title to select a document.

Click to open the document:
Citation help:

You can also use the Government Documents Research Guide to locate additional government publications: researchguides.ben.edu/gov-docs
Here are some of the results of this search:

**Cybersecurity** | Homeland Security
www.dhs.gov/topic/cybersecurity
Our daily life, economic vitality, and national security depend on a stable, safe, and resilient cyberspace.

**Cybersecurity Framework**
www.nist.gov/cyberframework/index.cfm
Welcome. Recognizing that the national and economic security of the United States depends on the reliable functioning of critical infrastructure, the ...

**Foreign Policy Cyber Security** | The White House
www.whitehouse.gov/issues/foreign-policy/cybersecurity
The government must work collaboratively with critical infrastructure owners and operators to protect our nation's most sensitive infrastructure from ...

**Cybersecurity**
www.fda.gov/MedicalDevices/ProductsandMedicalProcedures/ConnectedHealth/ucm373213.htm
Medical devices, like other computer systems, can be vulnerable to security breaches, potentially impacting the safety and effectiveness of the ...

**DHS Cybersecurity** | Homeland Security
www.dhs.gov/homeland-security-careers/dhs-cybersecurity
DHS is recruiting dynamic and cutting edge professionals to protect the nation's cyberspace.

**SECURING CYBERSPACE - President Obama Announces New ...**
Locating Journals: Academic Search Premier

Use the Academic Search Premier database to locate both popular and scholarly articles on your topic.

To access Academic Search Complete, go to the library web page and open the Articles tab.

Compose your search. Begin with simple search terms – for example sustainability and college campuses.

Now we can refine the results:
You may wish to sort your results by Relevance. The most pertinent articles on your topic will be displayed first.
Your instructor may want you to limit your search to Academic Journals (also known as Scholarly (Peer Reviewed) Journals).

Click on an article title for more information about an article.

Note the **Subject Terms** suggested. They might lead you to additional information on your topic.
Locating full-text articles

Often a link to the full text article is provided.

If a link to the full-text is not provided, click on the Find Full Text icon to locate the article.

In this example a copy of the article was located in the *Emerald* database.

Click on a database link to see the article.
What if an article is not available in our library collection?

Some articles may be available free of charge through Google Scholar: [http://scholar.google.com/](http://scholar.google.com/). To access them, you’ll need to adjust the settings.

- Select **Settings**
- Select **Library Links**
- Select the Benedictine University links.
- Save
Interlibrary Loan

If an article isn’t available in our collection or available free through Google Scholar, you may request a copy on the article on Interlibrary Loan. There is no charge for this service.

Click on this link to request an article on Interlibrary Loan via the ILLiad system.

You will be prompted to login with your Ben U username and password.

Submit your request.

The article will be e-mailed to you free of charge.

Click on the Interlibrary Loan link on the library web page learn more about this service.
Cited references are the articles, books and other resources listed in a bibliography or "Works Cited" list. Locating cited references is useful for finding current articles on a topic and for identifying the top researchers in a field.

A **Times Cited References** link indicates how many times this particular article has been cited in other articles in the database.

A **Cited References** link will link you to the articles cited in the article’s bibliography.

Locating cited references is useful for finding current articles on a topic and for identifying the top researchers in a field. In some cases, links to help you locate full text articles are provided.
Part III: Evaluate Your Information

Use the links on the Research Specifics: Social Science home page to help you to

- Determine if a resource is scholarly, academic and/or peer-reviewed: researchguides.ben.edu/popular-vs-scholarly

- Determine if a resource is primary or secondary: researchguides.ben.edu/primary-sources

- Evaluate the books, journal articles, and websites you locate: researchguides.ben.edu/source-evaluation
Citation Sources

You may need to consult a style manual to compose your footnotes and bibliographies. This is how to locate these manuals.

Use the link on the library web page to access the citation research guides.

See also the Citation Guides & Style Manuals Guide: researchguides.ben.edu/citation

Open the APA tab
How to export a citation to RefWorks

When you have finished selecting the citations for export go to the right sidebar and click on folder view.

Click on the blue icon to select the citations you wish to export to RefWorks. The blue icon will change to a folder icon.

When you have finished selecting the citations for export go to the right sidebar and click on folder view.

Select the citations you wish to export to RefWorks.

Click on Go to: Folder View

Select the citations you wish to export to RefWorks.

Click on Export
The citations will be exported to **RefWorks**.

**Note:**

Some pop-up blockers will prohibit EBSCO from opening RefWorks and loading citations. Watch your browser for warnings that pop-ups have prevented a page from opening.

Open the **newest version of RefWorks**.
How to create a bibliography in RefWorks (from your last imported citations)

Click on View Last Imported Folder

Select Create Bibliography

Next, select your Style (APA, MLA, etc.)

You may need to search for styles if your style does not appear on the menu.
Here is your bibliography in APA format:

Bibliography from All references in 'Last Imported' (3)

References


**IMPORTANT:** Be sure to proof-read your citations to be sure *RefWorks* composed them correctly!

For more information on how to incorporate *RefWorks* into the production of your research paper, please see: [researchguides.ben.edu/refworks](http://researchguides.ben.edu/refworks)
What if there are no direct links to *RefWorks* from the database you are using?

Here are 2 ways to enter citation data to *RefWorks*.

1. Use *RefWorks Search* feature

   This is the document we wish to cite.

Open RefWorks
Select Search Databases

Search for I-Share

Search for ...


by Bloom, Barbara
Bloom, D. F. (Freeman, National health interview survey. National Center for Health Statistics Division of Health Interview Statistics, 2006)

Summary health statistics for U.S. children: National Health Interview Survey, 2006, data from the National Health Interview Survey
Bloom, D. F. (Freeman, National Health Interview Survey. National Center for Health Statistics Division of Health Interview Statistics, 2007)
Import
Locate the document, select it, and click **Import**
The citation appears in your Documents list.

Another example
Sustainability on campus: stories and strategies for change /
edited by Peggy F. Bartlett and Geoffrey W. Chase.

Names: Bartlett, Peggy F., Chan, Geoffrey W.
Series: Urban and industrial environments.
Tags: No tags. Be the first to tag this record.

Library: DeKalb Junior College
Location: Stacks
Call Number: 378.1 1 5017
Copy: $1.00
Status: Available
Request This Item:
ISBN

0262524228
Add reference
2. You can also enter a document as a **New Reference**

Select CSE and the format of the item you wish to enter into RefWorks.

Complete the form:
Additional Citation Sources

You may need to consult a style manual as you proof-read the citations generated by RefWorks.

Use the link on the library web page to access the citation research guides.
This is how to locate these manuals

See also the Citation Guides & Style Manuals Guide: researchguides.ben.edu/citation
Joan Hopkins, January 27, 2016