## Contents

<table>
<thead>
<tr>
<th>Page</th>
<th>Contents</th>
</tr>
</thead>
<tbody>
<tr>
<td>2</td>
<td>Getting Started</td>
</tr>
<tr>
<td>3</td>
<td>Research help and support</td>
</tr>
<tr>
<td>3</td>
<td>Allow sufficient time for research and writing (Research Project Calculator)</td>
</tr>
</tbody>
</table>

### Part I: Your Research Topic

| 4 | Tips on selecting a strong topic |
| 5 | Formulating a manageable question |
| 6 | Determining key words and phrases |
| 8 | Composing a search |

### Part II: Information Gathering

| 9 | Collecting background information |
|   | Locating books |
| 10 | Your I-Share Account |
| 11 | Search tips |
| 12 | E-books |
| 13 | Interlibrary Loan |
|   | Locating scholarly journal articles |
| 15 | Search tips |
| 17 | Locating full-text articles |
| 19 | Interlibrary Loan |
| 20 | Google Scholar |
| 21 | Cited References |
| 22 | Part III: Evaluate Your Information |
| 22 | Part IV: Cite Your Sources |
| 22 | RefWorks |
| 30 | Additional Citation Sources |
Help and Additional Information

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

Select the Research Guides links.
Browse the guides in the subject areas of Health & Medicine and Science and Technology

Other helpful Research Guides:

- Research Specifics: Science
  libguides.ben.edu/science

- Library Tool Box
  libguides.ben.edu/toolbox

- Research Basics
  libguides.ben.edu/research

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: http://www.ben.edu/library/contact.cfm
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.
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 the option to choose your own topic, please see the Topics Library Guide (libguides.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.
Identifying Keywords

Use your research question to compile a list of keywords for easy and effective database searching.

Help in locating keywords is available in the Search Techniques Library Guide:

libguides.ben.edu/SearchTechniques

Keywords unlock the doors to useful information. Use your research question to compile a list of keywords for easy and effective database searching.

1. First, write one or two sentences about your topic.

   **Example:** How does climate change impact animal habitat?

2. Next, underline all of the specific words that describe your topic.

   **Example:** How does **climate change** impact **animal habitat**?

3. Make a separate list of these specific words.

4. Add synonyms and/or related terms to your list.

   **Example:** climate change               animal habitat
   global warming                           ecosystems
   greenhouse effect                        ecology

You should have a good, substantial list of words and phrases that you can use to search for information. Use these words in your database searches. If one search term doesn't turn up any results, try another word or a combination of words.

Leave room on your chart to add more key words and phrases as you discover them in your searching.
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.

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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:

libguides.ben.edu/SearchTechniques
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.

Links and information about key electronic reference resources in the science are available on the Research Specifics: Science guide: libguides.ben.edu/Science
Locating Books and E-books

Go to the library web page (and select the **Find Books, Videos & More** 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.

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.
Compose your search:

In this example, we will search using the **keywords** drinking water AND pharmaceuticals,

Here are some results of this search:

Here is the complete record for this resource.

Bureau of Water, Illinois EPA.

- **Published:** Springfield, Ill. : Illinois Environmental Protection Agency, [2008].
- **Online Access:** [http://libweb.ben.edu/login?](http://libweb.ben.edu/login?)source-opac=url=http://edillinois.org/pปา/meta/html/00/00/00/02/01/61.html

Many government publications are available online.
You’ll find that many recent books are available in eBook format.

Ebrary offers some useful features such as:

- the ability to read materials both online and offline on devices such as Kindle, iPad, Sony Reader, Nook, etc.
- personal bookshelves that store links to a reader's highlights, notes and more.

Learn more about how to register for an ebrary account and use these features here:

http://libguides.ben.edu/Books
Interlibrary Loan

There are 3 items about **pharmaceuticals and drinking water** in the Benedictine Library collection. Do you need additional material?

Use the library catalog to locate books in our library as well as in 80 other Illinois academic libraries (the I-Share Libraries).

Select **All I-Share Libraries**

I-Share located additional items:

Since you cannot borrow eBooks from other libraries, you may wish to check this box.

Click on a title for additional information or to request a copy on **Interlibrary Loan**.

You can go to a library and borrow a book using your Ben U ID card or you can have the item delivered to the library on Interlibrary Loan.

For pick-up, be sure to indicate either the Lisle or Springfield campus.
Your I-Share search will also help you to locate federal government publications.

As a rule, eBooks are not available for loan, but you will be able to access government publications.

Click to open the document.

Click on the Interlibrary Loan link on the library web page for additional information on locating and borrowing materials.

Click to open the document.
Locating Journal Articles
Part I. Locating Scholarly Journal Articles

In this sample search, we will use GreenFILE to locate both popular and scholarly articles on the topic of Environmental Racism.

Begin your search on the library web page:  http://www.ben.edu/library

Click on the Find Articles tab

For this example, click on Browse All Databases and ...

...and select Green File from the alphabetical list.
Compose your search:

In this example, we have entered the **Subject Term** *environmental racism*.

Here are some of the results of this search

You may wish to refine your search.

**Suggestion:**
Limit results to **Scholarly (Peer Reviewed) Journals**.

**Suggestion:**
Sort by relevance
Examine the complete record

Locating full-text articles

Many citations will contain a link to the full-text article.

Read the Abstract to determine if the article relates to your research.

You will find other Subject Terms and Keywords you may wish to explore to expand our narrow your search.

Click on the title to view the complete record for this particular article.
If there is no link to the full-text, click on **Find Full Text** for help in locating the full-text of an article.

The full-text article is available in the **Lexis-Nexis Academic** database.
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.
Google Scholar

Before requesting an article on Interlibrary Loan, you might want to check Google Scholar.

Did you know you can set Google Scholar (scholar.google.com) to link to free* full-text articles?

This is how to do it:
1. Select Settings.
2. Select Library Links.
3. Enter Benedictine University and search
4. Select these options.
5. Save

No need to pay for full-text articles. If Google Scholar wants to charge you for articles, request them on Interlibrary loan. See page 19.
Cited References

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.
Part III: Evaluate Your Information

Use these research guides to help you to

- determine if a resource is scholarly, academic and/or peer-reviewed: libguides.ben.edu/PopularScholarly
- determine if a resource is primary or secondary: libguides.ben.edu/primarysources
- evaluate the books, journal articles, and websites you locate: libguides.ben.edu/CriticalEvaluation

Part IV: Cite Your Sources

RefWorks

RefWorks is a “citation manager” that reformats the citations you locate in various databases into any of the major bibliographic styles – APA, MLA, etc.

See the RefWorks Library Guide (libguides.ben.edu/refworks) to register for RefWorks or to learn more about how to use this tool.
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.

Select the citations you wish to export to RefWorks

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

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.

How to create a bibliography in RefWorks
(from your last imported citations)
You will need to select your Output Style:

Choose your Output Style:

- List of Output Styles
- Request New Output Style

Output Style Manager
- Council of Science Editors - CS

You may need to open the **Output Style Manager** to select your style.

For future use, you may wish to add the style to your **Favorites**.
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: libguides.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

[Diagram of RefWorks interface showing steps:]

- Select Online Catalog or Database
- Select I-Share [Universal Catalog] - CARLI
- Enter the title of the document
The citation appears in your **Last Imported** list.

Create Bibliography:

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.

This is how to locate these manuals

See the Citation Guides & Style Manuals Guide: libguides.ben.edu/style

Open the CSE tab

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