This worksheet is designed to guide you through the typical steps of gathering information for a research paper you may be required to write for an English or History class, or other classes you take at Mott. Learning how to locate information is a valuable skill, not only for your academic career, but for your life. When you break down the research process into manageable steps, you will have the tools you need to inform yourself on any topic, issue or concern that is of interest to you and your family.

### STEPS TO FOLLOW IN WRITING A RESEARCH PAPER

<table>
<thead>
<tr>
<th>MOTT FACULTY RECOMMENDS</th>
<th>LIBRARIANS</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Choose a subject that interests you. Your instructor and the Writing Center staff can help you limit your topic to something manageable.</td>
<td>Use general and specialized encyclopedias for an overview, and to explore issues related to the topic.</td>
</tr>
<tr>
<td>2. Focus your subject by forming a trial thesis statement. This should be a sentence, not a fragment.</td>
<td>Narrow your focus to a pointed topic. Make a list of broad, narrow, and related terms for a search strategy.</td>
</tr>
<tr>
<td>3. Make a search of sources: books, magazines, pamphlets, newspapers, periodicals, indexes, reference books, encyclopedias, etc. The MCC librarians can help you locate materials.</td>
<td>Start early to give yourself enough time to gather information. Ask a librarian for assistance.</td>
</tr>
<tr>
<td>4. Begin reading and keep track of what you find by making a working bibliography, perhaps using a 3x5 card for each reference.</td>
<td></td>
</tr>
<tr>
<td>5. Take accurate and readable notes with topic headings. For all information that you record, write down the source details in the format required for your discipline (APA, MLA, Chicago, AMA). Always use quotation marks around words, phrases, and sentences that you copy.</td>
<td></td>
</tr>
<tr>
<td>7. Prepare a working outline.</td>
<td></td>
</tr>
<tr>
<td>8. Write a first draft.</td>
<td></td>
</tr>
<tr>
<td>9. Document your essay with parenthetical citations appropriate to discipline format (APA, MLA, etc.)</td>
<td></td>
</tr>
<tr>
<td>10. Revise your draft, looking for major elements such as the development of your thesis idea and organization.</td>
<td></td>
</tr>
<tr>
<td>11. Prepare the Works Cited page, using a handbook or Writing Center handout for guidance.</td>
<td>Reference librarians can help, as well as pointing out relevant online tools.</td>
</tr>
<tr>
<td>12. Proofread carefully.</td>
<td></td>
</tr>
</tbody>
</table>
PART 1: GLOSSARY  Underlined terms are unique to Mott Community College

Card Catalog: An alphabetical collection of index cards housed in sets of small drawers which represent the items found in a library. The cards are organized by “author,” “title,” and “subject,” and usually separated into three distinct sections. Since the advent of computers, the item information is stored in electronic “records.” These electronic databases replicate and expand access from the old card catalog system.

Library Catalog: Mott Library’s card catalog is an electronic database which is accessible on the internet from our library homepage, library.mcc.edu. The catalog identifies books and journal subscriptions owned by Mott, as well as course material placed on Reserve by your instructors. One of the advantages of an electronic version of a card catalog is the ability to perform a “keyword” search, either specifically by author, title, and subject, or by general keyword.

Call Number: A combination of letters and numbers assigned to each book to locate it on the shelf. The Library of Congress call number “classifies” the subject of the book so that similar items will be shelved together. The example on the right illustrates a typical Library of Congress call number as it will be displayed on the book’s spine. First, locate the “TK” section on the library’s second floor. Once you find the TKs, look for the number on the second line. When you have found the correct area, then look for the letter at the beginning of the third line, and so on.

PALnet: PALnet is a library consortium of which Mott Library is a member. Member libraries of PALnet work together to share the cost of the electronic library catalog. Our member libraries are Kettering University, Baker Colleges of Michigan, and Mott. If our library catalog had a nickname, we would call it PALnet.

Citation: Refers to a specific article or book that clearly identifies the title, publisher, date, and author if one is named. MLA style guidelines use citations; APA style guidelines use “references.”

Periodical: Any publication that is issued on a regular basis, usually at least twice a year. Magazines, scholarly journals, and newspapers are types of periodicals.

Periodical Index: A periodical index is a guide to locating articles published in many different periodicals. Some periodical indexes are general in coverage while others focus on a particular subject like health, business, or education. Periodical indexes are arranged by author or subject. You would use a periodical index to locate articles about a certain topic or by a certain author. The index provides complete citation information. Periodical indexes are available in paper, electronically, or both.

Online Resources: Mott Library’s collection of periodical indexes or databases that are accessible on the internet from the Mott Library homepage. To access the Online Resources while off campus, students must be actively enrolled for the current semester, and enter the 14 digit barcode number found on the front of their Mott ID card.

Database: Although it is more correct to identify the library catalog as a “catalog” and a periodical index as an “index,” we frequently use the term “database” when we mean either the catalog or an index. Therefore, “library database” is the same as the library catalog. A “periodical database” or “magazine database” is the same as a periodical index in electronic form.

Plagiarize: to copy or closely imitate the work of another writer without permission and to pass off the results as your own. Avoid plagiarizing by using a parenthetical citation which identifies where you found the information.

Full text: refers to an electronic method of duplicating an article or book that was traditionally printed.

TK
5105.88
.B476
1999
Cautionary statement:  When completing this worksheet, what you see may be different from what is described. Although every attempt has been made to present an accurate portrayal of what you will see as you explore the following exercises, the technological world we live in is fast-paced and ever changing.  Expect change!

PART 2: MCC LIBRARY POLICIES

Open a web browser and navigate to the Mott Community College Library, and answer the following questions:

1. What is the web address for the Mott College Library?
http://

Library hours (check your current semester)  ____ Fall  ____ Winter  ____ Spring  ____ Summer

Monday ____________________________  Friday ____________________________
Tuesday ____________________________  Saturday ____________________________
Wednesday __________________________  Sunday ____________________________
Thursday ____________________________

2. What two items are required to check out a book or reserve item from the Mott Library?

3. What is the late fee for most overdue books?

PART 3: FINDING INFORMATION – ENCYCLOPEDIAS & BOOKS

When you begin researching a topic of interest, you might want to compose a list of words or phrases that are closely related. You could identify these terms into three categories: broad, narrow, and related. For example, consider the topic of Michigan’s snapping turtle. A broad term would be “turtles,” narrow terms would be “snapping turtles” and “turtles—behavior,” and related terms would be “freshwater turtles” and “box turtles.” Often you will need to use a broader term when looking for information in books, and then use the book’s index to find information about your narrower term.

In this section you will learn how to use encyclopedias for an overview and the “library catalog” to find books on any given topic. This begins the process of gathering information, and maps out the steps needed to prepare for a well-researched paper.

CHOOSE A TOPIC:
Circle the topic of interest to you, or write in your own idea for research. You will use this topic throughout the worksheet to complete the questions.

a)  Global warming
b)  Eating disorders
c)  Identity theft
d)  ____________________________
   (fill in the blank)
ENCyclopediaDias

One resource for information is reference books, such as encyclopedias, almanacs, and dictionaries. The Reference section of the Library is on the first floor near the Reference/Information Desk. The books in this area provide general information and overviews on a subject and must be used in the library. Sometimes information will be in more than one type of reference book.

Be sure to use the index of the reference book to explore all entries related to your topic. In multi-volume sets, this is usually found in the last volume. The index will often refer you to another term.

Choose one of the following titles and check its index for your topic and answer the questions below.

<table>
<thead>
<tr>
<th>World Book Encyclopedia</th>
<th>Encyclopedia Americana</th>
<th>Britannica</th>
</tr>
</thead>
</table>

1. Which encyclopedia did you choose? (title) ________________________________________________________________

2. Identify three terms for your topic with the volume(s) and page number(s) suggested by the above index terms:  
   a) ________________________________________________________________
   b) ________________________________________________________________
   c) ________________________________________________________________

3. Summarize the information of the main topic, ________________________________(index term) in the section that you read:
   ________________________________________________________________
   ________________________________________________________________

BOOKS--LIBRARY CATALOG (PALnet)

Using a computer navigate your web browser to the library’s homepage, library.mcc.edu. To begin your search for books, click on the Library Catalog.

The catalog opens to the default “Quick Search” and words or phrase option (see image to the right). This is the broadest search available, and will yield results that often do not make sense. You may choose to limit your search to “subject” for better results. Type in the topic you have chosen and then press <Enter> or click the SEARCH button.
You will see a list of books that match your search of ______________________ (fill in your search term). The search results have been limited by default to show you only the items that are available at the Mott Library.

Answer the following questions using the list of “Search Results:”

5. How many titles did the catalog find for the search?

6. Identify a book that looks interesting to you. What is the title of the book?

7. Who is the author? (if one available) ___________________________

8. What is the call number? (combination of numbers and letters under the author’s name) _____________

Click on the blue title link of a book and notice three display options above the title: “Item Information,” “A Look Inside,” and “Catalog Record.” The current display is Item Information (see image to the right).

Click on the link for the “Catalog Record.”

The catalog record display gives you the bibliographic information of the title, and lists all of the associated subject terms. If the book you selected is useful for your topic, it may have other subjects or narrower topics listed with which to search for more material (see image to the left). These subject terms may help you to build a list of words and phrases to develop an effective search strategy.
The “quick search” option used above will give you all titles that match the search terms entered. Even when you limit the search to “subject” you may find titles that have nothing to do with your topic. Let’s compare the difference between the number of results received with the “quick search” you did above (see #5), and the “Browsing” type search. Click on the “Browsing” option to perform this new search.

Enter the same topic from #5 and then click on the “Subject” button. The results of the Browsing search resembles the old fashioned card catalogs—the small wooden drawers full of cards identifying the items owned by the library.

You will see a display that begins with the subject you entered, and lists in alphabetical order the main term followed by its more specific and narrow terms. You will also find a listing for “related headings.” Related headings are important, and can help you to develop associated ideas.

Notice the numbers to the right of the terms. The number identifies how many items are found under the search term.

8. How many items match the specific term that you entered? __________

9. What is the difference in the number of items found between “quick search” results from # 5 and the “Browsing” results from # 8? ______

10. Click on one of the subjects which has at least 2 items. The results list shows items owned by all of the libraries in the PALnet consortium. Choose a title, and write the title here. ______________________________________

11. Which libraries own this book? __________

A good basic strategy for finding books is to identify a title that seems to be a perfect fit for your research need, and locate it in the collection. Once you get to the shelves and find this perfect book, look at the other books nearby. Chances are that you may find 2 - 5 books on the same topic. Ultimately, ask the librarian for help, as there are other ways to find information not discussed in this worksheet.
PART 4: FINDING INFORMATION -- PERIODICALS

PERIODICAL INDEXES—MOTT’S ONLINE RESOURCES

Periodical indexes are tools to help you locate articles about your topic that have been published in many magazines and journals. Paper indexes for periodicals will index information about individual articles by subject or author only. When you use Mott’s Online Resources you have the added ability to search for information by keywords, often combining different concepts for results that do not have an easily defined subject heading. In general, databases will allow you to search by keywords, author, title, or subject, just as in the library catalog. Be sure to ask a librarian for help as you explore our Online Resources for your information needs.

Gale Powersearch

Use a computer and navigate to the Library’s webpage, or use the web address, library.mcc.edu. Click the button “Online Resources.” The Online Resources displays a list of databases to which Mott Library currently subscribes (see upper right image). Once you have selected a database you will be prompted to enter the 14 digit number above the barcode on your Mott ID if you are at home or off campus.

Select “Gale Powersearch.” If prompted, enter your 14 digit barcode number from your student ID card.

Now you have a list of available databases from Gale Powersearch with a description of the types of information found in each (see image to right). Although you may select multiple databases to search, for now, select the four most powerful and broad databases by placing a check mark in front of each and then click the Continue button:

- General Reference Center Gold
- Expanded Academic ASAP
- Academic Onefile
- Gale Virtual Reference Library
1. **Gale Powersearch** opens with a default quick search *(see image above)*. Which search options has been preselected for you? Circle two:

- a) Keyword
- b) Subject
- c) Publication Title
- d) Entire Document
- e) documents with full text
- f) peer-reviewed publications
- g) documents with images

Here, the basic default quick search yields the same type of results as the “quick search” option in the Library Catalog—matching any occurrence of the word or words anywhere within an individual record.

The center panel displays a list of magazine articles that match your search. The green text is the name of the magazine in which the article is published *(see image to the right)*.

The left panel provides several options to refine your search. Notice that **Your Results** is divided into several categories with the number of results in parentheses. **Magazines** is highlighted on the left and the magazine results are listed in the center panel. If one of your requirements is to include “academic journals” in your research essay, you can quickly limit your results to that type of resource by selecting the **Academic Journals** option or limit.
In the sample keyword search for “global warming” in the image above, notice that on the left “only full text” is checked. This is a default setting that you may turn on or off as needed. This search has over 13,000 full text magazine articles. This is a good first search, but there are too many results to manage. To improve your search, you can narrow your topic by adding another term in the “Search within results” box. When “insects” is added in this way, the magazine results were less than 200 full text magazine articles.

2. Write in your search terms for Gale Powersearch: ____________________________________________

3. Choose one article of interest from your search results and fill in the following information:

   Title of the article. ________________________________________________________________

   Author ________________________________________________________________

   Name of the publication __________________________________________________________

   Date published ________________________________________________________________

4. What type of publication is the above article (circle one)

If you uncheck the “only full text” option you will also see articles that are indexed but NOT available with a click of the mouse button. Full text is fast and easy, but you may be missing extremely important information for your research if you only search full text available articles.

Most of the periodical databases will provide a visual icon to identify the availability of full text. *Gale Powersearch* uses the following icons below the citation information of the articles:

- (Citation)   (Abstract)   (Full text)   (Full text with graphics)

If the icon under an article citation is “Full text” or “Full text with graphics” the complete article is available on the computer. You may read the article, print it, download or email the article to yourself. If the icon under an article citation is “Abstract” or “Citation”, then the text of the article is not available on the computer. To read one of these articles you will need to see if the Library subscribes to the magazine or
journal in paper form. Periodicals, such as magazines and journals to which Mott Library subscribes, may be found by searching the Library Catalog. Simply type the name of the periodical you are seeking in the quick search box and use the menu to limit to “periodical title.”

If the Library subscribes to the periodical, you should find it on the first floor, shelved alphabetically by the name of the periodical. If the periodical is not owned by the library (or we do not have the correct year available), check with the Reference Librarian about alternative ways to obtain a copy of the article.

5. Find an article that has the icon “Citation” below it. What is the name of the magazine or journal?

   - Click on the title and describe what you see.

6. Find an article that has the icon “Abstract” below it. What is the name of the magazine or journal?

   - Click on the title and describe what you see.

7. Does the Mott Library subscribe to the periodical you identified in question 5? ________________

8. Does the Mott Library subscribe to the periodical you identified in question 6? ________________

9. Find an article that has the icon “Full text” below it. Read through the text of the article and summarize.

10. Find an article that has the icon “Full text with graphics” below it. What is the difference between the article found in question 9 and this article? ________________
EBSCO One Search

Use a computer and navigate to the Library’s webpage, or use the web address, library.mcc.edu. Click the button “Online Resources.” The Online Resources displays a list of databases to which Mott Library currently subscribes (see right image). Once you have selected a database you will be prompted to enter the 14 digit number above the barcode on your Mott ID if you are at home or off campus.

Select “EBSCO One Search.” If prompted, enter your 14 digit barcode number from your student ID card.

EBSCO One Search has multiple databases from which to choose, most specializing in a specific discipline. To effectively use EBSCO One Search, first identify which database to use. Several of these databases are also available individually on the Library’s Online Resources page.

For the purposes of this exercise select the “Academic Search Complete” database and click the Continue button.

Type your topic in the search box and press <Enter> or click the Search button (see image below).

You should then see a list of results for your search (see image to the right).

For each item you have the complete citation information—the article title and author, and the title of the magazine or journal, the date, volume, and page numbers. EBSCO databases also include a list of subjects associated with each result.

Similar to the GALE Powersearch, you have options to limit and refine your results by date, full text, type of material, as well as other options.
Choose an article and click on the blue words of the article title. This takes you to the full bibliographic data of the article with a standard display to easily identify the information. Most often, you will see an abstract that describes and summarizes the article (see image to the right).

Write in your search terms for EBSCO One Search: ____________________________

1. Choose one article of interest from your search results and fill in the following information:
   - Title of the article. ____________________________
   - Author ____________________________________
   - Name of the publication ______________________
   - Date published ______________________________

2. What type of publication is the above article (circle one). If you are not sure, see the Result List for a quick icon.

3. In the upper left corner click either the HTML Full Text or the PDF Full Text (47Kb) button. Read through the text of the article and summarize what you read ____________________________

Most database vendors, such as EBSCO and GALE, provide intuitive icons to email, print, and download articles of interest for your research. Both vendors provide a tool box on the right side near the top, once you have accessed an individual article. Be sure to use the print option within these tool boxes for a printer friendly result. Also, check out the citation options to help you construct an MLA or APA styled citation or reference.
PART 5: OTHER SOURCES OF INFORMATION

CQ Researcher

The *CQ Researcher* is a weekly publication devoted to one controversial topic per issue of general interest to citizens. It provides an overview of the topic, a chronology of events, a pro and con view of the topic and some avenues for further research.

Use a computer and navigate to the Library’s webpage, or use the web address, library.mcc.edu. Click the button “Online Resources.” The Online Resources displays a list of databases to which Mott Library currently subscribes (see right image). Once you have selected a database you will be prompted to enter the 14 digit number above the barcode on your Mott ID if you are at home or off campus.

Select “CQ Researcher.” If prompted, enter your 14 digit barcode number from your student ID card.

*CQ Researcher* is a very small database compared to EBSCO and GALE databases, but the quality of the information is excellent. During recent years there may not have been an issue devoted to your topic, but it may have been discussed in an issue on a related subject. Although results are found using “global warming” better results were found using “climate change.” This is one place where your list of related terms and narrower terms will be useful. Answer these questions based on your topic:

1. Which topic gave you the best results in the *CQ Researcher*?

2. What is the date of the report?

3. Summarize the “Overview” section:

__________________________________________________________________________________________

__________________________________________________________________________________________

__________________________________________________________________________________________

__________________________________________________________________________________________

__________________________________________________________________________________________
In the image above about “Climate Change” the left side navigation will quickly take you to the individual report sections. These sections are available for every report. Selecting the View PDF option will provide you with the digital format of the original publication, usually 24 – 32 pages, including page numbers, headers and footers, graphics and call out boxes. It is easy to save the pdf report for future reference.

On the right side of the display above is the “ISSUE TRACKER for Related Reports.” These related reports will quickly take you additional reports of interest.

Another method to search CQ Researcher is to use the “Browse Topics” option. The reports are organized by broad categories which expand into more subdivisions and topics. Looking for information about global warming and climate change appears to be mostly concentrated under the topic heading “Environment, Climate and Natural Resources” (see image to the right).
The Internet

Many people search the internet using well-known search engines, such as Google, Yahoo, Bing, Ask, etc. When searching the internet, care should be taken to choose a reputable source. If you are looking for information about skin cancer you want to be sure the website is accurate and timely, and compiled by experts in the field, such as oncologists and dermatologists. Many websites do not have a review process that will ensure the information is accurate. Be careful about believing everything published on the internet. For an example of a credible looking website that is actually a hoax, take a look at [www.malepregnancy.com](http://www.malepregnancy.com).

If you are not sure that you can trust the information you retrieved on the internet, there are other places to look. Librarians, the professionals that seek to organize information for easy retrieval, have been “indexing” the internet since the 1990s when the World Wide Web was born. Two reputable online libraries are:

1) [mel.org](http://mel.org)  MeL—Michigan eLibrary (State of Michigan)  Administered by the Library of Michigan in partnership with Michigan's libraries of all types, the Michigan eLibrary ([http://mel.org](http://mel.org)) will provide all Michigan residents with free access to online full text articles, full text books, digital images, and other valuable research information at any time via the Internet; and provide an easy-to-use interlibrary loan system to allow Michigan residents to borrow books and other library materials for free from participating Michigan libraries.

2) [www.ipl.org](http://www.ipl.org)  IPL—Internet Public Library  In January 2010, the website "ipl2: information you can trust" was launched, merging the collections of resources from the Internet Public Library (IPL) and the Librarians' Internet Index (LII) websites. The site is hosted by [The College of Computing & Informatics at Drexel University](http://education.drexel.edu/), and a [consortium of colleges and universities](http://www.ipl2.org) with programs in information science are involved in developing and maintaining the ipl2.

Navigate your web browser to [mel.org](http://mel.org), or click on the logo on the Mott Library’s homepage.

4. What is the main purpose of this website, [LearningExpress Library](http://learningexpresslibrary.com) (see image above)?

5. Who can use the website?

6. What information is required to register and create an account?
Navigate back to the main MeL.org homepage at mel.org. Click on the link for Databases (see image below) and answer the following questions.

7. MeL Databases shares a significant similarity and function as the ________________________________
(two words) web page of the Mott Library.

8. Scroll down to the “ChiltonLibrary.com” and click on the link to access the database. Describe the purpose of this database. ________________________________

______________________________________________________________

Be sure to visit MeL.org if you experience any problems accessing Mott’s Online Resources. This resource is available to residents across the state of Michigan. In fact, nearly 50% of the databases available on Mott’s Online Resources are available to us because of MeL.

As you think about a research paper for your English 101 or 102 class, or have been asked by a family member to find information about an illness or disease, imagine using the same steps outlined above.

First, try to find information in a general encyclopedia or, for more in depth coverage, a specialized encyclopedia. Make a list of keywords and terms that are both broad and narrow in focus. Check the catalog to see if the library has any books on the topic. If none are available on the narrow topic, try to find books on the broader topic. Then use the book’s index to reference the narrower term. Check magazines and journals using the same narrow and broad topics, following related topics as needed. And always ask your librarian for assistance!

We hope that this worksheet has helped you to see that writing a research paper or researching a topic for information can be broken down into a series of manageable steps. Knowing how to find information is a valuable skill for your life-long success.