

Library Handbook



An overview of the Brown Library's book and database resources for all students with additional information for English 111 students.

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Library Contacts

General Information: 540-857-7303

Circulation: 540-857-6941

Reference: 540-857-7438

Interlibrary Loan: 540-857-6332

Events: 540-857-6248



Edible book from Culinary Student, 2010

Revised August 2011

Brown Library Online

Introduction

Brown Library has a variety of information sources for your class papers and for your enjoyment. These sources include books (print, electronic and audio), popular magazines, newspapers, and specialty journals and databases, which are collections of articles from a variety of sources.

Library staff can help you with research techniques or in obtaining a book from another library through interlibrary loan. The Circulation Department houses copies of many textbooks used in classes for use in the library only and other reserves designated for specific classes. You can learn about these by choosing **General Information** on the opening page of the library's website.

Technology for checkout

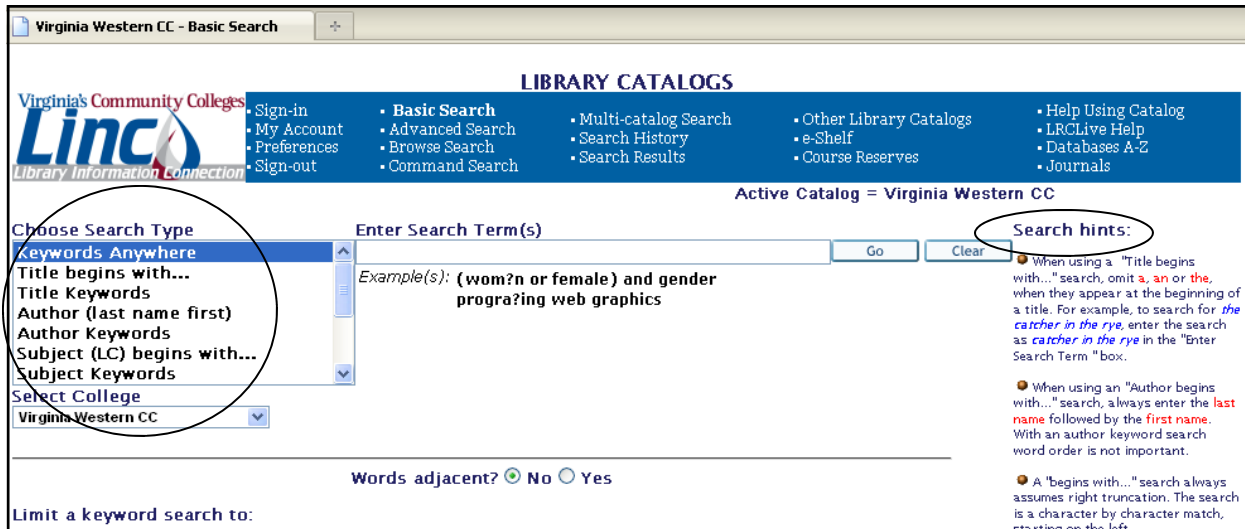
In addition to computers for use during library hours, the library has laptop computers and GPS units students can check out. Laptops can be checked out for up to two weeks and GPS units for seven days.

Accessing Library Off-Campus

You will need your Virginia Western Community College username and password to login to the library's resources from an off-campus computer. Start your library search from the library's homepage, and you will be prompted when to login.

You do not need to login to Blackboard to do this, however.

You can always browse the bookshelves in search of titles, but the quickest way to find a book is to use the Book Catalog. The Catalog includes both print books, audio books and electronic books (ebooks). From the Brown Library home page, click on **Find Books** and then **Book Catalog** in the left menu. This will bring up a prompt like the one below. It offers **Search hints** and various options for searches.



Basic search, the most used, can be done in a variety of ways from **Keywords Anywhere** to **Author** to **ISBN** (International Standard Book Number) and **ISSN** (International Standard Serial Number). Each type will give different results so it is best to try a combination of search types.

Keywords Anywhere equals the broadest search. To narrow the results, add quotation marks around the keywords you chose to indicate you want to search for books where the two words appear together. Another way to narrow the search is to add words related to your subject.

The next two searches in the drop-down menu are **Title** searches, a good choice if you know all or part of a title. In the **Author (Last Name First)** search, results will show if any books by that person are in the library collection.

The **Subject** searches look only in the subject fields. Each book in the database has been assigned one or more subject headings. The ability to limit the search to subdivisions is a unique feature of **subject** searching.

With the **Subject Keywords** search, you would find a list of titles arranged in order by date, not a list of subdivisions.

It should include all of the titles that were in the **Subject** search, but arranged a different way.

Choose format: [Standard format](#) [Catalog card](#) [Citation](#) [Name tags](#) [MARC tags](#)

Record 1 out of 1

Geographic Area	n-us-md n-us-va
Author	● Capper, John, 1937-
Title	● Chesapeake waters : pollution, public health, and public opinion, 1607-1972 / by John Capper, Garrett Power, and Frank R. Shivers, Jr.
Edition	1st ed.
Published	Centreville, Md. : Tidewater Publishers, c1983.
Description	xii, 201 p. : ill. ; 24 cm.
Gen. note	Includes index.
Bibliogr.	Bibliography: p. [189]-195.
ISBN	● 0870333100
Subject	● Water -- Pollution -- Environmental aspects -- Chesapeake Bay Region (Md. and Va.) -- History.
	● Marine pollution -- Environmental aspects -- Chesapeake Bay (Md. and Va.) -- History.
	● Water -- Pollution -- Chesapeake Bay Region (Md. and Va.) -- Public opinion -- History.
	● Marine pollution -- Chesapeake Bay (Md. and Va.) -- Public opinion -- History.
	● Environmental policy -- Chesapeake Bay Region (Md. and Va.) -- History.
	● Water -- Pollution -- Health aspects -- Chesapeake Bay Region (Md. and Va.) -- History.
	● Marine pollution -- Health aspects -- Chesapeake Bay (Md. and Va.) -- History.
	● Chesapeake Bay Region (Md. and Va.) -- History.
Subject - MeSH	● Water pollution -- Virginia.
	● Water pollution -- Maryland.
	● Public health -- Virginia.
	● Public health -- Maryland.
	● Public opinion.

View Record	Mark	Author	Title	Year	Call Number	Campus (owned/out)
1	<input type="checkbox"/>	Favaro, Peter J.	<u>Smart parenting during and after divorce [electronic resource] /</u>	2009	Internet—Books—Online access	VCCS
2	<input type="checkbox"/>	Reynolds, Lisa Rene.	<u>Still a family [electronic resource] : a guide to good parenting through divorce /</u>	2009	Internet—Books—Online access	VCCS
3	<input type="checkbox"/>	Shechtman, Zipora.	<u>Group counseling and psychotherapy with children and adolescents : theory, research, and practice</u>	2007	Circulating Collection—RJ504 .S54 2007	Virginia Western(1 / 0)
4	<input type="checkbox"/>	Kalfus, Ken.	<u>A disorder peculiar to the country : [electronic resource] /</u>	2006	Internet—Audio Books—Online access	VCCS
5	<input type="checkbox"/>		<u>Families count : effects on child and adolescent development /</u>	2006	Circulating Collection—BF721 .F355 2006	Virginia Western(1 / 0)
6	<input type="checkbox"/>	Lyons, Clare A.	<u>Sex among the rabble : an intimate history of gender & power in the age of revolution,</u>	2006	Circulating Collection—HQ18.U5 L96 2006	Virginia Western(1 / 0)

Book catalog sources returned could include **circulating or print books, eBooks, and audio books**, such as in the results above from a search on **children of divorce**. Occasionally, a video will be among the results.

If you identify a print book that interests you, note the number listed with **Circulating Collection**. For example, the book, *Families count: effects on child and adolescent development*, has the call number: **BF721.F355 2006**. Once you have the call number, note the labels on the ends of each row of shelves on the library's circulation floor to find where the book is housed. You can even check to see if the print book is on the shelf by looking under the last column **Campus (owned/out)** to see how many are owned and how many are checked out.

Electronic books (eBooks)

Ebooks show up in most searches, and there is a direct link to an eBook collection in EBSCO. If you want an electronic book or an audio book, click on the book title and follow instructions. In some cases, you also have to download additional software to access the book. Again, instructions will explain that. Not all books can be downloaded, but have to be read online. These do not require a sign-in.

The screenshot shows the EBSCO eBook Collection interface. At the top, there are navigation links for Search, Dictionary, and eBooks. A search bar contains the text "eBook Collection" and a "Search" button. Below the search bar, there are links for "Basic Search", "Advanced Search", "Visual Search", and "Search History". On the right side, there is a note: "Access provided by Virginia Western Community College & VIVA, the Virtual Library of Virginia". The main content area is titled "eBook Collection" and features a "Browse By Category" sidebar with various subject categories. The central part of the page displays "Latest Added" books with their covers and titles: "Citizen and Soldier: A S...", "Contemporary Art and the...", "Truth on Trial in Thailand...", "Epistemology: A Contempe...", and "Governmentality: Current...".

CQ Researcher

CQ Researcher is a good place to begin learning the library databases. It offers original reporting and analysis on a wide variety of issues from health to criminal justice and the economy. It also looks like some of the websites you see on the internet.

To find *CQ Researcher*, on the library home page select **Find Articles** and then **Databases** from the left menu and from the center list, click on “CQ Researcher Online.” You will get an opening screen like the one above. In the middle, you always find the **current report**. On the right side are links to **Latest Updates**, **Recent Reports**, items **In the News** and even articles **Coming Up** (not shown). At the top of the screen, use Quick Search or Advanced Search to look for a specific topic. On the left side are options to **Browse by Topic**, **Browse by Date**, **Pro/Con**, **Issue Tracker**, and so on. If you click on “Issue Tracker,” you get an alphabetical list of topics, such as *Air Pollution*. If you select a topic, you see a list of “related reports” for that topic arranged by date. If you select **Updates**, you get a list of topics recently updated.

Now, do a Quick Search on *Health Care Reform*; you will find more than 600 articles, but some merely mention the keywords *health* and *care*. Results are sorted by relevance. Look in the column labeled “Score” (**below**). The first article has a ranking of 100, meaning it is the most relevant in the list. Other articles down the list might be just as relevant as the *CQ* ranking

system merely counts the number of times search words appear in an article. If you search on the phrase “health care reform” (**using quotes**), you get articles where the words are next to

Score	Title	Section	Date
100	Health-Care Reform Updated: May 24, 2011	Entire Report	6/11/2010
94	Health-Care Reform	Entire Report	8/28/2009
89	Gridlock in Washington	Entire Report	4/30/2010
70	Primary Care	Entire Report	3/17/1995

each other and are likely more relevant. You also can change your search to show the most recent articles first by clicking on the **Date** column arrows on the top right of the list. Next, we’ll visit two more databases especially helpful in learning about current issues.

Facts On File
ISSUES & CONTROVERSIES
 IN-DEPTH INVESTIGATIONS OF TODAY'S TOP ISSUES

AVAILABLE DATABASES

ENCYCLOPEDIA ALMANAC CURRICULUM TOOLS

SEARCH OPTIONS

Keyword Search

GO

Search Story and Title Text
 Search Title Text Only

Sort Option For Results List

By Relevance Rank
 By Story Date

Optional Date Range (reset)

From: [] [] []
 To: [] [] []

[Advanced Search](#) (Search all Databases) GO

SUBJECT INDEX

Arts/Media	Medicine/Health
Business/Labor	Minorities/Race
Crime/Terrorism	Politics/Reform
Education	Religion
Environment	Science/ Tech
Family Life	Sports

MEDICARE FUNDING

Medicare has become one of the most controversial government costs in the debate over the federal budget deficit. Would the changes in Medicare funding proposed by Representative Paul Ryan solve the government's budget woes, or merely force senior citizens to pay more for health care without trimming its costs? [MORE...](#)

Issues in the Headlines

- Banning Burqas in Public
- Defense of Marriage Act
- Deficit Spending
- European Economic Crisis
- Hate Speech
- Journalists and Government Access
- Media Conglomerates
- Prosecuting Financial Fraud
- Same-Sex Marriage
- U.S. Response to Overseas Democracy Movements
- 2011-12 National High School Debate Topic: Expanding the Space Program

[ACCESS ALL TOPICS](#)

CURRICULUM TOOLS

Tools for Students

Avoiding Plagiarism

SPECIAL FEATURES

Bill of Rights in Debate

By the Numbers

Editorial Cartoons & Questions

NEED A RESEARCH TOPIC?

Antiterrorism Policies

Censorship and the First Amendment

Issues & Controversies

Issues & Controversies focuses on hot button issues, such as “Medicare Funding” featured in the center of the page above. This database lets you select Subjects (**bottom left above**) or Issues in the Headlines (**on the right above**). You also can search by keyword and date.

This database also has opening page resources that help students avoid plagiarism and find a research topic.

Using *health care reform* for a search, you get a variety of returns under the headings: **Featured Articles**, **Editorial Cartoons**, **By the Numbers** and **Reference Shelf**. By clicking on a tab, you can change the list to view.

SEARCH OPTIONS

ENCYCLOPEDIA ALMANAC CURRICULUM TOOLS

Keyword Search

health care reform GO

Search Story and Title Text
 Search Title Text Only

Sort Option For Results List

By Relevance Rank
 By Story Date

Optional Date Range (reset)

From: [] [] []
 To: [] [] []

[Advanced Search](#) (Search all Databases) GO

Search Results for: health care reform

Featured Articles (204) **Editorial Cartoons** (11) **By The Numbers** (4) **Reference Shelf** (77)

Page: 1 of 9 Go to Page: [] ▶ Next ▶

Title	Date
1. Public Health Care Option	August 21, 2009
2. Medicaid Reform	November 10, 2000
3. Update: Medicare and Medicaid	August 13, 2007
4. Key Events in the History of Health Care Reform (sidebar)	April 19, 2010
5. Health Care Reform Follow-up: Second Federal Court Rejects Reform Law	January 31, 2011
6. Health Care Reform	April 19, 2010
7. Congressional Budget Office (CBO) Estimate of Health Care Reform	April 19, 2010
8. Health Care Reform and the Cadillac Tax (sidebar)	April 19, 2010
9. Health Care Reform Bill in the Works? (sidebar)	August 21, 2009

Gale Opposing Viewpoints

This database specializes in social issues and offers an in-depth look at both sides of an issue. The opening page (**above**) also includes current news in addition to full looks at a featured issue in the center. The featured issue changes regularly. As with **Issues & Controversies**, you can select a list of **Issues (menu at top of graphic)**, or you can choose **Maps** to get a geographic look at an issue. This database is particularly helpful if you are writing an argumentative research paper.

For example, if you search this database for information on Health Care Reform, you find a multitude of results in different formats, including *Viewpoints*, *Images*, *Academic Journals*, *Audio*, *Video* and *Websites* (**listed below left**). You also can conduct a search on a specific type of resource by choosing it at the top of the opening page (**above**).

Search results: Basic Search= Health care reform

Everything

- Viewpoints (125)
- Images (171)
- Reference (32)
- News (8,348)
- Magazines (2,233)
- Academic Journals (895)
- Primary Sources (1)
- Statistics (2)
- Audio (899)
- Videos (180)
- Websites (133)

Viewpoints for Health care reform

The Health Care System Favors the Wealthy and Harms the Poor
 Save
 Are America's Wealthy Too Powerful?, 2011
 Guy Adams, "The Brutal Truth About America's Healthcare," The Independent, August 15, 2009. Copyright © 2009 Independent Newspapers (UK) Ltd. Reproduced by permission. Guy Adams is the Independent's correspondent in Los ...

Low-Income Children Are More Likely to Be Prescribed Psychiatric Drugs
 Save
 Are Americans Overmedicated?, 2011
 Duff Wilson, "Poor Children Likelier to Get Antipsychotics," New York Times, December 12, 2009. Copyright © 2009 by The New York Times Company. Reproduced by permission. Duff Wilson is a staff writer for the New York Tim ...

The Field of Geriatric Medicine Is Vanishing Because of Inadequate Funding
 Save
 The Elderly, 2011
 Lewis A. Lipsitz, "Caring for the Elderly," Boston Globe, November 25, 2009. Copyright © 2009 by THE BOSTON GLOBE. Reproduced by permission of the author. Lewis A. Lipsitz is a professor of medicine at Harvard Medical ...

EBSCO Databases

EBSCO sometimes will be the only database you will need for research projects because it actually includes a collection of more than 30 databases on a variety of subject areas, such as business, medicine, and literature.

EBSCO, as of July 2011, also includes an eBooks database.

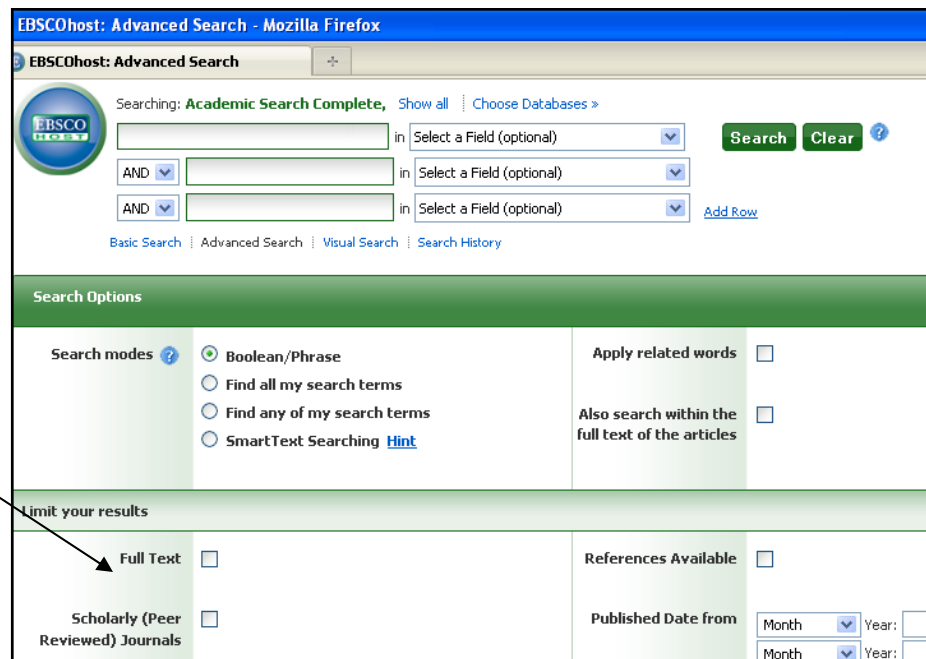
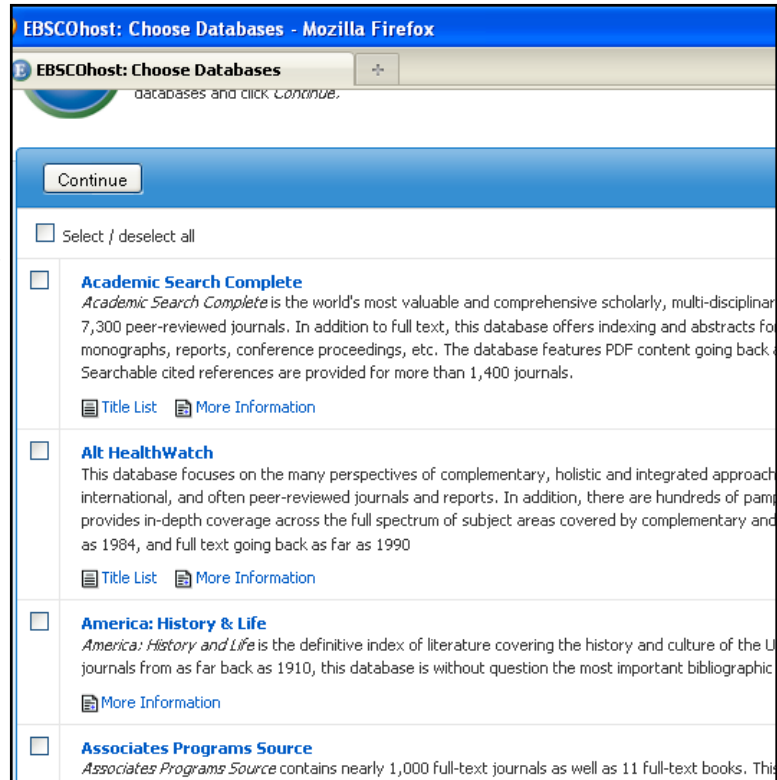
The screenshot at right gives a partial view of EBSCO's databases. You have two ways of selecting the databases. Click on the **Select/deselect all** box at the top of the list to choose all of the databases. Or, check the box beside a single database to select it.

If you are researching a business topic or a company, for example, you might choose to search both the *Business Source Complete* and the *Newspaper Source Plus* databases.

Once you decide which databases you want, click on **Continue** to go to the **Advanced Search Screen** boxes (below right). Next to each box is a drop-down menu for selecting a field such as **all text**, **author**, **title**, **subject terms**, **source**, **abstract**, or **ISSN**, which stands for International Standard Serial Number (the way serial periodicals are identified). Making one of these choices is optional. Click on **Add Row** to get additional search boxes.

On this page, you also can choose several other options, including **Full Text** articles or **Peer Reviewed Articles** (instructors often request this source), dates of publication and images.

Now, let's do a search on the words: *cell phone safety*.



Search results for *cell phone safety* are shown in the middle of the screen. You know an article is full-text if you see “**HTML Full Text**” or “**PDF Full Text**” underneath the article abstract (a short definition of its subject).

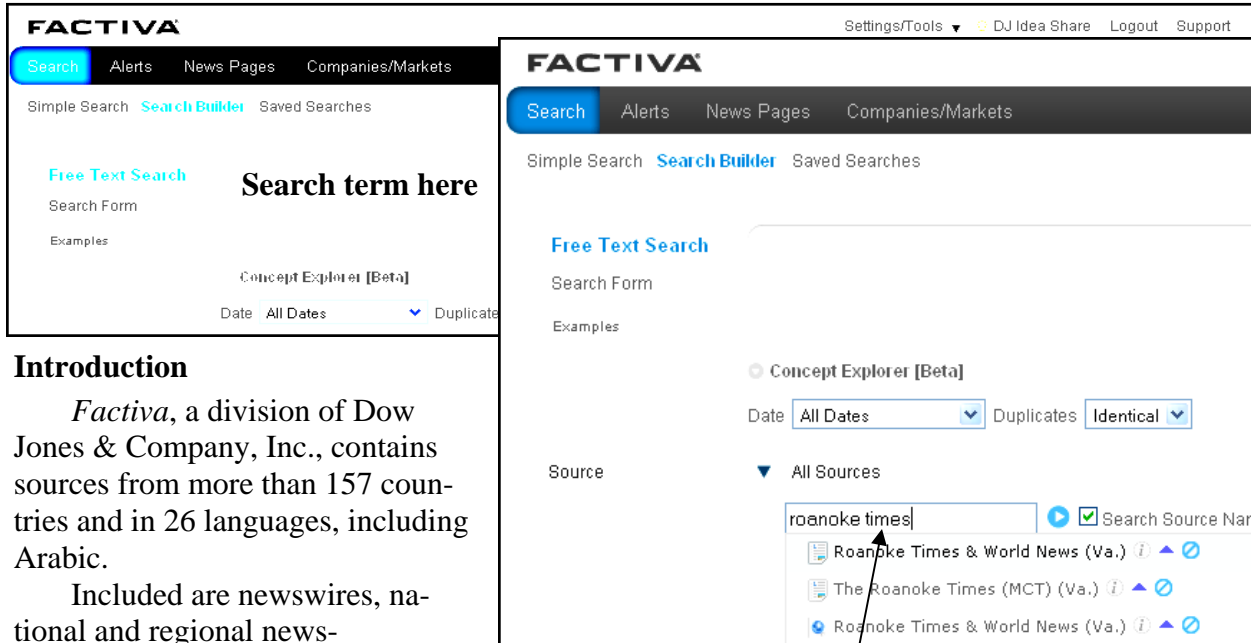
On the results screen above, you will find options for narrowing results, which in the search sample number 466. You can narrow results in several ways. You select **Full Text** in the left box (**above**) and change the date range to a more current period, such as 2005-2011.

You can narrow to those results with **References** or to **Scholarly** journals or by **Source Type**, such as Periodicals, News, etc. Normally, the **Periodicals** and **News** source types will be the most useful.

Another way to narrow results is by **Subject**. Clicking on any of the subject areas listed (**above left**) will show the articles specific to that Subject.

When you select articles you like, you have several options of retrieving them. Among the options are printing, e-mailing and saving, as noted in the graphic at right.

Factiva



Introduction

Factiva, a division of Dow Jones & Company, Inc., contains sources from more than 157 countries and in 26 languages, including Arabic.

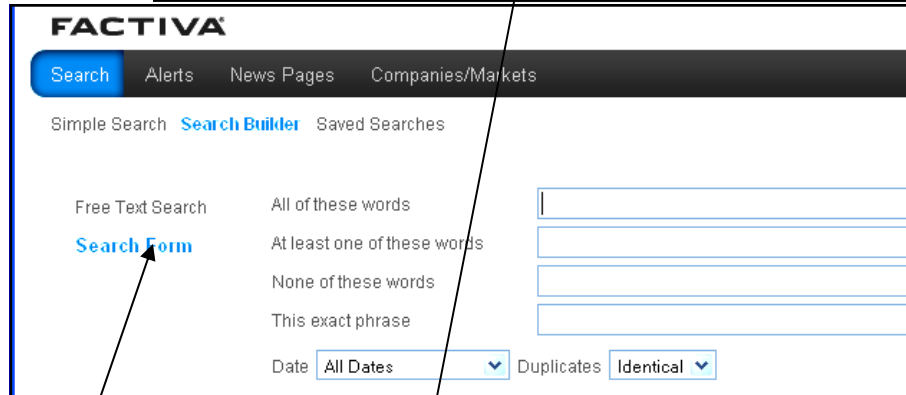
Included are newswires, national and regional newspapers, magazines, academic journals, trade journals, web sites, company reports, and television transcripts. Some news is available on the date of its publication. The many newspapers represented in *Factiva* include *The Roanoke Times* (local articles only.)

You also could choose **News Pages** in the top menu bar and read the latest stories from such publications as *The Wall Street Journal*, *The New York Times*, and *Newsweek* or the news and scores from *Sports Illustrated*. **Companies/Markets** on that menu give you a search prompt for getting news on companies and stocks.

Search Screen

Important details of the *Factiva* opening screen are the **Free Text Search** box and the **Date** box. You can specify **All Dates** or limit your search to dates within a time period. In addition, you can choose Dow Jones or Reuters Newswires, Press Release Wires and Major News and Business Publication.

The **Select Sources** box allows you to limit a search to a particular source, company, subject, industry, region or language. For example, type in *Roanoke Times* to confine search to that publication. With **Free Text Search**, you find articles that have your search words anywhere in the article. This means some results you get may have nothing to do with your topic. To avoid this, use the **Search Form**.



The screenshot shows a search results interface with the following components:

- Navigation:** Search, Alerts, News Pages, Companies/Markets, DOWJONES.
- Search Options:** Simple Search, Search Builder, Saved Searches, Modify Search.
- Publications Section:**
 - Sort by: Relevance
 - Duplicates: Identical
 - Display Options
 - Headlines 1 - 100 of 291 Next 100 Total duplicates: 5
- Left Column (Filters):**
 - Companies:** Norfolk Southern... (3), Steel Dynamics L... (2), Danone SA (2), Roanoke Electric... (2), Virginia Departm... (1), Virginia Museum... (1), Virginia Communi... (1), National Endowme... (1), U.S. Congression... (1), Toyota Motor Cor... (1).
 - Executives:** Cathy Mccarthy (1), John A Challenger (1), Sherry Wallace (1).
 - Industries:** Technical/Trade... (12), Restaurants/Cafe... (9), Retail/Wholesale... (6), Construction/Rea... (5), Health Care (4).
- Right Column (Articles):**
 - 1. **Farm will yield crop of student aid: Franklin County will buy Smith Farm, funding \$1 million in Virginia Western Community College scholarships.** (The Roanoke Times (MCT), 12 January 2010, 780 words, By Janelle Rucker, The Roanoke Times, Va., (English))
 - 2. **Virginia Western Community College gets Met opera feed** (The Roanoke Times (MCT), 4 October 2010, 1047 words, By Mike Allen, The Roanoke Times, Va., (English))
 - 3. **College makes room for in-demand programs: A building dedicated to health and science classes is going up at Virginia Western Community College.** (The Roanoke Times (MCT), 16 August 2010, 649 words, By Sarah Bruvn Jones, The Roanoke Times, Va., (English))

Search Results Screen

When you do a search, you get a screen like the one above. It represents a search of The Roanoke Times using the search terms: **Virginia Western Community College**. This brought 291 articles to browse. The left side of the screen also points out the **Companies, Executives** and **Industries** mentioned in the results.

If you wanted articles that mention the college and Norfolk Southern, you can go to them by clicking on the bar beside Norfolk Southern. Below is an example of one of those articles. It is about the college's efforts to start its culinary school. The project sought some funding from Norfolk Southern Corp.

In the left column are names and key words from the article. The article was published on Nov. 17, 2004 and written by Jenny Kincaid. It also appears on the Knight Ridder/Tribune Business News wire.

The screenshot shows a detailed view of an article with the following components:

- Publications Section:** Return to Headlines, Display Options.
- Left Column (Filters):**
 - Companies:** Norfolk Southern... (3)
 - Keywords:** janet pillis, shawn pillis, social workers, years ago, shea molloy
 - Subjects:** Earnings Surpris... (2), People Profile (2), Education (1)
 - Sources:** The Roanoke Time... (3)
 - Date:** 2
- Article Content:**
 - Article 1
 - Listen to Article, Translate Article
 - Culinary school project in Roanoke, Va., needs funding recipe**
 - By Jenny Kincaid, The Roanoke Times, Va.
 - Knight Ridder/Tribune Business News
 - 570 words
 - 17 November 2004
 - The Roanoke Times (KRTBN)
 - KRTR0
 - English
 - Copyright (C) 2004 KRTBN Knight Ridder Tribune Business News
 - Nov. 17--Plans still are cooking for a culinary school in Roanoke.
 - Officials with the Roanoke Higher Education Center are seeking funding for the \$2 million project that would involve renovation of a one-story building on Henry Street, beside the former Ebony Club, in Roanoke. The Ebony Club also would be renovated and used as a meeting hall and catering venue.

American History videos page can be found under the VIVA link under Find Articles

VIVA Databases (Virtual Library of Virginia)

In addition to the databases specific to Virginia Western, VWCC students have access to additional databases offered through VIVA. A link to those is on the Brown Library databases page.

Many of the resources in VIVA duplicate what is listed on the Brown Library pages, but there are others that might be of special interest, such as American History in Video. It includes coverage ranging from the early history of Native Americans to the 1988 Vincennes Affair in the Persian Gulf. Many videos are from The History Channel and PBS.

Other VIVA databases of special interest:

Books @ Ovid: Full-text collection of 12 nursing books published by Lippincott Williams & Wilkins. (OVID)

Digital Library & Archives (DLA): Part of the University Libraries at Virginia Tech; evolved from the Scholarly Communications Project (SCP) begun in 1989, which focuses on the university community to host born-digital works, beginning in 1991 with faculty-edited electronic journals. In 1996, SCP and the Special Collections Department merged to enhance access to rare books, manuscript collections, and the University Archives.

HarpWeek: The Civil War Era (1857-1877): Provides access to the content and pages of Harper's Weekly. The Civil War Era section covers issues published from 1857-1877.

Tips on Doing Research

Using Websites

If your professor allows you to use general websites, you need to choose sites that are relevant and reliable. The tips here are based on the **Evaluation Sources** section of **The Little, Brown Compact Handbook with Exercises, 7th ed.**

- The **URL**, or web address, is a clue to the kind of site. Common domain types include: edu (educational), gov (governmental), org (organization) and com (commercial). You can generally trust educational or government websites. In Google, you can limit your search to a particular domain. For example, to limit a search on **global warming** to educational sites only, type the following: **global warming “edu.”**
- Once you find a website, determine who is the author or sponsor? How credible is the person or group? What is the purpose of the site? (To educate, entertain, or sell?) Some sites have an “About Us” area that can help you determine this.
- What kinds of information do the site’s links provide? Is the information presented clearly? Are you able to tell whether or not the information is current?
- What are the sources of the information? Advocacy sites, which can end in edu or org or com, present the viewpoint of the site’s owners and may be biased. A bibliography is a good clue to a site’s validity. You might need to verify the information by looking in other sources.
- Always clear websites with your course instructor.

What Citation Format is Required?

Always ask what citation format is required for your paper. Popular choices are **Modern Language Association (MLA)**, **American Psychological Association (APA)**, and **The Chicago Manual of Style**.

Avoiding Plagiarism Checklist (based on information in **The Little, Brown Compact Handbook with Exercises, 7th edition, page 425.**)

Sources

- What type of source are you using: your material from an interview? Material someone else wrote in a book, an article, or for a website? **You need to tell the reader where the information was obtained.**
- Have you obtained any necessary permission to use someone else’s material posted on the Web?
- Does your list of works cited include all the sources you have used?

Quotations

- Check quotations to make certain they are in quote and exactly match their sources.
- Have you shown omissions with ellipsis marks and additions with brackets?
- Does every quotation have a source citation?

Paraphrases and summaries

- Have you put information in your own words for every paraphrase and summary? (If not, use quotation marks around the original author’s words.)
- Does each paraphrase and summary have a source citation?

Creating Citations Electronically

There are several pieces of software that can help you create parenthetical (in-text citations) and Works Cited or Bibliography pages for your class papers. A word of caution, however; make certain you correctly input the information required for a citation because the software will produce only what you give it.

Among the software available are the following:

Word 2010 — Under **References** on the Word 2010 toolbar, you can build bibliographies, do in-text citations and create footnotes. Word 2010 is loaded on the Virginia Western Community College public computers.



Bibme (www.bibme.org) — Requires free registration. Fully automatic bibliography maker, MLA, APA, Chicago, and Turabian styles available.



Easy Bib (www.easybib.com) — A free version of software from ImagineEasy Solutions. MLA style available free; others for a fee.

Citation Builder — by North Carolina State University Libraries. MLA and APA styles available. Find it at (www.lib.ncsu.edu/citationbuilder).



Son of Citation Machine (<http://citationmachine.net>) — Creates each citation separately, which must then be copied and pasted into paper. MLA, APA, Turabian and Chicago styles available.



Zotero (www.zotero.org) — Can be used as a Firefox or Word/Open Office plug-in or a standalone version. Helps you collect, organize, cite, and share your research sources.

Links to some of these are found under **Research Tools**, the **Citing/Writing** button on the left menu of the Library homepage.

Please Note:

Your instructor may have other suggestions for software to use. In any case, you will need to make certain you are following the citation format required by your class. Also, not all of these programs do everything you need for citing. Some, for example, do not create in-text citations.

On the following pages is the English 111 Library Worksheet, which has examples of correct MLA formats for English 111 students at VWCC.

English 111 Library Research Worksheet MLA SAMPLE

Use this sample completed worksheet as a guide for your English 111 Worksheet assignment. Consult *The Little, Brown Compact Handbook* (7th ed.) for more information. Numbers listed with initials **LB** refer to The Little, Brown book page and page item used for the citation.

Choose a Research Topic: Coal Mining

Step A: Books in the Book Catalog

Use the book catalog to find two books about your topic, a hard copy book and an electronic book. The hard copy books will have call numbers. **Write down the call number for each print book and the ISBN number for each electronic book. Next, make a citation for each.**

1. Print book **Call Number:** TD195.S75 M56 2003 (Citation) **LB** 481-20

Author

Title

Montrie, Chad. *To Save the Land and People: A History of Opposition to Surface Coal Mining in Appalachia*. Chapel Hill: U of North Carolina P, 2003. Print.

Place of publication, Publisher, Date

2. Electronic Book **ISBN Number:** 9780191572418 (Citation) **LB** 496-57

Barron, Hester. *The 1926 Miners' Lockout Meanings of Community in the Durham Coalfield*.

New York: Oxford UP, 2010. *eBook Collection (EBSCOhost)*. Web. 3 Aug. 2011.

Database, Web access, date of access

Step B: EBSCOhost: Academic Search Complete

EBSCO has many databases, but you are to use the *Academic Search Complete* database. The sample worksheet shows two examples of materials you will find, magazines and newspapers or journals. **Please find one full text article and follow the example that applies.**

Journal --- LB 499-64

Hendryx, Michael. "Mortality from Heart, Respiratory, and Kidney Disease in Coal Mining Areas of Appalachia." *International Archives of Occupational & Environmental Health*

82.2 (2008): 243-249. *Academic Search Complete*. Web. 3 Aug. 2011.

Magazine --- LB 499-66

Fallows, James. "Dirty Coal, Clean Future." *Atlantic Monthly* Dec. 2010: 64-78. *Academic*

Search Complete. Web. 3 Aug. 2011.

Step C: CQ Researcher: *CQ Researcher* was *Editorial Research Reports* until 1991. The worksheet example is from CQ Researcher. If you find an article from Editorial Research Reports, substitute that source in the first mention of CQ Researcher in the citation below.

LB 489-490 1-8

Weeks, Jennifer. "Coal's Comeback." *CQ Researcher*. 5 Oct. 2007: 817-40. *CQ Researcher*. Web. 3 Aug. 2011.

Step D: Factiva

This news database includes abstracts and full-text. **Select a full-text article to cite.**

LB 492-45

Jung-a, Song, and Peter Smith. "Korean Group Eyes Whitehaven Coal." *Financial Times*. 15 Feb. 2011. *Factiva*. Web. 3 Aug 2011.

Step E: Issues & Controversies

None of the articles in this database have authors. Start your citation with the article title. All articles in this database come from the periodical titled *Issues & Controversies On File*. Please note that the periodical title and the database name are slightly different.

LB 489-490, 1-8

"Mine Safety." *Issues & Controversies On File*: n. pag. *Issues & Controversies*. Facts On File News Services, 27 Jan. 2006. Web. 3 Aug. 2011.

Step F: Opposing Viewpoints Resource Center

This database includes newspapers, magazines, journals, and articles from books in the Opposing Viewpoints series. The sample worksheet shows examples for articles from a book or from a magazine. **Find only one article and follow the appropriate example.**

Book Example—LB 496-57

"Clean Coal Should Not Be the Energy of the Future." *Coal*. Ed. Roman Espejo. Detroit: Greenhaven P, 2011. Opposing Viewpoints. *Gale Opposing Viewpoints In Context*. Web. 3 Aug. 2011.

Journal Example—LB 499-64 (Has two authors. Name of journal is Foreign Policy)

Carney, Scott, and Jason Miklian. "Fire in the Hole: How India's Economic Rise Turned an Obscure Communist Revolt into a Raging Resource War." *Foreign Policy* 181 (2010): 104+. *Gale Opposing Viewpoints In Context*. Web. 3 Aug. 2011.