Worksheet for online answer form

Tear out and use this worksheet for your answers as you complete the workbook; it makes it easier to transfer your answers to the online answer form. You will also need the following information to submit the online workbook form. For more information, see page 2 (Introduction and Instructions).

Instructor’s name___________________________ Class CRN#________________________________

Transfer your answers to the online workbook form located on the English 201A Workbook page.
http://library.cuesta.edu/workbook

1. ____ 26. ____
2. ____ 27. ____
3. ____ 28. ____
4. ____ 29. ____
5. ____ 30. ____
6. ____ 31. ____
7. ____ 32. ____
8. ____ 33. ____
9. ____ 34. ____
10. ____ 35. ____
11. ____ 36. ____
12. ____ 37. ____
13. ____ 38. ____
14. ____ 39. ____
15. ____ 40. ____
16. ____ 41. ____
17. ____ 42. ____
18. ____ 43. ____
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22. ____ 47. ____
23. ____ 48. ____
24. ____
25. ____
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Cuesta resources used in the Library Research Workbook

REFERENCE BOOKS WITH CALL NUMBERS

The following books are found in the Reference area of the Library

*The Environmental Debate, 2nd ed.*  ref GE 197 E7 2011


*Pollution A-Z*  ref TD 173 P65 2004

*Short Story Criticism*  ref PN 3321 S5x

*Statistical Abstract of the United States*  ref HA 202 U58 2012

ONLINE RESOURCES AND DATABASES

The following databases can be accessed from the Library home page or from myCuesta:

*EBSCOhost*

*NewsBank*

*Periodical Holdings List*

*ProQuest National Newspapers Core (NNC)*

*SIRS*

*eLibrary (Cuesta library book catalog)*

*EBSCOhost eBook Collection*

*Google or Yahoo*
Introduction & Instructions

Important Note: Internet sources change their appearance, disappear altogether, or decide to not work on the day you need them! We keep up by placing updated directions on the Updates & Corrections page (http://library.cuesta.edu/workbook/index.htm). Check the Updates page before starting.

This workbook covers four parts of the research process. They are:

- Locating sources – how to find books, articles and web sites on your topic;
- Choosing the best sources for your topic;
- Evaluating sources – how to recognize quality information;
- Citing sources – how to list sources you used for your research using MLA style.

The skills you master will help you become an efficient and successful researcher. When you complete the workbook you will be able to:

- Locate books, eBooks, DVDs and videos in the Cuesta Library using eLibrary;
- Narrow and refine your topic using keywords and phrases;
- Use reference books and subject encyclopedias;
- Find articles using Cuesta’s online databases;
- Search the Internet using search engines and subject directories;
- Evaluate your sources, with emphasis on the Internet;
- Cite the sources you used on a Works Cited page

The Cuesta Library home page (http://cuesta.edu/library) and the myCuesta Library channel are starting points for researching papers, speeches, projects and other assignments. Cuesta library databases and other resources are available from both places.

YOU CAN DO MOST OF THE WORKBOOK FROM OFF-CAMPUS, but one section must be done in the Library. This section, Reference Books in the Library, cannot be done remotely. DE students will be given instructions by their teacher for doing the Reference section.
Login instructions from remote locations:

- **Log into myCuesta** and select the *Resources* tab; the Library channel is on the left. The databases are all listed under *Find an Article: Databases*, and other workbook links are found on the *English 201A Workbook* drop-down box near the bottom of the page.

- **OR**, using the Library home page (http://cuesta.edu/library), choose any database under *Find an Article*. You will be directed to a login page. Use your myCuesta login to access all the library resources.

**NOTE**: When using Cuesta databases from home you may need to disable your pop-up blocker.

1. **IMPORTANT**: For problems with workbook questions, go to myCuesta. Select the *Resources* tab to get to the Library channel, and scroll down to the *English 201A Workbook* drop-down box. Choose *Workbook Updates*. You can also call the Reference Desk in the library, at ext. 3157.

2. The library home page also links to the workbook updates under the *English 201A Workbook* drop-down tab at the bottom of the page.

3. To complete the workbook assignment, record your answers on the *worksheet* provided at the front of the workbook, along with your instructor’s name and class section. When you have answered all the questions, go to the *English 201A Workbook* drop-down box on the myCuesta Library channel or the Library home page.

4. Choose the *Submit Your Library Research Workbook Answers* link. **You will only be able to submit your answers once**, so don’t start unless you have finished the workbook and have your answers ready.

5. Later on in the semester you will take a test in class on the workbook content. Review the workbook before you take the test, since it is not open book.

6. For the in-class test, use a #882 Scantron and a #2 pencil. Your test score and grade will be returned in your English 201A class.

7. If you are a distance education student, your instructor will tell you how he or she wants to address the workbook test.
Completing the Library Research Workbook

“If we knew what it was we were doing, it would not be called research, would it?”
Albert Einstein

Research is a systematic inquiry into a subject in order to discover or check facts. The workbook teaches research skills using resources accessible from the Library home page or from the Library Channel on your myCuesta page. It is designed as a virtual research paper. You will locate, evaluate and cite sources for your “paper”. You will answer questions and do assignments using a variety of resources. Completing this workbook will familiarize you with the most efficient ways to use the Cuesta Library and online sources to research any topic for your English 201A papers and others you will be writing in college.

BEGIN HERE

- You have chosen HABITAT CONSERVATION as the general area for your research paper.
- You will be looking for sources about this subject, or some aspect of it.
- FIRST, you will find the best books, articles and online sources for your research. NEXT, you will evaluate those sources, especially Internet sources, to make sure they are reliable. LAST, after writing your paper, you will have to correctly cite the sources you used.
LOCATING SOURCES

Cuesta Library Home Page and myCuesta Library Channel

“The man who does not read good books has no advantage over the man who cannot read them.”

Mark Twain

The two ways to access the Cuesta Library resources are from the Library home page or your myCuesta page. Once you log into myCuesta, choose the Resources tab to get to the Library channel.

If you use a laptop, your myCuesta login gives you access to the wireless technology available in the Library.

From the myCuesta Library channel or the Library home page you can quickly link to:

- the book catalog (eLibrary) to find books, eBooks and videos
- the EBSCOhost eBook collection
- the journal, magazine, and newspaper databases to find articles
- the Internet to find lists of search engines, subject directories and online research sources
- other library catalogs to get books from other libraries using Interlibrary Loan
- Additional research aids for MLA citation, web pages, etc.

Cuesta Library Home Page
The Library of Congress Classification System

How books are shelved in the library

1. In any library, books are grouped by their circulation status. The following location terms are used in eLibrary:

   - Bookstacks - books you can check out (Circulating books)
   - Reference - books for library use only (they say ref in front of the call number and are shelved in a separate place)
   - Reserve books - textbooks and other class materials, put on hold by faculty and kept at the Circulation desk (most are in-house use for 2 hours).

2. Books at Cuesta are shelved by call numbers based on the Library of Congress (LC) Classification System. A call number is the “address” for each book on the shelf. Every book has a unique call number. Most academic libraries, including Cal Poly, use the LC system to organize their holdings.
3. The Library of Congress uses an alpha-numeric system. Each call number begins with letters, and then continues with a series of numbers and letters. Example: **QB981 .H377 1988**. This is the call number for *A Brief History of Time* by Stephen Hawking. Call numbers in *eLibrary* are printed going across like the example just above, but on the book spine they appear in rows, as shown below. This is what the call number means:

<table>
<thead>
<tr>
<th>QB</th>
<th>The subject and sub-category (Q=Science; QB=Astronomy)</th>
</tr>
</thead>
<tbody>
<tr>
<td>981</td>
<td>The classification (the part of astronomy the book is about)</td>
</tr>
<tr>
<td>H377</td>
<td>Indicates the particular author (Hawking)</td>
</tr>
<tr>
<td>1988</td>
<td>Date of publication</td>
</tr>
</tbody>
</table>

4. To find this book in the library you would go to the bookshelf that includes QB, then look for 981, which will be at the end of the 900s on the shelf. Then look for H377, etc.

5. In the LC system books are organized by **subject**, not by author or title. Books dealing with a subject are shelved together, making it easy to browse. There are 21 major subject areas in the LC Classification System, listed on the next page. These are the basis for LC Subject Headings. LC Subject Headings use specific terms to describe the subjects covered by a particular book. All libraries that use the LC Classification System use the same subject headings.

1. **Look at the 4 call numbers listed below. What can you say about them without going to the shelf? (You might want read the last paragraph again)**
   a. They are all reference books
   b. They are all circulating books
   c. They are all books in the same general subject area
   d. They are all hardback books

<table>
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<tr>
<th>N 5300 I27 1998</th>
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<tr>
<td>ref NB 432 W654 2001</td>
</tr>
<tr>
<td>ND 82 H778 1999</td>
</tr>
<tr>
<td>NT 7 A6537 2003</td>
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# Library of Congress Classification System

<table>
<thead>
<tr>
<th>Class</th>
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<tr>
<td>A</td>
<td>General Works</td>
</tr>
<tr>
<td>B</td>
<td>Philosophy ~ Psychology ~ Religion</td>
</tr>
<tr>
<td>C</td>
<td>History of Civilization</td>
</tr>
<tr>
<td>D</td>
<td>History</td>
</tr>
<tr>
<td>E-F</td>
<td>History of America</td>
</tr>
<tr>
<td>G</td>
<td>Geography ~ Anthropology</td>
</tr>
<tr>
<td>H</td>
<td>Social Sciences ~ Economics ~ Sociology ~ Real Estate</td>
</tr>
<tr>
<td>J</td>
<td>Political Science</td>
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<tr>
<td>K</td>
<td>Law</td>
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<tr>
<td>L</td>
<td>Education</td>
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<tr>
<td>M</td>
<td>Music</td>
</tr>
<tr>
<td>N</td>
<td>Architecture ~ Fine Arts</td>
</tr>
<tr>
<td>P</td>
<td>Languages ~ Linguistics ~ Literature</td>
</tr>
<tr>
<td>Q</td>
<td>Science</td>
</tr>
<tr>
<td>R</td>
<td>Medicine</td>
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<tr>
<td>S</td>
<td>Agriculture</td>
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<tr>
<td>T</td>
<td>Technology ~ Engineering ~ Building</td>
</tr>
<tr>
<td>U</td>
<td>Military Science</td>
</tr>
<tr>
<td>V</td>
<td>Naval Science</td>
</tr>
<tr>
<td>Z</td>
<td>Bibliography ~ Library Science</td>
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</table>
Finding books in the Cuesta Library: eLibrary

Use the Cuesta Library eLibrary catalog to find books, eBooks, videos, CDs and DVDs that are in the library or available online in full text.

Remember the 2 ways to access the library’s resources:
- from myCuesta select the Resources tab at the top. Under Find a Book, use the search box to find a book, eBook or video by author, title, or subject.
- from the library home page look under Find a Book and choose eLibrary.

Using the eLibrary search page you can find items by words or phrase, author, title, or subject by selecting them from the drop down list at the search box.

eLibrary lists only those items in the Cuesta Library. It does not cover books from other libraries or periodical articles.

Using eLibrary efficiently:

1) Go to eLibrary and type the keyword phrase habitat conservation in the search box. Leave the default Word or Phrase and choose Search. Notice that there aren’t that many results. Choose go back at the top and type nature conservation in the search box.

2) This time you get more entries. Try different keywords or phrases if you aren’t getting good results. Databases (and search engines) do not all use the same keywords for a topic.

3) Each entry in your list has a call number (if the book is in our print collection) or says ONLINE, (if the book is in the EBSCOhost eBook collection).

4) Scroll down the page to Sustaining life: how human health depends on biodiversity by Eric Chivian. Use the entry with the call number, not the entry farther down that says ONLINE.

5) Click on the title to get to the details of the book. There are 2 views of this book’s record. Item Information gives you the year the book was published, and where at Cuesta it is located. Also, on the right side of the page is a list of other subjects under Try these too... Use this shortcut to find information on related topics. At the left side you can place a hold on a book, look for other books by the same author or topic, or even read the titles next to your book on the shelf. At the bottom of the entry, under Holdings, are the call number and location of the book, and whether it is in or checked out.

6) Now choose Catalog Record. This often gives you the contents of the book (by chapter headings), and shows other subject headings you can click on that relate to your topic. Choosing a subject heading will get you a different list of books.

7) Viewing an individual book record is helpful when you are doing research using the eLibrary catalog, especially for finding nearby subjects.
2. Why view an individual book record in eLibrary?
   a. To find newspaper articles on the subject
   b. To get more information on the book’s contents, and find nearby subjects that might help with your topic
   c. To read journal articles on the topic
   d. All of the above

8) Select the New Search tab on the green banner tab above the book catalog entry to get back to the search screen.

9) Type Abbey, Edward or Edward Abbey in the search box. eLibrary lets you search for names either way. For books by Edward Abbey, an environmental writer, select the Author choice from the drop down box next to the search box. For books by and about Edward Abbey, select word or phrase. Try searching both ways.

3. What can you say about your search results?
   a. You get more responses from the Author search
   b. You get more responses from word or phrase
   c. Under word or phrase you can find the author's works and books about him
   d. a and c
   e. b and c
Finding and Using the Cuesta eBook Collection

- The Cuesta eBook collection has more than 13,000 full text books you can access online.
- eBooks are available 24/7, and you can use them when the library is closed. There are many recent titles in every subject available online through EBSCOhost.

1. From the myCuesta portal, log in and select the Resources tab for the Library channel. Beneath the Find a Book search box, choose: For eBooks search EBSCOhost. This link takes you to the EBSCOhost main page. Choose eBook collection.

2. Type the name of the book Urban Habitats into the search box and select Search. Find the title. Choose eBook Full Text. If you can’t get in, someone else is using the book. Try again later, or look at any eBook by choosing another book from the list. Notice that you can also choose to view just the Table of Contents for the book.

3. You can also find EBSCOhost eBooks through the eLibrary catalog, while you are searching for print books. eBooks are listed in the Cuesta book catalog along with print books.

The Cuesta EBSCOhost Search Page
4. When you get to your eBook, the left side of the page shows the Contents in an expandable list, while the right side shows the text.

5. On the left side, select the + sign in front of URBAN HABITATS.

6. You can look at the entire Table of Contents, browse the chapter headings, go to a particular page, or read the book page by page by selecting the Go arrow at the bottom of the screen. You can also zoom in or out or read the book full screen.

7. Look at the Tools on the right of the page. You can print pages, email pages, and include the book in a folder with other books to use later. Printing from online eBooks is restricted by copyright. However, you will be able to print quite a few pages.

4. Which of the following is true of the EBSCOhost eBook collection?
   a. The eBook collection is available 24/7
   b. You can access eBooks remotely
   c. eBooks are books published on the Web from an individual's page
   d. a and b

5. Which of the following can you do using Cuesta’s eLibrary catalog?
   a. You can find books from Cal Poly
   b. You can find online journal articles
   c. You can find books, eBooks and videos in Cuesta’s library
   d. You can access newspaper articles
   e. a and c
Reference Books in the Library

THIS SECTION MUST BE DONE IN THE LIBRARY

Research Tip: The best way to use a reference book is to look through the front matter and Contents page, then go to the index at the back, which is an alphabetical list of subjects in the book. This provides a quick overview of what material the book covers.

Reference books include dictionaries, thesauri, encyclopedias, directories, almanacs, handbooks, etc. These sources are designed to be consulted for specific information rather than to be read cover to cover. They are helpful for a wide range of uses including:

- finding statistics, dates, addresses, formulas, and other sorts of factual information
- getting a broad overview and background information for a clearer understanding of a topic
- locating additional resources on a topic and useful keywords
- learning more detailed information on a specific person, place, or topic
- constructing timelines or following a topic over time to see changes
- finding comparisons (i.e. comparing two or more maps, graphs, statistics, etc.)

Reference books:

- are an excellent starting place when conducting research
- answer who, what, where, when and why questions
- are reliable, have already been evaluated, and can be used as trustworthy sources
- are particularly useful for statistics, literary criticism, and history, and will often give you good results quickly

Types of Reference Books: Subject Encyclopedias

Subject encyclopedias can be single volume reference books or multi-volume sets that cover a single subject, like math, psychology, the environment, music, etc. Use subject encyclopedias to get an overview of a topic, to find background material for a paper, to find keywords to use in databases and to see what sub-section of the topic might make a good research paper.

Assignment: you are writing a paper containing an overview of the environmental movement. You need some primary source material (original, first-hand documents) and something with an historical timeline.

1. Using eLibrary, type in the keyword phrase environmental movement, search the list and write down the call number for *The Environmental Debate: A Documentary History* .2nd ed.

2. Go to the Reference section of the library to find it under its call number.
3. Look at the introductory material, including the Contents pages, the Foreword, and the Introduction pages. At the back of the book, after the final chapter, are useful Appendices.

6. **What makes this book a useful starting point for your research?**
   
   a. It provides a good overview of the subject
   
   b. It gives you primary source materials
   
   c. It is reliable and gives you references for the entries
   
   d. It covers events that happened up to 2010
   
   e. All of the above

**Assignment:** For a paper on environmental law and pollution, you want to find maps or charts that show the amount of acid rain deposits before and after the Clean Air Act Amendments of 1990 (CAAA), and if there is any change.

To find reference books, use the keyword phrase **pollution encyclopedias** in any book catalog. Adding a descriptive term (encyclopedias) to your keyword (pollution) limits your search to reference books that are likely to have a variety of sub-topics for you to look at and an overview of your topic.

1. Look at the list below. From these eLibrary results use the call number for Pollution A to Z and pull the book from the reference bookshelf.

   **eLibrary Search Results**

   2 records were found for your search on "pollution encyclopedias"

   **#1**
   
   TD173 .P65 2004 v. 1
   
   Pollution A to Z
   
   Stapleton, Richard M.

   **#2**
   
   TD9 .A84 2001
   
   Encyclopedia of environmental studies
   
   Ashworth, William, 1942-

   **Research tip:** The most useful keywords in a sentence are often specific nouns, since they are people, places and things particular to your subject

2. For the assignment listed above, the most useful keywords are **acid rain** or **Clean Air Act Amendments**. Other nouns, such as charts or maps would not be specific enough.
3. Look under the keyword phrase acid rain in the Table of Contents; go to the entry to get the charts or maps you need. See what kind of information is available in this short article.

7. Why is this reference book a good source for your paper?
   a. It lists the sources for its charts and maps so you could go to the original source of the information if you wanted more data
   b. It allows you to compare a topic over time
   c. The entry gives you background information and an overview of the subject
   d. The article gives you see also references for further research
   e. All of the above

Research tip: To find good reference sources in print or online, use qualifying terms such as encyclopedia, directory, or dictionary with your keywords for better results. This works for library catalogs, search engines (like Google) and subject directories.

Types of Reference Books: Statistical Sources

While most current and some historical statistics are available online, they are often hard to find and use, especially when you want to follow a topic over time.

The Statistical Abstract of the United States is a comprehensive summary of statistics on the social, political, and economic organization of the United States. It has data from hundreds of federal, state and private sources. There are tables with statistics on education, pollution, births and deaths, prisons, etc.

Assignment: You need to find historical statistical data on energy consumption in California from 1999 to 2008. Did it go up or down? What are the actual numbers? Can you compare them?

By using 2 different volumes of the Statistical Abstract of the United States that cover the time periods you need, you can quickly find the table in each volume that will give you the numbers to compare.

Statistics are collected annually; it takes time to collect and publish them. Always search a few years after the dates you need. The Statistical Abstract online version has this same time gap.


2. Turn to the Index at the back of each volume. Under state data OR state and regional data, find the table on energy consumption in each volume and find the totals for California in 1999 and 2008. Remember, the numbers in the index are table numbers, not page numbers.
8. **After locating and comparing the tables, you found the information you needed. What did you find?**

   a. You compared the data and found that consumption went up
   b. You compared the data and found that consumption went down
   c. You found that there was no change
   d. You found the data on California was not reported

**Assignment:** for a paper on toxic chemicals in California, you need statistics to strengthen your position. You’d like to find a table that shows *Toxic Chemical Releases* by state, so you can see how California is doing.

1. To find the most current data, use the *Statistical Abstract* for 2012.
2. In the Index, find the correct table by looking under **state and regional data** for *Toxic Chemical Releases*. Go to the main part of the book to find the **table number** listed in the index.

9. **Look at the table Toxic Chemical Releases by State and Outlying Area: 2009. If you were writing a paper comparing toxic chemical releases in California with those in other states, why would this table be useful?**

   a. It shows releases by state
   b. It would be easy to compare data between states
   c. The data comes from a trusted source
   d. All of the above

**Types of Reference Books: Cumulative Sets**

A cumulative reference set keeps adding information, over time, to what is found in earlier volumes. This results in both older and newer material on the subject. Biography and literary criticism are subjects that often use cumulative indexes, as the older information is still relevant and not time-sensitive.

**Assignment:** for a paper on the ecological fiction of Ray Bradbury, you need critical reviews of short stories that portray environmental disasters.

1. Find *Short Story Criticism (SSC)* call number: ref PN 3321 S5x in reference.
2. **Choose the most recent volume.** Always start with the most recent volume, since the index at the end of each volume will cover articles from all earlier volumes as well.

3. At the end of each volume of *SSC* is the **Cumulative Author Index.** Look for Ray Bradbury entries in *SSC* only.

   **Research Tip:** When you find the author’s name in the index, the bold numbers will signify the volume to go to.

   Once you know the volume number, simply locate the author alphabetically in the body of that volume. It is likely that the most recent volume will have updated some of the material in the earlier volumes. However, the earlier articles will have useful (and different) information as well.

4. Go to either of the 2 volumes that have major entries on Bradbury. Once you know the volume you need, simply turn to the author’s name. The main part of each volume is alphabetically arranged by author.

10. **Which of the following subjects are covered in the Bradbury entries in Short Story Criticism?**
   a. Biographical Information
   b. Critical Reception
   c. Principal Works
   d. Criticism
   e. All of the above

11. **Which of the following are true of cumulative reference books?**
   a. Information accumulates and is added to over time
   b. The earlier volumes in the set are useless, and are discarded
   c. The material is not time-sensitive, and is still useful years after it is written
   d. a and c
   e. a and b

This completes the Reference Books section.
Locating Articles

“As a general rule the most successful person in life is the one who has the best information.”

Benjamin Disraeli, British Prime Minister

The term periodical is used for magazines, journals and newspapers as a group. Periodicals often provide newer information than can be found in books. You will use articles from journals, magazines, and newspapers in most research papers.

The key to finding good articles is to use periodical databases and print indexes efficiently.

Magazines and Journals: How are they different?

A good researcher needs to know the difference between magazines and journals. Some instructors allow only scholarly journal sources when they assign papers, while others will allow magazine citations as well.

A magazine is a periodical that usually comes out weekly or monthly. It contains illustrations and advertising and is written for a general audience. Many articles are unsigned, and tend to be written by journalists rather than by subject specialists.

A journal is a periodical that is more scholarly than a magazine, written for an academic or trade audience, and free of most advertising. Illustrations tend to be charts and tables in support of the opinions expressed by the author, rather than glossy color photos. Journal articles are usually signed, are often peer-reviewed, and have a Works Cited page or bibliography.

The type of source you use will depend on the paper you are writing. Check with your instructors to see if they have specific guidelines for which periodical sources to use.
# Magazines and Journals: How are they Different?

<table>
<thead>
<tr>
<th></th>
<th>MAGAZINE</th>
<th>JOURNAL</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Author</strong></td>
<td>Journalist or layperson; sometimes author is not named or may be a scholar</td>
<td>Expert (scholar, professor, researcher, etc.) in the field covered; author nearly always named</td>
</tr>
<tr>
<td><strong>Notes</strong></td>
<td>Few or no references or notes</td>
<td>Usually includes notes and/or bibliography</td>
</tr>
<tr>
<td><strong>Style</strong></td>
<td>Journalistic; written for the average reader</td>
<td>Uses technical or specialized language; written for experts</td>
</tr>
<tr>
<td><strong>Editing</strong></td>
<td>Reviewed by one or more persons employed by the magazine</td>
<td>Usually reviewed by an editorial board of outside scholars (this is called “peer reviewed” or “jury reviewed”)</td>
</tr>
<tr>
<td><strong>Audience</strong></td>
<td>For the general public</td>
<td>For scholars and researchers in the field of study</td>
</tr>
<tr>
<td><strong>Ads</strong></td>
<td>Many, often in color</td>
<td>Few or none; if any, usually for books or professional materials</td>
</tr>
<tr>
<td><strong>Look</strong></td>
<td>Glossy, many pictures in color</td>
<td>More sedate look; mostly text</td>
</tr>
<tr>
<td><strong>Frequency</strong></td>
<td>Usually weekly or monthly</td>
<td>Usually monthly or quarterly</td>
</tr>
<tr>
<td><strong>Contents</strong></td>
<td>Currents events; general interest</td>
<td>News and research from the field of study</td>
</tr>
</tbody>
</table>
12. One difference between magazines and journals is that:
   a. Journals are not written for a professional audience
   b. Magazines are not written for a professional audience
   c. Journals have higher quality illustrations
   d. Only magazines are peer-reviewed

You will use the Cuesta databases available on the Library home page (under Find an Article: Databases) or from the myCuesta library channel under Databases: Find an Article.

Print Sources for Finding Articles

Before databases were around print indexes were the only way to search for articles. A print index is an alphabetical list searchable by subject or author. It provides only a citation, not a full text article. So you get the title and author of an article and name of the journal it came from, but not the full text.

Indexes can be general, like Readers’ Guide, or cover a specific subject, like Art Index or Social Sciences Index.

- Print indexes are generally issued annually. When you search for a subject, you go to each volume (2003, 2007, etc.) and look under the subject to find articles published in that year in magazines and journals that are included.
- For example, if you were researching World War II, you would need to look in the years 1939 through 1945 for source material from that time.

Use a print index:

- For historical projects involving events occurring before 1985 (the Vietnam War, President Kennedy’s assassination, the Cold War, etc.). Most databases do not have full text or even citations of articles written before the late 1980s;
- For finding primary source documents (information about past events, written at the time they happened, by first-person participants).

For more information on using the Readers’ Guide print index go to Workbook Resources under the English 201A Workbook drop-down box on the library home page or your myCuesta page.

The Periodical Holdings List

- This is simply a list of all the magazines, journals and newspaper titles held in the Cuesta Library. You can search by the Title of the periodical, or by Subject, to see if Cuesta has that journal in the library (see illustration below).
• If you have a citation to an article (as you might have from a print index, or from reading something in a book or Web page), you would go to the PHL to see if Cuesta had the full text article in its collection.

• To find the PHL, go to the Library home page or the Library channel under Find an Article: Databases. Choose PHL to see if Cuesta has a particular journal and what format (print, microfilm, microfiche) it comes in.

• Note: Dates followed by a dash (Dec. 2002-) means that Cuesta has the magazine from that date to the present. A dash means the subscription is ongoing.

A Section of the Periodical Holdings List at Cuesta

<table>
<thead>
<tr>
<th>Title</th>
<th>Print</th>
<th>Microfilm / Microfiche</th>
<th>Internet Via e-Library</th>
</tr>
</thead>
<tbody>
<tr>
<td>AARP; continues Modern Maturity</td>
<td>Mar/Apr 2003 - .</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Advertising Age</td>
<td>Current 2 years.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Advocate: The Nat'l Gay &amp; Lesbian Newsmagazine</td>
<td>Jan 25, 1994-.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>AJN: American Journal of Nursing</td>
<td>Current 5 years.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Dash = ongoing subscription

In addition EBSCOhost, Cuesta's online journal/magazine database, adds more than 4,000 more full text journals to our online holdings. ProQuest National Newspapers Core contains full text newspaper articles from major papers.
Parts of a Citation for an Article in a Magazine or Journal

To answer the next two questions:

1. Look at the above citation example. It is similar to what you find in a print index. Write down the magazine title and date of the article.

2. To see if Cuesta has the journal or magazine, look it up by the magazine title in the Periodical Holdings List on the Library home page (click on Find an Article) or the myCuesta Library channel under Find an Article: Databases. You need the journal title and year to see if the library has the journal, and which format it is in. Formats can include print, microfilm, etc.

13. In which one of the following magazines was this article published?
   a. Newsweek
   b. Audubon
   c. Forbes
   d. Time

14. In which format does the Cuesta Library carry your journal for that date?
   a. Microfilm
   b. Print
   c. Microfiche
   d. The Library doesn't have the article from that date
Online Databases for Finding Articles

You will be doing most of your article searching in databases. A database is a large online collection of data systematically stored so that you can retrieve it quickly.

Cuesta databases are not the same as Web pages you find on the Internet using a search engine.

Cuesta databases:

- are purchased by the library for student and faculty use, and are not available to the general public
- are evaluated and chosen for college-level searching (unlike the Internet)
- are updated and added to on a regular basis, with old information being deleted
- are searchable, with many options available to refine, narrow, or broaden a search
- will return fewer results than search engines, and will usually have a summary or abstract to help you decide if the article is useful.

In the following section you will learn how to search databases, refine your search, use Boolean searching, and export your articles.

**EBSCOhost Journal Database**

*EBSCOhost* is a general journal and magazine database covering most subjects, including business, humanities, social issues and science. Not all of the articles are full text. The database is updated regularly to keep it current. *EBSCOhost* is also the eBook entry page.

*EBSCOhost* has CINAHL, in a separate Nursing/Medical module, for health-related topics. Browse other databases from the EBSCO opening screen.

This database allows you to bundle articles in a folder to print, email, or save to a flash drive.

**NOTE:** *EBSCOhost* has full text articles in more than one format (PDF and HTML). An article in HTML has been reformatted from the original. It is usually the full text without any illustrations, graphs or tables.

The PDF full text option uses Adobe Acrobat Reader, a software program which allows you to see the article as it appeared in the journal, page by page. When printing a PDF file remember to choose the Print icon in the Adobe program frame, not on the browser toolbar or from File.
EBSCOhost Search Page

To answer the *EbscoHost* questions:

From myCuesta, under **Find an Article: Databases**, choose *EBSCO*. The same directions apply for finding *SIRS, ProQuest NNC, and NewsBank*. From the Library page, under **Find an Article**, choose *EBSCOhost*.

1) Select **General databases**: *Academic Search Premier*..., from the list of choices. Select **Continue** on the *Choose Databases* page to get to the basic search screen (see above). Type in the keyword phrase *habitat conservation* and choose **Search**. You get a list of articles.

2) Check the number of articles at the top of the list. There are more articles than you can comfortably search through, and some of the entries do not have a **Full Text** option, which means that all you get is a [citation](#).

3) You really want full text articles only. Always choose **Full Text** when searching databases.

4) On the left side of the page there is a **Refine your results** box. Check the **Full Text** option. Select the **Update** tab. Look at the number of articles on your new list.

5) Put a check in the **Scholarly (Peer Reviewed) Journals** box, so that both **Full Text** and **Peer Reviewed** are checked. **Peer-reviewed** articles are those which are reviewed by experts before publication. This makes the information more reliable for you. Many teachers require some peer-reviewed articles when their students do research papers.
6) Select **Update** again and look at the results. You now have refined or narrowed your search to include only full text articles that have been peer-reviewed. To quickly see an Abstract or Summary of the article, position your pointer over the magnifying glass icon after the title.

15. **After applying the Peer Reviewed option, what can you say about your results?**
   a. There are more articles than on the first list
   b. There are fewer articles than on the first list
   c. All the articles on this list are full text
   d. None of the articles on the first list are full text
   e. b and c

7) To save any three of the articles, select the **Add to Folder** icon at the bottom of each of the three entries. A **Folder has items** box will open on the right and display the articles you have saved. You can look them over, delete some, print, email, or save them.

8) Now select **Folder View** below your saved articles.

16. **Look at the results on the screen. Your three articles are there. Which of the following choices does the EBSCOhost database offer you?**
   a. You can print articles
   b. You can save articles as a file on disk or flash drive
   c. You can email articles to your home computer, singly or as a group
   d. All of the above

Another way to refine your search is to use **Boolean searching**. Before you use this advanced search strategy find out how it works by going to **Help**. Every database has a large **Help** area.

1. Select **Help** from the blue band at the top right side of the page you are in.
2. On the left side of the screen that comes up is a list of help topics. Under **Searching**, select **Booleans**.
How Boolean Operators Work

general search phrase:

habitats conservation = 188 results

habitats conservation OR ocean = 12,803 results

habitats conservation AND ocean = 4 results

habitats conservation NOT ocean = 184 results

17. Read about Boolean searching. What are the three Boolean operators used to narrow or broaden your search results?
   a. AND, BUT, NOR
   b. AND, OR, NOT
   c. YES, NO, MAYBE
   d. ALL, SOME, NONE

3. Close the Help screen.
4. Select the large EBSCOhost icon at the top left to return to the basic search screen.
5. You can use Boolean searching along with Phrase searching (putting your phrase in quotes) to get better results.
6. For information on marine mammals, type that term into the search box using quotes: marine mammals and checking the Full Text box as well before hitting Search.
7. Note the number of responses. You know you don’t want to do your paper on whales, so you can narrow your results further by adding **NOT whales** to the search string.

8. In addition, move the date slider in the **Refine your results** to 2005.

9. Your search should look like this: “**marine mammals**” **NOT whales**. Hit **search**.

10. Take a look at the number of results you now have. Much better!

11. Increase your efficiency by using whatever method helps you get the best results, including Booleans, Phrase Searching, different keywords, or the Refine your Results box.

18. **Which of the following statements reflect ways of using **EBSCOhost** to make your database searching more efficient?**
   a. You can use Boolean connectors
   b. You can use phrase searching
   c. You can refine and narrow your search by date
   d. You can narrow your search to peer-reviewed articles
   e. All of the above

**Exit **EBSCOhost** by closing your active screen. Select **SIRS**.**

**SIRS Database**

**SIRS** is the Library’s social issues database. It differs from **EBSCOhost** in some significant ways.

- All articles are full text in **SIRS**
- **SIRS** specializes in **social issues only**, such as the death penalty, health care, gun control, etc. and has articles from reference books, government commissions and conferences, and other sources
- It features **opposing views** (pro and con articles) of major issues
- **SIRS** offers an overview of each topic to get you started on your research
- **SIRS** has full text entries from newspapers, magazines and reference books, as well as from government reports, etc.
To answer the *SIRS* questions:

There are several ways to find topic information in *SIRS*. The best way is to use the scroll-down box called **Leading Issues**. Use *SIRS* this way if your subject is listed, as it gives you extra choices. You can also type your term into the search box.

Scroll down the **Leading Issues** list. Select **Endangered Species**.

---

19. **What information about your topic is found on this page?**
   a. There is a **see also** list of other keywords you might use
   b. There is a **topic overview** and **pro/con** box with opinion articles
   c. There is a list of full text articles from magazines, newspapers and reference works
   d. All of the above
1) Under **Narrow your results** on the left, choose **Reference**.

2) Remember the timeline you found for the environmental movement in a reference book? Open the **Environmentalism Timeline** article. Between this article and the reference book you found, you have plenty of information on this topic. Choose the **Back** arrow on your browser to return to results.

---

**20. Which of the following is true of researching any topic, including the environment?**

- a. Using several sources will help you find the best and the most information on your topic
- b. Only one source has the right answers to a topic question
- c. All online sources will have the same information
- d. All of the above

---

**SIRS** helps you find opinion articles on current topics quickly.

1) At the end of each entry in the articles list, there is an **Add to my list** box. Check it. It now says **Added to my list**. You have marked this article for your **List**, which you can email when you are finished. From an individual article you can also choose to print.

2) Put check marks in boxes for any 2 or 3 entries.

3) To get to the list of articles you are saving, go to the very top of the page and click on **My List**.

4) **SIRS** lets you email your entire checked list, but **it does not let you print all the articles as a group**, as **EBSCOhost** does.

5) To print a **SIRS** article, select the title to get to full text, and then select **print view** at the top of the page.

---

**21. Which action does SIRS not let you perform from your tagged list page?**

- a. You cannot delete the articles
- b. You cannot print the articles as a group
- c. You cannot email the articles
- d. You cannot create/print a bibliography
22. What makes SIRS a good source for information on social issues?
   a. SIRS allows you to access full text articles
   b. SIRS has articles from a variety of sources, such as newspapers, reference books, and magazines
   c. SIRS gives you an overview of the topic, and some Pro/Con articles
   d. SIRS accesses conferences and government reports
   e. All of the above

Exit SIRS. Choose ProQuest from the Databases list, under Newspapers.

ProQuest National Newspapers Core (NNC)


- It is a great source for current national and international news, as well as for editorials and opinion pieces. The database is updated daily.

23. When is ProQuest NNC a good choice for research?
   a. When you need current information on national and international issues
   b. When you need current information on local issues
   c. When you need books from the 1970s
   d. When you need journal articles
   e. All of the above
To answer the *ProQuest* questions:

1. Under **Find an Article**, choose *ProQuest*. Type the phrase **habitat conservation** in the text box, check **Full Text** and Select the **Search** icon.

2. You get a list of articles too long to be useful. Above the results list there is a box called **Suggested Subjects**. This can sometimes help you narrow your search for better results.

3. Go back up to the search box. Narrow your search by adding the words **AND California** to **habitat conservation**. This is Boolean searching again.

4. Make sure **Full Text** is still checked; choose the **Search** icon.

5. Since your assignment needs to deal with recent events only, change the **Sort results** by… on the right from **Relevance** to **Date (most recent first)**. Select **Sort**.

6. Open the article entitled “Passenger pigeons may come back from the dead” by clicking on the title or the Full Text icon below the entry.

7. *ProQuest* has a helpful **More like this** option on the right. If you wanted more articles on this particular subject you could find them simply by choosing **See similar documents**.

8. Scroll down past the **Abstract** and **Full Text** article, and take a look at the **Subjects** field.
under **Indexing (details)**. You can choose related topics from here.

24. **How does ProQuest NN help make you more efficient at searching?**
   a. Articles have abstracts so you can quickly see if the article is worth using
   b. There are links to other subjects of interest
   c. The keywords are colored for easier searching
   d. You can email or print the document
   e. All of the above

25. **Scroll back up to the Abstract. What is an abstract?**
   a. It is the same as a citation
   b. It is the same as a full text article
   c. It is a brief summary of the article
   d. It is a rebuttal of the major points of the article by a critic

**TIP:** to expand your list of keywords, and to narrow or refine your topic, check out the **Subjects** field as part of the article citation in this database (and others).

**Exit ProQuest** by closing your active browser screen. Select **NewsBank**.

**NewsBank**

*NewsBank* indexes the *San Luis Obispo Tribune* and many other California newspapers. It also has special reports on current worldwide problems.

- *NewsBank* is a great source for full text articles on local issues
- It has the *SLO Tribune* full text from 2001 to the present
- It is a good place to find **opinion pieces** and **editorials** about local or state issues
- It has **special reports** on contemporary issues by subject

Under **Find an Article** or from the **Newspaper Databases** on myCuesta, choose **NewsBank**.

1. On the left side of the home page are useful **Current Events** and **Special Reports** for a number of issues.

2. Choose **World Environment**. On the **View** banner area you can find articles, background information, suggested search terms (keywords), and even Web pages on your subject.
3. Scroll down and look at all the sub-topics available to a researcher, and the dates of some of the articles and links.

26. Which of the following statements is true?
   a. NewsBank has information about topics outside our local area
   b. NewsBank has special reports that help you search by subject
   c. Using NewsBank is the same as using Google
   d. NewsBank is updated often and is very current
   e. Answers a, b, and d

At the upper right of the page, choose NewsBank home

Under America’s News, select The Tribune.

NewsBank Search Screen

![NewsBank Search Screen](image)

Drop-down boxes under Tribune give you different options for searching the newspaper. If you type in a subject with no dates the results will be ordered by the most recent articles first.
1. Type **solar energy** in the search box (at the top, to the direct left of the word **Search**).
2. The default **sort by** is by newest article first.
3. Choose **Search**.
4. The list that comes up has other energy issues, not just solar articles. On the right, choose **Best Matches First**.

---

**27. What can you say about using **NewsBank**?**

- a. It has no articles on solar energy
- b. It gives you various ways to search topics
- c. It allows you to search by date or relevance
- d. It indexes the **SLO Tribune** and is a good source for local issues
- e. b, c and d

---

**Exit **NewsBank** by closing your active browser screen.**

---

**You have completed the section on Databases!**
Finding Internet Sources for Research

“We’re drowning in information and starving for knowledge.”

Rutherford D. Rogers, Librarian, Yale Univ.

Search engines and subject directories (often just called directories) are two ways to use the Internet for research.

Let’s examine the differences between them. Use both to find quality Internet sites.

We will also discuss URLs (Internet addresses), and how they help you evaluate sites you use in research.

Finally, we will examine ways to make your Internet searches more efficient.

Finding information on the Web

Search Engines: what are they?

- Search engines are the most familiar and widely used way to find information on the Internet. Everybody has used Yahoo and Google.

- They are very large databases of Web sites that are compiled by software programs that collect full text information from keywords and phrases found on Web pages. Search engines are constantly updated by special programs called robots or spiders, which search the Web for new pages to index. Those findings are then added to the database.

- When you enter a search term the program matches your term with the available stored information. No one search engine covers the entire contents of the Web. There are many search engines out there. Some of the most popular and biggest engines are Google, Yahoo, Chrome and Bing.

Research Tip: Search engines are not all the same; each one has special features. Keywords won’t return the same results in different engines. Try more than one search engine, and learn about the features of each by using the Help screen.
Use search engines

- As a starting point when you don’t know about your topic;
- When you have a narrow or obscure topic;
- When you want a specific site, whether or not you know the URL;
- When you want a large number of responses;
- When you want very current information and the newest technologies.

**Using Search Engines for Research: some techniques**

**Phrase Searching**
Enclose a keyword phrase in double quotation marks. This allows the search engine to return Web pages that use the phrase, not just the individual words in the phrase. You are likely to get more useful results. Example: “habitat conservation.”

**Boolean Searching**
You are already familiar with Boolean searching on databases; it can be used on search engines. Use the operators: AND, OR, NOT to avoid pages of useless information. Example: oil spills AND Alaska.

**Nesting**
Nesting is a way to help the Boolean search by placing similar search terms into one group. The database will search for habitat and all three of the terms. Example: habitat AND (tropics or jungle or rainforest)

**Keyword modifiers**
Add one of the following descriptive terms to your keyword phrase: directories, encyclopedias, dictionary, pro/con, web directories or viewpoints. These will return useful sites and remove many others. Examples: environment dictionary; pollution encyclopedia

**Help screen**
Every search engine has an extensive Help page. Topics will include advanced search techniques and other tips about using the search engine more effectively.
You can use Google and other search engines for research. Go to Google (http://google.com) and type in the keyword phrase *habitat conservation*.

1) Select **Google Search**. Note the number of responses you get.

2) Surround your phrase with double quotation marks: “*habitat conservation*.” This is phrase searching. Note the number of responses this time.

28. **What happens when you use quotation marks to enclose your keyword phrase on Google?**
   
   a. You get more returns using quotation marks  
   b. You get fewer returns using quotation marks  
   c. You get the same number of returns either way  
   d. You can’t use quotation marks in databases

Next, while you still have the term “*habitat conservation*” in the search box, add the word **California**. Your search phrase should look like this: “*habitat conservation* California.” Look at the results. Google has the Boolean connector AND implied. You don’t need to add it.

29. **What can be said about your results?**
   
   a. The subject has been refined and narrowed  
   b. The results are no longer useful  
   c. There are fewer results, but they are more relevant  
   d. a and c

3) Now use either Google or Yahoo (www.yahoo.com). Type in: **endangered species pro/con**. For an opinion paper, you are adding a descriptive term (modifier) to weed out a lot of the unrelated and useless results you would get using just your keyword phrase.
4) Look at the first few results you got. Go into the pages and see what kind of information is there. Think about the results you got using SIRS. Here are some of the differences between search engines and Cuesta databases.

<table>
<thead>
<tr>
<th>Cuesta Databases</th>
<th>Search Engines</th>
</tr>
</thead>
<tbody>
<tr>
<td>Purchased by library for student use</td>
<td>Free to anyone</td>
</tr>
<tr>
<td>Content evaluated for quality</td>
<td>No review standards for content</td>
</tr>
<tr>
<td>Information organized for subject or keyword search</td>
<td>Information not well-organized</td>
</tr>
<tr>
<td>Updated regularly</td>
<td>No stability of content or location</td>
</tr>
<tr>
<td>Fewer results</td>
<td>Outdated information not removed</td>
</tr>
<tr>
<td>Very current</td>
<td>More results</td>
</tr>
<tr>
<td></td>
<td>Very current</td>
</tr>
</tbody>
</table>

30. Which of the following statements is true?

a. Cuesta databases allow you to search for a subject and narrow it down without having to look through thousands of pages
b. A Cuesta database gives you more results than searching Google
c. Google's results are all evaluated, while the database results are not
d. Neither databases nor Google are updated regularly

Subject Directories: What are they?

Most of us have used subject directories, even if we didn’t call them that. Commercial subject directories, like Yahoo, are well known. There are also academic subject directories, which are good for doing research.

You get fewer responses from academic directories than from search engines, but they are often of better quality and of more use.
A subject directory, sometimes just called a directory, is a database of links, organized by subject categories, produced by people, not software programs. The site creators decide which sites they will link to, which subjects they will cover, and how they will describe the sites they include.

Subject directories are organized and selective, and are usually annotated and reviewed for quality of content. An annotation is a brief explanatory or descriptive comment added to a catalog or subject entry.

Not all subject directories are academically oriented. Yahoo and other commercial directories do not evaluate or annotate their entries. Use academic directories for best results. These include the Internet Public Library and Infomine.

TIP: Link to IPL, Infomine, and other academic subject directories from the myCuesta library channel. Scroll down to the Doing Research drop-down box and choose Websites by Subject.

Use subject directories (especially academic ones)

- When you want some quality sites that are recommended, evaluated and annotated.
- When you want sites relevant to your topic, without going through a long list of unnecessary pages.
- When you want to quickly go from a general subject to a specific topic within it.

Some differences between search engines and subject directories

<table>
<thead>
<tr>
<th>Search engines</th>
<th>Academic Subject directories</th>
</tr>
</thead>
<tbody>
<tr>
<td>-Produced and maintained by computer programs</td>
<td>-Produced by people, often experts</td>
</tr>
<tr>
<td>-Updated often, so provide very current information</td>
<td>-Not updated as often as search engines</td>
</tr>
<tr>
<td>-Index huge numbers of pages, usually with no ranking</td>
<td>-Smaller number of results</td>
</tr>
<tr>
<td>-No selectivity (you get all the results, not just quality ones)</td>
<td>-Organized into subject categories that can be easily browsed</td>
</tr>
<tr>
<td>-No browsing capability</td>
<td>-Annotated, often evaluated for quality</td>
</tr>
</tbody>
</table>
Using an academic subject directory

1) Go to Google (or another search engine), type **ipl2** in the search box and select **Search**. Choose: “ipl2: Information You Can Trust” from the results list. (The URL should say ipl.org). At the ipl2 search box type in the term **biodiversity**. Choose **Search ipl2**; notice the number of responses. There are not even one hundred; quite a difference from Google.

2) Web pages chosen by experts are usually of high quality and can be trusted. Also, each entry is **annotated** (described) so you don’t have to go to the site to see if it is useful. In addition, there are topics listed so you can go to nearby subject areas for more information.

3) Scroll down to the entry **Biodiversity and Conservation** (with no added words). **Do NOT** use the entry **Biodiversity and Conservation: The Web of Life**. Choose the magnifying glass icon to get an information box. Under **Source**, select the URL for a good source. After looking at what it contains, close the “hypertext book.”

31. **What does the information in the box tell you about the site without even going to it?**
   a. That it has useful information about biodiversity, including background, issues, and chapters of the "hypertext book"
   b. That it gives you a chance to buy many outdoor products
   c. That it has an anti-hunting message
   d. That this page relates only to giant pandas

32. **A researcher will use academic subject directories because:**
   a. The entries have been carefully selected by experts
   b. You will get a greater number of results than from a search engine
   c. Annotated entries allow you to see what material each site covers
   d. a and b
   e. a and c

**URLs**

What exactly is a **URL**? The Uniform Resource Locator is the address of a particular site or Web page on the Internet. Each Web site has a unique URL. It consists of 3 main parts:

- The Protocol (http:) tells you which Internet service you are using. HTTP (HyperText Transfer Protocol) is the most common protocol.
- The host computer’s name, or domain (www.google), is next. The www is for World Wide Web. Not all URLs begin with www, but many common addresses do.
• The top-level domain (.com) is the final section of the host’s name. It can stand for a country or a type of site. This last part of the URL is useful to researchers, because it can often give information as to the type of site you are looking at. Browse the chart below to see some of the most common top-level domains. There are many more.

**Some Top Level Domains**

<table>
<thead>
<tr>
<th>Domain</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>.aero</td>
<td>aviation</td>
</tr>
<tr>
<td>.biz</td>
<td>business organizations</td>
</tr>
<tr>
<td>.com</td>
<td>commercial</td>
</tr>
<tr>
<td>.coop</td>
<td>cooperative organizations</td>
</tr>
<tr>
<td>.edu</td>
<td>educational</td>
</tr>
<tr>
<td>.gov</td>
<td>U.S. government</td>
</tr>
<tr>
<td>.info</td>
<td>informational</td>
</tr>
<tr>
<td>.int</td>
<td>international organizations</td>
</tr>
<tr>
<td>.mil</td>
<td>U.S. Department of Defense</td>
</tr>
<tr>
<td>.museum</td>
<td>museums</td>
</tr>
<tr>
<td>.name</td>
<td>personal</td>
</tr>
<tr>
<td>.net</td>
<td>network</td>
</tr>
<tr>
<td>.org</td>
<td>organization</td>
</tr>
</tbody>
</table>

33. **By looking carefully at a URL, you may be able to tell:**
   a. If the Web site is from an academic institution  
   b. If the Web site is from a network  
   c. If the Web site is from a business  
   d. All of the above  
   e. None of the above

**OK!** You have finished locating the books, articles and online sources you need for a research paper. One more thing will help you become a more efficient researcher.
Choosing the best sources for research papers, speeches and projects

Think about sources when you start doing research. A book is great when doing an in-depth paper on an historical subject, but that same book is not the best source when doing an essay on a very current problem. A journal database works well for a current topic, but not necessarily for an older topic.

Which source is best?
- There isn’t one best source for all projects.
- Choose your sources based on the nature of your project.
- The best source for one project might be useless for another.
- Remember to always credit your sources in your bibliography or works cited page.
- Get to know the strengths and weaknesses of each type of source you will be using.

Sources used for Research

<table>
<thead>
<tr>
<th>Source List</th>
<th>Strengths</th>
<th>Weaknesses</th>
</tr>
</thead>
<tbody>
<tr>
<td>Books eBooks</td>
<td>Comprehensive (in-depth coverage)</td>
<td>Not always current</td>
</tr>
<tr>
<td></td>
<td>Authoritative</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Evaluated</td>
<td></td>
</tr>
<tr>
<td>Journals</td>
<td>Authoritative</td>
<td>Not comprehensive</td>
</tr>
<tr>
<td></td>
<td>Evaluated</td>
<td>Not written for general reader</td>
</tr>
<tr>
<td></td>
<td>Current</td>
<td></td>
</tr>
<tr>
<td>Magazines</td>
<td>Current</td>
<td>Not evaluated</td>
</tr>
<tr>
<td></td>
<td>Cover popular culture subjects</td>
<td>Not written by experts</td>
</tr>
<tr>
<td>Search engines (Internet)</td>
<td>Current</td>
<td>Information overload</td>
</tr>
<tr>
<td></td>
<td>Lots of responses</td>
<td>Not evaluated</td>
</tr>
<tr>
<td></td>
<td>Covers everything</td>
<td>Not organized</td>
</tr>
<tr>
<td>Academic subject directories</td>
<td>Well-organized</td>
<td>Not as many returns as search engines</td>
</tr>
<tr>
<td></td>
<td>Current</td>
<td>Not every topic covered</td>
</tr>
<tr>
<td></td>
<td>Evaluated</td>
<td></td>
</tr>
<tr>
<td>Cuesta periodical databases</td>
<td>Well-organized</td>
<td>Not always full text</td>
</tr>
<tr>
<td></td>
<td>Current</td>
<td>Coverage not good prior to 1990’s.</td>
</tr>
<tr>
<td></td>
<td>Covers most subjects</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Evaluated</td>
<td></td>
</tr>
</tbody>
</table>

34. Which of the following sources will usually have information that has been evaluated? (see list above)

a. The Internet
b. Academic subject directories
c. Cuesta periodical databases
d. All of the above
e. b and c
Evaluating Sources

“We’ve inherited this notion that if it pops up on a screen and looks good, we tend to think of it as fairly credible.”
Paul Gilster, Digital Literacy (1997)

You can’t believe everything you read, especially on the Internet. After reading about various sources, it is obvious that Internet sources need extra scrutiny.

WHY is it especially important to evaluate Internet sources?

- ANYONE can publish information on the Internet, from grade school students to fanatics and hate groups. It is far easier to publish a Web page than to publish a book or article. All people need is an Internet account in order to publish their views to a global audience.

- Unlike traditional print resources and periodical databases, Web pages rarely have editors and are not usually peer-reviewed. Most scholarly books and articles have editors, and many are peer-reviewed as well. Writing and publishing on the Web can involve just a single person, with no other input or oversight.

- No standards exist to ensure accuracy on the Web. There is no single place set aside on the Web where people can object to the content of a Web site. Except for a few scholarly sites, have you ever seen a link to a page with opposing views to those stated by the writers?

- Many Web pages are filled with subjective information, that is, personal opinions and views. This type of information is the opposite of objective information, and you must carefully examine it before using it in a research project.

- It means you have to be a responsible reader, especially when dealing with Internet sources.

- The single most important aspect of an assignment is the quality of the research, and you want the best quality information.
Checklist for Evaluating Information Sources

Authority
- Is the author or organization credited on the document?
- Are the author’s credentials listed: their education, affiliations, other writings?
- Is contact information clearly provided?
- Is the author or publisher affiliated with or sponsored by a known university, business, or other organization?
- What does the URL tell you? Has the site won any Web awards for excellence?
- Is the site maintained and updated? Are the links viable? Are there spelling and grammatical errors?

Bias/Balance
- Can you detect any political, philosophical, religious or other bias in the information?
- Are opposing or differing viewpoints presented to balance the information, or is there only a single point of view?
- If it is a position page that advocates a certain idea, does the author clearly state his or her agenda?
- Is the information supported with footnotes, works cited, or links?

Audience/Scope
- Does the site cover the topic sufficiently?
- Who is the site’s intended audience: children, specialists, the general public? Sites written for grade school audiences are not suitable for college papers.
- Does the site link to other quality sites on the same subject?

Purpose
- Is the book, article, or site created to inform, persuade or sell a product?
- Is it clearly an editorial or opinion piece? If so, does the author offer evidence for his or her claims?
- Is the mission of the site clearly stated? Does it link to a sponsoring organization or group, with their stated agenda?
- Is the information applicable to your topic?

Currency
- Is the date the page was created, written or updated clearly shown?
- Is the information current enough to use? This will depend on the subject of your research.
Anatomy of a Web Page

What to look for on a Web page:

**About us** – this should take you to the mission statement (purpose) and people involved in the organization.

**Contact us** – this should link to more than an email address; there should be a street address and
phone number to contact, especially if it is an organization.

Site map – this link ought to show how the site is organized.

Date – the date of the last update to the page is usually at the bottom. Make sure the information is current.

Other links – does the site link to other trustworthy sites? Personal Web pages? Unknown groups?

Evaluating Web pages

To link directly to the Web sites for the next questions go to your myCuesta Library page and scroll down to the English 201A Workbook drop down list. Choose Workbook Evaluation URLs. You can also use the Library home page Workbook dropdown list.

Select the corresponding URLs for questions 35-42. Be sure you are on the right question. Use the Evaluation Checklist as a guide.

Select the URL for question 35.

35. Under DHMO Special Reports, select Enviro. Impact of DHMO. According to this site, DHMO is implicated in which of the following:
   a. Acid rain
   b. Greenhouse effect
   c. Soil erosion
   d. All of the above

- Why haven’t you heard of this health threat before, since you have been researching these problems for your paper?
- Before using this site for research purposes, it is important to check its assertions.
- The first thing on the Evaluation Checklist is Authority. Who is responsible for this page?
- Select the icon of the sponsoring agency, the United States Environmental Assessment Center to find out more about it.

The page you are taken to just repeats what was on the first page. You still don’t know how dangerous DHMO is. One way to check reliability is to go to an academic subject directory to see if there is information on this topic.

Return to the Workbook Evaluation URLs
Select question 36, the Internet Public Library.

36. You are at the home page for IPL2. Type DHMO in the search box. Click on Search. What does DHMO stand for?
   a. It is the chemical name for air
   b. It is the chemical name for water
   c. It is the chemical name for grass
   d. It is the chemical name for phosphorus

You can’t tell from looking at a Web page if the information is real and of good quality, if someone is misinforming you, or if the page is a hoax or joke.

The following sites relate to global warming. Check these sites and decide if they meet the criteria for trustworthy information before you use them. Use the Evaluation Checklist on page 43.
Select the back button on your browser to return to the Workbook Evaluation URLs and select the URL for question 37.

Check Authority, Currency, Bias, Purpose and Audience to answer the following:

37. How would you characterize this site?
   a. The authority for the information is clearly stated and is expert
   b. The information is for an adult audience
   c. The contact information is available and easy to find
   d. All of the above

Return to the Workbook Evaluation URLs.

Authorship is the single most important aspect of a Web page. Is the source reliable? Is the author an expert with credentials, or is the text someone’s opinion? Here is a second site about global warming. Who is the authority for this site? When was it written? Are references and footnotes provided? Is the reason for the site clearly stated?
Select the URL for question 38.

38. Which of the following is true of this site?
   a. All the information is 10 years old or more
   b. It is produced for children
   c. The authority is suspect from a research point of view because of its authorship and lack of expert documentation
   d. It is a hoax

Select the back button on your browser to return to the Evaluation URLs.

- Following is yet another global warming site. You want to know whether the information on this site can be trusted, or whether it is biased.

- Pages that advocate a certain position are not necessarily bad. Many organizations and groups have an agenda. The important thing is that the agenda is clearly stated so that you can evaluate the facts underlying their point of view.

- Make sure you look at the About Us section, to check the credentials of the people involved in the site.

- Notice the mission statement or agenda. It should be clearly stated somewhere on the Web page. Sometimes you can click on the organization name to get to the home page.

- If the page is written by an individual check links from that page to organizations and other Web pages. Track down the source of the information before using it.

- Select the URL for question 39.

39. Which of the following statements about the site are true?
   a. The site has clear links to About Us with information on the organization
   b. The site mentions its mission right on the page
   c. The site does not advocate any position
   d. b and c
   e. a and b

Return to the Workbook Evaluation URLs.
Choose the URL for question 40.

40. According to this site, the Pacific tree octopus is found in the temperate rain forests of North America. Scroll down the page and look at the links and other information. Select a few links. What can you say about this site? What is its purpose?
   a. It is a humorous page
   b. It is a useful source on the Pacific tree octopus
   c. It is a useful source on habitat conservation
   d. b and c

Select the back button on your browser to return to the Evaluation URLs.

Select the URL for question 41.

41. This looks like a good page for your topic. Why wouldn’t you use it, even though it comes from a reputable source?
   a. Because it is very biased
   b. Because the site isn’t produced for a college audience
   c. Because it has no links
   d. Because it is more than 10 years old

Return to the Workbook Evaluation URLs.
Select the URL for question 42.

Wikipedia

Because an important aspect of your research is your ability to document and defend your sources, Wikipedia serves as a good example of the good, the bad, and the ugly of online sources.

Wikipedia is the largest and most successful attempt at producing an online encyclopedia with an open editing policy. It means that anyone can edit an article on a subject without regard for their level of expertise. It also means that people do not have to identify themselves when editing an article.

The following disclaimer is from Wikipedia itself.

“As with any source, especially one of unknown authorship, you should be wary and independently verify the accuracy of Wikipedia information if possible. For many purposes, but particularly in academia, Wikipedia may not be an acceptable source; indeed, some professors and teachers may reject Wikipedia-sourced material completely. This is especially true when it is used without corroboration.”


The best thing about Wikipedia is its currency. Many articles, especially those about current social and cultural topics, are updated often.

You are at the Wikipedia main page.

Under Welcome to Wikipedia is the tag line “the free encyclopedia that anyone can edit.”

Type Habitat conservation in the Search box at the left. Study the article, looking for authority, bias, scope, purpose and currency. Note the box at the top about the article needing additional citations for verification.

42. What can be said about this example of a Wikipedia article?
   a. It is written by experts
   b. There is no mention of who authored the pages
   c. It can be updated and edited by anyone
   d. b and c
   e. None of the above
Citing Sources

“In seeking and blundering we learn.”  
Johann W. von Goethe, writer

Style Manuals

A style manual is a guide to writing and formatting your term paper correctly. English teachers at Cuesta use the MLA Handbook for Writers of Research Papers, 7th ed. 2009. Use only this edition, or link to the English 201A Workbook sections of the library home page or library channel on myCuesta for MLA information.

The MLA Handbook is essential to refer to when documenting your paper. A Works Cited page or Bibliography is usually a requirement for a paper or report. This is a list of the books, periodical articles, personal interviews, Internet sites, DVDs, eBooks, or other works that were used or referred to in the report or paper. The purpose of documenting sources is two-fold:

1. To list your information sources so that your instructor or another person can easily find them again in a library or online.

2. To give credit to the sources of the information and ideas, thus avoiding what is known as plagiarism — or as Webster’s defines it, “literary theft.” There is important material on plagiarism at the end of this section, entitled Using Research Information.

On the following pages you will find basic information to help you:

- format your paper in the MLA style,
- cite and document sources in the body of your paper and on a Works Cited page,
- avoid plagiarism in your work.

Use these pages and the links to the Workbook resources on the Library channel as a reference and guide as you write your research papers.


The MLA Style of Formatting Research Papers:  
Citing and Documenting Sources

The Modern Language Association (MLA) format for citing and referencing sources is widely used and provides writers with the means to paraphrase and quote outside resources with parenthetical (in text) citations that work with sources listed on the Works Cited page. This ensures the credibility of the writer, and can protect writers from accusations of plagiarism—the purposeful or accidental use of source material by other writers without giving appropriate credit.
MLA Paper Format

An MLA essay is word-processed and double-spaced on standard-sized paper (8.5 X 11 inches) with margins of 1 inch on all sides. In addition, you should provide a double-spaced entry in the top left corner of the first page that lists your name, your instructor’s name, the course, and the date you turn in your paper. You also need to create a header that numbers all pages consecutively in the upper right-hand corner. (Note: Your instructor may ask that you omit the number on your first page. Always follow your instructor’s guidelines.) Then center your title on the line below the header with your name, and begin your essay immediately below the title. Here’s an example:

Cassie Jones
Dr. P. D. Soles
English 201A
12 November 2006

Government Deception in the Gulf War

One of the more interesting pieces of information that has been revealed about the Persian Gulf War is the use of depleted uranium for tank armor and tank-piercing shells. Although the official position of the U.S. Government is that this uranium is “no more dangerous than natural uranium” and has no more radiation than that which exists naturally in any average human being (Felix 32), others…
SAMPLE WORKS CITED PAGE: FROM A PAPER
ON HABITAT CONSERVATION

Works Cited


Important research tip: Find many more examples of MLA formatting by going to the English 201A Workbook, Workbook resources links on the Library home page and the myCuesta library channel.
Using Research Information Appropriately: 
Avoiding Plagiarism

Some students think they should not use other people’s words and ideas in their research papers. But research is a response to the thoughts (and published words) of other writers. As you write, you will respond to the ideas of other writers. You will need to summarize, paraphrase (restate in your own words), and quote what others have written. You are expected to use other writers’ words and ideas in your papers.

However, using others’ words and ideas without giving them credit is a serious violation of academic decorum and college rules, called plagiarism. The following passage on plagiarism has been adapted from the Modern Language Association Handbook for Writers of Research Papers, 6th ed., pages 65-75.

What Is Plagiarism?

“Plagiarism” means the appropriation of another’s work and the unacknowledged incorporation of that work in one’s own written work offered for credit. The MLA defines it as “the false assumption of authorship: the wrongful act of taking the product of another person’s mind, and presenting it as one’s own.” To use someone’s ideas or expressions in your writing without acknowledging them is to plagiarize. Plagiarism is intellectual theft, that often carries a severe penalty, ranging from failing a course to expulsion from school. Cuesta College has established policies prohibiting plagiarism and providing disciplinary action against students guilty of academic dishonesty.

HOW CAN I USE THE WORK OF OTHER PEOPLE AND STILL AVOID PLAGIARISM?

Always give credit when you use someone else’s words or ideas in your writing. You also need to organize and synthesize the information you use appropriately so that your reader does not confuse your writing with the words and ideas of others. Use MLA format to give credit to other authors in your paper and in your Works Cited page.

You may use other persons’ words and thoughts in your research papers, but the borrowed material must not seem your creation. Suppose that you want to use material in the following passage, which appears on page 625 of an essay by Wendy Martin in the book Columbia Literary History of the United States:

Original Source: Some of Dickinson’s most powerful poems express her firmly held conviction that life cannot be fully comprehended without an understanding of death.

If you write the following sentence without any documentation, you have written an illegal paraphrase and committed plagiarism:
Plagiarism: Emily Dickinson strongly believed that we cannot understand life fully unless we also comprehend death. To avoid plagiarism and synthesize Martin’s work into your own writing, you must present the material as Martin’s and cite it appropriately.

Legal paraphrase: As Wendy Martin has suggested, Emily Dickinson strongly believed that we cannot understand life fully unless we comprehend death (625).

TWO MORE EXAMPLES FOLLOW:

Original Source: Everyone uses the word language and everybody these days talks about culture…. “Languaculture” is a reminder, I hope, of the necessary connection between its two parts. (Agar, Michael. Language Shock: Understanding the Culture of Conversation. New York: Morrow, 1964. 60.)

Plagiarism: At the intersection of language and culture lies a concept that we might call “languaculture.”

In the above example of plagiarism, the student borrowed a specific term without acknowledgement. Note how just a minor change helps the student avoid plagiarism:

Legal paraphrase: At the intersection of language and culture lies a concept that linguist Michael Agar has called “languaculture” (60).

Check out this other example:

Original Source: Humanity faces a quantum leap forward. It faces the deepest social upheaval and creative restructuring of all time. Without clearly recognizing it, we are engaged in building a remarkable civilization from the ground up. This is the meaning of the Third Wave. Until now the human race has undergone two great waves of change, each one largely obliterating earlier cultures or civilizations and replacing them with ways of life inconceivable to those who came before. The First Wave of change—the agricultural revolution—took thousands of years to play itself out. The Second Wave—the rise of industrial civilization—took a mere hundred years. Today history is even more accelerative, and it is likely that the Third Wave will sweep across history and complete itself in a few decades. (Toffler, Alvin. The Third Wave. New York: Bantam, 1981. 10.)

Plagiarism: There have been two revolutionary periods of change in history: the agricultural revolution and the industrial revolution. The agricultural revolution determined the course of history for thousands of years; the industrial civilization lasted about a century. We are now on the threshold of a new period of revolutionary change,
but this one may last a few decades.

In the above example, the student presented another’s line of thinking without giving credit. Note that the student could have avoided the charge of plagiarism by quoting this line, by slightly rewording other words, and by inserting appropriate parenthetical documentation.

**Blended or mixed quotation:**
According to socio-political theorist Alvin Toffler, there have been two revolutionary periods of change in history: the “agricultural revolution” and the “industrial revolution.” The agricultural revolution determined the course of history for thousands of years; the industrial civilization lasted about a century. Toffler asserts that we are now on the threshold of a new period of revolutionary change, but this one may last for only a few decades. He calls it the “Third Wave,” and he predicts it will be “the deepest social upheaval and creative restructuring of all time” (10).

In writing your research paper, then, you should **document everything that you borrow**—not only direct quotations and paraphrases but also information and ideas. Of course, common sense as well as ethics should determine what you document. For example, you rarely need to give sources for familiar proverbs (“You can’t judge a book by its cover”), well-known quotations (“We shall overcome”), or common knowledge (“George Washington was the first President of the United States”). But you must indicate the source of any appropriated material that readers might otherwise mistake for your own. If you have any doubt about whether or not you are committing plagiarism, cite your source or sources.

In general, most plagiarism occurs in student writing when the student has made simple documentation and synthesis mistakes. To avoid such errors, organize your research material while you research and before you write a draft. Keep track of where you got material.

For more examples of how to use information taken from other peoples’ work, go to any search engine and type in **example of plagiarism**. The link below is an example. It is from the School of Education at Indiana University in Bloomington. [http://www.indiana.edu/~istd/examples.html](http://www.indiana.edu/~istd/examples.html)

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**43. What are you doing when you paraphrase a sentence or an idea?**

a. You are changing the paragraph margins in your paper
b. You are restating something from another person’s work in your own words and citing the original source in your paper
c. You are quoting directly from another author and citing it
d. A paraphrase is another word for plagiarizing. You never do it under any circumstances.
Citing Sources

The *MLA Handbook* has recently been revised. Make sure you use the 7th edition, published in 2009. Examples of correct citations can be found on the Sample Works Cited Page (page 52) and at the English 201A Workbook Resources link on the Library channel of myCuesta and the Library home page. Scroll down to MLA Style Rules and choose print or electronic resources examples.

44. For your paper on the decline of marine habitats, you used an article in the November 12, 2011 issue of *Newsweek* magazine entitled “Saving the Coral Reefs.” This 3 page piece was authored by Ron Moreau and starts on page 58. Using MLA, select the correct format for listing this article in a Works Cited page.


The above is a sample of a title page from a book. According to MLA the citation format for a Works Cited page should be:


The article above was found on the online database SIRS and was accessed on Sept. 1, 2009. According to MLA, the correct citation for this article in a Works Cited page is:


47. The article above was found on the Web-based source *National Newspapers Core* and accessed on June 12, 2010. According to MLA, the correct citation for this article in a Works Cited page is:


   b. Wood, Daniel B. “West Coast Salmon Season Imperiled by Low Stocks.”


   c. Daniel B. Wood. *West Coast Salmon Season Imperiled by Low Stocks.*


   d. “West Coast Salmon Season Imperiled by Low Stocks.” *Christian Science Monitor.*

48. The above is a magazine article taken from EBSCOhost. It was accessed on September 25, 2009. What is the correct MLA format for citing it?


