CITATION TOOLS

Always consult the print style manual for exact formatting and punctuation.

EBSCO*host*

For a single citation:

Search a topic.

Click a record title from the result list.

Click the Cite link at the right under "Tools."

Select the MLA citation then copy/paste/edit.

For a multiple citations:

In the Folder:

1. Mark items to be cited (click checkboxes).
2. Click **Print.**

In the Print Manage window:

3. Uncheck HTML Full Text box if shown and checked.
4. Choose a Citation Format.
5. Click **Print** (items are reformatted for printing). Print or cancel, then save or copy/paste the citations.

ebrary (ebook database)

Choose from several citation formats that will automatically be printed when you 1) print a portion of the ebook or 2) copy and paste sections of text into a document.

*For examples and links, go to Library page, click Library guides and select **Key Points: Citation Tools.***
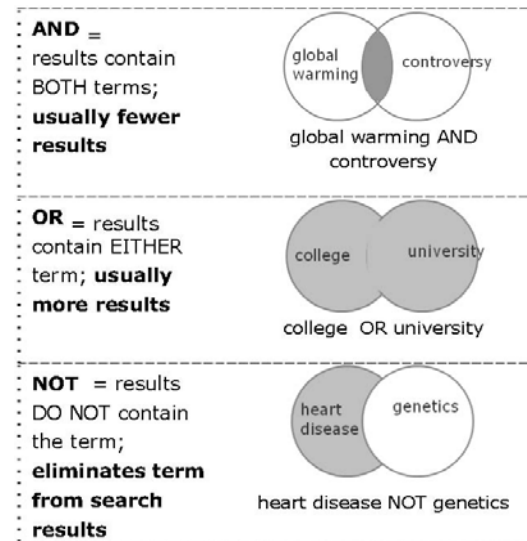
NEED AN IDEA?

Credo Reference Center – try a concept map search

CQ Researcher – browse topics by date or subject

Points of View Reference Center – search and review topics or the points and counterpoints

SEARCH STRATEGIES

Boolean Operators (results are shaded)

For fewer, relevant results:

- Add more terms; **Use AND**
- Use narrower terms
- Set limiters (peer-reviewed, date, language, etc.)

For mORe results:

- Add related terms; **Use OR**
- Use broader terms
- Set Expanders

Truncation (*) Use the asterisk to search multiple word endings. Examples:

evangel * = evangel, evangelism, evangelistic, etc.
music* = music, musicians, musicals

ORU LIBRARY

Composition 102

LIBBI, Parts 1 and 2
Research Tips and Tools

Got a question?
Need some research help?

Contact a Librarian
online: Ask-A Librarian
phone: 918-495-6887
email: LibRef@oru.edu
Or, go to the Reference Desk, LRC-4th floor, Library Information Commons

Check out the Library Guides
http://www.oru.edu/library/guides/index.php
See: Composition 102, Library Course Research Guide

Access ORU Library resources from the dorms and on or off campus.

Go to the ORU Library page
www.oru.edu/university/library.
If off campus, click Off Campus Access then use your ORU network login when prompted.

For problems with your network login
Contact the IT Concierge Desk
(studenthelpdesk@oru.edu, 918-495-6321 or go to the it.oru.edu website)

find BOOKS & ebooks

Reference Materials – Use to get general and background information

Before you begin your research you may need to know something about your topic. As an alternative to Wikipedia or surfing the Web use ORU's online reference resources, such as those listed below.

- **CQ Researcher** (call#H35.E3353, LRC-R)
- **Credo Reference Collection**
- **Points of View Reference**

For print Reference materials, use the Library of Congress Call Number classification to identify and then browse the relevant subject areas in the reference collection. Or, search the Library Catalog and limit to reference collection.

ORU Library Catalog

Includes books in the ORU Library, ebook "records" with links to the econtents, DVD's, and other ORU Library materials. Renew your library materials, check the due dates of your books, find reserve materials, and more.

To find a book, try a keyword or subject search for your topic. Click a title to view the full record.
To locate the book on the shelf, check the 1) status and 2) location then record 3) the call number.
To find ebooks, search the Library Catalog and limit to ebooks or search an ebook database.
To access an ebook database: on the Library page, click **Database List**, scroll the list and select the database.

- **ebrary** (ebook database)
  Search: basic Keyword, Advanced link, Subjects
  Display options: QuickView and ebrary Reader
  To view the econtent: click the book title
  Your Bookshelf: store and manage your ebooks for quick access; highlight and create notes

- **eBook Collections** (EBSCO ebooks)
  Search: Subject, Keyword or Full Text
  To view the econtent: Click the book title
  NOTE: This ebook database restricts full text viewing to one to five simultaneous users.

*See also: **How to Find Books and ebooks** library guide.*

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find ARTICLES

Databases (organized, searchable information) – Use to find articles or other resources on a topic or subject.

1. **Access**
   Go to the Library page.
   If off campus, log in with your ORU network login.
   Click "Library Guides" in the left sidebar.
   Click the "Composition 102" research guide.
   (Or use the Database List to access a database.)

2. **Choose a multidisciplinary database**, such as **Academic Search Complete**.

3. **Start with a simple keyword search,** which is the broadest type of search that looks for terms anywhere in the full record.
   Use keywords that describe your concept(s), topic, subject, or thesis statement.
   Examples of search strings:
   concept 1 AND concept 2
   concept 1 AND (concept 2 OR concept 3)
   concept 1 AND concept 2 NOT concept 4

4. **Sort the list of results; set limits.**
   Relevance is usually the default display, which may give you more full text articles at the top of the list. Sort by date for the most recent articles at the top of the list. Set date, document type, peer-reviewed limits, etc., as appropriate for your assignment.

5. **Evaluate the article – read the abstract!**
   Click the title to view the full record. If available, read the abstract, a summary of article content, to see if the article is relevant to your topic.

6. **Evaluate and improve your results.**
   Change or edit your search, as needed. (See the back for search operators and how they function.) Consider other appropriate databases.

7. **Read an article.**
   Click **HTML**, **PDF**. Use **Linked Full text, Full Text through LinkSource,** or similar link to see if it is available elsewhere in the Library (i.e., in another database, hard-copy in the Library, microform)

   NOTE: If you clicked the Check for Full Text link and the article is NOT available in the ORU Library, you may request it through Interlibrary Loan (ILL). However, for a short research paper such as those for Composition 102, ILL is usually not needed because ORU has so many full text resources.

8. **Cite your sources.**

*See also: **How to Find Articles** library guide.*

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find PERIODICALS

Periodicals are journals, magazines, trade publications and newspapers that are published at regular intervals.

To see if the library has a title, and access the full text, search the **Publication Finder**

1. Go to the Library page, click **Publication Finder.**

2. **Key in a journal title or part of a title.**

3. **Browse for the title you need.**

4. **Click a database listed under the title.**
   The dates following the database name identify the dates for full text availability.

5. **Identify the date you need (listed on the right). Drill down through the years and issues to view the full text.**

Newsweek (U.S. Ed.)
Academic Search Complete 1990 to present
Biography In Context 1994 to present
Business Source Complete 1990 to present
MAS Ultra - School Edition 1990 to present
MasterFILE Premier 1990 to present
Middle Search Plus 1990 to present
Military & Government Collection 1990 to present
Oral Roberts University Library Catalog   Check for journal hol
Points of View Reference Center 1990 to present
ISSN: 0028-9604
Publisher: Newsweek, Inc.
Subject: General Works -- Periodicals

*See also: **How to Find Journals, Magazines and Newspapers** library guide.*