Library Homepage: http://www.sunyjcc.edu/library

Introduction to Research LibGuide: http://sunyjcc.libguides.com/intro_research
(Link also on the JCC Library Homepage under LibGuides)

1. Your Topic?
Related Concepts and Synonyms
Boolean Operators (AND, OR, NOT)

2. Background Information:
Print Encyclopedias
Gale Virtual Reference Library Database
Credo Reference Database (try the Mind Map)
Statistical Abstract of the United States Database or Book
Wikipedia (use the references given at the end of an article as sources - NOT the Wikipedia article itself.)

3. Library Catalogs:
JCC Library Homepage – Search for Books button
Search Types:
   All Fields – the broadest search looks for your search term in all parts of the catalog record
   Keyword Search – for “Words in…” author, subject, title, etc.
   Browse Search – for title, subject “…begins with” or “author lastname, firstname”

Other Library Catalogs
Inter Library Loan (ILL) and WorldCat
4. **Online Databases from the JCC Library Homepage (click on Databases by Title):**

To find published magazine, newspaper and journal articles, reports, or viewpoint essays we suggest:

- ProQuest Central Essentials
- Academic Search Complete (EBSCO)
- Academic OneFile (Gale)
- Opposing Viewpoints in Context (Gale)
- CQ Researcher

From the Library Homepage click on Databases by Subject to find databases that cover specific disciplines or topics (example: Current Events and News, or Criminal Justice.)

**Tools that most databases have in common:**

- Checkbox for Full Text – Checkbox for Academic or Peer Reviewed Journals – Date Limiters – Advanced Search

Use the **Journals** tab on the library homepage to locate a specific journal in a database or in print from the library.

5. **Internet Sources:**

Internet Sources Libguide from the Library Homepage or at [http://sunyjcc.libguides.com/InternetSources](http://sunyjcc.libguides.com/InternetSources)

For example: click on Government, then click on USA.gov for the US government’s web portal.

What does a website **domain** tell you? .com, .org, .edu, .gov, .mil, .net

Government websites (.gov, .mil) can usually be trusted to provide valid information for your research. However, these websites may contain links to other resources that you will need to evaluate carefully.

Industry and other special interest group sites (.org, .com) could be used as sources for your research as long as you consider that they will be presenting information that may be biased by commercial interests, political views, or rhetorical agendas.

Education sites (.edu) may contain student assignments or lesson plans that are not suitable as research sources.

**Check with your instructor for permitted domains. Before you use any website as a source for your research always evaluate the information thoroughly.**

6. **Evaluate Sources:**

- **Currency** - The timeliness of the information – Is the information current or out-of-date?
- **Relevance** - The usefulness of the information - Does it relate to your topic or answer your research question?
- **Authority** - The source of the information - What are the author's qualifications to write on the topic?
- **Accuracy** - The correctness and reliability of the information - Can you verify any of the information in another source?
- **Purpose** - The reason for the information - Does the point of view appear objective and impartial?

For more help and a printable checklist, look under Evaluate Sources on the Introduction to Research Libguide: [http://sunyjcc.libguides.com/intro_research/evaluation](http://sunyjcc.libguides.com/intro_research/evaluation).

7. **Document your Sources:**

*Keep a research journal of how, where and when you find each article, even if you don’t think you will use it!*

- Writing/Citing Guides on the JCC Library homepage under Use the Libraries.
- Citation Manuals are available in print at the Reference Desk.
- Ask a Reference Librarian!