

How to access Articles - eBooks - Physical Items on Richland Library site.

You can access Richland's Library resources from any computer. To do so you would do the following steps.

1. Go to **MyRichland**
 - a. Choose the **Library tab** [under the myRichland logo - top left]
 - b. Choose **Richland Library**
 - c. Login on the right-hand side **Sign In**
 - i. Use your full RCC email and the password that gets you in Canvas or your RCC email.
 - ii. Stay signed in? – That is your choice.
 - d. The page looks the same, but it will have your name on the right-hand side.
 - i. Your name link will take you to your library account. You can:
 1. Find out what you have checked out,
 2. Renew your items
 3. Track your request
 4. Make a list of favorites

You are ready to begin your search.

2. **In the top search box put keywords for your subject.** Start with your choice of keywords, however you may have to modify your search to find the results you need. We will try Labor and delivery
 - a. You will get a dropdown when you put in your words that directs your search.
 - i. **Everything** – Searches for articles, eBooks and physical items that RCC library owns or has access to.
 - ii. **Library Catalog** – Searches the RCC Library catalog for eBooks and physical items that we own.
 - iii. **Course reserves** – Searches special items that RCC instructors put in the library.
 - iv. **All I-Share Libraries** – Searches for physical items that 90+ university and college libraries in Illinois have that as a student, you can request.
 - b. Too many results. Look on the left to find things to narrow your search.
 - i. You could limit by **creation date, availability, how it is sorted or any combination.**
 - ii. **Add more keywords** – Labor and delivery brought too many results, so you could add **AND** family centered maternity care
 1. Search Tip: Most search engines will look at and as part of the phrase, but will look at **AND** as a connection between the two phrases.
 - iii. You can **add quote marks to search phrases**. For example: “labor and delivery” **AND** “family centered maternity care”
 - c. Not enough useable results.
 - i. Look at **subjects and keywords** in results details for different keywords to expand your results.
 - ii. **Remove some of the limits** if you are unable to find what you need. [for example, remove Held by library so your search includes eBooks if there are not enough physical items at RCC Library.]

You have found an item you think will work.

3. **Evaluate the source.** Remember the following are some of the things to look at:
 - a. A physical item or eBook, click on the title to get to information on the item.
 - i. **Read the summary** – this is a blurb included in the DETAILS (click on the left). It is kind of like reading the back of a book. Sometimes there isn't a blurb. A quick search for the item in Amazon.com or another book seller will give a summary of the item.

Continued on the back

How to access Articles - eBooks - Physical Items on Richland Library site.

Continued from 3. Evaluate the source.

- ii. **Author Affiliations** – sometimes if you have the item in hand you can check about the author on the back page. Also, eBooks will give you information on the author.
 - iii. **Is there an index** – An index will help you find subjects and passages that will help in your research.
 - iv. **Table of Contents** – Reading the TOC will help you decide if the item may have information that you can use in your research.
 - b. An Article:
 - i. **Read the abstract** – this is a summary of the article and give you a good idea about the subject and the author’s stance on the subject.
 - ii. **How many pages** – is it a half page or 10 pages.
 - iii. **What kind of article** is it – a fact-based article, book review or someone’s opinion.
 - iv. **Author Affiliations** [at the bottom] – do they work for a big business or university? Do they have credentials to speak on the subject?
4. If you have the slightest notion that the item may work, make sure to save it to favorites or email it to yourself (articles).
 - a. On the item information page, there is a **Send to** section. You can use that section to:
 - i. Citation – will give you an author generated citation for the item. Remember, to proof read the citation to ensure it fits in your work cited page.
 - ii. Permalink – a link that will bring you back to this item. This is a less reliable form of saving the information, because if you send it to someone else they cannot access because of passwords.
 - iii. Print – this prints the item information, to the actual text or article.
 - iv. Email – you put in an email and a note
 - b. To **add to My Favorites** - there is a pin in the upper right-hand corner of the item information page. You can revisit favorites under your name and My Favorites. You can use that section to do the same things as in the Send to section, by going to the ellipsis (3 dots) in the right corner.
5. If you do not find what you need at the library you can Interlibrary loan (ILL) items you find in the **All I-Share Libraries** search. This search is only for physical items.
 - a. Redo your search using the **ALL I-Share Libraries** search instead of the **Everything** search. This search is only for physical items
 - i. On the item information page there is a section called **How to get it.**
 1. The box below, has an I-Share link. Click this, it can be a little slow sometimes.
 2. A pre-populated form comes up. The only change you can make is a different email.
 3. At the bottom is a Green arrow with SEND REQUEST. Click that.
 4. You should get a **Your request was successfully placed.**
 5. Contact AskALibrarian@richland.edu explaining what you wanted and we will try to get it another way. IF:
 - a. You do not get a statement that your request was successful
 - b. You do receive a cancellation notice in your email,

If you have any questions on this or any other library issue, please feel free to email, call or come into the library, we would be happy to help.

AskALibrarian@richland.edu

RCC LRC (library) phone: 875-7211 ext. 6330

Article Databases

- *Narrowing your topic and finding keywords*
- Think about the “**who, what, when, where, why, and how**” questions that will help add context and depth to your topic.

For example, “child abuse” alone is too broad to write about in a research paper,

So consider the following to refine your idea:

WHAT are the types child abuse? Neglect, maltreatment, psychological, etc.?

WHAT can be done to support survivors of abuse?

HOW do social service agencies address abuse prevention?

WHO is at the most risk to suffer child abuse?

WHICH environmental factors or demographic groups are most susceptible?

Using your topic, identify and combine **KEYWORDS** to use in online and database searches.

If your topic is “Child abuse can be prevented by family-centered intervention programs”

then the important keywords will be:

Keywords:

family

child abuse

intervention

Synonyms:

parents, fathers, mothers, children, dysfunctional families

child neglect, child maltreatment, cruelty to children

social services, human services

Search input: family **AND** child abuse **AND** intervention

Enter this whole search string or just parts of it to see what results are returned.

Add, subtract or substitute keywords to narrow or widen your search.

Note the subject headings of relevant articles for other useful keywords.

YouTube has some good sources to help you choose keywords. I have listed three short videos that I think describe it well.

<https://www.youtube.com/watch?v=rkY4GRDfQ24> [under 2 mins] choosing keywords

https://www.youtube.com/watch?v=r6kjt2Mt_4w [under 5 mins] choosing keywords

<https://www.youtube.com/watch?v=NqLqEbFUKNk> [under 3 mins] Boolean operators (the difference between and & AND)

Developing Keywords

Write your main topic/thesis/research statement.

Identify the key words or concepts by underlining or circling your original topic/thesis/research statement.

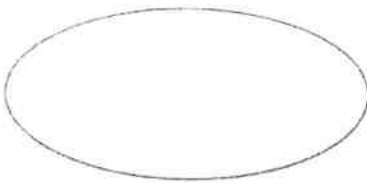
Example: College students who are involved in college clubs are more likely to graduate than those who aren't involved at all.

Put each concept into a separate circle below. You may have more or less than three. Find synonyms for each keyword/concept and list them below each circle. Use an online thesaurus such as Merriam-Webster (<http://www.merriam-webster.com/thesaurus>) for help.

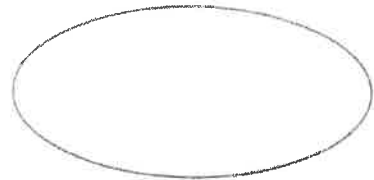
Concept 1



Concept 2



Concept 3



Concept 1 synonyms

Concept 2 synonyms

Concept 3 synonyms

HOW TO GET HELP WITH CITATIONS

Ways to send citation in format from library databases:

Richland Library (Primo): You can create a citation for sources that you find.

Open the source (click on title)

There is a *Send to* section, with citation, permalink, print, and email options

- Choose CITATION
 - Be sure to pick the correct format on the left of the citation [for example: MLS (8th edition)]
 - Copy and paste the citation to a docx or email. [RCC librarian suggest an email so you have easy access and can review it before using in your paper]

EBSCOHost: You can create a citation for sources that you find in EBSCOHost -

Open the source (click on title)

On the right is a list of tools

- Choose E-mail (RCC librarian preferred method)
- On right choose Citation Format from the drop down
- Enter your email on the left [Email to:]
- Add a subject if you desire.
- The email you receive will have the source attached [if EBSCO has it full text] and the citation in the body of the email you can copy and paste it.

Or you can:

- Choose Cite
- A box will open that shows the source cited in different formats. Choose the one you want then copy and paste it to a word doc. It will probably have a highlight background, so you will have to re-type it.

Online there is Owl Purdue Online Writing Lab <https://owl.english.purdue.edu/owl/>. It has been a leading source on creating citations for years. The site has a wealth of information on researching, using and citing sources.

They have guides for:

MLA <https://owl.english.purdue.edu/owl/resource/747/01/>

APA <https://owl.english.purdue.edu/owl/resource/560/01/>

Each guide gives you:

Sample citations

Tutorials on how to create work cited/reference pages

Tutorials on how to do in-text citations.

Russell, Tony, et al. "MLA Formatting and Style Guide." *The Purdue OWL*, Purdue U Writing Lab, 2 Aug. 2016.

Make an appointment at Richland's Tutoring Center.

- Sign in to myRichland
- Choose My Student Info
- Tutoring Center [on the left side]
- You can schedule an appointment or visit in south hall between the Library and Campus Store.

Above information has taken from myRichland Tutoring Center site

Free citation generators (i.e. EasyBib.com) – Tips on using

- Check with your instructor to see if they allow citation generators to be used
- Always change the font to match your paper.
- Try to copy and paste from a white background. Often it helps to complete the citation search and have the generator send a list of your sources to you. Then there is no highlight background.

Improve Your Internet Searching



A few quick tips to help you find what you are really looking for on most web browsers:

- site:.gov** → Search only for sites that end in a certain domain, such as .gov, .edu, etc.
- site:website.edu** → Search only within a specific website
- intitle:keyword** → Search only for sites that have the keyword you are looking for in the title.
- “insert phrase”** → Use quotation marks to keep words together and separate phrases
- keyword** → The minus sign will eliminate a particular word from your search.
- ~keyword** → The tilde (right above the Tab key) will retrieve results that contain synonyms for your keyword.

Google Scholar - Searches scholarly documents and books. Some will be available for free; if there is a link to the right of the citation, then it is probably in full text.

You can search Google for “Google Scholar” or use the link below.

<https://scholar.google.com/>



• Articles Case law

Stand on the shoulders of giants

Name: _____



CHECKLIST: EVALUATING SOURCES

Is this source reliable?

Use the checklist below to determine whether a source is likely to provide credible, trustworthy information.

Authority

- Is the name of the author, group, or editor responsible for creating the work clearly displayed?
- Can you find or link to the author's credentials (e.g., job title, place of work, education and areas of expertise, past experience, list of other publications, etc.) to ensure that the author is not an anonymous entity and that the author is accountable for the material produced?
- Is there evidence that the source went through a review process (e.g., peer review, editorial review, approval by an advisory board, or some other means of quality control)?
- Can you find the name of the publisher or sponsoring organization?
- Is the publisher or organization reputable?¹
- Does the work appear to be carefully prepared (e.g., well-written or designed, mostly free of errors, easily navigated and functional)?

Purpose

- Can you find a mission statement or an explanation for why this work was published?
- Does the source seem free of attempts to advertise or to sell a product?
- Does the source aim to serve an educational purpose that presents information and interpretations objectively?
 - Does the work avoid offering an opinion or attempts to persuade?
 - Does the work avoid attempts to be funny or satirical?
 - Does the work avoid attempts to entertain?

Accuracy and Verifiability

- Does the work document the sources of the information it presents (e.g., through a bibliography, footnotes, or links to other works and through the inclusion of quotations and summaries of sources in the prose or graphical interface)?
- Is the author's or publisher's contact information clearly listed?
- Does the source appear to be well-researched and factual, and can you follow the trail of information provided should you choose to do so?

¹ A reputable publisher or organization has a long-standing reputation in the academic community for producing scholarly work. You can conclude that a publisher or organization is reputable if it has a policy that includes rigorous evaluation of submissions, if its other publications are often cited by others, or if the company has won notable awards.

Currency and Relevance

- Does the source provide a date of publication?
- Does the date of publication suggest the information is sufficiently current for the topic presented?
- Are there any indications that the source has been influential (e.g., republished, shared, reviewed, or discussed by others)?

Total Checks: _____
18

*13–18 Checks: This source is **most likely reliable**.*
*<13 Checks: This source is **most likely not reliable**.*



Although you will need to use common sense to determine whether a source is reliable, this checklist is a great tool to help you analyze the sources you find!

American Psychological Association (APA) Style Guidelines Overview

Introduction

This poster provides basic rules for using APA style. To supplement this material, consult the *Publication Manual of the American Psychological Association* (7th edition). The APA manual is available in most writing centers, libraries, and bookstores. You may also reference the Purdue University Online Writing Lab (OWL) for information on APA: <http://owl.purdue.edu/owl/>.

Posted by Kate Bowman and Allen Moore, © 2009 The Writing Lab & OWL at Purdue University. Updated for APA 7 by Rachel Robinson, © 2019 The Writing Lab & OWL at Purdue University.

Formatting

Type APA papers on white 8.5 x 11 inch paper. Margins should be 1 inch on all sides. Text should be double-spaced. Use a legible font in 10 to 12 pt. size. Include a page header at the top of every page. To create a page header, type "TITLE OF YOUR PAPER" flush with the left margin. Abreviate your title to 50 or fewer characters. Then insert page numbers flush right.

Title Page

Title pages should include the "TITLE OF YOUR PAPER" in the header. In the upper half of the title page, type your name, the byline, and affiliation centered on separate lines. Student paper title pages include the title, author name and affiliation, course number and name, instructor name, and assignment due date. Abstract

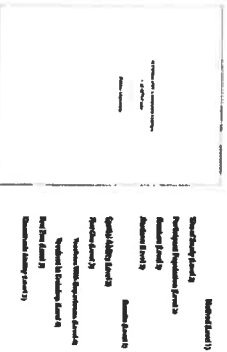
On a new page, center and type the word "Abstract." Beginning with the next line, type a double-spaced paragraph of 250 or fewer words summarizing your paper. Abstracts are not typically required for student papers.

Main Body

The top area of the body pages should contain the header and the page numbers. Page margins should be 1 inch. Indent first lines of paragraphs one half-inch from left margins.

Headings

APA uses a five heading system to separate papers: Level 1: Centered, boldface and titlecase heading; Level 2: Left-aligned, boldface, titlecase heading; Level 3: Left-aligned, boldface italic, titlecase heading; Level 4: Indented, boldface, titlecase heading with period; Level 5: Indented, boldface italic, titlecase heading with period.



In-Text Citation

Basics

Use the past tense or present perfect tense when using signal phrases to describe earlier research. e.g., Jones (2020) found¹ or Jones (2020) has found². Follow the author-date method of in-text citation: (Jones, 2020).

Place direct quotations longer than 40 words in a free-standing block of double-spaced lines and omit quotation marks. Start the quotation on a new line, with all lines indented .5 in. from the left margin. Indent the first line of any subsequent paragraph within the quotation an extra .5 in. Place the parenthetical citation after the closing punctuation mark.

A Work with One or Two Authors

Name the author(s) in the signal phrase or in the parentheses. Spell out "and" in signal phrases but use the ampersand in parentheses.

Fan and Okoye (2020) found that... (Fan & Okoye, 2020).

A Work by Three or More Authors

Include the name of the first author plus "et al." in each citation, including the first, unless that would create ambiguity with another source.

Gettler et al. (2019) argued that... (Gettler et al., 2019)

Avoiding Ambiguity With Multiple Sources

When different sources have similar groups of authors, include as many authors as are necessary to differentiate between the sources.

Gettler, Jones, Wang, et al. (2019) argued that... On the other hand, Gettler, Jones, Zaki, et al. (2019) claimed that...

Unknown Author

If the work does not have an author, cite the source by its title in the signal phrase or use the first word or two in the parentheses. Italicize titles of books and reports; titles of articles and chapters go in quotation marks.

A similar study was conducted with students learning to format research papers ("Using APA," 2001).

Organization as Author

For organization or government agency authors, mention organizations in the signal phrase or the parenthetical citation the first time you cite it.

According to the American Psychological Association (APA) (2020),...

Two or More Works in the Same Parentheses

When your parenthetical citation includes two or more works, order them the same way they appear in the reference list, separated by a semicolon.

(Chen, 2020; Ruiz, 2019)

General Mentions of Common Websites, Software, and Applications
Mention the site in the text and include the address in parentheses. Software and apps use version numbers in parentheses.

We consulted the Purdue OWL (<https://www.owl.purdue.edu/>).

References

Basics

References lists appear at the end of papers on a separate page. Center and type the word "References" at the top of your list. All lines after the first line of each entry in the list should be indented .5 inch from the left margin. Author's names are inverted; give last names and initials for all authors of a work unless the work has more than 20 authors. Sources should be listed in alphabetical order and double spaced.

Single Author Periodical
Author, A. A. (Year). Title of article. Title of Periodical, volume number(issue number), pages. DOI

Other Author Variations
For two authors, use the ampersand and separate with a comma.

Zantman, A. A., & Zantman, B. B.

For three to 20 authors, separate all names with a comma and use an ampersand before the final name, similar to the above.

For 21 or more authors, follow the pattern above for the first 19 authors, use an ellipsis, and write the final author's name.

For an organization as author, write the whole name of the organization: American Psychological Association.

For an unknown author, start with the title of the work and follow all other guidelines.

Book
Author, A. A. (Year). Title of Book. Publisher Name.

Chapter in Edited Book
Author, A. A. (Year). Title of chapter. In E. B. Editor (Ed.),

Title of book, (pp. 1-25). Publisher Name.

YouTube Video
Uploader, A. A. (Date). Title of work [Description]. YouTube. URL

Podcast Episode
Host, A. A. (Date). Title of episode (No. 1) [Audio podcast episode]. In Title of podcast. Publisher. URL

Tweet
Author, A. A. [Username]. (Date). Content of post up to first 20 words. Site Name. URL

Page on a Website
Most online sources that do not fall under other categories (social media posts, blog, journal) will use this template, including articles on news websites such as BBC News and pages on government or NGO websites.
Author, A. A. (Date). Title of page. Site Name. URL

Introduction

This poster overviews basic information for using MLA style guidelines. To supplement this guide, consult the MLA Handbook, 9th edition which can be found on their website [style.mla.org](http://www.mla.org). You may also reference the Purdue University OWL for more detailed information at <http://owl.purdue.edu/>.

Formatting

General Essay Format

- 1 inch margins
- Legible font between 11 and 13 points
- Double spaced
- In the upper, left-hand corner of first page, list your name, instructor's name, course, and date on separate lines.
- Headers contain your last name and page numbers in the upper right-hand corner, ½ inch from the top.
- Title requires no ending punctuation, underlining or bolding.
- Indent the first line of each paragraph from the left margin.

Works Cited Basic Format

- Begin Works Cited list on a separate page at the end of your essay.
- Alphabetize citations by last name of the first author.
- Using a hanging indent on each citation
- Double spaced throughout.

Works Cited

Works Cited entries are based on "core elements" that can be applied to any kind of source. A TV series could be the "Title of the container" when citing an episode. Similarly, a book is a container for a chapter, a blog for a blog post, a journal for an article. Sometimes there are two containers, such as a TV series watched on Netflix. In this case, you will repeat items 3-9 for the second, larger container after completing the information for the first.

Begin with:

1. Author.
 2. Title of Source.
- Then continue to the container information:
- | | |
|------------------------|----------------------|
| 3. Title of Container, | 7. Publisher, |
| 4. Contributor, | 8. Publication Date, |
| 5. Version, | 9. Location. |
| 6. Number, | |

Book

Rhoads, Sandra F. *Mortal Sigh*. Enclave Publishing, 2020.

Article in a Scholarly Journal

Include volume number, issue number, year, page numbers.
Morris-Mullaney, Trish. "In/Exclusion of English Learners in Longitudinal Research: A Historical Review of Indiana's School Accountability for English Learners." *Indiana Teachers of English to Speakers of Other Languages*, vol. 11, no. 1, 2014, pp. 61-84.

Internet Sources

Include date of access, containers, and URLs
The Purdue OWL Family of Sites. The Writing Lab and OWL at Purdue and Purdue U, 2008. owl.purdue.edu/owl.

In-Text Citations

Print Sources Use parenthetical citation to cite sources in your text. The page number(s) of your outside source should always appear in the parenthetical citation. The author's name for the outside source may appear in the sentence itself. For sources with two authors, list the authors' last names in the text or parenthetical citation.

John Green asserts that love is both everything and nothing through Augustus' proclamation, "I'm in love with you, and I know that love is just a shout into a void, and that oblivion is inevitable, and that we're all doomed" (153).

The authors ask readers to consider that even "making a shopping list with a family member is a literacy event" (Larson and Marsh 16).

Internet Sources Include enough information to lead the reader to the appropriate Works Cited entry. Usually this includes the author's name. You do not need a page or paragraph number in the parenthetical citation.

Today, modern songwriters still echo Romeo's universal feelings of teenage love, promising, "Never gonna give you up/ Never gonna let you down/ Never gonna run around and desert you" (Astley).

No Known Author Use a shortened title of the resource in the parenthetical citation

The Purdue's Women in Engineering Program works to cultivate peer relationships between the 26% of undergraduate and graduate Purdue engineering students who identify as women ("Facts and Figures").