

Laying the Foundation: An Introduction to Successful Research and the Resources of The University of Memphis Libraries

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How you gather, manage, and use information will determine whether you win or lose.

-- Bill Gates, *Business @ the Speed of Thought*

“And just a reminder—your papers are due three weeks from today!”

Her instructor’s words rang in Anne’s ears. Her first college research paper! She hadn’t even started yet! And she couldn’t just pull some information off the Internet—her teacher was requiring the class to find and use books and articles in periodicals. What should she write about? Where should she look for information? *How* would she look for information? How would she know if her sources were any good? It was inevitable—she would have to go . . .

to the library!

Anne is typical of many students who pass through the automatic doors at the Ned R. McWherter Library here at the University of Memphis: in awe of the size of the place, hesitant to ask questions, unsure of their computer skills, and overwhelmed by the sheer amount of information that is “out there.” This chapter was written with these concerns in mind. As you read it, you will

- gain an overview of the University Libraries here at the University of Memphis
- find locations and brief explanations of resources and services at McWherter
- learn tips for starting and researching a successful paper
- discover what a database is and learn about those available at the University of Memphis
- start to think about evaluating the information you find
- become familiar with how to find books, articles from periodicals, and reliable sites on the World Wide Web
- review the meaning of plagiarism and learn about sources that will help you cite information

NOTE: You will need a U of M computer account and a computer with an Internet connection and a Web browser to complete many of the quizzes in this chapter.

The University of Memphis Libraries

McWherter Library and four smaller branches comprise what is known as the University Libraries. McWherter—the main library on campus—is just south of Central Avenue and west of Zach Curlin Drive, or if you’re walking on campus, on the east side of Dunavant Plaza. The smaller branches are discipline-specific libraries located in Smith Hall (chemistry), Dunn Hall (mathematics), the Music



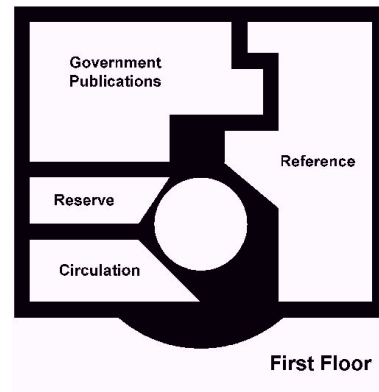
building, and the School of Audiology and Speech-Language Pathology (807 Jefferson Avenue in downtown Memphis). In addition, there is an affiliate library at the Center for Earthquake Research and Information. Together, the University Libraries contains 1.7 million volumes; 3.4 million pieces of microform; and 9.3 million records, documents, and other materials of historic significance.

What's Where at McWherter?

The librarians at McWherter often hear students comment that McWherter is the biggest library they've *ever* been in. Following are the locations and brief descriptions of the resources and services available at McWherter:

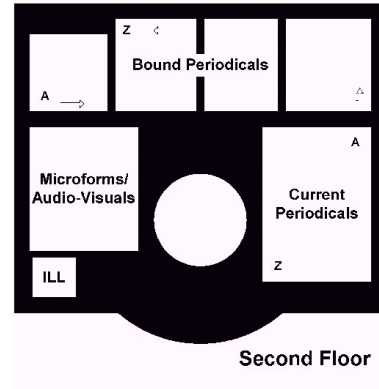
First Floor

- **Circulation Desk**
 - Check out books (must have ID); return books
 - Check out laptops for use in the building
 - Pick up Interlibrary Loan material
- **Reserve Room**
 - Materials chosen by faculty for use with a specific course
 - Quiet study area
- **GoPrint (centralized printing), Copy Center, photocopiers**
- **Government Publications Department**
 - Depository library consisting of materials published by the United States government and the state of Tennessee
 - Information on state and local government
 - Great source for statistics, congressional materials, and maps
- **Reference Department**
 - Excellent place to start research and ask questions
 - Computers for searching various electronic databases, including the catalog and periodical indices and abstracts
 - General and subject encyclopedias, atlases, dictionaries, style manuals, print indices and abstracts (more about these two later)
- **TigerLAN Lab** (operated by The University of Memphis Information Technology Division)
 - Open twenty-four hours a day, seven days a week
 - Need your student ID card to get an account and to log on to the computers
 - Email; word processing, spreadsheet, and PowerPoint software; etc., available



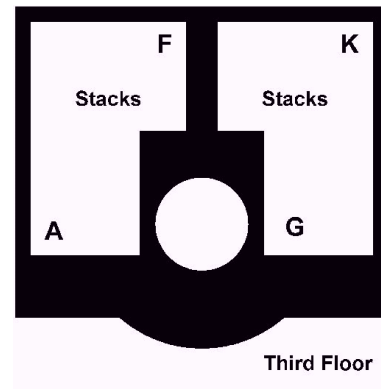
Second Floor

- **Periodicals/Microforms/Audio-Visuals Department**
 - Current and bound (older) volumes of journals and magazines; current issues of national and international newspapers
 - Computers for searching various electronic databases including the catalog and periodical indices and abstracts
 - Photocopiers
 - Journals, magazines, and newspapers in microfilm or microfiche
 - Microform readers and printers
 - Videos and audiocassettes
 - Historical/archival collections in microform
- **Interlibrary Loan Department**
 - Borrow books or order copies of articles in periodicals not owned by the University Libraries (allow at least two weeks for delivery)



Third Floor

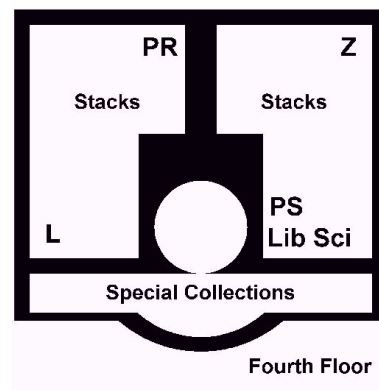
- **Stacks**—the shelves where books whose call numbers start with the letters **A through K** are located (oversize [especially large] books on the East side)
- **Group study rooms, tables, study carrels, groups of comfortable chairs**
- **Branch of the TigerLAN Lab** that is open the same hours as McWherter



Fourth Floor

- **Stacks**—the shelves where books whose call numbers begin with the letters **L through Z** are located (oversize [especially large] books on the East side)
- **Group study rooms, tables, study carrels, groups of comfortable chairs**
- **Special Collections Department**

Historical documents and other materials having to do with the University (school yearbooks, the campus newspaper, special projects, papers of past University presidents, etc.), Memphis (documents pertaining to local industry, political events and personalities, the 1968 Sanitation Workers Strike, and Martin Luther King Jr., etc.), and the Mississippi Valley area (letters, maps, diaries, books, photographs, etc.).



QUICK QUIZ 1

1. Where is the Circulation Desk? _____
Why would you go there? _____
What one thing must you have with you in order to check out library materials? _____
2. On what floor would copies of the Memphis newspaper *The Commercial Appeal* be located? _____
3. Where in McWherter Library are books whose call numbers begin with the letters A-K? _____
4. Where at McWherter would an oversize book whose call number began with the letter PS be located? _____
5. Where's the best place in the library to start your research? _____

HELP—I Have to Write a Research Paper!

“How Do I Begin?”

Even before you start to do research, here are some tips to make the task easier:

Don't wait 'til the last moment. A million volumes is a lot of books, but what if someone beat you to the library and checked out all the books having to do with *your* topic? Or you find a citation to the “perfect” article for your paper, but the library doesn't own the periodical in which it was published? ***Research takes time***—more than you may expect, especially if you are using an unfamiliar library and learning new resources.

Break the assignment down into manageable parts. A ten-page research paper may sound daunting. You might start by ***brainstorming*** for topics, then choose two or three and spend some time at the library seeing what has been written about them. (Often your teacher can suggest relevant sources of information.) ***Making an outline*** of what you will discuss in your paper may help you organize your thoughts. Choosing a topic and deciding on the points you will write about will help you to focus your research. Librarians can help you identify and use resources that may help you answer your research question.

Bring your assignment with you. Most librarians would be fabulously wealthy if they had a dollar for every time a student came in and said, “I need to see if you have a certain book but I don't remember the name of it or who wrote it,” or “I'm supposed to find a bibliography on Edgar Allan Poe . . . or was it a *biography* of him?” (There's a big difference!) ***Bringing your assignment*** will save you (and the librarians!) time and frustration.

“What Should I Write About?”

One of the biggest challenges that some students face is selecting and developing a research topic. Your teacher can help you with this process. There are also sources at the Reference Desk, such as ***10,000 Ideas for Term Papers, Projects, Reports and Speeches*** and ***CQ Researcher***, that may give you ideas for what to write about.

Four Tips for Successfully Selecting and Developing a Research Topic.

1. Choose a topic—or an approach to a topic—that interests you, or with which you are already familiar. (You might use an encyclopedia or some other resource to give you an overview and broad understanding of the topic.)
2. Choose one aspect of the topic and stick with it. Rather than writing about eating disorders in general, for instance, you might write about a particular disorder and how it is diagnosed and treated.
3. Be creative—incorporate your own ideas or interpretations as you develop your topic. Don't just regurgitate what you read about it.
4. Take care to choose authoritative and relevant resources as the foundation to your writing. Your teacher and librarians can help you determine appropriate resources.

I'm Ready to Start My Research . . . Where Do I Go Now?

For many students, one cause of anxiety is not knowing where to begin to look for information. Where you look depends on the type of information you're looking for. The chart below suggests some starting places, depending on the type of information you need.

<i>If I need . . .</i>	<i>I could start with a(n) . . .</i>
. . . a brief overall perspective on a topic	general encyclopedia (<i>World Book; Britannica; Encyclopedia Americana</i>)
. . . a collection of authoritative articles on a single topic	subject encyclopedia (<i>International Encyclopedia of Dance; Dinosaurs, the Encyclopedia; Encyclopedia of Multiculturalism</i>)
. . . a short recent article on something of popular interest	magazine (<i>Newsweek; Rolling Stone; Consumer Reports</i>)
. . . a scholarly, peer-reviewed article	journal (<i>Shakespeare Quarterly; Quarterly Journal of Experimental Psychology</i>)
. . . information on a local person, event, place, company, etc.	newspaper (<i>The Commercial Appeal; The New York Times; The Tennessean</i>)
. . . in-depth information	book
. . . citations to articles in magazines, journals, or newspapers	index or abstract (<i>InfoTrac OneFile; Education Index</i>)
. . . a list of books or articles on a particular person or topic	bibliography (<i>Bibliography of American Fiction; American Drama Criticism</i>)

Once you've determined the type of information you need, how do you find an encyclopedia or article on your topic? An online database or a printed index will lead you to what you are looking for.

Online Databases

Many of the library's resources are on the computer in the form of databases. Simply put, a database is a collection of information, usually in electronic format, arranged so that you can find

that information quickly. The name of a database generally suggests its focus, but if you need help selecting one that is appropriate for your topic, ask a librarian.

There are many databases on each of the computer terminals throughout the library.

Examples include:

- **tomCat**—the University of Memphis Libraries' online catalog. If you want to know whether the library owns a particular encyclopedia, magazine, journal, newspaper, book, bibliography, or other material, choose tomCat. tomCat is available from all of the terminals in the Libraries, from any of the TigerLAN Labs on campus, or from off campus at <http://exlibris.memphis.edu> if you have a computer and an Internet connection.

NOTE: tomCat exists in two versions—Telnet and Web-based. The Web-based version is the newer of the two. The biggest difference is that *the Telnet version includes the titles of periodicals (magazines, newspapers, and journals), which issues are owned by the Libraries, and their locations; the Web-based version only includes the titles of the periodicals owned.* More about this later!

- **Periodical indices.** These resources help you find citations (titles, authors, and publication information) for articles in periodicals (magazines, journals, and newspapers). Some indices include “abstracts,” or summaries, of articles; some provide the entire article. Indices may be general in scope (*InfoTrac OneFile, WilsonSelectPlus*) or subject-oriented (*ERIC, Medline; PsycINFO*). Like tomCat, the online indices are available from all public terminals. Most are available remotely if you have a University of Memphis computer account and a computer with an Internet connection and Web browser.
- **Other libraries' catalogs.** From the University Libraries' Web page (click on **Resources**, then **Books, Videos & Other Library Holdings**), you can search the collections of several local libraries including Christian Brothers University, Memphis/Shelby County Public Library, Rhodes College, and UT Medical Library. With proper identification, you may use and check out material from any of these collections! (Call before visiting these other libraries to determine what identification they require.)

Printed Indices

The library also has indices in paper format. Generally, articles whose citations you find on the computers have been written since 1985. In contrast, you can use the print indices to find articles written up to a hundred or more years ago. Say your topic were the mysterious disappearance of the female aviator Amelia Earhart in 1937. You could use the online databases to find recent articles, then check the print indices to see what was written about her disappearance *at the time it happened*. The contrast between the two perspectives may amaze you!

The Internet

“My boyfriend and I spent four hours on the Internet trying to find out what piatti are. Can you help me?”

Incredible as it may sound, not everything can be found on the Internet, though there are literally millions of sites and the number of new sites grows every day. Keep in mind that

anyone can put up a site on the Internet—the fifth-grader next door, religious or political extremists, the government, companies, researchers—*anyone!* Internet sites can be unstable . . . here today, gone (or changed) tomorrow. Though there is a lot of good information “out there,” don’t discount good old print resources—books, encyclopedias, almanacs, and so forth—and *don’t believe everything you see on the ‘net.* Take a moment to think about and evaluate the information you find before citing it in a paper or speech. (The next section of this chapter discusses evaluating sources.)

By the way, *piatti* is Italian for cymbals. Once the librarian determined that it was an Italian word and some kind of musical instrument, she and the student found the answer in the *New Grove Dictionary of Music and Musicians* in a few seconds!

Evaluating Sources

Once you have found a source—a book, a periodical article, or an Internet site, for instance—it’s a good idea to evaluate that source before using it to form an opinion, to make a decision, or to develop an idea in a paper. Is it a source that your instructor suggested that you use? Avoid? How do you know that the information is reliable? Recent? Not just someone’s opinion?

Whether information comes from a book, a periodical, the Internet—even a friend—there are some questions you should ask yourself before believing it.

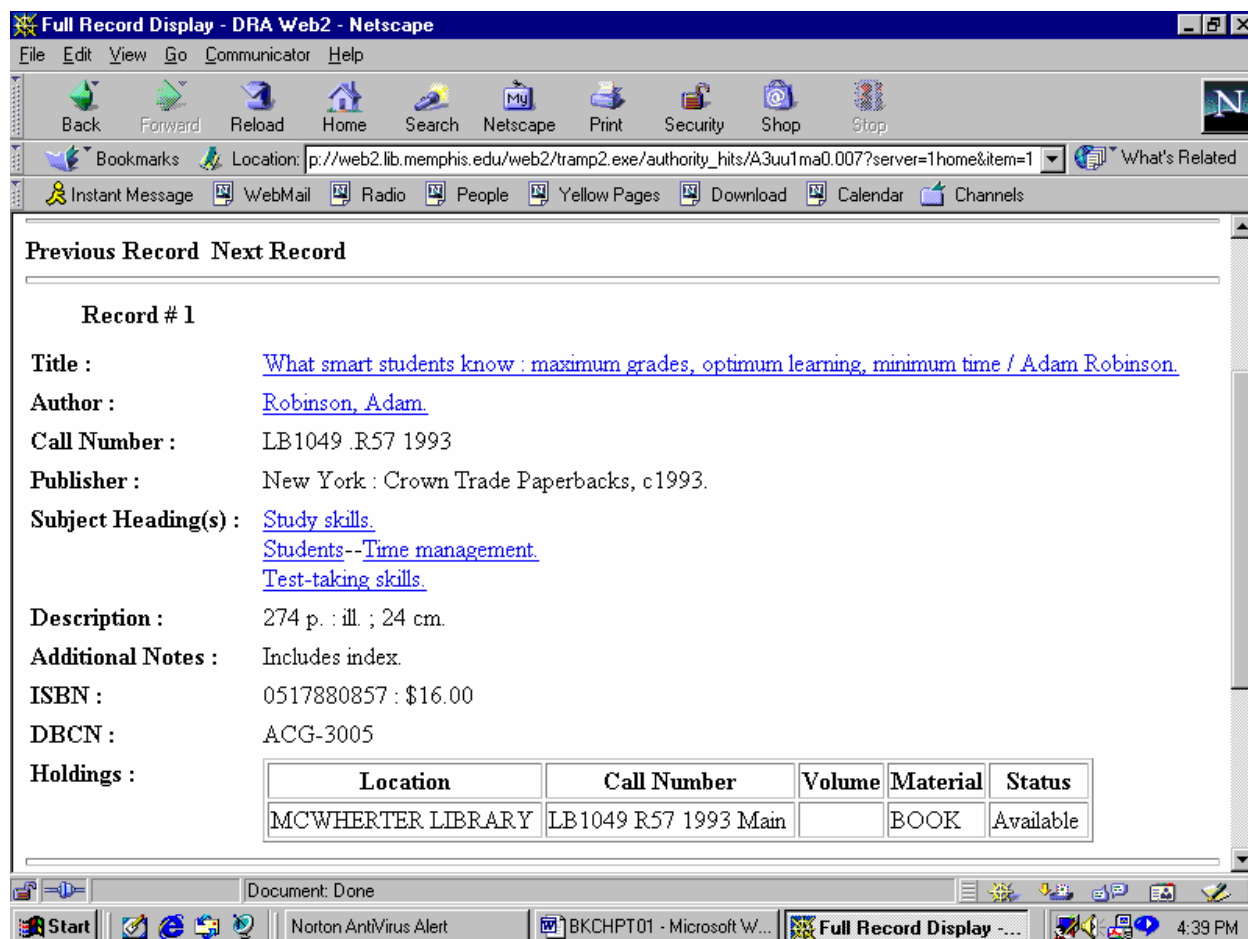
- Who is the source of the information? What are the author’s credentials? Does the author document his or her sources?
- Is the information verifiable? Objective? Biased? Opinionated?
- Is the information from a popular magazine or from a prestigious scholarly journal?
- Is the information up-to-date?
- Are there factual, grammatical, or spelling errors?
- Is the material satirical? Is it a joke?

If you need help making these decisions, ask a librarian.

How Do I Find a Book?

Earlier in this chapter you read about tomCat (the University of Memphis Libraries’ online catalog) and the locations of books and other materials in McWherter Library. This section will help you “put it all together”—using the University of Memphis Libraries’ online catalog to find a particular book, then locating that book in the library.

The following is an example of what you would see if you looked up the book *What Smart Students Know*, by Adam Robinson, in the library’s online catalog.



NOTE: As technology evolves, the exact look of the screen may change. The basic information about the book will be the same, however: the title, author(s), publication information, the library in which the book is located, the call number, and whether or not the book is available (not checked out to someone else) or checked out.

QUICK QUIZ 2

Based on the example above, answer the following questions.

1. What is the title of this book? _____
2. Who is the author? _____
3. Where was it published? _____
4. Who is the publisher? _____
5. When was it published? _____
6. In which library will you find the book? _____
7. What is the call number of the book? _____
8. Is it available or checked out? _____
9. On what floor will you find the book? _____
10. How do you know? _____

Now that you know how to read a catalog record, try your hand at searching for a book.

Step 1. Locate the University of Memphis Libraries' Home Page (<http://exlibris.memphis.edu/>). Click on **Resources**. Click on **Books, Videos & Other Library Holdings**. Click on **tomcat ~ Online Catalog**. Click on **Web Version**.

Step 2. Look up the book *Reading Critically, Writing Well*, by Rise B. Axelrod.

QUICK QUIZ 3

1. What is the title of this book? _____
2. Who is the author? _____
3. Where was it published? _____
4. Who is the publisher? _____
5. When was it published? _____
6. In which library will you find the book? _____
7. What is the call number of the book? _____
8. Is it available or checked out? _____
9. On what floor will you find the book? _____
10. How do you know? _____

NOTE: Typically, high school and public libraries use the Dewey Decimal classification system to arrange books on the shelves by subject. Like most large academic libraries, the University of Memphis Libraries use the Library of Congress classification system. This combination of letters and numbers may be unfamiliar to you. The main thing to remember is to note *the entire call number* before you look for a book. More information on call numbers may be found on the Web at <http://exlibris.memphis.edu/help/findbooks.html#copy> and at <http://exlibris.memphis.edu/help/lcclass.html>.

QUICK QUIZ 4

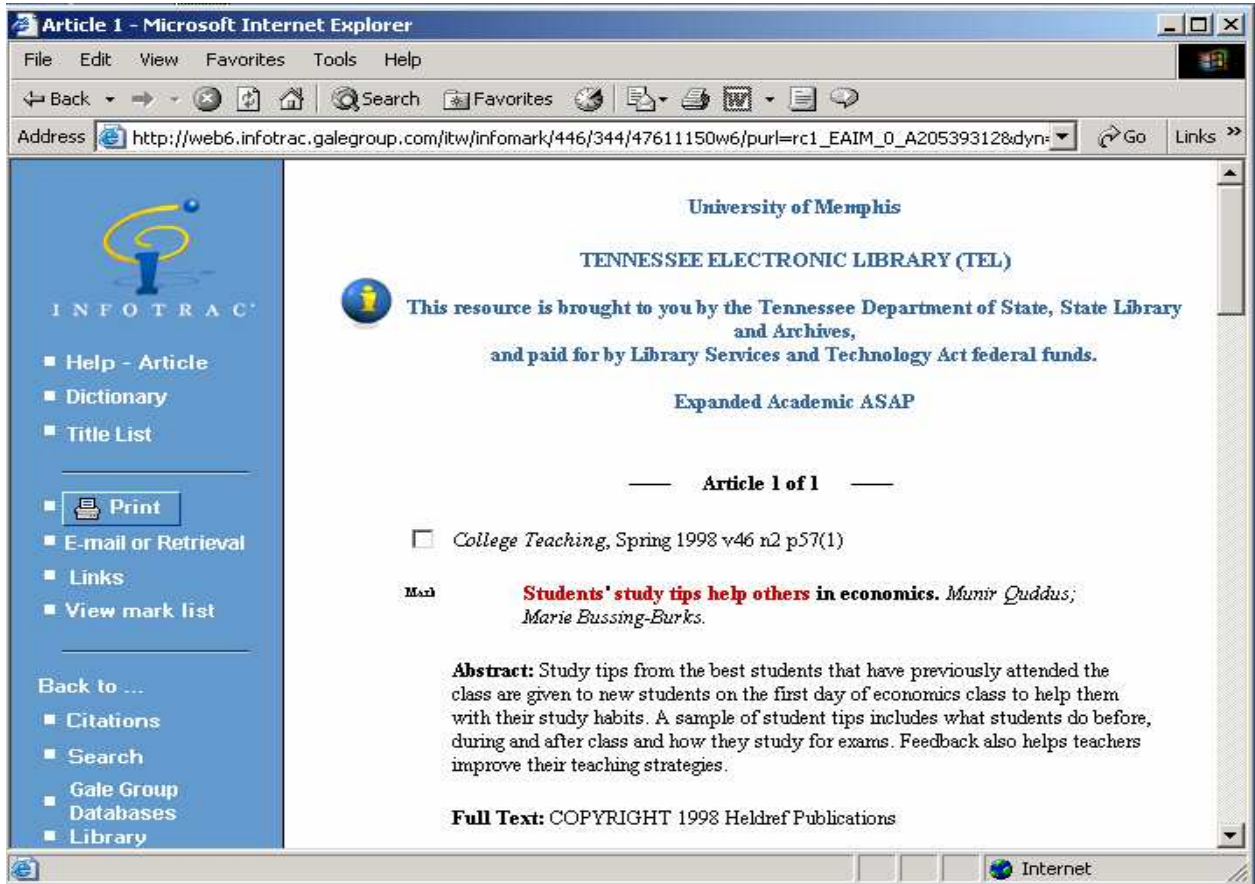
Go to the Reference Department at McWherter. Locate the following books in the Reference collection and write their titles. Don't hesitate to ask if you need help getting started!

1. BL 31 E 46 1987 v. 7 _____
2. BL 31 P 36 _____
3. PN 6080 C 64 1980 _____
4. PN 6081 A 14 _____
5. PN 6081 B 635 1989 _____

How Do I Find an Article in a Periodical?

You read earlier about online indices—the databases you use to find citations (titles, authors, and publication information) for articles in periodicals (magazines, journals, and newspapers). This section outlines the process of using an online index to find the citation to an article and establishing whether the University Libraries owns the periodical in which it appears.

First, an example of what you would see if you looked up an article in the online database *Expanded Academic Index ASAP*:



NOTE: As technology evolves, the exact look of the screen may change. The elements that comprise the citation will be the same, however: the title and author(s) of the article; the name, date, volume, and number of the periodical in which it was published; and the page on which the article begins and—in parentheses—how long the article is in the print version of the periodical.

QUICK QUIZ 5

Based on the example above, answer the following questions.

1. What is the title of this article? _____
2. Who are the authors? _____
3. What is the name of the periodical in which it was published? _____
4. What is the date of this issue? _____
5. What is the volume and number of this issue? _____
6. On what page does the article begin? _____
7. How many pages long is the article? _____

Now that you know how to read a record in an index, try your hand at searching for an article.

NOTE: If you are doing this exercise off-campus, you will need to authenticate with the University name directory using your UUID and PH password. You can learn about this process by going to the University of Memphis Libraries' Home Page (<http://exlibris.memphis.edu/>) and clicking on **Help**, then **Help Guides**, then **Off Campus Access to Resources** (under **Other Guides**). Or you could go straight to the URL <http://exlibris.memphis.edu/help/offcampus.html>. For help, call the Information Systems Helpdesk at 901/678-8888 for more information.

Step 1. Locate the University of Memphis Libraries' Home Page (<http://exlibris.memphis.edu/>). Click on **Resources**, then **Periodicals & Databases**, then **All Databases A-Z**. Scroll down the screen until you see Expanded Academic Index ASAP. Click on the words Expanded Academic Index ASAP. Click on **"Proceed."**

Step 2. When the search screen appears, click on **"Keyword search"** (in the blue box on the left). In the entry box above type **improving understanding and increasing grades**. Click on **"Search"** or press the Enter key.

QUICK QUIZ 6

1. What is the title of this article? _____
2. Who is the author of the article? _____
3. What is the name of the periodical in which it was published? _____
4. What is the date of this issue? _____
5. What is the volume and number of this issue? _____
6. On what page does the article begin? _____

Congratulations! You've just done a keyword search to find a citation (title, author, and publication information) for an article in a periodical (a magazine, journal, or newspaper).

Some of the articles in this database (like the one you just found) are available full-text, which means that the entire article will appear right on the screen. If you want to read an article whose full text is not available in one database, you may check to see if it is available in another, or use the Telnet version of tomCat to look up the title of the periodical in which the article was published. If the Libraries subscribes to that periodical and owns the issue you need, you can see where it is located (McWherter or one of the five branch libraries) and read the article in print form.

Step 1. Go back to the Libraries' Home Page. (If you are using one of the Libraries' computers, you may return to the Libraries' Home page by clicking on the tiny picture of the house in the gray area at the top of the screen.) Click on **Resources**, then on **Books, Videos & Other Library Holdings**, then on **tomcat ~ Online Catalog**. Click on **Telnet version**. The Username is "library" (without the quotes). Press the Enter key. Press the Enter key two more times. A drop-down menu will appear on the left side of the screen.

- Step 2.** Do a title search using the **title of the periodical** (*not the title of the article*) you found in QUICK QUIZ 6. Follow the instructions on the screen to see whether the University Libraries owns that periodical and if so, where that particular issue is located. If you have trouble with this process, you may want to read more detailed instructions at <http://exlibris.memphis.edu/instr/findper.htm>.

QUICK QUIZ 7

1. Does the University Libraries own that periodical? _____
2. Is the issue in the unbound, bound, or microform area? _____
3. If the issue is not owned by the University Libraries, what department could get a copy of the article you need? (Hint: It's on the second floor!) _____

How Can I See if an Article is Available Full-Text?

Once you have a citation (author, title, publication information), it may be possible to locate the full text of the article online—perhaps in one of our licensed databases—or in the electronic version of the periodical.

Let's say that you come across the following citation:

Drevitch, Gary. "How to Get Your Fair Share: Financial Aid Can Be a Piece of Cake When You Know Where to Look." *Careers & Colleges* Nov.-Dec. 2002: 6-9.

and you thought, "I wonder if that article is available online someplace?" Check this out:

- Step 1.** Locate the University of Memphis Libraries' Home Page (<http://exlibris.memphis.edu/>). Click on **Resources**, then **Periodicals & Databases**, then **Electronic Journals and Full Text Articles**. You may either "Browse the List of Electronic Periodicals by Clicking on the First Letter of the Title," or "Search for Electronic Periodicals by Title or ISSN." For our purposes, just click into the box under "Search for Electronic Periodicals by Title or ISSN." Type in **Careers & Colleges** and click on the Search button.

- Step 2.** As of this writing, *Careers & Colleges* is available full-text in *InfoTrac Student Edition*, *Expanded Academic ASAP*, *General Reference Center Gold*, and *InfoTrac OneFile*. Note the dates beside the names of the databases. Since the citation is from Nov.-Dec. 2002, the article should appear in any of the four databases. Click on the name one of the databases, then 2002, and find the article!

QUICK QUIZ 8

You have the following citation:

Council, Rosalind. "Basic Fitness, 101." *The Black Collegian*, Oct. 1995: 17+.

In what four databases can you find the full text of this article? _____

How Do I Find a Reliable Site on the World Wide Web?

You have now used tomCat (the University of Memphis Libraries' online catalog) and *Expanded Academic Index ASAP* (a source of citations to articles published in periodicals). In this QUICK QUIZ, you will visit three Web sites and determine whether the information you find could be considered reliable. (Hint: review the section earlier in this chapter about evaluating sources and the chapters on computers and on critical thinking elsewhere in this book.)



QUICK QUIZ 9

Site 1: <http://www.coca-cola.com/flashIndex1.html>

1. What is this site about? _____
2. Would you use it as a valid source of information? _____
3. List three reasons why or why not. _____

Site 2: http://espn.go.com/magazine/catracing_20020401.html

1. What is the main story on this site? _____
2. Would you use it as a valid source of information? _____
3. List three reasons why or why not. _____

Site 3: <http://www.lungusa.org/>

1. What is this site about? _____
2. Would you use it as a valid source of information? _____
3. List three reasons why or why not. _____

What is Plagiarism and Why Should I Avoid It?

The word *plagiarize* actually comes from the Latin *plagiāre*—to kidnap (Oxford English Dictionary). When you plagiarize, you're taking (or kidnapping) someone else's work.

Committing plagiarism is an extremely serious offense. According to the *University of Memphis Code of Student Conduct*, plagiarism

“includes, but is not limited to, the use, by paraphrase or direct quotation, of the published or unpublished work of another person without full or clear acknowledgment. It also includes the unacknowledged use of materials prepared by another person or agency engaged in the selling of term papers or other academic materials.”

Specific examples of plagiarizing include (but are not limited to)

- turning in as your own work a paper (or parts of a paper) that another student wrote,

- turning in as your own work a paper that you purchased,
- cutting and pasting (or otherwise copying directly) from articles, Web sites, or other sources without citing them, or
- paraphrasing or summarizing what you read without citing the source.

If you are caught plagiarising, the University's Code of Student Conduct sanctions the following penalties:

- receiving a lower grade on an assignment or in the course, including failing the course,
- probation,
- loss of privileges,
- discretionary sanctions,
- University suspension, and
- University expulsion.

As you are preparing papers or speeches or Web sites or other projects, the best way to avoid plagiarism is to cite, or give credit to, those whose works you use.

How Do I Cite the Sources I Use in My Paper?

When you include in your paper a direct quote, an idea, or other information, you must indicate where you found that quote, idea, statistic, fact, criticism, etc. This is called citing (or documenting) a source.

Citing your sources is important for a number of reasons. A citation gives credit to the person(s) whose book or article or Web page you've used to develop your own ideas. If you use someone else's work without giving him or her credit, you are committing plagiarism. Finally, if you—or anyone who reads your paper—ever need to find that information again, having a citation will make it easy to locate the source. Articles in scholarly journals include citations for this very reason—readers can easily find a source that they may use in their own research.

Earlier in this chapter you read about the elements of a citation—the title, author, and publication information for the source. Your instructor will suggest which style manual you should use to arrange these citations in your bibliography or works cited page. Among the most-used style manuals are

- Hacker's *A Writer's Reference* (Website: <http://www.dianahacker.com/resdoc/>),
- *MLA Handbook for Writers of Research Papers*,
- *Publication Manual of the American Psychological Association* (sometimes called the "APA manual"),
- Slade's *Form & Style*, and
- Turabian's *A Manual for Writers of Term Papers, Theses, and Dissertations*.

There should be copies of all five of these at the Reference desk.

The "help" screens of many of our full-text databases actually give examples of how to cite the articles found there. On the Tennessee Electronic Library (TEL) databases (such as *Expanded Academic Index ASAP*), for instance, you can see examples of citing in both MLA and APA formats by clicking the "Help" link in the blue field on the left of the screen of whatever TEL database you are using.

NOTE: Sometimes the examples on these “help” screens do not exactly match what the *MLA Handbook* prescribes. Check with your instructor to see if the suggested formats from the help screens are acceptable.

Following are examples of how to cite a book, an article from a periodical, an article from a full-text licensed database, and a Web site in MLA and APA format. As you can see, each style includes the author, title, and publication information, but arranges these elements differently.

Example 1: How to cite a book in

- **MLA**
Richmond, Virginia P. Nonverbal Behavior in Interpersonal Relations. 3rd ed.
Boston: Allyn and Bacon, 1995.
- **APA**
Richmond, V. P. (1995). *Nonverbal behavior in interpersonal relations* (3rd ed.).
Boston: Allyn and Bacon.

Example 2: How to cite an article from a periodical in

- **MLA**
Lott, Deborah A. “The New Flirting Game.” Psychology Today Jan.-Feb. 1999: 42+.
- **APA**
Lott, D. A. (1999, January/February). The new flirting game. *Psychology Today*,
32, 42-45, 72.

Example 3: How to cite an article from a full-text licensed database in

- **MLA**
Barr, Terri Feldman, and Kevin M. McNeilly. “The Value of Students’ Classroom Experiences from the Eyes of the Recruiter: Information, Implications, and Recommendations for Marketing Educators.” Journal of Marketing Education 24.2 (2002): 168- . ABI/INFORM Global. ProQuest. Ned R. McWherter Lib., The University of Memphis, Memphis, TN. 2 Apr. 2004
<<http://proquest.umi.com/login>>.
- **APA**
Barr, T. F., & McNeilly, K. M. (2002). The value of students’ classroom experiences from the eyes of the recruiter: Information, implications, and recommendations for marketing educators. *Journal of Marketing Education*, 24, 168(6). Retrieved April 2, 2004, from ABI/INFORM Global database.

Example 4: How to cite a Web site in

- **MLA**
Begley, Sharon. “Secrets of the Cave’s Art.” Newsweek 23 May 1999. 26 May 1999. <http://www.newsweek.org/nw-srv/issue/21_99a/printed/us/st/sc0121_1.htm>.

- **APA**
 Begley, S. (1999, May 23). Secrets of the cave's art [Electronic version]. *Newsweek*, 133, 64. Retrieved May 26, 1999, from http://www.newsweek.org/nwsrv/issue/21_99a/printed/us/st/sc0121_1.htm.

QUICK QUIZ 10

1. Using the above example of citing a book in MLA format, cite the book you used in QUICK QUIZ 2. _____

2. Using the above example of citing an article in MLA format, cite the article you used in QUICK QUIZ 5. _____

3. Using the above example of citing a Web site in MLA format, cite one of the sites you used in QUICK QUIZ 9. Underline the part that you would italicize if using a word processor.

Final Thoughts on Successful Research:

- Familiarize yourself with the locations and services provided at McWherter Library.
- Don't wait 'til the last moment to start your research.
- Break your research assignments down into manageable parts.
- Bring your assignment to the library with you.
- Learn the differences between basic information sources, such as encyclopedias, bibliographies, and newspapers.
- Remember that you use the *catalog* to find what the University Libraries own and an *index* or *abstract* to find citations to articles in magazines, journals, and newspapers.
- Think about and evaluate the information you find—don't just “believe everything you read” in paper or online.
- Keep in mind that style manuals that will help you figure out how to cite the sources you use in your papers are available at the Reference Desk.
- If you need help, *ask!*

We look forward to seeing you in the University Libraries!

McWherter Library Regular Hours*

Monday-Thursday: 7:30 a.m. - 12:00 a.m.
Friday: 7:30 a.m. - 6:00 p.m.
Saturday: 10:00 a.m. - 6:00 p.m.
Sunday: 1:00 p.m. - 10:00 p.m.

TigerLAN Lab: open 24 hours a day
(except during holidays and breaks)

*Hours are extended during exams and shortened between semesters. Branch libraries are open fewer hours; please call for schedules.

Library Phone Numbers

Chemistry Library	678-2625
Circulation	678-2205
Earth Sciences Library	678-4868
Government Publications	678-2206
Interlibrary Loan	678-2262
Math Library	678-2385
Music Library	678-2330
Periodicals/Microforms/ Audio-Visuals	678-2204
Reference	678-2208
Reserve Room	678-4411
Special Collections	678-2210
Speech and Hearing Library	678-5846
TigerLAN Lab	678-8110