College Writing II: CMS Fall 2023

Congratulations! You're about to begin a semester-long research journey. Conducting research and doing academic writing takes practice. This packet contains instruction, strategies, and homework exercises.

Just as babies develop strength and confidence one phase at a times, with encouragement, and more than a few falls, students can learn and master the research process including effective strategies and discipline-specific tools. When you accept coaching, allow time for trial and error, and persist, you will grow.

Remember: ask for help when you get stuck.

- https://library.olivet.edu/contact/ask-a-librarian.php
- Call: 815-939-5355
- Email: ONULibrary@olivet.edu

Need help?

Sources

Source Types	APA	CSE	MLA	Chicago (CMS)
Background: Definitions, facts, dates, theories, statistics	✓	✓	✓	✓
Original texts: Novels, scripture, etc.			✓	✓
Peer reviewed/research articles: Review articles, theories, original research	✓	✓	Yes; use as evidence for your position	
Trade magazines	**?** Possibly—ask prof.			
Newspaper & popular magazine articles	🚫 No—unless special permission			

Where to find them

Background
- General dictionaries & encyclopedias 🚫
- Subject-specific reference sources

Books
- Browse shelves by call number
- Search Library Catalog
- Look inside eBooks

Articles
- Popular 🚫
- Trade
- Scholarly (peer reviewed)

Start with what you know

1. Type your topic/area of interest in one sentence

2. Break your topic into the MOST IMPORTANT parts. List each keyword in the top row, then

3. narrower or related terms in the rows below. You will use these as your search words in the homework exercises.

Main ideas (keywords)	I.	II.	III.

Which words are NOT working?

Revised terms (discovered while searching in databases)			

Topic should be	APA	CSE	MLA	Chicago (CMS)
Descriptive				
Measurable	✓	✓		
Neutral	✓	✓		
Takes a position			✓	✓

9. Revised your topic/area of interest/position:

<Complete this *after* you do the rest of the homework!>

For homework you will:

A. Explore four databases
B. Browse the shelves by Dewey Decimal call number
C. Plan for your library workday by choosing a subject-specific database from your [Subject Guide](#).

Allow 40-minutes.

Considering working in Benner, so you can find your call number section of books on the 3rd floor

Directions

Go to the College Writing II Library course page: Library.olivet.edu > Subject Guides > College Writing II

Take about 5-minutes per database to do keyword searches using the terms you listed above. Search in these databases:

a. Credo Reference
b. Library Catalog
c. Ebook Central
d. Academic Search Complete

Each database has a **special feature that you need to explore**. The special feature is in **BOLD** below. You'll be prompted to reflect on the usefulness of each database.
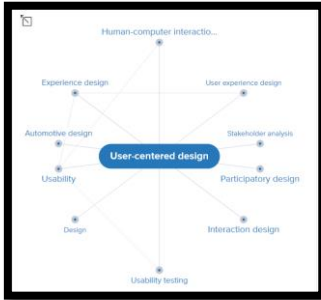

Use these parts of the results list (screenshot above) to improve and revise your searches:

1. **Title:** Skim for relevance to your topic
2. **Subject Headings:** Use these words to improve the accuracy of your next search
3. **Source type:** Confirm the source is what you're looking for
4. **Abstract:** Skim the summary to confirm this source is worth reading. If so, click on full text or request through Interlibrary Loan (ILL).

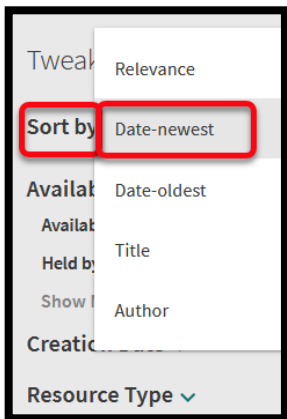❖ Credo Reference: Search for background info. Narrow your topic using the **Mind Map**

3. Type your thoughts on Credo here:

Kind of sources/results:

Useful?

How? Or why not?

❖ Library catalog: Search for a book. **Sort results by Date**

4. Type your thoughts on the Library Catalog here:
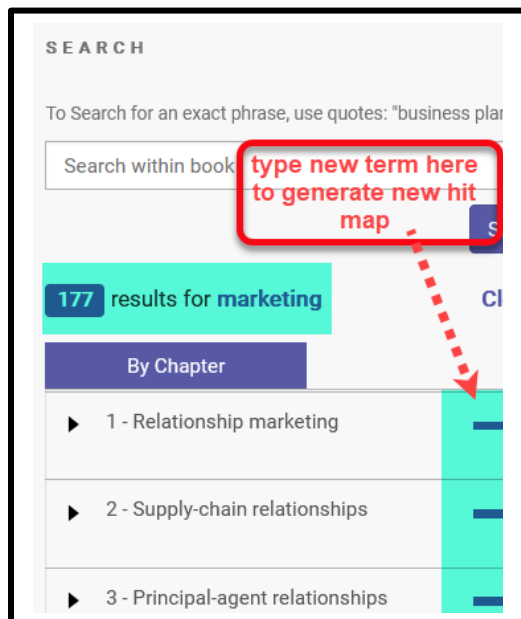
Kind of sources/results:

Useful?

How? Or why not?

Do you prefer ebooks or print books?

❖ Ebook Central: search for eBooks. Use the **Hit Map** to narrow your focus to the chapters with lots of occurrences of your keywords
  o Search by keyword, title, or author
      o Click on title in results list
      o Choose "Read Online"
      o Look at the section on the left of the content. The Hit Map shows which chapter of the book has the most hits for your search word.

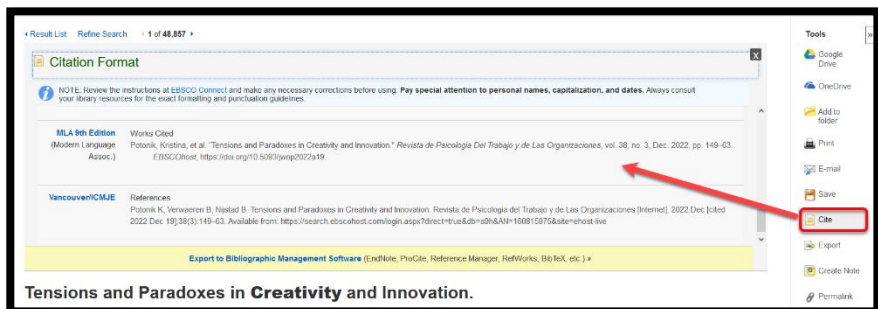**5. Type your thoughts on Ebook Central:**

Kind of sources/results:

Useful?

How? Or why not?

Do you prefer the Library catalog or this database?

- ❖ Academic Search Complete: Generate a rough-draft of your **CMS citation** with the cite tools.
  - Do a keyword search
  - Click on any title in results list
  - From the detailed view, look on the far right side of the screen to find various Tools
  - Click on the "Cite" icon
  - Scroll down a bit to find "APA 7th Edition"
  - Once you learn the correct formatting, you'll know if you need to make corrections before inserting the citation into a paper.

6. Type your thoughts on Academic Search Complete:

Is it helpful to have a citation, even if you still have to correct it?

What limits on the results screen look useful?

Library shelves

- ❖ Library collection: **Call Numbers**
  - Take the south stairs (from the Fishbowl) or the elevator to the 3rd-floor of Benner Library
  - Look at the end of the bookshelves to orient yourself to which books are nearby
    - 001 is near the elevator
    - 200s are in the "Religion Room" behind the elevator, on the North side of the building
    - 900s are near the windows overlooking the Quad

Use the call number ranges listed on the left as a guide. Walk to the section of shelving that holds books related to your topic/major and scan the titles.

7. Type your thoughts about using the Dewey Decimal System to find books:

What call number contains books on your topic/major?

Do you see a specific book you want to check out? If so, list the title:

Look around this area. What do you notice about nearby books?

400-499 Language
- 410 Linguistics
- 420 English & Old Enlgish languages
- 430 German & realted languages
- 440 French & realted languages
- 450 Italian, Romanian, & related languages
- 460 Spanish, Portuguese, Galician
- 470 Latin & Italic languages
- 480 Classical & modern Greek languages
- 490 Other languages

700-799 Arts & Entertainment
- 720 Architecture
- 730 Sculpture, ceramics, & metalwork
- 740 Graphic asrts & Decorative arts
- 750 Painting
- 760 Printmaking & prints
- 770 Photography
- 780 Music
- 790 Sports, games, & entertainment

800-899 Literature
- 810 American literature in English
- 820 English & Old English literatures
- 830 German & realted literatures
- etc...

Need Help? INFO Desk Hours (1st-Floor, Benner Library)

Mon., Tues, Weds, Thurs.	Friday	Saturday	Sunday
10am-5pm & 6-10pm	10am-5pm	No service	7:30-10pm

8. Type your thoughts about subject-specific article databases:

Which Subject Guide(s) could you use for your project?

Look at the recommended databases below. Which one(s) will you use when it's time to find peer reviewed, scholarly sources?

9. Wrap-up: Revisit page 2.

- **Add additional search words you discovered and used in your homework.**
- **Write your revised research topic/question/position**

Recommended databases: CMS

Need Help?

- Make a one-on-one appointment