

**Northland Pioneer College Library System**  
**General Research Guide**  
**February 9, 2010**

1. Understand **exactly what the instructor wants** – topic, # pages, type of citation style (APA, MLA, Chicago/Turabian), which type of resources can be used and how many of each, how to submit, etc.

**Library webpage** <http://www.npc.edu/library>

**2. Assistance**

- a. Library Staff
- b. Term Paper Assistance section in Reference Area – style manuals, writing guides
- c. online @ Ask a Librarian – question/answer
- d. online @ Writing & Citation Assistance – using MLA or APA, Grammar, Writing links
- e. online @ Research Guides – recommended Internet sites by topic
- f. Student Writing Center Staff

**3. Books & online articles/internet resources**

- a. Use the online library catalog – Internet Explorer browser should be used
- b. Search by title, author or subject or keywords; can narrow search by format & location
- c. Click on item to view status & to place a Hold/Request from another NPC library
- d. Requires NPC library card (NPC ID card with library barcode on the back)
- e. Search by subject requires use of LC Subject headings. – red books in Reference, ask library staff
- f. Reference section can give overviews and descriptions – ask staff
- g. Books not owned by NPC can be requested via Interlibrary Loan (can take 1-3 weeks)  
Go to Library Databases – OCLC FirstSearch – WorldCat database – requires NPC library card

**4. Journal articles**

- a. Available thru library databases – library web page online @ Articles & Databases
- b. Journals are scholarly quality usually published by a university or professional association
- c. Magazines are popular titles with content that is not reviewed by experts Found in stores
- d. Databases arranged by categories – select most appropriate for your topic
- e. Check mark in Full-Text option box. This will give you the complete article.
- f. May check Peer Review option box. Only articles reviewed by experts in that field.
- g. Database access requires login and password if you are off-campus
- h. Print fee \$.10/sheet Ask library staff for tips on how to print double-sided.

**5. Internet sites**

**Instructions for efficient, successful Internet searching for academic sources**

- a. Research Guides on library web page has links to recommended sites
- b. Correct search engine. Each search engine is different. None search ALL the web.  
Recommended: Google Google Scholar Yahoo Exalead Bing  
How various search engines work <http://www.lib.berkeley.edu/TeachingLib/Guides/Internet/SearchEngines.html>
- c. Correct syntax (use the HELP file within the search engine or use the link above)
  1. simple descriptive words; example use *headache* instead of *my head hurts*
  2. quote marks force a search for phrase within the quote marks; example “*nursing schools*”
  3. minus sign in front of word means to exclude that word *animals – dogs* (all animals but not dogs)

#### 4. Evaluating the web site \*\*\*

- Should have the author/creator of web page or give credit to who wrote the article
- Should show if site is affiliated by university or professional organization
- Should be information for adults – not children
- Should be current data OR have date on it if you need historical data
- Should have references or work cited if an article or report
- Should be able to verify the data by looking at print source or different Internet site
- Should be relevant to your topic and unique (not repetitive)

#### READING THE SCREENS

**Name of organization owning web**

**URL if needed to cite source**

**Article title**

**Publication date of the article**

**Type of Web Site**

- .aero=air transport industry
- .biz=business
- .cc=(older) community college
- .com=commercial
- .coop=cooperatives
- .edu=United States education
- .gov=government
- .info=unrestricted use
- .int=organizations founded by international treaties
- .mil= United States military
- .museum=museum
- .name=individual person
- .net=network providers
- .org=organization
- .pro=professionals
- .travel=travel & tourism industry

Prepare Young Ad...

In a survey among 2,450 students 14- to 19-years-old in Nigeria, just one in three could correctly identify when conception was most likely to occur. In focus groups, "students expressed a strong desire for better education about contraception and the consequences of sexual intercourse, and recommended that both schools and parents participate in educating young people about reproductive health."<sup>3</sup>

...a survey of more than 3,600 unmarried 15- to 24-years-old found that one of four pregnant and 22 percent of these had an abortion. The average age at first pregnancy was 17.5 years for girls and 15.6 years for boys. Half of those who were sexually active had used contraception. "School-based sexuality education could benefit even out-of-school youths because their partners often are students," the study concluded.<sup>4</sup>

-- William R. Finger

**References**

- Nare C, Katz K, Tolley E. *Measuring Access to Family Planning Education and Services for Young Adults in Dakar, Senegal*. Research Triangle Park, NC: Family Health International, 1996.
- Balile R, Steinberg M. The focus group method in a formative evaluation of a South African high school sexuality education programme. *Br J Fam Plann* 1995;21(2):71-75.
- Amazigo U, Silva N, Kaufman J, et al. Sexual activity and contraceptive knowledge and use among in-school adolescents in Nigeria. *Int Fam Plann Perspect* 1997;23(1):28-33.

**References used by author to write the article**

The American Medical Association offers information about adolescent health services. The site also offers fact sheets to help providers discuss specific topics with parents.

"Talking with Kids", a site by Children Now and the Kaiser Family Foundation, encourages parents to talk with their children about sexual health, violence and drug abuse. Information is available in English and Spanish.

Planned Parenthood Federation of America's "Teenwire" provides information about teen sexuality, sexual health and relationships. Answers to commonly asked questions about sexual health and a magazine written by teens for teens are available.

The International Planned Parenthood Federation and the BBC World Service provide adolescent reproductive health information from various national family planning programs and educational radio reports, offered in 22 languages at the BBC's "Sexwise" page.

This United Nations Children's Fund site provides a forum for young adults to discuss a variety of issues including reproductive health. The site is available in English, Spanish and French.

**Layout of web site to help find information**

**Putting it all together**

1. Narrow, specific topic	6. Citing sources with Style Manual
2. Thesis statement	7. Use Spell Check & Grammar Check
3. Data not opinion	8. Review for plagiarism
4. Conclusion	9. Writing Lab staff can help
5. Correct document format	10. \$.10/page – double-sided print tips

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**Owner of the web site**