Welcome!

The K-State Polytechnic Library has created this guide to help you navigate research and academic writing resources that will be useful to you during this class and throughout your academic and professional careers.

*Click on the tabs above to browse the guide.*

Research Game Plan

Boolean Searching on the Internet

Searching for Information

*Links open in a new tab.*

Using Search It

Just like Google, you can search for items by typing in keywords and clicking Search.

Image: a search performed in Search It for “frog”

**Sorting Your Results**

You can sort the results of your search to make it easier to find the items you want. To do this:

1. Click on the arrow next to Sorted by: and choose the criteria that you want to use for sorting
2. You can sort your results by relevance, date-newest, popularity, author and title.
3. Results will be sorted in descending order for the criteria of relevance, date-newest and popularity.

4. Sorting by author and title will list results alphabetically according to those criteria.

Finding Materials in Search It

1. Begin your search at the basic search box. Type in your search term and click on the search button.

2. Results may be limited to peer-reviewed Journals beside show only at the top of the page.

3. Use the refine my results function to limit your search to articles.

4. If the record displays full text available, click on the title to see an electronic copy of the article.

5. If the entry shows no full-text don’t despair. Click on the Get It! button and this function will search our electronic journal subscriptions to see if we own an electronic copy of this article.
6. Once the **Get It** screen pops up, you may see a link to an electronic journal or a link to check for a print copy in the K-State Libraries Catalog. We’ll try to get it for you. This is an option to borrow, or have an article or chapter scanned and saved to pdf, from another library. Print articles will be delivered to one of our libraries and electronic articles to your interlibrary loan account.

**Find Articles and Books**

**Popular and Scholarly Articles**

**ProQuest Research Library**

ProQuest is great for finding popular articles and scholarly articles on almost any topic.

**LexisNexis Academic**

Provides online access to the full-text of documents from over 5,600 news, business, legal, medical, and reference publications.

**Expanded Academic ASAP**

This is a good starting place for finding journal articles on almost any topic. Full-text and/or scanned pdfs are included for many of the articles it indexes.

**ABI/INFORM**

Covers more than 3,000 scholarly, trade, and general publications as well as regional and national newspapers.

**Academic OneFile**

This is a good starting place for finding journal articles on almost any topic. Full-text and/or scanned pdfs are included for many of the articles it indexes.

**CQ (Congressional Quarterly) Researcher Plus Archive**

Publication Dates Covered: 1923 - present
Paid for by K-State Libraries
Single-themed reports on current issues from Congressional Quarterly Press dating back to 1923. Topics include social trends, health concerns, the economy, education, and technology. Reports provide overview, background, pro/con arguments, chronologies, current situation, and bibliographies of additional sources.

**Statistics Sources**

**Open Access Statistics Resources**

**Statistical Abstract of the United States**
Statistics on a wide range of topics. Note: latest print version located at the Information Desk (REF) HA202.

**Economagic**

Access to more than 100,000 economic time series data.

**Marketing Charts**

Collection of 2,500 charts and data files related to marketing, with a special focus on marketing in the media industry.

**U.S. Census: American FactFinder**

Demographic profiles of various geographic areas; data collected in U.S. Census Bureau surveys.

**Data and Statistics**

**Reference USA**

ReferenceUSA can be a useful resource for business and consumer research, creating business plans, and job hunting. The database includes in excess of 20 million businesses and 200 million consumers located in the United States.

**International Financial Statistics**

IFS is a standard source for international financial statistics. It reports, for most countries, current and historical data needed in the analysis of international payments, exchange rates, banking, interest rates, and more.

**Balance of Payments Statistics**

BOPS reports total goods, services, and factor income. Users can browse the data sets and download to a flash drive for later importation into a spreadsheet software.

**Other Useful Data**

**American FactFinder**

American FactFinder provides access to data about the United States, Puerto Rico and the Island Areas. The data in American FactFinder come from several censuses and surveys.


Census and other demographic statistics from Colonial times to 1970 and 1970 to modern day, respectively.

**National Center for Education Statistics: Fast Facts**
The primary purpose of the Fast Facts website is to provide users with concise information on a range of educational issues, from early childhood to adult learning. Fast Facts draw from various published sources and are updated as new data become available.

Evaluating Sources

Evaluation Checklist

Image linked here.

Transcript follows:

Currency: The timeliness of the information.
- When was the information published or posted?
- Has the information been revised or updated?
- Does your topic require current information, or will older sources work as well?
- Are the links functional?

Relevance: The importance of the information for your needs.
- Does the information relate to your topic or answer your question?
- Who is the intended audience?
- Is the information at an appropriate level (i.e. not too elementary or advanced for your needs)?
- Have you looked at a variety of sources before determining this is one you will use?
- Would you be comfortable citing this source in your research paper?

Authority: The source of the information.
- Who is the author/publisher/source/sponsor?
- What are the author's credentials or organizational affiliations?
- Is the author qualified to write on the topic?
- Is there contact information, such as a publisher or email address?
- Does the URL reveal anything about the author or source?

Accuracy: The reliability, truthfulness and correctness of the content.
- Where does the information come from?
- Is the information supported by evidence?
- Has the information been reviewed or refereed?
- Can you verify any of the information in another source or from personal knowledge?
- Does the language or tone seem unbiased and free of emotion?
- Are there spelling, grammar or typographical errors?

Purpose: The reason the information exists.
- What is the purpose of the information? Is it to inform, teach, sell, entertain or persuade?
- Do the authors/sponsors make their intentions or purpose clear?
- Is the information fact, opinion or propaganda?
- Does the point of view appear objective and impartial?
- Are there political, ideological, cultural, religious, institutional or personal biases?

Bias
Is an organization mentioned in relation to an article? Think tanks, associations, and other organizations usually exist for a reason. Learn more about the organization to identify potential biases by:

- Going to the organization's website and looking for information about their Mission
- Searching for news articles about the organizations that indicate their political leaning.

Are all biases bad? NO. But being aware of them helps contextualize the information presented.

Fact Checking
Curious about the facts presented? Are the numbers accurate? Was someone quoted correctly? There are a few things you can do:

- Look for the source of facts yourself. A good author will give you some indication of where they found the information. For example, if an article references a recent
Congressional Budget Office (CBO) report, go to the CBO's site to locate the report.

- **LexisNexis Academic** has a section under News for TV & Radio Transcripts. You may be able to find the transcript of an interview, or the text of a public statement here.

- **Politifact** focuses on political statements. Researchers at the Tampa Bay Time fact check speeches, ads, and more. Politifact references their sources, making it relatively easy for readers to retrace their steps.

- **FactCheck.org** also focuses on political statements, this project from the Annenberg Public Policy center fact checks speeches, ads, and more. FactCheck.org references their sources, making it relatively easy for readers to retrace their steps.

APA Citation Guide

**APA Basics**

**Welcome**

In this guide, you will find information about how to cite in correct APA format and links to resources to make citation easier.

As of Fall 2014, all courses on our campus have required APA citation style. If you still have questions after viewing this guide, please meet with your professor, a librarian, or the Writing Center.

For more information on K-State's Honor Code and Plagiarism Policy, please view this document.

**APA Tools**

_The following are suggested tools to help you build better APA citations._

- **Purdue Owl - APA**
- **EasyBib**
  - Remember, no tool is perfect, so be sure to check your citations with a style guide!
- **Refworks**

**APA Books**


ISBN: 1433805618

This manual is available on Reserve at the library front desk, as well as in the Writing Center.
**APA Formatting Tips**

**Paraphrasing**

If you are paraphrasing a thought, put an in-text reference that states the last name of the author, year, and page number.

Example - I am typing a sentence (Author, 2014, p. 1).

**Direct Quotes**

If you are directly quoting an author you will need to put the year of the publication after the author in parentheses, and also put the page number at the end of the thought.

Example - According to Jones (2017), “K-State Polytechnic Students are the best” (p. 1).

**Direct Quotes (40 words or longer)**

If you are including a longer direct quote, it must be indented ½ inward from the left margin.

For more information look at [Purdue Owl’s APA site](https://owl.purdue.edu/owl). (Link will open in new tab).

Reference Formatting Tips
When creating your Reference page for a paper or project:

- Label the Reference section as "References" (NOT "Works Cited" etc) in top and center of the page.
- Order your references alphabetically.
- Double space between each source.
- If the source citation requires more than one line, the following lines must be indented.
- It is important that you only capitalize the first word of the title and the first word of a subtitle.

### APA Resources

#### Citing in APA

*Links open in a new tab.*

APA (American Psychological Association) is the most common style to cite with in the social sciences.

Here are some good resources for citing sources in personal communication such as email, letters, interviews, and conversations:

- **Purdue Online Writing Lab (OWL)**: other non-print sources - interviews, email, and other personal communication
- **EasyBib**: How to cite a personal interview in APA
- **APA Style**: How do you cite an interview?
Basics of APA Style Tutorial

There are two (2) copies of the APA Citation Manual located in Reserves. Please ask at the library’s front desk.

Citation Example:


Databases with Citation Features

These are some databases you can search for scholarly sources in that also have citation features.

- CQ Researcher (look for "CiteNow!")
- Expanded Academic ASAP (look for "Citation Tools")
- ProQuest Research Library (look for "Cite")

Refworks Tools

Creating an Account

Creating a RefWorks account at K-State is very easy.

1. From the [RefWorks sign in page](http://ica.library.oregonstate.edu), click on "Sign Up for a New Account"
2. Enter your email, create a login name and password. On the next screen, you will enter basic information about yourself.

You can have multiple RefWorks accounts. This is helpful if you want to keep your personal research citations separate from a research team that you work with. Simply create a new username and password for each new account. If you are working with a group, share the username and password with other members and they will be able to access the account, too.
3. Ta-Da! Now you have a RefWorks account.

As long as K-State subscribes to RefWorks, K-State faculty, staff, students and alumni will have access to RefWorks. Just be sure you update your email address in your account information when you graduate!

**Write-N-Cite**

Write-N-Cite is built into Microsoft Word. With Write-N-Cite, you can insert citations in your Word documents as you're writing, and then generate a reference list based upon those citations.

**DOWNLOAD Write-N-Cite**

- In RefWorks, click on Tools / Write-N-Cite
- A window will pop-up and will identify your computer's operating system.
- Follow the download instructions.

For Mac users Write-N-Cite 2.5 is not compatible with Mac OSX Lion *(version 10.7)*. Mac users with OSX Lion or newer will need to use Write-N-Cite 4.

Whichever version of Write-N-Cite you download, you can always uninstall it and download a different version.

**Creating Bibliographies**

RefWorks creates bibliographies, or reference lists, based upon the references you have in your account. You can create a bibliography using all of your references, or just those in a specific folder.

1. Click on the Create Bibliography button

2. Select your Output Style (e.g. APA, MLA, Chicago, IEEE)
3. Select a File Type. Word or Rich Text usually work best
4. Click on Create Bibliography.

5. Depending on what format you selected, RefWorks may open a web page (html), a Word document, or your text editor with your reference list.

**Getting Started**

When you first create your RefWorks account it is empty. That is because you have to add the citations relevant to your research.

[Image: Landing page of RefWorks showing the “adding references” step, with the “no references found error” highlighted]

Fortunately, most of our databases talk with RefWorks and make it fairly easy to send (or export or download) citations into your RefWorks account.

In most databases, you will select the books or articles that you want to save into RefWorks by checking a box or otherwise saying, "I want this."

Once you have marked the records you want, you will have some kind of option to Send, Export, or Download the citations. RefWorks provides instructions for saving references from databases into RefWorks.

**Other Features**

When you view a record in RefWorks, some information is fairly easy to identify. You can usually locate the author, title, source, and other information fairly quickly. There are other, useful features to note when looking at records in RefWorks.
1. What folder you are currently viewing.
2. Changing the view. RefWorks defaults to Standard View, but you can look at a Full Record (which will include the abstract, if available) or the references formatted in styles like APA, MLA, and others.
3. The Get It button appears in RefWorks. This means that current K-State students, faculty, and staff and link to or request the full text of articles and other documents from inside RefWorks.
4. You can edit any record in RefWorks at any time.
5. The type of source RefWorks thinks the record is. This can affect how the reference is formatted by RefWorks and if it is incorrect, you can edit it when you edit the record.

Manage Your Output Styles

If you cannot locate your output style (e.g. APA, MLA, Chicago, IEEE) from the list of options offered when you create a new bibliography, you can add that style to your list of favorites.

1. Click on Create Bibliography
2. From the bibliography window that pops up, click on Manage Output Styles

3. In the output style manager, search or scroll through the options (there are several hundred) until you find yours.
4. Use the arrows in between the Output Styles box and the Favorites box to move the style you want over to Favorites.

**RefWorks Video Tutorial**

https://www.youtube.com/user/ProQuestRefWorks/featured