Welcome!

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

_Click on the tabs at the top to browse the guide._

**Evaluating Sources**

**Evaluation Checklist**

Image linked here.

Transcript follows:

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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.

Articles and Books

*Links open in a new tab.*

**PsychINFO**

Contains citations and abstracts of the world’s literature in psychology, behavioral sciences, and related subjects. Produced by the American Psychological Association.

**Sociological Abstracts**

A great place to go for scholarly, peer-reviewed article searches. It is only abstracts however - you will need to use the Get It @ K-State link to try and access the article.

**Health and Wellness Resource Center**
Includes health and medical information for lay research from periodicals, reference books, and pamphlet sources.

Health Reference Center

Use this database to find articles on: Fitness, Pregnancy, Medicine, Nutrition, Diseases, Public Health, Occupational Health and Safety, Alcohol and Drug abuse, HMOs, Prescription Drugs, etc.

PubMed

Includes over 21 million citations from Medline and other life science journals for biomedical articles back to the 1950s. Includes links to full text articles.

Social Services Abstracts

Provides bibliographic coverage of research focused on social work, human services, and related areas, including social welfare, social policy, and community development.

Web of Science

Composed of the three ISI Citation Databases, which collectively index more than 8,400 high quality, peer-review journals.

Reading a Scholarly Article

How do you read scholarly articles?

Scholarly articles are written for scholars to read, so they are NOT light reading. They are usually many pages long and complex. You need practice. The more you read them, the easier it gets.

Scholarly articles are usually written with labeled sections:

1. Abstract: a brief synopsis of the article presented at the beginning.
2. Background/Introduction: an explanation of why the research was needed and what was previously understood (including a literature review).
3. Methodology/Procedure: an outline of the research performed.
4. Results/Findings/Observations: the results of the research, including graphs/charts.
5. Discussion/Conclusions: interpretation and explanation of the results, including future research directions.
6. Bibliography: a list of works read in order to complete the research.
When you're first presented with an article, think about what you hope to learn from it and then look for evidence of that.

- Read the title first, because scholarly article tend to have very descriptive titles.
- Check the authors' credentials to ensure that they are experts on the topic.
- Read the abstract to get a general overview of the content.
- Read the Discussion/Conclusions to see how the research done affects your topic.

Once you've determined if the article is useful to your topic, read it in its entirety. That's the only way you can understand how the works in the bibliography are connected to the topic, and the context of the process.

**Peer Review**

Peer review is a quality-control process used by publications to help ensure that only high quality, methodologically sound information is presented in the publication. In the peer-review process, material submitted for publication is sent to individuals who are experts on the topic. Those experts read the material and suggest to the editor whether the material should be rejected, accepted, or sent back to the authors with a request for revisions.

![Peer Review Process](image)

[Image: A flowchart of the peer review process]

**Peer Reviewed Journals**
Peer reviewed journals are journals that use the peer review process (defined in the box above). Almost all peer reviewed journals are scholarly journals.

There are several characteristics that define a scholarly journal:

- They generally have a more “serious” look, meaning there’s less emphasis on glossy pages and fancy photographs and more put on text, graphs and charts.
- Scholarly journals always cite their sources. This is usually in the form of footnotes or bibliographies.
- Articles are written by scholars in that particular field or who have done research in that field.
- The language of the article contains language used in that discipline.
- The author assumes the audience has some prior knowledge of the research or background in that field.
- Lastly, the purpose of a scholarly journal is to report on original research and make that information available to other people.

**Parts of a Scholarly Article**

**Anatomy of a Scholarly Article**

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**Statistics**
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.

APA Citations

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.

An Easy Guide to APA Style

ISBN:9781412991247

This guide is available to be checked out from Hale Library under the call number: BF76.7 .S39 2012.

This manual is available on Reserve at the K-State Polytechnic Library front desk, as well as in the Writing Center.

ISBN:9780470671238

This guide is available to be checked out from Hale Library under the call number: BF76.7 .B447 2012.

This manual is available on Reserve at the K-State Polytechnic 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. (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)](https://owl.purdue.edu/owl/) other non-print sources - interviews, email, and other personal communication
- [EasyBib](http://www.easybib.com) How to cite a personal interview in APA
- [APA Style](http://apastyle.apa.org/) 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, 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

![Image: RefWorks top toolbar with the Create Bibliography button highlighted]

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 can 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