




Resources for the EDUC 700 Literature Search Assignment

Resource	Contents	How to Access	Full Text	Search History
Background Information (Not required, but highly recommended)				
<i>SAGE eReference</i>	Searchable, online collection of scholarly encyclopedias.	Library Web site (www.apu.edu/library/) <ul style="list-style-type: none">Click on "All Databases"Then the letter "S," then "SAGE eReference"	All entries include full text.	N/A
Required Databases (Maintain a search history for each of these)				
<i>APU Library Catalog</i>	Titles of books, eBooks (full text), journals and media items owned by the APU Libraries.	Library Web site <ul style="list-style-type: none">Click on "More Search Options," then "APU Catalog – Advanced Search"	Place holds on items by clicking "Request" and selecting a pickup location. Regional Center students should select "By Mail" as their pickup location. Mailing is free, with return postage included.	Not available from the web site. Keep a handwritten or typed log of your search terms and the number of results retrieved.
<i>LINK+</i>	Titles of the 30 million books and media items owned by 50+ participating libraries. This service is free.	Library Web site <ul style="list-style-type: none">Click on "More Search Options," then "LINK+ Catalog—Advanced Search"	Click "Request this Item" when viewing a book record, and select a pickup location. Regional Center students should select "By Mail" as their pickup location. Mailing is free, with return postage included. You can also pick up items at any LINK+ participating library.	
<i>ProQuest Dissertations and Theses</i>	Titles, abstracts, and some full text (past 15 years) of dissertations and theses globally. Find by topic, author or degree-granting university.	Library Web site <ul style="list-style-type: none">Click on "All Databases"Then the letter "P," then "ProQuest Digital Dissertations and Theses"	Most dissertations published since 1997 will have the full text available for download as a pdf file. Click the "Full Text-PDF" button. Caution: these files may be very large! You can purchase copies of non-full-text dissertations through ProQuest.	On the search screen, click on "Recent Searches." You can print this window.
<i>ERIC</i>	Journal articles, government reports, and more from the field of education (EJ = ERIC Journal, ED = ERIC Document). Also includes a thesaurus to help you identify subject terms for searching.	Library Web site <ul style="list-style-type: none">Click on "All Databases"Then the letter "E," then "ERIC (EBSCOhost)"	Many results will have full text attached. If not, see http://apu.libguides.com/ericfulltext for information on locating full text.	On any page, click the "Search History" link (under the search boxes). You can print this window.

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GPO (Govt. Printing Office) MetaLib	Reports, articles, and book citations from multiple government databases, including ERIC, PubMed, the Library of Congress, and the Catalog of U.S. Government Publications.	Go to http://metalib.gpo.gov/	Full text is provided for most reports and government publications. Books can be located through the APU Library Catalog or LINK+, and articles can be located through the Article Finder (info below).	Not available from the web site. Keep a handwritten or typed log of your search terms and the number of results retrieved.
Google Scholar Advanced Search	Citations and abstracts to scholarly articles, books and reports from scholarly publishers, universities and professional societies	Go to http://scholar.google.com	Full text is usually available for a fee; to see whether APU has free access, activate Library Links: Go to Google Scholar's Preferences page, search "APU" in the "Library Links" box, select "Azusa Pacific University - Get This Item at APU," then save your preferences. When you search, you'll see an APU-specific link whenever APU has full text.	
Additional Databases (At least one is required; maintain a search history)				
Emerald Full Text	Articles from management and leadership journals. Useful for research on educational leadership.	Library Web site <ul style="list-style-type: none">Click on "All Databases"Then the letter "E," then "Emerald Full Text"	Full text is available for most articles. If not, search the Article Finder (info below) to see if APU has access to the journal. If APU does not have access, click the Interlibrary Loan link on the Article Finder results page to get a free copy from another library.	Not available for this database. Keep a handwritten or typed log of your search terms and the number of results retrieved.
JSTOR	Complete digitized back runs of core scholarly journals, starting with the very first issues (some date back to the 1600s). Recent issues (last 2-5 years) are not usually available through JSTOR.	Library Web site <ul style="list-style-type: none">Click on "All Databases"Then the letter "J," then "JSTOR - Arts & Sciences Collections"Make sure the "Include only content I can access" box is checked.	Full text is available for some articles. If not, use the Full Text Finder button () to see if APU has access to the article. If the pop-up window indicates APU does not have full text, click the Interlibrary Loan link to get a free copy from another library.	Not available for this database. Keep a handwritten or typed log of your search terms and the number of results retrieved.
PsycINFO SocINDEX Communication & Mass Media Complete	Articles from psychology (PsycINFO), sociology (SocINDEX), and communication studies (CMMC) journals. Useful for topics with psychological, sociological, or communications aspects.	Library Web site <ul style="list-style-type: none">Click on "All Databases"Then the letter "P," "S," or "C," then the database name.	Full text is available for some articles. If not, use the Full Text Finder button () to see if APU has access to the article. If the pop-up window indicates APU does not have full text, click the Interlibrary Loan link to get a free copy from another library.	On any page, click the "Search History" link (under the search boxes). You can print this window.

Resource	Contents	How to Access	Full Text	Search History
Web of Science	Multidisciplinary articles from 8,700 prestigious, high impact research journals in the world. Includes the Social Science Citation Index , which is very useful for leadership research. Also offers Cited Reference Searching, which allows you to see how many times a source has been cited by other articles.	Library Web site <ul style="list-style-type: none"> Click on "All Databases" Then the letter "W," then "Web of Science" For best results, un-check the "Science Citation Index" box 	Use the Full Text Finder button () to see if APU has access to the article. If the pop-up window indicates APU does not have full text, click the Interlibrary Loan link to get a free copy from another library. To do a cited reference search, follow the instructions at http://apu.libguides.com/citedref .	Click on "Search History" at the top of the page. You can print this window.

Helpful Resources (not databases)

Resource	What it Does	How to Access	More Info
EDUC700 LibGuide	Provides tailored suggestions and advice to help you locate books, media, dissertations, articles, and documents for your literature review. Also offers research tips and APA style information.	http://apu.libguides.com/educ700	
Article Finder	Allows you to paste in an article's citation and search APU's collection for a full-text copy. If full text is not available, use the Interlibrary Loan link to request a free copy of the article from another library.	Library Web site <ul style="list-style-type: none"> Click on "More Search Options" Then "Article Finder – Full Text Articles by Citation" Copy and paste the article's citation information. At minimum, you need the article title, author, journal title, volume, issue, year, and starting page number. If you have a DOI, you can paste that in and it will look up the rest of the citation. 	Article Finder works best when you have a complete citation, including complete journal title, not an abbreviated title (search Google if you don't have a full title).
Interlibrary Loan	Allows you to request free copies of books and articles from other libraries.	For articles: <ul style="list-style-type: none"> Interlibrary Loan is integrated into APU article databases—click the Full Text Finder button, then use the Interlibrary Loan link if full text is not found. You can also search the Article Finder for a citation, then use the Interlibrary Loan link if full text is not found. For books: <ul style="list-style-type: none"> On the Library Web Site, click "Library Forms" under "Learn More" Fill out the "Document Delivery/Interlibrary Loan Request" form 	
EndNote	This bibliographic citation management software helps you create a database of your research citations; Microsoft Word integration allows you to automatically create APA-formatted in-text citations and bibliographies.	Visit http://reznet.apu.edu/services/downloads/ to download a free copy of the EndNote software. Mac and Windows versions are available; the website will detect the correct version for you to install. You must unzip the downloaded file (open it, copy the contents, and then paste it to your desktop) before opening the ENXInst.msi file, or else it won't install correctly. Contact IMT (support@apu.edu or 626-815-5050) if you need installation help.	View EndNote tutorials and get help at www.endnote.com

Recommended Steps for Completing Your Assignment

1. Get background information on each aspect of your topic (each discrete concept) by looking in scholarly encyclopedias such as **SAGE eReference**. Read the entries related to your concepts, which will help you understand the context, history, theories, important scholars and works, etc. This will also help you identify potential keywords for searching. **Note:** you do not need to turn in anything related to this step. These encyclopedia entries are also not appropriate sources for inclusion in your bibliography, but reading them will help you greatly as you begin your literature review!
2. Prepare one copy of the **Chart of Keyword Terms** (you can access this worksheet from <http://apu.libguides.com/educ700>). This will help you develop search strings to use in each database.
3. Using the search string you developed on the Chart of Keyword Terms worksheet, search the **APU Library Catalog or LINK+** for books related to your topic. There may not be any books that address ALL of your concepts, so you may need to broaden your search and focus on just a few concepts at a time. As you search, keep a hand-written search history (write down the words you used and the number of results for each search).
4. Using the search string you developed on the Chart of Keyword Terms worksheet, search **ProQuest Dissertations and Theses** for dissertations similar to the one you will be writing. Again, you may need to broaden your search and focus on just a few concepts at a time. As you search, follow the instructions on page 1 of the chart to maintain your search history.
5. Using the search string you developed on the Chart of Keyword Terms worksheet, search **ERIC** for articles and documents on your topic. Again, you may need to expand your search and focus on just a few concepts at a time. As you search, follow the instructions on page 1 of the chart to maintain your search history.
6. Complete one copy of the **ERIC Thesaurus Worksheet** (copies of this worksheet are available from <http://apu.libguides.com/educ700>). This will help you search the ERIC database by subject, instead of just by keyword. You do not need to create a separate search history for the thesaurus—just include any searches you do on your regular ERIC search history from step 5.
7. Using the search string you developed on the Chart of Keyword Terms worksheet, search **GPO Metalib** for government documents on your topic. Again, you may need to broaden your search and focus on just a few concepts at a time. As you search, keep a hand-written search history (search terms and # of results).
8. Using the search string you developed on the Chart of Keyword Terms worksheet, search **Google Scholar** for articles on your topic. Again, you may need to expand your search and focus on just a few concepts at a time. As you search, keep a hand-written search history (search terms and # of results).
9. Using the search string you developed on the Chart of Keyword Terms worksheet, search one additional database (recommendations include **Emerald Full Text, JSTOR, PsycINFO, SocINDEX, Communication & Mass Media Complete, and Web of Science**) for articles on your topic. Again, you may need to expand your search and focus on just a few concepts at a time. As you search, follow the instructions follow the instructions on the chart to maintain your search history.
10. If you've followed these steps, you will have the following documents:
 - a. One (1) Chart of Keyword Terms worksheet.
 - b. Six (6) search histories (one each for the APU Library Catalog or LINK+; ProQuest Dissertations and Theses; ERIC; GPO Metalib; Google Scholar; and the additional database you've chosen).
 - c. One (1) ERIC Thesaurus Worksheet.
11. Using the sources you located in steps 2-9, prepare a title page and reference list (bibliography) in APA style. Refer to <http://apu.libguides.com/apacitations> for help preparing your reference list.
12. For research help, contact your librarian, **Kimberley Stephenson** (kstephenson@apu.edu, 626-815-6000 x5770).