

Citing Your Sources

- When you are writing a research paper, you are almost always using the ideas of other people. Whether you find these ideas on the Internet, in a book or periodical, on a television program or in a movie, or even in a class lecture, you must cite your sources. If you do not, you are guilty of plagiarism.
- Citing sources serves two purposes:
 1. The original author is given credit for his or her ideas.
 2. The reader is able to locate the sources you used in order to verify the information.
- When you find a useful source of information, write down all of the information from it that you will need for your bibliography or reference list right away. If you wait until the day before your paper is due you may be disappointed to find that you lack a vital piece of the information.
- Citations include author, title, publisher, date, journal name, or other information.
- Citation styles include:
 - MLA (Modern Language Association)
 - APA (American Psychological Association)
 - CBE (Council of Biology Editors)
 - Chicago Manual of Style

Tips:

- Ask for assistance!
- Read the "how to use" page of a reference book. In a multi-volume set of reference books, use the index.
- Write down every piece of information you find, you'll need it for your citation. This includes the name of the electronic database you use.
- Print what you need when you find it, you may not be able to find it again.
- If the item you need is not available at your library, ask about interlibrary loan services.
- Ask for assistance!



Tidewater Community College
Learning Resources Centers
<http://www.tcc.edu/lrc/index.htm>

Chesapeake	822-5160
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Getting Started on Library Research



Acquire the skills necessary to conduct library research for a term paper, other assignment, or personal interest.



Choosing a topic:

- Choose a topic that interests you.
- Be sure your topic is neither too broad nor too narrow for the assignment you have been given.
- Make sure your instructor approves your topic before you start your research.

Finding a topic:

- Talk to your instructor.
- Talk to a reference librarian.
- Read your course outline or scan your textbook.
- Consult general and/or specialized encyclopedias and other reference books that cover the subject area of your topic.
- Read current newspapers, magazines or journals.
- Use your library's subject guides to locate good Internet sites that have topical indexes.

Search Strategy:

- Determine the type of information you need scholarly or popular, general or subject specific, current or historical, primary or secondary sources and determine how much information you need.
- Gather information from the general to the specific. Sources may be textbooks, encyclopedias, books, journals, newspapers, government documents, or all of the above.

Finding books:

- Use the library catalog first.
- Browse the bookshelves in areas where you find books on your topic.
- Use bibliographies found in your textbook.
- Books and articles may be obtained from other libraries through Intercampus or Interlibrary Loan.

Periodicals:

- Periodicals are publications that are issued on a regular basis, e.g. daily, weekly, monthly, or quarterly. Common types of periodicals include newspapers, magazines, and journals.
- Databases allow you to search for articles by subject or key word.
- Citations identify a source of information and typically include the author of the article, title of the article, title of the periodical, date, volume, and page numbers. A citation should also identify the database searched.
- Online--Some periodicals are available full text in many databases available to library patrons.
- Print--Some periodicals are available in paper format as part of the library collection.

Internet:

- Supplements library resources. Use the library website first!
- Access to government information and publications.
- Obscure subjects not found in the library may be found on the Internet.
- Documents do not go through any selection process. No rules, no standards. Be careful.
- Huge amount of information you may not need.

Evaluate Your Sources:

- Who is the author?
- Is there a publisher or institution affiliation?
- What is the date of the last revision?
- Who is the intended audience?
- What is the purpose of the source?
- Is the information logical and well presented?
- Is the information relevant to your topic.

Intercampus and Interlibrary Loan:

- Intercampus Loan is the service whereby an article may be obtained from another TCC campus.
- Interlibrary Loan is the service whereby an article may be obtained from many other libraries.