



Selkirk  
College  
Library

Name: \_\_\_\_\_

Student Number: \_\_\_\_\_

Instructor: \_\_\_\_\_

Date Completed: \_\_\_\_\_

### **Important: Read This**

This PDF document contains fillable form fields.

- Complete this document using a PDF reader. We recommend Adobe Reader or Adobe Acrobat. *Do not complete this document in your browser!*
- Save this document as a .pdf file before proceeding. Be sure to include your name in the filename.
- **Open the saved file in a PDF reader to continue.**

## **Library Research: A Workbook for SEG**

**(School of Environment & Geomatics)**

Library research is an important skill for student success. This assignment will take you step-by-step through the research process.

In completing this workbook you will learn how to find articles, reports, and books that you can use in writing a research paper for Technical Writing & Communications (TWC) or for another course.

FYI: Sections marked FYI are “for your information.”

A Librarian from Selkirk College will be evaluating your completed assignment.

### **Contact Us**

Selkirk College Librarians are available to help you with your research. We can assist you by email, by phone, or in person at the Castlegar campus.

- Email: [reference@selkirk.ca](mailto:reference@selkirk.ca)
- Phone: 1-888-953-1133 ext. 21229 (or ask for the Library)
- Phone: (250) 365-1229 (local call)
- Online: <http://library.selkirk.ca/>

## Step 1: The Search Plan

Have a plan before beginning your research. A good plan includes:

- a) picking a topic *that interests you*
- b) writing a research question
- c) identifying search terms

### Sample Search Plan

- a) **Topic:** Genetically modified organisms
- b) **Research question:** Are genetically modified food crops safe for human consumption?
- c) Identify the **main concepts:** *These will become our search terms.*

### Tips: Choosing Search Terms

- Use nouns. These may be words or phrases.
- Avoid biased words
  - *search terms such as “positive” or “negative” or “good” or “bad” bias your results*

► The Search Plan is used to find information on a topic in library databases.

<b>Search Plan</b>					
<i>Use the main concepts from your research question to plan your first search. Write two or three search terms.</i>					
1	genetically modified food	AND	safety	AND	humans
<i>Think of alternate terms (or synonyms) for these search terms.</i>					
2	GM crops	AND	health	AND	
<i>Write down any new search terms you discover over the course of your research.</i>					
3	transgenic plants		risks		

## Step 1: My Search Plan

Make a plan before beginning your research. Write your search plan out here:

a) **Topic**

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b) **Research Question**

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c) **Search Terms**

Identify the main concepts of your research question. *Tip: circle or highlight them.*

- Use nouns. These may be words or phrases.
- Avoid biased words *such as “positive” or “negative” or “good” or “bad.”*

► Use your Search Plan to find information on your topic in library databases.

<b>Search Plan</b>					
<i>Use the main concepts from your research question to plan your first search. Write two or three search terms.</i>					
1		AND		AND	
<i>Think of alternate terms (or synonyms) for these search terms.</i>					
2		AND		AND	
<i>Write down any new search terms you discover over the course of your research.</i>					
3					

## Step 2: Finding Research Articles Using Discovery

The Library subscribes to many databases that you can search to find journal and magazine articles and reports. These databases can be accessed on campus or remotely.

### Remote Access

You can access Library databases remotely using:

- Your home computer
- A wireless device on campus

### Login

You will be prompted to login when you try to access Library databases from a personal computer. Login using your computer (Novell) login.

### Discovery

Discovery is a tool that allows you to search all library collections in one search. This includes our article and our book databases.

Step 1: Go to the Library homepage > <http://library.selkirk.ca>

To access Discovery: Under FIND choose > **Discovery: Search All**

## Articles

Search Discovery to find **journal** or **magazine articles** on your topic. Find articles that will help you answer your research question.

Step 2: Choose your search terms

**Tip:** See your *Search Plan* (page 3)

1<sup>st</sup> search term: \_\_\_\_\_

**AND**

2<sup>nd</sup> search term: \_\_\_\_\_

**AND**

3<sup>rd</sup> search term (optional): \_\_\_\_\_

Step 3: Type your search in the search boxes. Click **search**.

- enter 2 - 3 search terms for your topic
- combine your search terms using **AND**

▪ **How many articles (results) were found?** \_\_\_\_\_

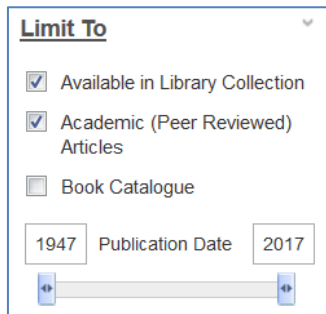
**HELP!** I got **NO RESULTS** ...

- check your spelling
- use fewer search terms
- use alternative search terms

**HELP!** I've got **TOO MANY** articles ...

- If your result list is too large, add another search term to your search.

## Limiting Your Results #1: Academic Articles



Find the Academic (Peer Reviewed) Articles limiter in the left column.

Peer reviewed articles are academic or scientific works evaluated by other professionals in the same field.

● **How many articles?** \_\_\_\_\_

## Find a Primary Source Article

Primary source articles are written by researchers and report on original findings from studies. Most commonly found in peer reviewed journals, they can also be reports from government agencies, papers presented at conferences, or full length monographs (books).

The factors that you will be considering for choosing a primary source article are:

- If there is a description of methodology
- If there is a 'results' section
- What the abstract tells you about the paper

## Choose an Article

Choose an article from your result list that you judge to be strongly related to your research question. It must be a primary source document.

**Tip:** Click on the title to see the full record

Write down the citation elements for the article you chose.

- **Author / Authors**

Name(s): \_\_\_\_\_  
\_\_\_\_\_

- **Title of Article**

Full title: \_\_\_\_\_  
\_\_\_\_\_

- **Publication Information**

Title of journal or magazine (source): \_\_\_\_\_  
\_\_\_\_\_

Volume / issue number: \_\_\_\_\_

Date: \_\_\_\_\_

Pages: \_\_\_\_\_

## FYI: Citations


A citation is all of the information needed to identify a source such as an article or book. Common elements for an article citation include: author(s), article title, publication title, volume & issue, page range, and date.

### Sample Article Citation: APA Style

Halford, N. G., Hudson, E., Gimson, A., Weightman, R., Shewry, P. R., & Tompkins, S. (2014). Safety assessment of genetically modified plants with deliberately altered composition. *Plant Biotechnology Journal*, 12(6), 651-654. doi:10.1111/pbi.12194

## Emailing a Full Text Article

You may prefer to spend your time in the Library doing research and email articles to yourself to read at home. Here are some email tips:

1. Click on the title of an article that has full text (html or pdf)
2. Click on E-mail  Tip: *Look in the right side column*
3. Enter your email address
4. Enter a subject
5. Choose a citation format (APA, MLA etc.)
5. Click SEND

### Step 3: Search for Technical Reports

There is a large amount of research generated by organizations such as government ministries, non-profits, institutes and think tanks. This is called 'gray literature.'

- Go to the Library homepage > <http://library.selkirk.ca>  
To access databases choose > FIND > [Databases](#)
- Choose **Government** from the **Add Subject** drop down menu (left column)

Click **Apply**

- Choose one of the following databases:

Canadian Electronic Library

Canadian Government and Legislative Libraries Online Publications

US Forest Service Research Publications

- Name of database: \_\_\_\_\_

**Tip:** *These databases may not provide as many search options. Start with a simple keyword search. If you get too many results, look for an 'advanced' tab and limit your search terms to the title or citation field.*

- Run a search on your topic.

Record the citation elements of the document that you judge to be useful:

Title : \_\_\_\_\_  
\_\_\_\_\_

Author(s): \_\_\_\_\_

Publisher: **Tip:** *The organization may be both the author and publisher*  
\_\_\_\_\_

Date: \_\_\_\_\_

URL (optional): \_\_\_\_\_

## Step 4: The Library Catalogue Search for Books & eBooks

The library catalogue is a database of books and ebooks (electronic books) that can be borrowed from the Selkirk College Library. Use your research skills to find library books on your topic.

### Search Terms

- Use your Search Plan (page 3) to choose your search terms OR use new search terms you have learned over the course of your research.

**Tips:** *Our library catalogue is a small database.  
One or two search terms should be sufficient.*

1<sup>st</sup> search term: \_\_\_\_\_

**AND**

2nd search term (optional): \_\_\_\_\_

### Searching the Library Catalogue

- Go to the Library home page > <http://library.selkirk.ca>

Choose FIND > Books

Example: **Water** AND **Government policy**



**Tips:** Remember to combine search terms using **AND**

- Scan one or two screens of results.

<p><b>Search Results</b></p> <p>Are some of these items relevant to your research question?</p> <p><input type="checkbox"/> <b>yes</b>                      <input type="checkbox"/> <b>no</b></p>
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**Important:** It is not wrong to answer no!

► If you found a relevant title go to the next activity: “Choosing a Title”

## Revising Your Search

If you did not get useful results the first time try another search.

**Tips:** Change one or both of your search terms.

Not enough titles? Simplify your search. Use fewer search terms.

Too many titles? Add another search term.

1<sup>st</sup> search term: \_\_\_\_\_

**AND**

2<sup>nd</sup> search term (optional): \_\_\_\_\_

## Choosing a Title

Choose a title from your search results that you think will be useful for your topic.

**Tip:** Click on the **Title** to see the full record

- **Call number**

\_\_\_\_\_

**Tip:** The call number is used to find the book in the library

Look at the full record to see all of the data elements needed to create a citation for this title. Record the citation elements below.

**Tip:** Choose the **Catalog Record** link

- **Author(s) / Editor(s)**

Name(s): \_\_\_\_\_  
\_\_\_\_\_

- **Title**

Full title: \_\_\_\_\_  
\_\_\_\_\_

- **Publication Information**

Place of publication: \_\_\_\_\_

Name of publisher: \_\_\_\_\_

Year when the item was published: \_\_\_\_\_

**Tip:** *If you need current information a recent publication date is important*

## **FYI: Citations**

A citation is all of the information needed to identify a source such as a book or article. Common elements for a book citation include: author(s), title, place of publication, name of publisher, and date of publication.

### **Sample Book Citation: APA Style**

Kinchy, A. (2012). *Seeds, science, and struggle: The global politics of transgenic crops*. Cambridge, MA: MIT Press.

## Step 5: Citation & Style Guides

### Citations

It is important to provide complete citations for all of the resources that you cite in your research paper. A citation includes all of the data elements needed to identify a resource. A list of all the sources you cited may be called “Works Cited” or “References” or “Bibliography” depending on the style guide you are using.

A style guide provides instructions for how to cite resources such as books, articles and videos. Commonly used style guides in the sciences are Scientific and APA.

Help is available on the Library website:      Help > [Citation & Style Guides](#)

### Plagiarism

When you write a research paper you use sources such as books and articles to support your ideas. Correctly citing all of your sources is a means to avoid plagiarism.

Plagiarism: *“The presentation of someone else’s words or ideas as your own”*  
(Haig, MacMillan, & Raikes, 2010, p. 5)

Notice how we have avoided plagiarism by citing the source of the quotation. In the reference list the citation in APA style would look like this:

Haig, J., MacMillan, V., & Raikes, G. (2010). *Cites & sources: An APA documentation guide* (3rd ed.). Toronto, ON: Nelson Education.

### Test: What is Plagiarism?

Test your knowledge of plagiarism by answering the following questions:

1. You find a great idea in an article, so you use it in your paper. You don’t bother to cite the source of the idea because you’ve expressed it in your own words. Is this plagiarism?

Yes, it's plagiarism

No, it isn't

2. You copy a sentence directly from an article you found. You cite the source, but you forget to put quotation marks. Is this plagiarism?

Yes, it's plagiarism

No, it isn't

3. You need an image for your essay. You go online and find one. You don't cite the source of your image because you got it off of the internet. Is this plagiarism?

Yes, it's plagiarism

No, it isn't

Source: Simon Fraser University Library. (2015). *Plagiarism tutorial*. Retrieved from <https://canvas.sfu.ca/courses/15986>

## Learn More About Plagiarism

- Complete the full **Plagiarism Tutorial** available from Simon Fraser University Library at: <https://canvas.sfu.ca/courses/15986>
- Plagiarism and Academic Dishonesty (MLA Style Center) <https://style.mla.org/plagiarism-and-academic-dishonesty/>

## Handing in your Workbook for Evaluation

**Print.** If you are completing this document in print, hand it in at the Main Desk of the Library.

**Online.** If you are completing this document online, submit it for evaluation via your Moodle course.

## Questions?

Contact information for the Selkirk College Librarians is on the first page of this document. Please contact us for assistance.