



CONCORDIA
UNIVERSITY

Blackboard



&

Library Orientation

for

CU*Accelerate*

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Database Access – Melanie Junge (melanie.junge@cui.edu) . 949-854-8002 x1575
Library Reference Desk (during library hours)..... 949-854-8002 x1501
Reference email (librarian@cui.edu)

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Important Internet addresses:

On Line "home page" – My CUI <http://www.cui.edu/mycui/>
Blackboard <https://online.cui.edu/>
CELT <http://celt.cui.edu>
Concordia U. <http://www.cui.edu>
Library www.cui.edu/library



Using the CU Library Resources

www.cui.edu/library

librarian@cui.edu

949.854.8002 x.1500

LOCATION: The CU 'Library Arts' building is the farthest west on campus next to the Main Parking Lot.

HOURS: Library hours are posted on the library website www.cui.edu/library as well as at x1500.

Regular hours: Monday – Thursday 8 am to 10 pm Friday - 8 am to 4:30 pm
 Sunday – 3 pm to 10 pm Saturday - Closed (Check for special days).

REFERENCE: Hours are posted or call x1501 for assistance/questions.

- You can also make individual appointments for one-on-one reference help. The reference request form is available at the Circulation Desk, or contact (949) 854-8002 ext 1501 or librarian@cui.edu.
- The Library also offers **instruction** for the whole class which can be geared towards the needs and levels of the students or specific assignments. Professors may contact the library.

LIBRARY SERVICES: The Library has almost 75,000 items in eight Collections: General Books, Reference, Gehrke Reformation, Periodicals, Microfiche, Education Curriculum, Baden Children's, and Audio/Visual.

- Faculty may put items on **Reserve** for limited checkout. These are located behind the Circulation Desk.
- Copy/Print room with microfiche printer/reader and laminator.
- Theses on file from the Education and Business Masters Programs and MAIS Program.
- Links from the homepage offer Subject Research Guides for most majors.
- A specialized CD-ROM computer is dedicated to Scholars' Library, Word Biblical Commentary, and other valuable resources from **LIBRONIX** for the study of theology and the Bible. It also contains **SciFinder**, a Scholar Research Database in the biomedical sciences, chemistry, engineering, etc.
- InterLibrary Loan (**ILL**) is available through OCLC's WorldCat FirstSearch link from the homepage.
- Audio/Visual listening/viewing stations
- Eight research computers, Wireless Internet connectivity, and 4 Conference/Study Rooms
- Mailing book service for distance learners (not international)...

USING THE LIBRARY RESOURCES:

Searching Techniques	p.2	EBSCOhost	p. 10-11
Library Catalog	p. 3-4	JSTOR.....	p. 12-13
WorldCat First Search (ILL).....	p. 5-6	LexisNexis.....	p. 14-15
NetLibrary eBooks.....	p. 7	Oxford Reference Online.....	p. 16
Overview of Electronic Databases.....	p. 8	Oxford English Dictionary.....	p. 17
A-Z Journal Title List	p. 9	FAQ.....	p. 18-21

SEARCHING TECHNIQUES

The Library catalog and Library databases allow you to search for material using terms you enter. These terms are then searched according to the “Boolean” logic system (named after English mathematician, George Boole.) Knowing how to use this search system will enable you to be more successful in finding the information you need.

Boolean searching allows “**keyword searching**”, “**phrase searching**” and **searching using “Boolean Operators”**. Below is an explanation of each.

A. Keyword Searching

Keyword searching allows you to look for a word anywhere in the record. To find the key words, state your topic as a question and then omit the non-essential words. The words that remain are your **KEYWORDS**.

EX: Should the Internet be censored in public libraries?

Keywords are: **Internet, censorship, public libraries**

The remaining words are the ones you should enter as your search.

B. Phrase Searching

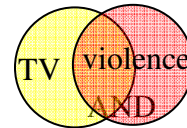
Phrase searching allows you to search for two or more words that are adjacent to each other. Most databases use “**quotation marks**” around the words to tell the computer that you wish to search them together as a single phrase rather than as two independent words.

EX: “public library” “underage drinking” “college students” “road rage”

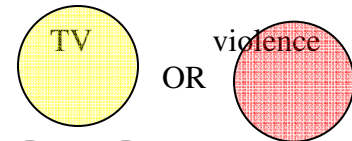
C. Boolean Operators

Boolean Operators allow you to combine terms using AND, OR, NOT (alone or in combination).

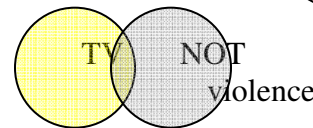
EX: ‘television **AND** violence’ gives overlap results with both shown in orange.



EX: ‘television **OR** violence’ gives more responses:



EX: ‘television **NOT** violence’ gives narrower results:
Results are limited to exclude some.



Use parentheses () to group search terms. The items in the parentheses will be searched first and then followed by the rest of the phrase.

EX: (dogs OR cats) AND adoption

ADDITIONAL SEARCH TIPS:

- Know the differences among the databases so that you can select the appropriate database.
- Check the HELP screens to learn more about how this database works.
- Use simple terms and build on them later if needed.
- Make sure you are spelling the terms correctly
- Be flexible and make changes to your terms if you do not get the results you seek.
- Ask the Library Staff for assistance to get the results you need.

Searching the CU Library Catalog

The CU Library homepage can be accessed from any computer connected to the Internet via www.cui.edu/library. Use the link to our Library Catalog. From off campus, you'll need your I.D. E # and the password or access code you use for Blackboard or Eagles.

Research Tools

- [Library Catalog](#)
- [A-Z Journal List](#)
- [EBSCO](#)
- [JSTOR](#)
- [LexisNexis](#)
- [NetLibrary Ebooks](#)
- [Oxford Reference Online](#)
- [Oxford English Dictionary](#)
- [WorldCat](#)
- [Library Collections](#)

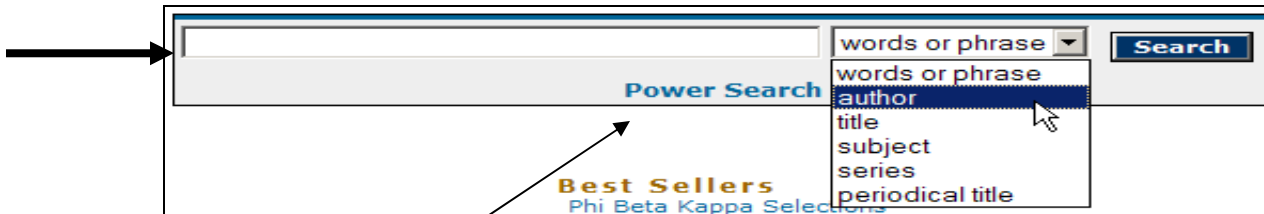
Besides books, the library catalog also indexes our CD's, DVD's, videos, theses, and print or microfiche periodicals.

The catalog search page also has valuable links to see Reserves, check your account, renew books, place holds, request material, and a 'Knowledge Portal' with links to resources on the World Wide Web.

[Search/Home](#) [I Need Material](#) [Knowledge Portal](#) [Reserve Desk](#) [My Account](#)


CU Library Catalog Search Page:

In the blank, type in the words or phrase you are searching. (See page 2 for Boolean search options.) You may choose a category to search in, but generally, 'words and phrases' will find the most information. SEARCH.



You may also use the **Power Search** to help you limit your results based on the specifics you select. After typing in **moral education**, below is part of the Search Results screen. The basic information about the book will be on the screen, along with a list of topics where you might find additional information.

Search Results
subject "moral education" search found 28 titles.
Pages << 1 2 >>

#	LC 573 .L78 1974		1974
	Decisions now : an approach to the education of Christian citizens Kracht, James B.		
	Details		
	Keep		1 copy available in STACKS
#2	LA 217 .N354 1990		1990
	The closing of the American heart : what's really wrong with America's schools Nash, Ronald H.		
	Details		
	Keep		1 copy available in STACKS
#3	BV 1475.8 .P77 1998		1998
	Faith-building with preschoolers, teachers and parents together Prenzlow, Linda.		
	Details		
	Keep		1 copy available in STACKS

search for items in
[Google](#)

You Found Titles in Categories:
[Social Aspects of Education](#)

Try these too...
[CHILD REARING](#)
[EDUCATION](#)
[ETHICS](#)
[JEWISH RELIGIOUS EDUCATION](#)
[MORAL DEVELOPMENT](#)
[MORAL EDUCATION](#)
[ELEMENTARY](#)
[VALUES CLARIFICATION](#)
[RELIGIOUS EDUCATION](#)

Click on **Details** on book #1 above to bring up this Item Information view. At any time you can click the **Keep** button to add this resource to your search results. You may search for items with the same subject, author, or nearby on the shelf. Other subject headings are also suggested. Make a note of the **Location and**

Call Number

The screenshot shows a sidebar on the left with a 'Keep' button circled in red. Below it are links for 'Items with the same Author', 'Items with the same Subject', and 'Items on the same shelf'. The main area has two tabs: 'Item Information' and 'Catalog Record'. The 'Catalog Record' is active, showing details for the book 'Decisions now : an approach to the education of Christian citizens' by Kracht, James B. It lists the publisher, publication date (c1974), page count ([vii], 105 p.), and copy information (1 copy available in STACKS, 1 copy total in all locations). Below this is a 'Holdings' table with columns for 'Copies', 'Material', and 'Location'. The table shows one copy of the book in the 'Main reading room'.

Holdings	Copies	Material	Location
LC 573 .L78 1974	1	Books in all circulating open collection stacks	Main reading room

Clicking on the **Catalog Record tab** will bring up detailed information on the content of the volume, including subject terms at the bottom of the screen which have additional resources on that subject.

To retrieve the saved items you wanted to KEEP, simply click on the **KEPT** on the top menu:

The screenshot shows a dark blue navigation bar with the following items: 'Go Back', 'Help', 'New Search', 'Previous', 'Next', 'X-Refs', 'Change Display', 'Kept', and 'Logout'. The 'Kept' item is highlighted in white, and an arrow points to it from the text above. To the right of the bar, the text '=TOP MENU' is displayed.

This next screen shown gives you the option to edit or sort your list and print or email the list.

The screenshot shows a screen titled 'Print or email kept records'. On the left, there are two buttons: 'Remove checked titles' and 'Remove all titles'. Below these are two items with checkboxes: 'Decisions now : an approach to the education of Christian citizens' by Kracht, James B. and 'The closing of the American heart : what's really wrong with America's schools' by Nash, Ronald H. On the right, there is an 'options' section with a 'sort by:' dropdown menu set to 'Title', a 'view of records:' dropdown menu set to 'Brief', and buttons for 'VIEW', 'Print Formatted', 'EMAIL' (with a yellow input field), and another 'EMAIL' button.

Renewing Materials - You can renew items two ways.

- You can bring your ID card to the library and ask an employee at the main desk to renew your books.
- You can renew your books yourself online. Go to www.cui.edu/library and click the **library catalog** link. Then, click the **My Account** button at the top menu. Click the **Renew My Materials** link. Type in your User E# ID and PIN (password). Click the **List Charged** Items button. Click the **box** in front of the item(s) you wish to renew and then click **Renew Selected Items**. You will receive on screen confirmation of the renewal. There is only **one** renewal per item. **There are NO phone renewals.**

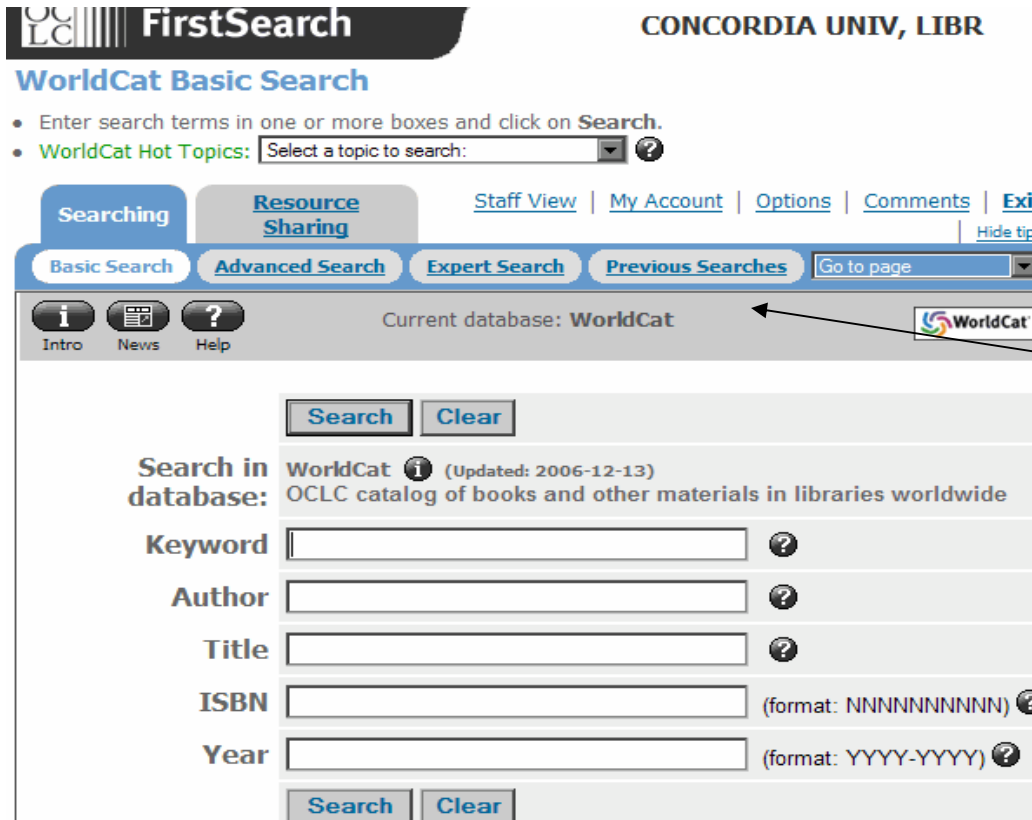
Library Catalog Search Page Menu:

[Search/Home](#) [I Need Material](#) [Knowledge Portal](#) [Reserve Desk](#) [My Account](#)

Using WorldCat's FirstSearch and ILL (Interlibrary Loan)



WorldCat links the CU Library with over 9000 other library catalogs from all over the world. This may be especially useful for distance learning students because if our Library does not have a book you need, you can check to see if a nearby library might have it. Also, it may be quicker to get material locally rather than from the CU Library. Access FirstSearch from a link on the CU Library homepage (www.cui.edu/library). Following is the **WorldCat FirstSearch page**:



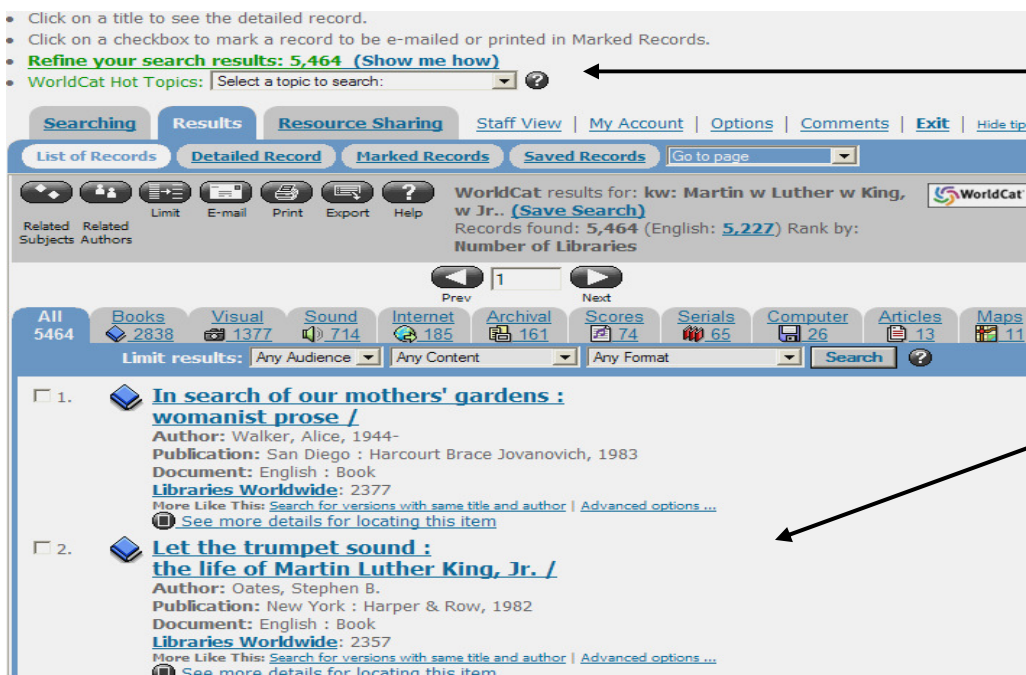
This is the Menu on top of most FirstSearch screens.

You may try a Basic, Advanced, or Expert Search which limits or expands your topic.

Notice you can add search terms to more than one box at a time.

There is always a **?** for HELP.

If you type in 'Martin Luther King, Jr.' under keyword and click on 'Search', this is the Results Page:



Total number of Results

You may email or print your results.

The results are ranked according to the number of libraries which own it.

Notice the many media in which the term is found.

Let's choose the 2nd entry. Clicking on 'Libraries Worldwide' will bring up the nearest libraries first.

For the above entry, *Let the Trumpet Sound: the Life of Martin Luther King, Jr.* by Stephen Oates, here is a part of the page that shows some of the California libraries where it is available.

Note the menu choices.

Title: Let the trumpet sound : the life of Martin Luther King, Jr Author: Oates, Stephen B
Accession Number: 8109924

Other libraries hold this item; please check with your librarian for more information.

Libraries with Item: "Let the trumpet sound : /..." ([Record for Item](#) | [Get This Item](#))

Notice the 'Get This Item.'

Location	Library	Code
US,CA	A K SMILEY PUB LIBR	SYU
US,CA	ALIBRIS	ALBRS
US,CA	AMADOR CNTY LIBR	ADR
US,CA	ANTELOPE VAL COL LIBR	AUV
US,CA	ART CTR COL OF DESIGN, JAMES L FOGG LIBR	ACD
US,CA	BERKELEY PUB LIBR	JQF
US,CA	BURBANK PUB LIBR	BUR
US,CA	BURLINGAME PUB LIBR	JQH
US,CA	CALIFORNIA INST OF TECH	CIT
US,CA	CALIFORNIA LUTHERAN UNIV	CCT

When you click on 'Get This Item,' the following is part of the page which comes up:

If we do not have the desired book, you may click on the 3rd option to borrow the item from another library, known as ILL, **Interlibrary Loan.**

Interlibrary Loan Request

- Fill in the request form and click on **Submit**.
- Labels for any required fields are ***highlighted**.
- Please read the: **WARNING CONCERNING COPYRIGHT RESTRICTIONS**.

The following is a section of the form which comes up. Books are only requested from libraries that do not charge a fee, so your request is dependent on certain conditions. Please read those before submitting.

Be sure to fill out the entire form, and keep in mind your time constraints. (It may take up to 3 weeks.)

Items are borrowed from other libraries in the U.S. with **strict return and fine policies** for which you will be responsible.

When you click 'Submit,' the form is forwarded to our ILL librarian who will contact you when your item comes in.

Using NetLibrary eBooks



This service supplements the CU Library Collections by adding 358 full-text academic and 3462 publicly accessible eBooks.

Click on the NetLibrary eBooks link on the library homepage under 'Research Tools'.

This is the NetLibrary homepage:

- Research Tools**
- [Library Catalog](#)
- [A-Z Journal List](#)
- [EBSCO](#)
- [JSTOR](#)
- [LexisNexis](#)
- [NetLibrary eBooks](#)
- [Oxford Reference Online](#)
- [Oxford English Dictionary](#)
- [WorldCat](#)
- [Library Collections](#)

Note that you may search by full-text, keyword, author, title, or subject as well as do an Advanced Search and search in a different language.

Basic Search

Full-Text
Full-Text
Keyword
Title
Author
Subject

Search Tip: Use wildcarding to retrieve more search results. Add an asterisk (*) to the end of a search term to look for different endings of the term.

NetLibrary provides access to your library's eContent collection. eContent is the digital version of books, journals, and database content. You can access your library's eContent 24 hours a days, seven days a week. [Learn More...](#)

Select your Interface Language:

English	Deutsch (German)	日本語 (Japanese)
Español (Spanish)	中文 (繁體) (Chinese)	한국어 (Korean)
Français (French)	中文 (简体) (Chinese)	ไทย (Thai)

In Our Collection

See our collection of:

- [eBooks](#)
- [Publicly-Accessible eBooks](#)

[List All Resources](#)

eBook of the Month

The New York Times Book of the Month
WAGNER AND HIS OPERAS
BY DAVID MOUNTAIN

Following is a Results page from typing in 'Martin Luther.'

Search Results Page: 1 2 3 4 ... Next

Results 1 - 15 of 1,037 for Full-Text: **Martin Luther**

All (1,037) eBooks (1,037) Other (0)

Sort by: Relevance

- Reflections of the Dream: 1975-1994, Twenty Years Celebrating the Life of Dr. Martin Luther King, Jr. At the Massachusetts Institute of Technology**
by Williams, Clarence G.
Publication: Cambridge, Mass. MIT Press, 1996.
The 20-year period of Martin Luther King, Jr. celebrations at MIT includes lectures, youth conferences, and visiting scholars. The Life of Martin Luther King, Jr. Dr. Martin Luther King, Jr. was assassinated on April 4, 1968 in Memphis, Tennessee at the early age of thirty-nine.
[View this eBook](#) | [Show Details](#) | [Add to Favorites](#)
- Luther's Little Instruction Book (The Small Catechism of Martin Luther)**
by Luther, Martin.
Publication: Champaign, Ill. (P.O. Box 2782, Champaign 61825) Project Gutenberg,, .
Luther's Little Instruction Book (The Small Catechism of Martin Luther) Translation by Robert E. Smith May 22, 1994 Version 1.1 -- December 22, 1994 PW# 001-003-002Ea I. The Ten Commandments: The Simple Way a Father Should Present Them to His Household A. The First Commandment You must not have other gods.
[View this eBook](#) | [Show Details](#) | [Add to Favorites](#)

The total number of eBooks here are sorted by Relevance.

Notice the picture, citation and various options.

Clicking on 'View this eBook' brings up the entire book.

Connecting to the Electronic Databases for Articles, etc. (www.cui.edu/library)

The library provides access to more than just books, microfiche, print periodicals, CD's, Videos, tapes, etc. Registered students can connect to the library electronic resources from any computer on the Internet. If you go to the library homepage, www.cui.edu/library you will see the following in the left hand column:

Research Tools

[Library Catalog](#)
[A-Z Journal List](#)
[EBSCO](#)
[JSTOR](#)
[LexisNexis](#)
[NetLibrary Ebooks](#)
[Oxford Reference Online](#)
[Oxford English Dictionary](#)
[WorldCat](#)
[Library Collections](#)

Clicking on any title will get you to a login page for that resource.

The password sheet you received at registration has your user name and password for accessing them which is renewed every time you register. The user name is your ID (E #), including the E followed by eight numbers. The password is the same as your WebCT, Blackboard or Eagles password.

***These are the Electronic Databases to which the CU Library subscribes:
(Following are Help Sheets for each.)***

A-to-Z Journal Title List



Use the *A-Z Journal Title List* to determine if the CU Library has it or if it is available in another database, on microfiche, or in print format. This list covers all full-text periodical resources.



EBSCO host

This is the interface for fourteen (14) databases that can be searched in similar ways. These include *Academic Search Premier*, *Business Source Elite/Premier*, *Regional Business News*, *PsycInfo*, *ATLA Religion Database* and with *Serials*, *Newspaper Source*, *Health Source both Nursing/Academic and Consumer Edition*, *Alt HealthWatch*, *Library I.S. & T Abstracts*, *SPORTDiscus* and the newer *Education Resource Complete* as well as a link to *ERIC*. Many of the articles are available full-text online as HTML documents or PDF files.

JSTOR



JSTOR stands for Journal Storage. This retrospective database has some of the same journals as *EBSCO host*, but each goes back much further to the initial publication date, some from before the 1800's. They offer full-text articles on thousands of subjects or you can search by discipline.

Lexis-Nexis Academic



This source archives newspaper and magazine articles, transcripts of television interviews, medical news, business news, court citations, laws, corporate statistics and annual reports, and a variety of other useful information in an extensive searchable format. This also offers international full-text articles.

Oxford Reference Online



This resource brings together language and subject reference books from one of the world's biggest reference publishers into a single cross-searchable resource, and it shows how to cite it.

Oxford English Dictionary (OED Online)



This handy resource contains known meaning of words, their historical use, as well as gives examples where various authors have used the words in the past.

Using the A-to-Z Journal Title List

Research Tools

- [Library Catalog](#)
- [A-Z Journal List](#)
- [EBSCO](#)
- [JSTOR](#)
- [LexisNexis](#)
- [NetLibrary Ebooks](#)
- [Oxford Reference Online](#)
- [Oxford English Dictionary](#)
- [WorldCat](#)
- [Library Collections](#)

If you have the citation for an article but you can't find it in a particular database, use the *A-Z Journal Title List*. This list reflects all the full-text journals and magazines, including print, microfiche and electronic titles available to you through the CU Library.

Go to the library's website (www.cui.edu/library).

On the homepage, click on the **A-Z Journal Title List** link (also in Research).

Here is the A-Z **FIND** Page where you can search for **Titles** by typing in the title and **Search** or by clicking on initial letters.



Concordia University Library A-to-Z

- [Titles](#)
- [Index](#)**
- [Subjects](#)
- [Search](#)
- [About This Site](#)

Notice the tabs: →

The **Index** tab shows the sources:

Index of providers for all titles contained in your list:

- [Academic Search Premier \(View Titles\)](#)
- [Alt HealthWatch \(View Titles\)](#)
- [ATLA Religion Database with ATLASerials \(EBSCO Publishing\)](#)
- [Business Source Elite \(View Titles\)](#)
- [Business Source Premier \(View Titles\)](#)
- [Education Research Complete \(View Titles\)](#)
- [E-Journals from EBSCO \(View Titles\)](#)
- [Health Source - Consumer Edition \(View Titles\)](#)
- [Health Source: Nursing/Academic Edition \(View Titles\)](#)
- [JSTOR Arts & Sciences Complement \(View Titles\)](#)
- [JSTOR Arts & Sciences I Collection \(View Titles\)](#)
- [JSTOR Arts & Sciences II Collection \(View Titles\)](#)
- [JSTOR Arts & Sciences III Collection \(View Titles\)](#)
- [JSTOR Arts & Sciences IV Collection \(View Titles\)](#)
- [JSTOR Arts & Sciences V Collection \(View Titles\)](#)
- [JSTOR Business Collection \(View Titles\)](#)
- [JSTOR Ecology & Botany Collection \(View Titles\)](#)
- [JSTOR Health & General Sciences Collection \(View Titles\)](#)
- [LexisNexis Academic \(View Titles\)](#)
- [Library, Information Science & Technology Abstracts \(LISTA\)](#)
- [NetLibrary Public Access Collection \(View Titles\)](#)
- [Newspaper Source \(View Titles\)](#)
- [Oxford English Dictionary \(View Titles\)](#)
- [Oxford Reference Online \(View Titles\)](#)
- [Regional Business News \(View Titles\)](#)

The **Subjects** tab shows how many journals are in each.

- Select A Subject:

 - Select A Subject:
 - Business and Economics (~4,249)
 - Communications and Journalism (~600)
 - Computer Science (~270)
 - Education (~632)
 - Engineering and Technology (~679)
 - Fine Arts and Music (~312)
 - General (~414)
 - Geography and Anthropology (~416)
 - History (~360)
 - Language and Literature (~393)
 - Law (~1,124)
 - Medicine and Health Sciences (~1,445)
 - Military and Naval Science (~76)
 - Philosophy and Religion (~266)
 - Political Science (~435)
 - Psychology (~230)
 - Recreation, Leisure and Sports (~63)
 - Sciences (~1,093)
 - Social Sciences (~737)

Find: [Advanced search](#)

[0-9](#) [A](#) [B](#) [C](#) [D](#) [E](#) [F](#) [G](#) [H](#) [I](#) [J](#) [K](#) [L](#) [M](#) [N](#) [O](#) [P](#) [Q](#) [R](#) [S](#) [T](#) [U](#) [V](#) [W](#) [X](#) [Y](#) [Z](#)

[AA](#) [AB](#) [AC](#) [AD](#) [AE](#) [AF](#) [AG](#) [AH](#) [AI](#) [AJ](#) [AK](#) [AL](#) [AM](#) [AN](#) [AO](#) [AP](#) [AQ](#) [AR](#) [AS](#) [AT](#) [AU](#) [AV](#) [AW](#) [AX](#) [AY](#) [AZ](#)

Titles where title name begins with 'AA': 7

Page list: page:

AACE international transactions

[Business Source Premier](#) 2001 to present

ISSN: 1528-7106

Publisher: American Association of Cost Engineers

Subject: [Engineering and Technology -- Engineering -- Civil Engineering](#)

aaiPharma, Inc. SWOT analysis

[Business Source Premier](#) 2003 to present

Publisher: Datamonitor Plc

AANA journal

[Academic Search Premier](#) 2001 to present

[Health Source: Nursing/Academic Edition](#) 2001 to present

ISSN: 0094-6354

Publisher: American Association of Nurse Anesthetists

The 'Advanced Search' and **Search** tab offer limiters:

Search for Titles

Find:

To find variants of a word, truncate using an *

Within:

- Title Name
- Publisher Name
- ISSN
- All of the above

Search Type:

- Contains
- Begins With
- Exact Match

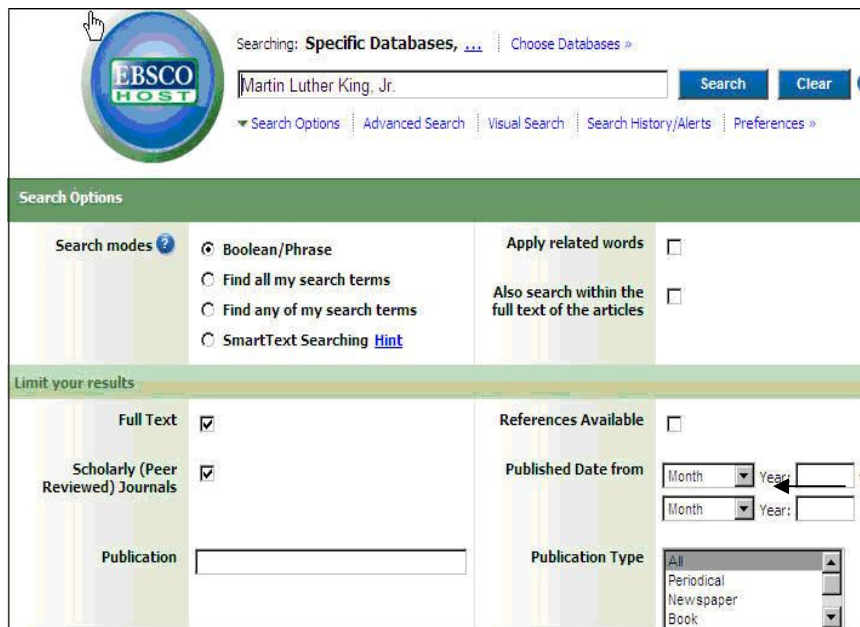
Using EBSCOhost Research Databases

EBSCOhost has several popular Research Databases. Click on the EBSCO under **Research Tools** on the library homepage www.cui.edu/library. On campus you will go directly into 'Choose Databases.' From off campus, you will need your E ID # and pin code to gain access.

Click on the title of database if you're only searching one database, or you can search several at the same time by clicking on the boxes before each one. Let's select *Academic Search Premier* and then click *Continue*.



Following is the Search page:



Notice the expanded menus and tabs.

Here are some things to remember as you Refine your Search with Limiters:

- You may specify Scholarly (Peer Reviewed) Journals if you are required to use articles that have been read and confirmed by specialists in the area.
- To limit your search further, you could select a specific date or range of dates and/or a specific publication year.
- Each database you choose has its own Limiters to narrow your search.

The screenshot shows the EBSCOhost search interface. At the top, the search box contains 'Martin Luther King, Jr.' and the search button is highlighted. Below the search box, there are options for 'Advanced Search', 'Visual Search', 'Search History/Alerts', and 'Preferences'. The main results area shows 'All Results: 1-30 of 273' and 'Sort by: Relevance'. A list of results is displayed, with the first result being 'The Papers of Martin Luther King, Jr.: Called to Serve January 1929-June 1951, Volume 1.' The second result is 'MARTIN LUTHER KING, JR. AS DEMOCRATIC SOCIALIST.' On the left side, there is a 'Narrow Results by' section with a list of subjects including 'KING, Martin Luther, Jr., 1929-1968', 'UNITED States', 'GANDHI, Mahatma, 1869-1948', etc. On the right side, there is a 'Limit your results' section with options for 'Full Text', 'References', and 'Filter by Publication'. There is also a 'Related Information' section with 'Related Images'.

The search results on the left are from typing 'Martin Luther King, Jr.' in the Search: box and selecting Scholarly (Peer Reviewed) Journals and Full Text articles = 274 results.

You may 'Add' specific articles to your folder by signing in to 'My EBSCOhost.'

You may re-sort the list by date or relevance.

You may limit results by publication date.

If your citation includes the HTML &/or PDF Full Text options, you may click this link to open the article.

You may narrow your results further by clicking on the subject on the left list.

You have several options for saving a document once you have it open.

You can **Print** the article using 'Print Manager' and choose the citation format. (Do NOT use the Browser Print icon!)

The screenshot shows the article options and citation information. At the top, there are icons for 'Citation', 'PDF Full Text (115KB)', and 'Cited References'. Below these icons, there is a 'Print Manager' icon circled in red. The citation information is as follows: Title: Martin Luther King, Jr.'s Conception of Freedom and Radical Democracy. Authors: Orosco, José-Antonio M. Source: Journal of Social Philosophy; Winter2001, Vol. 32 Issue 4, p386-401, 16p.

Save will allow you to save it as a document on your hard drive or a floppy disk.

You can **Export** it to a bibliographic manager.

You can **E-mail** the article to yourself (see below).

The **Add to folder** option will allow you to save the article while you are continuing the search. Once you leave the search, the contents of this folder disappear unless they're saved in My EBSCOhost.

E-mail Manager

The screenshot shows the E-mail Manager interface. It has a 'Back' link and an 'Articles' tab. The 'Number of items to be e-mailed: 1' is shown. There are fields for 'E-mail Address', 'Subject', and 'Comments'. A 'Send' button is at the bottom. On the right side, there are options for 'Include when sending:' (HTML Full Text (when available) is checked), 'Standard Field Format' (Detailed Citation and Abstract), and 'Citation Format' (AMA (American Medical Assoc.) is selected). There are also links for 'online help' and 'online citation help'.

If you email it to yourself, this page, the Email Manager, shows you can send the citation in several different formats depending on your required documentation style.

EBSCOhost offers various options to make your searching easy and thorough. You may choose one of 17 languages to search in; you may further limit your search by using the *Advanced Search* tab. You may also arrange to set up your personal *Preferences* and to be notified by "Creating an Alert for this Search." You can search by:

Keyword Publication Subject Terms Cited References Indexes Images

Using JSTOR to Search Online

JSTOR stands for **Journal Storage**, and their collection of journals and periodicals goes back to the start of publication, more years than most databases. Due to a 'moving copyright wall,' the most current volumes may not be accessible yet, but JSTOR covers over 1.5 million scholarly full-text articles.

Access JSTOR via the Library's homepage, www.cui.edu/library, on the left under "Research Tools".

This is the **JSTOR Search page**:

Notice the top menu with helpful links.

There are three kinds of searches.

Type the search term in the box and click on Search.

You may limit your search by searching specific disciplines. (see below)

You may use Boolean Operators to help limit or expand your search.



Clicking on one or more of the following **disciplines** can help narrow your search. (See # of journals)

All Disciplines		
African American Studies - 13 journals	Finance - 8 journals	Population Studies - 16 journals
African Studies - 31 journals	Folklore - 9 journals	Psychology - 9 journals
American Indian Studies - 3 journals	General Science - 27 journals	Public Policy & Administration - 17 journals
Anthropology - 42 journals	Geography - 19 journals	Religion - 38 journals
Aquatic Sciences - 6 journals	Health Policy - 18 journals	Slavic Studies - 8 journals
Archaeology - 27 journals	Health Sciences - 8 journals	Sociology - 66 journals
Architecture & Architectural History - 22 journals	History - 90 journals	Statistics - 34 journals
Art & Art History - 72 journals	History of Science & Technology - 19 journals	Zoology - 37 journals
Asian Studies - 25 journals	Jewish Studies - 4 journals	
	Language & Literature - 100 journals	
Biological Sciences - 163 journals	Latin American Studies - 16 journals	
Botany & Plant Sciences - 35 journals	Law - 56 journals	
Business - 104 journals	Linguistics - 6 journals	
Classical Studies - 19 journals	Mathematics - 49 journals	
Developmental & Cell Biology - 3 journals	Middle East Studies - 24 journals	
Ecology & Evolutionary Biology - 47 journals	Music - 56 journals	
Economics - 72 journals	Paleontology - 10 journals	
Education - 65 journals	Performing Arts - 15 journals	
Feminist & Women's Studies - 11 journals	Philosophy - 32 journals	
Film Studies - 7 journals	Political Science - 62 journals	

In the **Advanced Search**, you may search by author, title, abstract or caption.

Dropdown menus offer **BOOLEAN** operators to limit or expand your search.

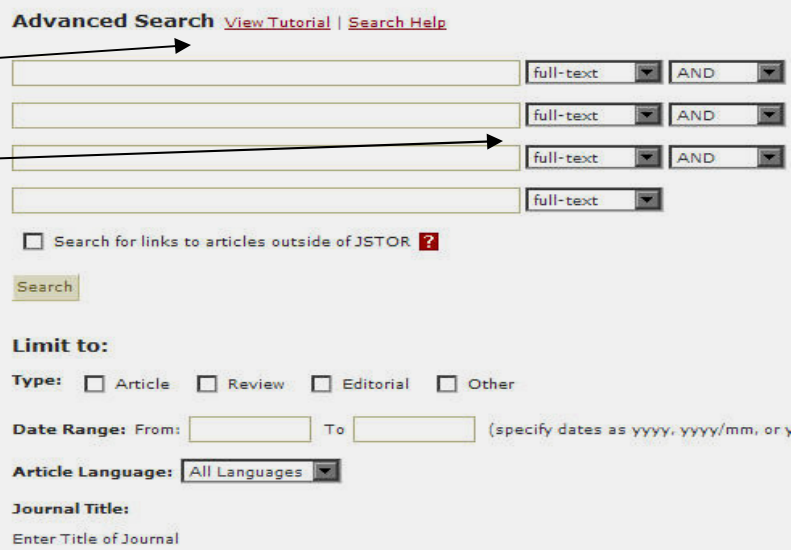
You can limit your search further by--

Type: Article, Review, Editorial, Other

Date: Range from → to

8 Languages:

Journal Title:





This is a **Results Page** from typing in "Martin Luther" in a Basic Search.

These are 3 of the 14575 entries.

Note you may sort by Relevance – Most Recent to Oldest, Oldest to Most Recent & Journal Title. Also, you may login and save Citations.

ENTRIES:

Clicking on the **red title** brings up the article.

Clicking on the **gold author** brings up other articles by the same author.

The bottom menu offers several options.

To view the abstract or citation, click

on 'Article Information.'

The ARTICLE:

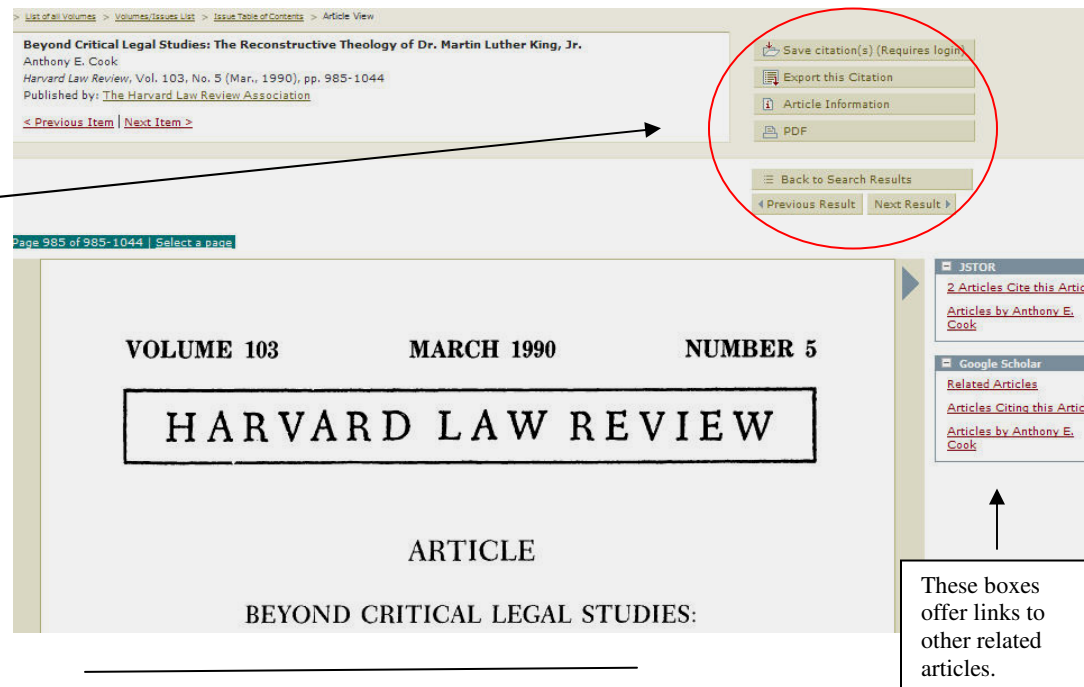
The following view appears if you click on an article:

Note the Citation.

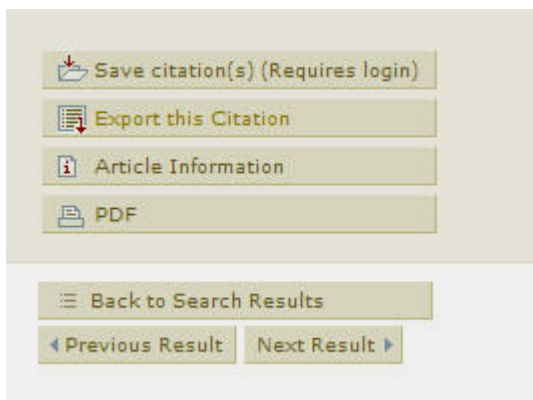
There are several options for retrieving information (below).

Every time the search term appears, it is highlighted in **YELLOW**.

To **PRINT** the article, you need to first **click on PDF**, and then agree to JSTOR's Privacy Policy and the entire article will be ready to print.



Below is an enlargement of the options circled above.



Logging in and Saving Citations helps keep track of Research.

You can email the Citation to yourself.

'Article information' brings up the Citation.

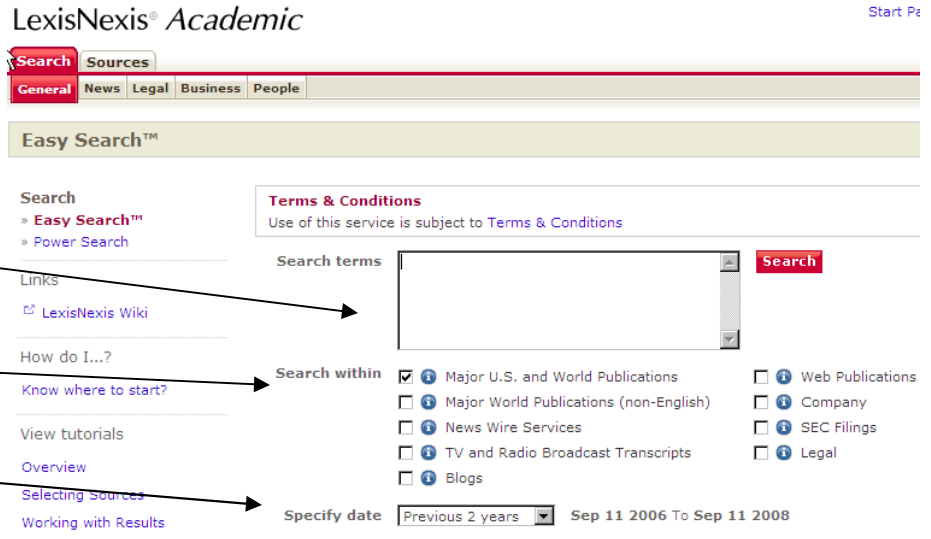
You must click on 'PDF' to PRINT the article.

These allow you to navigate the Results Page.

Using LexisNexis *Academic*

LexisNexis® *Academic* is an electronic database service for researching news, business, and legal topics. It contains more than 6,000 sources from all over the world, drawn from print, broadcast, and online media.

From the library homepage, www.cui.edu/library, click on LexisNexis on the left side under 'Research Tools' This 'Easy Search' screen appears.



TWO kinds of searches: **Easy and Power**

Enter **WHAT** search terms you're looking for...

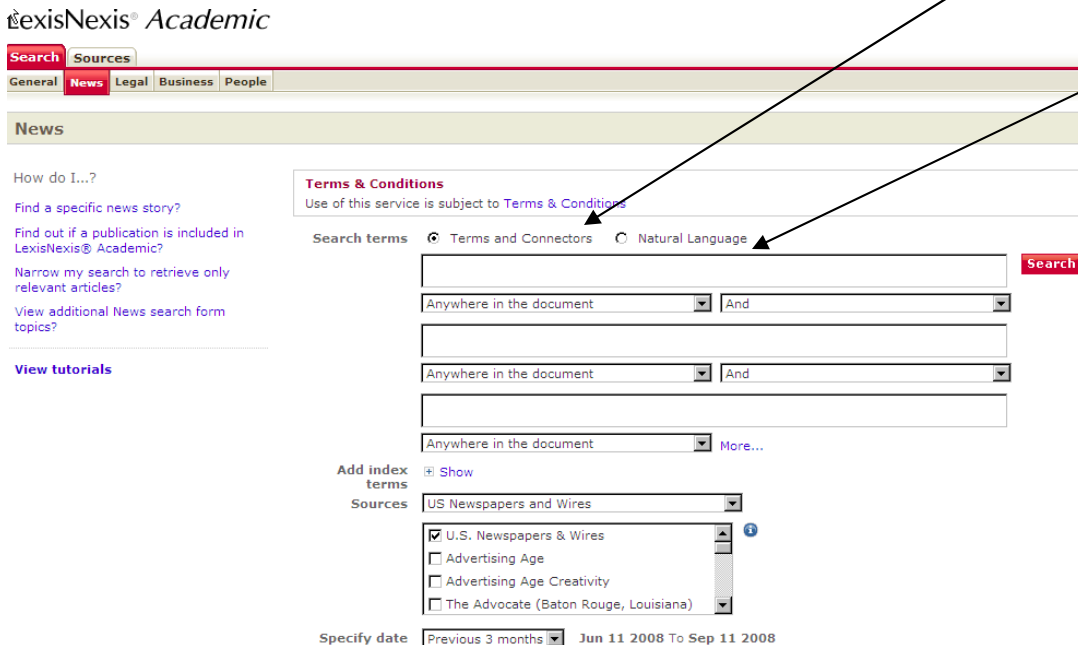
Choose **WHERE** you want to search...

...and **WHEN**.

Notice you may also search **NEWS**, **LEGAL**, **BUSINESS**, or **PEOPLE** content-specific Search Forms. Click on **SEARCH** last. You may click on the 'Sources Tab' for each search form.

Each Content-specific Search Form is geared toward focused information and can be narrowed according to needs.

For example: This is the **NEWS Search page**. Here, search by 'Terms and Connectors' or by 'Natural Language.'



(The left sidebar offers help and tutorials.)

You may add "Required Terms..."

...or "Index Terms"

..."Select Sources"

...and "Specify Date"

More Search Forms follow.

The **'Legal' & 'Business' Search forms** offer more specific ways for you to narrow your search parameters.

LEGAL

On the **Legal Search page**, you may add Required Terms, 'Select Sources' search by The Title, Name of Journal, Author, Year, Article Citation and specific Date.

You may also narrow more by clicking on one of the 'Legal Searches' on the left sidebar.

BUSINESS

The **Business search form** allows you to submit a 'Company Name,' the Ticker symbol, the D-U-N-S Number, the Company Type, Headquarters, City, State and Country or Region.

The sidebar offers links to Create or Compare Companies, Profiles, SEC Filings, Accounting, etc.

LexisNexis Academic **RESULTS PAGE:** "Concordia University" was typed in the 'Easy' Search form.

The search can be narrowed in the upper right hand corner, or by clicking on one of the Results Groups. Results can also be viewed and sorted differently.

The upper right hand corner also allows a

choice of Next Steps to Edit this one or do a New Search. There's a choice to email, print, download, or export bibliographic references.

Clicking on the title brings up the complete full-text article, for which you can also choose to email, print, download, or export bibliographic references.

LexisNexis Academic articles each offer links to 'Find Documents with Similar Topics' as well as links

to... [Modify Search with Selections](#) OR [Narrow Search with Index Terms](#). At the end of the article is bibliographic information, such as SUBJECT HEADINGS, PERSON, LOAD DATE, LANGUAGE, GRAPHIC, DOCUMENT-TYPE, and PUBLICATION TYPE.

Using the Oxford Reference Online Collection

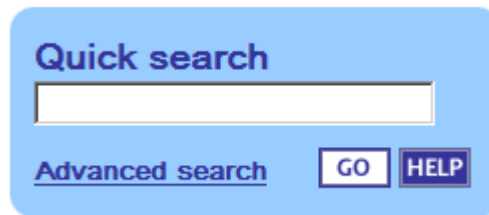
Oxford's collection of online books includes language and subject books from their famous print reference sources. Currently, the Premium Collection is fully-indexed with a cross-searchable database of over 175 reference books.

Research Tools

- [Library Catalog](#)
- [A-Z Journal List](#)
- [EBSCO](#)
- [JSTOR](#)
- [LexisNexis](#)
- [NetLibrary Ebooks](#)
- [Oxford Reference Online](#)
- [Oxford English Dictionary](#)
- [WorldCat](#)
- [Library Collections](#)

Go to the library's website (www.cui.edu/library). On the home page, click on **Oxford Reference Online** in the left hand column under "Research Tools".

This is the Quick search box: Type your search term(s) in the box and click **Go**.



Reorder results by category

Subject reference: <i>longer entries</i>	Subject reference: <i>shorter entries</i>	English dictionaries & reference	Quotations
---	--	----------------------------------	------------

You can reorder the results by clicking the following categories: longer reference entries, shorter reference entries, dictionaries, or quotations.

Refine by Subject

- Encyclopedia** (2 hits)
- English Dictionaries & Thesauruses** (2 hits)
- History** (7 hits)
- Law** (2 hits)

Alternatively, you could refine them by subject area.

This is one of the results by typing in 'Martin Luther King'

King, Martin Luther³

(1929–68), American Baptist minister and civil rights leader. He opposed discrimination against blacks by organizing non-violent resistance and peaceful mass demonstrations and was a notable orator. He was assassinated in Memphis. Nobel Peace Prize (1964).

How to cite this entry:
 "King, Martin Luther"³ *The Oxford Dictionary of English*. Ed. Catherine Soanes and Angus Stevenson. Oxford University Press, 2003. *Oxford Reference Online*. Oxford University Press. SCELCL Concordia University. 12 August 2004 <<http://www.oxfordreference.com/views/ENTRY.html?subview=Main&entry=t140.e41282>>

If you want to cite the reference in a paper, the information is available at the bottom of the article

To email the article, click on  **EMAIL THIS ENTRY** . Fill out the information and click SEND.

Using the Oxford English Dictionary

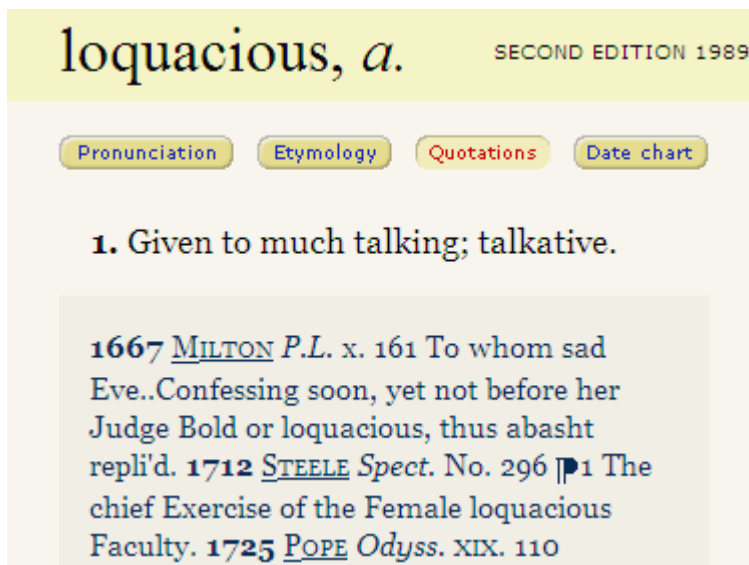
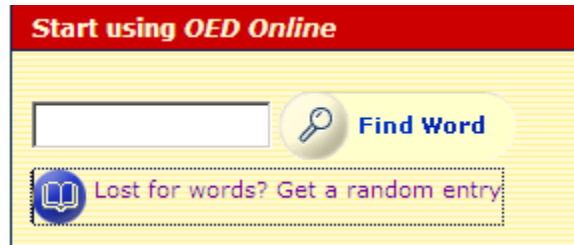
The Oxford English Dictionary (OED Online) is helpful in finding the meanings of words, how the meanings have changed over the years, and examples of how the word has been used in the past. It's quick and easy.

Research Tools

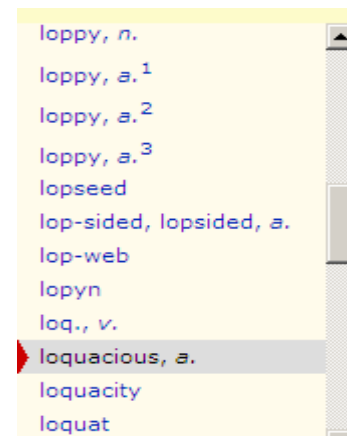
- [Library Catalog](#)
- [A-Z Journal List](#)
- [EBSCO](#)
- [JSTOR](#)
- [LexisNexis](#)
- [NetLibrary Ebooks](#)
- [Oxford Reference Online](#)
- [Oxford English Dictionary](#)
- [WorldCat](#)
- [Library Collections](#)

Go to the library's website (<http://library.cui.edu>). On the homepage, click on **Oxford English Dictionary** in the left hand column under CONNECT ME WITH:

This is the Search Page: Type in the word and click on 'Find Word.'



The results you see are for the word 'loquacious.' The four buttons below the word provide options for various parts of the entry for the word. Following that are references to its use throughout history.



If you misspelled the word, you will see a list of the closest words to your spelling in the left hand column of the information page.



At the bottom of the entry you will see some options. **List by date** will show you other words that came into usage at the same time. **Entry map** will show the screen information in a different format. **Print** and **Mail** are just that. **Help** will give you some further direction on using the program. **Advanced search** is not covered in this brief primer, but online help is available within the program. It can also help you locate the word as used in works by various authors, etc.

FREQUENTLY ASKED QUESTIONS (FAQs) FOR THE CU LIBRARY

What are the Library hours?

You can find the Library hours from a link on the library website www.cui.edu/library. Because of breaks and holidays, please check the schedule or call (949) 854-8002 x.1500 before coming to the Library.

How do I find out if the Library has a book?

All Library materials are listed in the online Library Catalog. Go to the homepage of the library at www.cui.edu/library and click on "Library Catalog." You may search by words or phrase, subject, title, author, etc. You may also do an advanced search with special limiters. (See "Using the CU Library Resources") Carefully write down the Call Number and note the location of the item.

How do I check out items and how many can I check out?

All materials are checked out at the Circulation Desk. Bring the materials to be checked out and your ID card to the employee at the front desk closest to the main doors. An ID card or CU Guest card is required to check out materials. You may have **10** items charged to your card at any time.

When are my books due?

The norm is 4 weeks for books, 2 weeks for media material. Check the 'date due' card or your receipt. You can also check the status of your materials online. Go to www.cui.edu/library. Click the "Library Catalog" link. Click the 'My Account' link on the menu. Click the 'Review My Account' link. Type in your E# I.D. and PIN (password). Click the 'Display User Information' button. Click the 'Checkouts' link. The due date appears on the right side of the screen in bold.

How do I renew books?

You can renew books one of two ways (see 'Using the CU Library Resources').

--You can bring your ID card to the library and ask an employee at the main desk to renew your books.

--You can renew your books yourself online. Go to www.cui.edu/library and click the 'Library Catalog' link. Then, click the 'My Account' button at the top menu. Click the 'Renew My Materials' link. Type in your User E# ID and PIN (password). Click the 'List Charged' Items button. Click the **box** in front of the item(s) you wish to renew and then click 'Renew Selected Items.' You will receive on-screen confirmation of the renewal. There is only **one** renewal per item.

Does the library carry textbooks?

The library does *not* collect textbooks used in CUI classes.

How do I find out which journals the library has? From the homepage and 'Research Tools,' click on the "A-Z Journal Title List." This alphabetical list of journals includes journals with full-text articles in electronic, print, and microfiche formats. You can also search the journals by subject category or discipline. If you help using this resource, see *Using the A-Z Journal Title List* (See "Using the CU Library Resources").

Can I check out magazines or journals? Print Periodicals, like Reference books are non-circulating; they cannot leave the library. Copy machines are available to photocopy articles.

How do I connect to electronic databases from off-campus?

Go to the Library homepage: <http://www.cui.edu/library> and see the menu under "Research Tools" and click on the desired database. You may be directed to a Restricted Resource page. Enter your E# I.D. and your current password, and click 'Submit Request.'

What tools can I use to search the Catalog and Databases?

Each has different tools but all use some basic features:

- **BOOLEAN Operators:** Search by using the terms AND, OR, and NOT.
'AND' expands by joining two or more terms and searching all, such as 'college' AND 'cost' AND 'financial aid.'
'OR' also expands the search so the results include at least one of the terms, such as 'Colleges' OR 'Universities.'
'NOT' limits the search by excluding some terms, such as 'pets' NOT 'cats' NOT 'dogs.'
- **Quotation Marks:** Putting terms in quotation marks indicates you want to search for those terms together- "red neck"
- **Parentheses:** Like quotation marks, these keep terms in groups to search only for the terms together- (peace on earth)
- **Wildcard (?) and Truncation (*):** These symbols help your search by substituting for an unknown letter - (se?m brings up seam, seem, etc.) or finding other forms of a root word by including other word endings - (gentl* brings up gentle, gentlemen, gently, etc.)
- **Proximity or nearby (N(ear) or W(ithin) + # of words):** These search two or more terms which may be nearby each other. i.e. 'income **N5** tax' searches for any where the words are within 5 words of each other (tax may be on income). 'Income **W3** tax' finds results where the words are in the same order as typed (income-related tax, but not tax-related income).

Which Documentation Style should I use?

Your professor determines what style you must use to document sources for your papers. **APA** stands for the American Psychological Association and is usually used in the Social Sciences. See *Publication Manual of the American Psychological Association* www.apastyle.org. **MLA** stands for Modern Language Association and is preferred by the Arts and Humanities faculty. See *MLA Handbook for Writers of Research Papers* www.mla.org/style. (Both are in the CU Library.) History and Theology usually prefer the Chicago Manual of Style (**CMS**), also referred to as Turabian. Others to consider are the **CSE**, Council of Science Editors and **COS**, the Columbia Online Style. Each has its own style or preference for how to give credit to sources used for support. There are helpful websites and handouts, but check the Writing Center in Theta or their website or call x1502 for further information.

How do I cite information in APA style? Each style guide mandates what order the citation information should be placed in the bibliography or reference list. The style guides are VERY specific about how to cite sources. Make sure that you follow the examples below. This may vary slightly depending on the source material. Below are the most used types of citations for APA. If you need examples for additional types of resources, check the printed manual (available in the CU Library at REF BF 76.7 .P83 2001). Remember that Internet manuals are not always correct and that print manuals are updated frequently. Check the Writing Center in Theta or call x.1502 for further information.

Books--Single Author	Student, C. U. (2000). <i>This is my book</i> . Irvine, CA: Concordia University Press.
Books--Multiple Authors	Student, C. U., & Faculty, C. U. (2000). <i>This is our book</i> . Irvine, CA: Concordia University Press.
Books--Editions	Student, C. U. (2001). <i>This is my book</i> (2nd ed.). Irvine, CA: Concordia University Press.
Chapter in a Book	Faculty, C. U. (2001). Chapter one in my book. In C. U. Student <i>This is my book</i> . Irvine, CA: Concordia University Press.

Newspaper Article	Newspaper article title. (2003, July 5). <i>Hilltop Herald</i> , p. A8.
Journal Articles--Print	Student, C. U. (2003, June 20). This is a journal article. <i>Concordia Journal</i> , 76 (2), 23-31.
Journal Articles--Online Databases	Student, C. U. (2003). This is a journal article. <i>Concordia Journal</i> , 76 (2), pp. 23+. Retrieved December 1, 2003 from Academic Search Premier database.
ERIC Report	Student, C. U. (2003). <i>This is an ERIC report</i> . Irvine, CA: Local Center for Concordia University. (ERIC Document Reproduction Service No. ED 000 000)
Webpage	Concordia University. (2003, June 20). <i>Concordia Literacy Information Classroom</i> . Retrieved December 1, 2003, from http://www.test.url
Unpublished Master's Thesis or Doctoral Dissertation	Student, C. U. (2003). <i>This is my master's thesis: What do you think?</i> Unpublished master's thesis, Concordia University, Irvine, CA.
Unpublished Paper Presented at a Meeting or Conference	Student, C. U. (2001, February). <i>Concordia University paper on student life</i> . Paper presented at the meeting of the Concordia University Faculty, Irvine, CA.

In addition to the examples, the style guide for APA requires the following guidelines:

- Use a serif font (ie. Times New Roman, Courier).
- Font should be 12 points.
- Margins should be 1 inch on all sides.
- The word References should be centered at the top of the page.
- Space once after each punctuation.
- Reference lists must be double-spaced.
- Use postal abbreviations for state names (ie. CA, TN, etc.)
- Arrange the list in alphabetical order by the author's last name.
- Use initials for author's first and middle names.
- Entries from the same author should be placed by date, with the earliest first. If both are from the same year, list them alphabetically by the title.
- Entries should begin flush with the left margin, additional lines should be indented 5 spaces.
- Only the first word (and proper nouns) should be capitalized in book and article titles.

Example of APA bibliography:

References

Clark, K., & Shute, N. (2001, March 12). The adoption maze. *U. S. News & World Report*, 130 (10), pp. 60+. Retrieved May 17, 2001, from Expanded Academic ASAP database.

Department of Health and Human Services. (2001, May 14). *National Adoption Information Clearinghouse*. Retrieved May 17, 2001, from <http://www.calib.com/naic/>

Eisenberg, E. (2001, January). The adoption paradox. *Discover*, 22 (1), 80-89.

Gilman, L. (1992). *The adoption research book* (3rd ed.). New York: Harper Perennial.

McKelvey, C., & Stevens, J. (1994). *Adoption crisis: The truth behind adoption and foster care*. Golden, CO: Fulcrum.

Robinson, G. (1998). *Older child adoption*. New York: Crossroad. (ERIC Document Reproduction Service No. ED 417 848)

My access to the Library databases password doesn't work or I forgot it; what should I do?

All registered students have access to library research databases and are given a password/PIN when they register. If you are having a problem accessing databases, please double check that you are typing in your correct E# I.D. and PIN. If it still doesn't work, please contact librarian@cui.edu or call x.1500.

OTHER CU LIBRARY SERVICES:

4 Conference/Study Rooms: bring I.D. to Circulation Desk
New quiet study lounge downstairs
Copy/Print room with laminator & microfiche reader/printer
8 Research Stations,
Weekly Info-sessions for Library instruction (see schedule)
Theses/Action Papers on file (can't be checked out)
A.V.-media listening/viewing stations

Inter-library Loan (ILL)
Libronix (CD-ROM)
Wireless Access
Curriculum/Instruction Room
4 Daily Newspapers
Reference Librarian x.1501
Faculty Reserve items