INTRODUCTION TO PSYCHOLOGY – PYC 2750
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1. LIBRARY INFORMATION (See first handout.)

2. LIBRARY WEBSITE (http://libraries.udmercy.edu) - the information portal to access the library catalog, journal articles, indexes, internet resources, and more. Can be accessed from the University home page from the Current Students option.

The library website can also be accessed when you are logged into Blackboard/Knowledge (works best in Mozilla Firefox).

3. THE LIBRARY CATALOG - search the catalog to find books, journals, journal articles, DVDs, videos and CDs.

3a. Searching the Catalog

- From the library homepage, http://libraries.udmercy.edu, click on the Students icon.
• Click on **Advanced catalog search.**

![Advanced catalog search](image)

- From here you can do a **Title** search, and **Author** search, a **Subject** search or an **Any field** search.

- Do a search using the search term **contraception.** The catalog looks for your search term in the title, subject, author, contributors, contents, notes and summary fields.

- **Click on the search icon or hit Enter.**

![Search for:](image)

How many results? ____111,596__________________

To narrow to just the peer-reviewed journal articles, use the limiter on the right frame.
Click on Peer-reviewed Journals.
Scroll down to Collection.
Click on Show More.

These are the databases the articles are coming from. You may limit your search to certain databases if you choose. Please note Detroit Mercy subscribes to over 200 databases and only 20 are included here. The Psychology databases are not listed and are not currently searchable through the catalog.

Remove the Active Filter by clicking on the X next to Peer-reviewed Journals.

Go back up to the search box and change Everything (Includes Articles) to Library Catalog (Excludes Articles).

Click Search.

How many results? ______400__________
Narrow A Search by:

- Using the limiters (facets, filters) provided.
- Putting key phrases in quotation marks so the search engine will look for the phrase and not individual words.
- Limiting the search to author/creator, title, or subject field.
- Adding search terms and combining them with AND to make your search more specific.

- Change Any field to Subject.
- Click Search.

How many results? _______177__________

- Type religion in the second search box.
- Click Search.

How many results? _______8__________

Note on the right side, the results are in order of relevance. You may also sort by date, author, or title.

- Go ahead and sort by Date-newest.
To narrow further, use the filters on the right frame.

3b. Understanding A Book Record

Indicates there are multiple versions. This could mean there are several copies or alternative editions.

Title of book

Author(s)/Editor(s) of book

Take note of the shelving location.

Match the call numbers to the location directory to find out which floor the book is on.
3c. Call Numbers

Libraries use classification systems to organize the books on the shelves. Usage of the Library of Congress (LC) or Dewey Decimal Classification (DDC) is based on the collection size. DDC is divided into 10 classes, or broad subjects, which limits the number and variety of call numbers that can be assigned to the books. This is better suited for libraries with smaller collections, such as school libraries or public libraries. LC, which is the preferred system for academic libraries, has 21 classes, which allows for more call numbers and hence a greater variety and number of books.
3d. **Location Directory**

The Detroit Mercy location directory is a guide to inform library users where materials are located in the library. Copies of the location directory are posted in various locations of the library.

### LOCATION DIRECTORY

<table>
<thead>
<tr>
<th>CALL NUMBERS</th>
<th>FLOOR</th>
</tr>
</thead>
<tbody>
<tr>
<td>A - BR 62</td>
<td>2A</td>
</tr>
<tr>
<td>BR 63 - DF</td>
<td>2</td>
</tr>
<tr>
<td>DG - Z</td>
<td>LL</td>
</tr>
</tbody>
</table>

NA - Architecture Collection | 2 (Bargman Room)
Current Journals - Bargman Room | 2 (Bargman Room)
Elementary/Secondary Textbooks | 2 (Bargman Room)
Juvenile Literature | 2 (Bargman Room)
Teaching & Learning Aids | 2 (Bargman Room)

Oversize Books | Lower Level
Michigan Core Collection | Ask at Research and Information Desk
Archives, Special Collections, Theses, and Dissertations | Ask at Research and Information Desk

3e. **Off Campus Login**

When you are off-campus and try to access an electronic book or a database, you will be prompted to provide a username and password. Log in exactly as you would log in to Titan Pass or Blackboard.
3f. Understanding An Electronic Book Record

Click on the title to open the detailed record.

- Click here to access the electronic book.
- Indicates the book is electronic, not print, to be read on the computer, not checked out.
- Author(s)/Editor(s) of book
- Title of book
- Indicate the database the book is in. You may also click here to access the book.
- Publication Information

4. Citations
A citation is a brief representation of a work. It provides all the necessary information to describe and locate the work including title, author, and publication information. Citations are provided in bibliographies and databases. A citation may also be referred to as a reference.

Parts of a Basic Journal Citation APA Style


a. Author
d. Name of the journal
b. Publication date e. Volume & issue number
c. Title of the article f. Page numbers
See Citing Information: APA Style handout.

Basic Example of an APA Style Citation for a Book:

Basic Example of an APA Style Citation for a Journal Article:

5. SEARCHING FOR JOURNAL ARTICLES

5a. Determining Scholarly Literature (see handout).

5b. Databases (PsycINFO, Academic Search Complete, etc.) VS. Internet (Google, Yahoo, etc.)

<table>
<thead>
<tr>
<th>Internet</th>
<th>Databases</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Good place to start for background information.</td>
<td>1. Contain full-text journal, newspaper, and magazine articles.</td>
</tr>
<tr>
<td>2. Good source for government and non-profit information.</td>
<td>2. Content comes from reputable publishers so articles have been reviewed for accuracy and reliability.</td>
</tr>
<tr>
<td>3. Remember - anyone can publish anything on the Internet.</td>
<td>3. Scholarly articles must go through a peer review process which makes them authoritative.</td>
</tr>
<tr>
<td>4. Information on the web is not always reliable.</td>
<td>4. Articles in databases have a stable location and can be easily retrieved day to day.</td>
</tr>
<tr>
<td>5. Information on the Internet can be highly changeable - here today, gone tomorrow.</td>
<td>5. Databases don't rely on advertising for revenue, but on subscriptions which institutions pay for. This is why you can't readily find scholarly material on the web.</td>
</tr>
</tbody>
</table>
5c. **ProQuest Psychology Collections**

- From the library home page, [http://libraries.udmercy.edu](http://libraries.udmercy.edu), click on **Students**.

  ![Students](image)

  
  - Click on **Databases by subject** and scroll to **Psychology**.
  - Click on **Research Guides**.
  - Click on the **Finding Articles** tab.

Note that the **ProQuest Psychology Collections** searches **ProQuest Psychology Database, PsycARTICLES and PsycINFO** at one time.

A note about **PsycINFO**: PsycINFO only lists citations. It contains only a very small number of full-text articles. Use the ProQuest Psychology Collections to search for full-text.

**NOTE**: It is preferable to use the controlled vocabulary term(s) used by a database to get a more precise and accurate search.

- Click into the **ProQuest Psychology Collections**.
- Make sure you are on the **Advanced Search** screen.
- Click on **Thesaurus**.

  ![Thesaurus](image)

- Select **PsycINFO 2015 Thesaurus**.
- Type **religion** in the **Search terms** box.
- Select **Begins with**.
- Click **Find**.

**PsycINFO 2015 Thesaurus**

![PsycINFO 2015 Thesaurus](image)
Is religion a term in the controlled vocabulary? ____y____

- Click in the shadowed box on the right to see Related Terms.

- Click in box next to religion. Toward the bottom you should see the following:

When you select Major for a term, you create a search query that finds only records for which the term is a major point of the article.

- Go back to the Search terms box and type contraception.
- Click Find.

PsycINFO 2015 Thesaurus

Search terms: contraception

Is contraception a term in the controlled vocabulary? _____n_____

- Click on the word contraception.
- Click on the shadowed box next to Birth Control. This is the term the database wants you to use instead of contraception.
- Click on Relational view and note the broader and narrower terms.
- Click back to Hierarchical view.
- Click on the box next to birth control.

When you select Explode, you create a search that will include all the narrower terms. Use the Explode feature to broaden the search.

Towards the bottom you should see the following:
• Change OR to AND.
• Click Add to search.

You should now see the following in the search screen:

MAINSUBJECT.EXACT("Religion") AND MAINSUBJECT.EXACT("Birth Control")

• Click the Full text and Peer Reviewed boxes and click Search.

How many results? _____________

Results are in order of Relevance. You can sort by oldest or most recent by clicking on the drop down arrow next to Relevance on the left side.

To Broaden A Search:
  Use fewer search terms.
  Add additional, similar search terms and combine them with "OR".
  Use the Explode feature.

To Narrow A Search:
  Add additional search terms and combine them with AND.
  Use NOT to weed out unwanted articles.
  Use the limiters provided by the database.
  Use the Narrow results frame on the left.
5d. Understanding a Journal Article Record in ProQuest

- Click on the title of the article to view the detailed record and read the full text.

5e. Printing in ProQuest

Clicking on the print icon will print the HTML version of the article if available. Otherwise, only the detailed version of the citation will print.
• To print the PDF version of the document click on Full Text-PDF or Download PDF.
• Click on the print icon.

5f. Citing In ProQuest

Don’t forget to give credit to all the resources you use to write your papers.
No credit = PLAGIARISM!

• Click on the Cite icon on the right frame.

• Select the style you wish to use. Copy and paste the citation into the bibliography of your paper.

You can also use the Save feature to export the citation to reference software such as EasyBib or RefWorks.

Caution: Using the database citation tools are not foolproof. It is your responsibility to make sure your bibliography is correctly formatted before you turn in your paper.

5g. SAGE Journals Online

• Return to the Psychology LibGuide.
• Click SAGE Journals Online.
• If you are not already on the Advanced Search screen, click on Advanced to open it.
In the first search box, type *contraception*.  
In the second search box, type *religion*.  
Under *Access Type*, select the option *Only content I have full access to*.  
Click *Search*.  

How many results? __3,820________

To Narrow a search:  
– Put key phrases in *quotation marks* so the search engine will look for the phrase and not individual words.  
– Use the limiters provided by the database.  
– Add search terms and combine them with *AND*.  
– Limit the number of fields the database is searching.  
– Use *Not* to remove unwanted articles.  

• Click on *Refine Search* to access the original search screen.
• Change **Anywhere** to **Keywords** on the search lines where **contraception** and **religion** were entered. (In SAGE, Keywords acts as a Subject search.)
• Limit the search to the last 10 years.
• Click **Search**.

How many results? ______2________

**Broaden a search** by adding similar search terms and combining them with **OR**.
Remove search terms.
Make a **Keywords** search an **Anywhere** search.

• Click on **Refine Search** again.
• Change **Keywords** back to **Anywhere** on the line where contraception is.
• Click Search.

How many results? ______91__________

5h. Understanding a Journal Article Record in SAGE Journals Online

• Click on the title of the article
• Note the options listed on the right frame.

Use the Share icon to email the article to either yourself or someone else. Use the Cite icon to download the citation to RefWorks. SAGE does not format citations for you.
5i. Printing in SAGE Journals Online

- Click on the PDF icon to open the full text of the article.
- Click on the print icon in the viewer.

5j. OmniFile Full Text

- From the library homepage, http://libraries.udmercy.edu, click on the Students icon.

- Click on Databases A-Z.
- Click on OmniFile Full Text.

OmniFile includes full text from over 2,700 journals, representing all of the full text materials from eleven key Wilson databases. Coverage extends from 1994-date.

NOTE: It is preferable to use the controlled vocabulary term(s) used by a database to get a more precise and accurate search.

- Click on Thesaurus.

- In the Browsing box, type contraception.
- Select Term begins with.
- Click Browse.
Is contraception a term in the controlled vocabulary? _____y______

- Click on Contraception.

The Scope Note is a brief definition of the term. Note the Broader Terms, Narrower Terms, and Related Terms. Note also the terms Contraception is Used for.

- Click in the box next to Contraception
- Click Add.

You should see this in the Searching box:

```
Select term, then add to search using: OR ▼ Add

Select term, then add to search using: AND ▼ Add
```

- Type Religion in the Browsing box.
- Click Browse.

Is Religion a term in the controlled vocabulary? _____y______

- Click on Religion. Note the Scope Note, the Narrower Terms, the Related Terms and the Used For terms.
- Click in the box next to Religion.
- Change OR to AND and click Add.

The Searching box should look like this:

```
Searching: OmniFile Full Text Select (H.W. Wilson) ▼ Choose Databases

DE "Contraception" ▼ Search

Basic Search Advanced Search Search History
```

```
Select term, then add to search using: AND ▼ Add

Select term, then add to search using: AND ▼ Add
```

```
Searching: OmniFile Full Text Select (H.W. Wilson) ▼ Choose Databases

(DE "Contraception") AND (DE "Religion") ▼ Search

Basic Search Advanced Search Search History
```
• **Click Search.**

How many results did you get? ________7________

• Limit to Full Text and Scholarly (Peer Reviewed) Journals on the left frame.

How many results did you get? ________4________

**Results can be broadened by:**

- Using fewer search terms
- Add additional, similar search terms and combine them with OR. (Remember: OR means more.)
- Use the explode feature.

![](image)

When you select **Explode**, you create a search that will include all the narrower terms. Use the Explode feature to broaden the search.

**5k. Understanding A Journal Article Record in OmniFile Full Text**

The citation lists the author, journal name, journal volume, date, page number the article begins on and length of the article.

- **Document Type**
- **Title of the article**
- **Full Text PDF link to the article**
- **Publication information includes the name of the journal, the volume, date, and page the article begins on.**
- **Click here to see the abstract. The abstract is a brief summary of the article.**

• **Click on the title of the article for more information.**

Note the **Tools** on the right frame.
51. Printing in OmniFile Full Text

Click on PDF Full Text to open the PDF file and click on the Print icon to print the PDF format of the article.

5m. Citing Information in OmniFile Full Text

Don’t forget to give credit to all the resources you use to write your paper. No credit = PLAGIARISM!

- Click Cite to generate a citation for your paper. Or, use Export to export the citation into citation management software such as RefWorks or EasyBib.
- Choose the desired format and Copy and Paste the citation into your References page of your paper.

**Warning:** Using the database citation tools is not foolproof. It is your responsibility to make sure your bibliography is correctly formatted before you turn in your paper.
5n. Psychology & Behavioral Sciences Collection (EBSCO)

Comprehensive database covering information concerning topics in emotional and behavioral characteristics, psychiatry and psychology, mental processes, anthropology, and observational and experimental methods. This is the world’s largest full text psychology database offering full text coverage for nearly 400 journals.

Follow the same steps with this database as the OmniFile Full Text database. The thesaurus in this database is called Subjects.

6. GETTING HELP

- From the library home page, libraries.udmercy.edu, click on Students. In the center column you will see multiple ways to get help from a librarian.

  - Chat: Available 24/7. Answered by Detroit Mercy librarians while the library is open. Answered by librarians from other institutions when the library is closed.

  - Email: Usually there is a 24 hour response time.

  - Request an appointment: Making an appointment with a librarian is highly encouraged in order to receive individualized assistance.

  - Research & Information Phone: 313-993-1071