PYC 5700
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1. LIBRARY INFORMATION

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

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, do a search using the search term industrial psychology. Click on the search icon or hit Enter.

How many results did you get? ________________

This initial search pulls results from the library catalog and scholarly articles from many of the databases as well.
3b. Searching for Books, Ebooks, DVD's, and CD's

To narrow to just the books, change Everything (Includes Articles) to Library Catalog (Excludes Articles). If you know you only want print books and not ebooks, change to Print Materials Only.

Narrow A Search by:
- Putting key phrases in quotation marks so the search engine will look for the phrase and not individual words.
- Limiting the search to the author/creator field, the title field, or the subject field.
- Adding search terms and combining them with AND to make your search more specific.
- Using the facets (limiters, filters) on the right frame.
  - Change Everything (Includes Articles) to Library Catalog (Excludes Articles).
  - Click on Advanced Search and limit the search to is (exact).
  - Click on Search

How many results? _______________________

- Change Any field to Subject.
- Click on Search.

How many results? _______________________

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

3c. **Understanding A Book Record In The Library Catalog**

- Click on the title to open the detailed record.

3d. **Location Directory**

The Detroit Mercy location directory is a guide to inform library users where materials are located in the library.
3e. **Accessing an Electronic Book Record**

When you try to access an electronic book, you will be directed to the Blackboard log in page. Accessing the e-books and the databases requires authorization through this screen. Log in exactly as you would log in to Blackboard or Titan Connect.

3f. **Understanding an Electronic Book Record**

![Image of a book record with title and author fields]

Click here to access the electronic book.

3g. **Searching for Journal Articles in the Catalog**

- To search for journal articles, change **Library Catalog (Excludes Articles)** to **Everything (includes Articles)**. Click Search.

Look on the right side and note the various ways you can narrow your results.

To narrow to just the peer-reviewed journal articles, use the **Availability** limiter on the right.

![Image of availability limiter with options]

- Click on **Peer-reviewed Journals**.
- Note that on the right hand side, you can refine your search by Topic.
- 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 searchable through the catalog.**

4. **REFWORKS**

**RefWorks** is a web-based database and bibliography creator. RefWorks users can import references from online databases and use these references in writing their papers. RefWorks will automatically format the paper and the bibliography.

• To access RefWorks, go to the library home page, libraries.udmercy.edu.
• Click on Students option.
• Under Research, select Databases A-Z.
• Click on RefWorks and the Go To Database.
• To use RefWorks, open or establish an account.

• While doing your research, export the citations into RefWorks.
• It may be easier to use RefWorks if you download Write-N-Cite. Upon successful completion of the download, you should see this at the top of the screen when you are in Microsoft Word. (It may say RefWorks or it may say ProQuest.)

• **Click on RefWorks (or ProQuest) and you will see this:**

• Click on Log In and enter your RefWorks user account and password. You may also have to enter a Group Code. The group code for Detroit Mercy is RWUDetroitMer.
You should now see this at the top of the screen in Microsoft Word.

- Set your style choice (APA, MLA, etc.).
- While typing your paper, each time you want to cite a source, click on the **Insert Citation** icon and select the citation you want to insert into your paper. Your paper will look like this.

According to Aronstein (Aronstein, 2005), Monty Python’s search for the Holy Grail was in vain. Earlier findings were confirmed that the grail is not on Mount Ararat (Sinclair-Faulkner, 1982). In the days of Christ, cups were often made of wood and so it is likely the Grail perished over time (Witherington, 2004)

- When you are finished typing your paper, save it.
- Move the cursor to the end of your paper where you will want your References page.
- **Click on Bibliography Options.**

- Then click on **Insert Bibliography.**

Your bibliography will be inserted in the style format you selected.
Library databases are searchable collections of full-text journal articles, abstracts, or citations. They have gone through an evaluative process before being published and are more reliable sources of information than an average web site.

5a. Determining Scholarly Literature (see handout).

5b. Databases (PsycINFO, Academic OneFile, etc.) VS. Internet (Google, Yahoo, etc.) (see handout)

### Internet
1. Good place to start for background information.
2. Good source for government and non-profit information.
3. Remember - anyone can publish anything on the Internet.
4. Information on the web is not always reliable.
5. Information on the Internet can be highly changeable - here today, gone tomorrow.

### Databases
1. Contain full-text journal, newspaper, and magazine articles.
2. Content comes from reputable publishers so articles have been reviewed for accuracy and reliability.
3. Scholarly articles must go through a peer review process which makes them authoritative.

References


4. Articles in databases have a stable location and can be easily retrieved day to day.
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.

5c. ProQuest Psychology Databases

- From the library home page, (http://libraries.udmercy.edu), click on Students.
  - Click on Databases by subject and scroll to Psychology.
  - Click on Research Guides.
  - Click on the Finding Articles tab.

Note that the ProQuest Psychology Resources searches Proquest Psychology Database, PsycARTICLES and PsycINFO at one time.

A note about PsycINFO: PsycINFO only lists citations. It does not contain 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 Resources.
- Make sure you are on the Advanced Search screen.
- Click on Thesaurus.
  - Select PsycINFO 2015 Thesaurus.
  - Type occupational stress in the Search terms box.
  - Select Begins with.
  - Click Find.
Is occupational stress a term in the controlled vocabulary? __________

- Click in the shadowed box on the right to see Related Terms. You can check here to view a brief definition of the term in many cases.

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.

- Click on Occupational Stress.

When a plus + sign accompanies a subject heading, additional terms are below it.

- Click on the plus sign. Note the additional terms.
- Click on Relational view. Note the broader and narrower terms.

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

  1 terms selected view

- In the Search terms box, type wellness.

Is wellness a term in the PsycINFO vocabulary? __________

- Click on the shadow box on the right of Health and note the related terms and used for term.
• Click on the plus sign in front of **Health** and note additional terms.
• Click on **Relational view** to see broader and/or narrower terms.
• Check the box next to **Health**.

Now you should see the following:

![Root of PsycINFO 2015 Thesaurus](image)

• Toward the bottom, change **OR** to **AND**.
• Click **Add to search**.

You should now see the following in the search screen.

```
.MAINSUBJECT.EXACT("Occupational Stress") AND MAINSUBJECT.EXACT("Health")
```

• Click the box **Peer Reviewed** and click **Search**.

How many results? ____________

• On the left, click the box **Full Text**.

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".

To Narrow A Search:
Use the limiters provided by the database.

Add additional search terms and combine them with AND.
Use NOT to weed out unwanted articles.

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 occupational stress.
- In the second search box, type health.
- Under Access Type, select the option Only content I have full access to.
- Click Search.

How many results? __________________
To Narrow a search:
Putting 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.

```
Articles(21629)
Download selected citations  Refine Search ▼
```

- **Change Anywhere to Keywords** on the first search line where **occupational stress** was entered. (In SAGE, Keywords acts as a Subject search.)
- **Put quotation marks** around **occupational stress**.
- **Limit the search to the last 10 years.**
- **Click Search.**

```
Keywords ▼  "occupational stress"
Anywhere ▼  health
Published In
Enter journal title
Publication Date ▼
All dates
Last ▼ Select
Custom range: 2008 To 2018
Access Type
All content
Open access content only
Only content I have full access to
Search
```

How many results? ____________
Broaden a search by adding similar search terms and combining them with or.

- Click Refine Search again to access the search screen.
- On the first line, type **OR burnout** (capitalize OR).
- Click Search.

How many results? _____________

- Click Refine Search again to return to the original search screen.
- Click on the + sign to add a row.
- Type **NOT nursing**.
- Click Search.

How many results? _____________

Note the results are in order of relevance. You can change the sort order by date, most cited or most downloaded.

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

- **Author(s) of the article**
- **Title of the article**
- **Full Text links to the article**
- **Publication information**
• Click on the title of the article
• Note the options listed on the left 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.

6. **E-JOURNAL SEARCH**

Detroit Mercy Libraries subscribe to many databases. Often you may find a citation to an article in a database, or from a bibliography or references page, that is not full text. Use the E-Journal Search feature in the library catalog to see if a different database contains the full text.

• From libraries.udmercy.edu, click on Students and then click on Search catalog (Excludes articles).
• At the top of the page, click on E-Journal Search.

• Type Personnel Psychology in the search box.

• Click on the search icon.
• Click on the title of the journal.
Personnel Psychology is in multiple databases. Note the coverage dates before choosing a database.

If you are using the E-Journal Search feature from campus, you may click on any of the listed databases and you will be directed to that journal in that database.

If you are using the E-Journal Search feature off campus, you will have to provide your username and password before you will be directed to that journal in that database. Your username and password are the same as your Titan Connect username and password.

**REMEMBER:** The Journal Search feature ONLY locates journals in Detroit Mercy databases which are full text. It will NOT locate the exact article you are looking for nor find full text articles by subject.

6. **USING THE LIBRARY CATALOG TO FIND A JOURNAL TITLE**

   - Go back to the top of the page and click on Library Search. Type Personnel Psychology in the search box.

   ![Search for Personnel Psychology](image)

   - Click on the search icon.

Personnel Psychology is available both online and in print.
• Click on the title of the print version of the journal.

The details indicate what the library owns.
Note: Print journals are NOT loanable.

Note call number and volumes owned by the library.
Does the library own any of the volumes from 1984? _____________
Does the library own volume 57? __________________
On what floor of the library would I find the journal (refer to your stack directory)?____________

7. **OBTAINING ITEMS FROM OTHER LIBRARIES** (See handout.)
8. 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