Objective: Locate library resources/library databases; determine the most appropriate source/s for your topic.

Sign up for these accounts!

**ILL** account (to get materials not in our library): Services → Borrowing → Interlibrary Loan

**RefWorks** (Keeps track of your sources and creates bibliographies): From the Social Work libguide: Citing Sources tab → RefWorks → Open RefWorks → Create a new account. Use my.apsu.edu email

Focus your research.
- Identify keywords and synonyms. Use the database thesaurus/subject index, if available.

<table>
<thead>
<tr>
<th>Keyword</th>
<th>Social services research</th>
<th>gerontology</th>
</tr>
</thead>
<tbody>
<tr>
<td>Synonym/related term</td>
<td>Social work research</td>
<td>elderly</td>
</tr>
<tr>
<td>Synonym/related term</td>
<td>Social sciences methodology</td>
<td>aged</td>
</tr>
</tbody>
</table>

Search Smart (One stop searching from the Social Work Research Guide: Research Guides → Browse Guides → Social Work)

- **Truncate** your search term (famil* finds family, families, familial)
- Use Boolean operators (AND, OR) to combine concepts
- Limit sources by format and material type and date
- Use **subjects assigned** to one source to find other sources
- Use the references at the end of an article to find other articles

Track Your Searches/Results. Use the Research Log on the Research Tips tab to:
- Keep a list of the databases you search
- Keep a list of keywords and phrases used to search in each database
- Document/list the sources you find
- When possible, print a copy of your search history

Organize your Sources
- **RefWorks** helps your organize your sources then format them with your choice of citing style.
Finding Books:
- **Austin Online Catalog** library.apsu.edu for books in the library. Access on the library’s home page under: Search & Find ➔ Austin Library Catalog ➔ Advanced Search or use Find Books tab on Social Work libguides page.

Example of search terms to use in Austin:
1. *social services Research* in Keyword search box retrieves ________items
2. *Social service research* in Subject will retrieve ________ items
3. *Social work research* in Keyword as opposed to “social work research” in keyword
4. *Social sciences methodology* in Keyword. ________ Now try the same search in Subject ________

- **e-books**: Social Work Libguide ➔ Find Books tab. Scroll toward the bottom of the page.
- **WorldCat**: library home page ➔ Search & Find ➔ other catalogs ➔ WorldCat to find books in other libraries. Request these items through ILL (Inter-Library Loan) for which you have created a free account.
- **Dissertations and Theses** to find research that has been done on your topic. Not full text, but you can see the first 24 pages and references/bibliographies on some. Open Access Theses and Dissertations (OATD) Full-text graduate-level theses and dissertations.

Finding Articles from the library’s home page:
- o *Research Guides* ➔ Browse Guides ➔ Social Work
- o Click on *Social Work* (You may also find useful the Sociology, Psychology or Women’s Studies Research guides)

- **SocINDEX with Full Text** for articles, research reports in Social Work, many in full text. Start with *subject terms* (click on third word in blue strip at the top of page) to see which terms are used for your topic.

  **Search Examples:**
  1. Type *social services* in the Browse search box on the Subject terms page. Look at the related terms. A related term is *Social work theory*. Read the scope note.
  2. *Qualitative research*. What other term(s) does the database recommend?
  3. “Literature review” combined with your topic may give an overview of what’s been written.

- **PsychInfo** - You can limit your search to retrieve qualitative or quantitative research on your topic.
- **JSTOR** - Articles are in full text and cover many different subjects. You may specify sociology or public policy journals using the Advanced Search mode. Most recent articles may be 1-3 years old.
- **Social Sciences FullText** – A great deal, but not everything, is full text.

Other Databases:
- **Video Collections Online (VAST)** – An online multidisciplinary video database
  On the library’s homepage under Search & find ➔ Article Databases ➔ A-Z List ➔ Video Collections Online
- **Google Scholar** On the library’s home page under Search & Find ➔ other resources