Fourth lecture

Course book: *Research Writing Simplified* by Raymond H. Clines & Elizabeth R. Cobb

First chapter: The Research Process – **Using Print Resources**

Dear students,

In our last meeting, we talked about different types of computer resources, and today, we shall proceed in considering resources in print, and how to use them properly. But, before that, you need to keep in mind the Internet terms listed in the below glossary:

Boolean: a search system that allows users to narrow or broaden keyword searches with the use of words AND, OR, NOT.

Browser: navigation tool for the Internet (e.g., Netscape, America Online).

Database (Online): a continually updated electronic index for periodicals often including abstracts and full texts of the articles. (EBSCOhost, for example, indexes 3100 periodicals with over three million articles.)

E-Mail: a system for sending correspondence to Internet users around the world.

FTP (File Transfer Protocol): Internet system for downloading files.

HTTP (HyperText Transport Protocol): the main system used to communication on the World Wide Web.

Hyperlink: the terms that are highlighted in hypertext documents that will immediately take you to another relevant site when you click onto them.

Hypertext: the terms that highlights or underlines terms, phrases, names, or titles in World Wide Web sites.

Protocols: electronic systems that allow communication on Internet sites. Internet addresses (URLs) begin with a reference to the protocol. The World Wide Web uses http://(hypertext transfer protocol).

Search engine: a program that allows users to perform keyword searches. At last count, there were more than fifty search engines available on the web. (e.g., *AltaVista, Lycos, Yahoo!*).

Spam: unwanted and unrequested information received through e-mail.

URL (Uniform Resource Locator): an address for an Internet location, such as http://www.washingtonpost,com

Usenet newsgroups: online discussion groups organized by interest categories.

World Wide Web: a system for navigating the Internet. Its distinctive feature is the use of hypertext, a system that highlights or underlines terms, phrases, names, and titles. By clicking on such terms, you will immediately be taken to other relevant sites. Thus, from a single site you can "surf the net," moving from one site to another.

Let me also remind you of the checklist for web resources:

- Check purpose of Internet sites. They should inform or explain. Choose ".edu," ".org," or ".gov" sites.
- Find author's qualifications to verify his/her credibility.
- Look for recent update to the site.

- Information presented should be supported in a reputable manner with proper documentation.
- Information should be clearly organized and any links suggested by author of the site should be accessible.
- Verify the sit's overall professional "look." Beware of flashy sites with links to commercial sites.

Using Print Resources

Books, of course, contain valuable information, but it is important to realize that magazine, journal, and newspaper articles contain more up-to-date information. Articles in weekly magazines such as *Newsweek* or *Time* may discuss recent events. Books do have the advantage of offering in-depth discussions on topics, and they often include bibliographies.

An important way to locate information published in books is through the *Essay and General Literature Index* – a quick way to find focused information on a topic. There you will find specific references to chapters or sections of books pertaining to your exact area of interest. Good research relies on both books and articles – books for depth of coverage and articles for currency of information. The most popular periodical index in print is *Readers' Guide to Periodical Literature*.

More specialized professional journals are another resource to consult in your research. Authors of journal articles engage in more technical discussions. These works can give your project a high degree of credibility. You should spend a good deal of time locating such sources, as they can lead you to better-documented, more objective information. Scholarly journals are indexed in such resources as the *Social Sciences Index* and the *Humanities Index*.

The *Social Sciences Index* includes the following academic disciplines:

Anthropology	Economics	Education
Environmental science	Psychology	Medical science
Public administration	Sociology	Law and criminology

The *Humanities Index* includes articles in the following disciplines:

Archaeology	Classical studies	Folklore
Language and literature	History	Performing arts
Philosophy	Religion	Theology
Literary and political criticism		

These indexes cover a broad range of academic fields; each discipline also publishes its own index for specific content areas

That will be all for our fourth lecture. You are required to read the above passages until we meet again.

Thank you.