POLS 110: Library Overview

The library’s url: http://library.queensu.ca/

1 a) Getting Started
The steps illustrated in this figure are intended to provide you with a structured approach to identify and manage the appropriate information for your essay. You may be tempted to skip the earlier steps but research is an iterative process, each subsequent step building upon the information acquired earlier.

1 b) Research by Subject
- On the library homepage (http://library.queensu.ca) locate the “Research by Subject” section;
  - Select “Social Sciences;”
    - Select “Political Studies”

If you require additional research help, contact your librarian to schedule an appointment: Gillian Akenson (gg2@queensu.ca).
The information on this Subject Guide is intended to guide you through the stages of research.

How to Interpret a Citation


Author Last Name, Author First Name. “Title of the article.” Journal Title. (Publication month, year), Volume number (Issue number): page – page.

Journal articles are not found by searching QCat (the library catalogue). Use an article index such as Worldwide Political Science Abstracts to find journal, magazine or newspaper articles that contain the most up-to-date information on your topic. When searching for articles, try to be as specific as possible to limit the number of results you retrieve.
There are 3 different types of articles: scholarly, popular or trade.

2. Summon
Summon is a search engine that provides credible, relevance ranked results from the library’s online and print collections in a single search (like Google Scholar). It contains everything found in the traditional QCAT Library Catalogue, plus millions of full-text articles available from the Library.

Tips for Keyword Searching:
• When searching with OR, make you OR is capitalized (the same applies to NOT)
• You can limit your search with the options
• You may save your search results and email them

3. QCat (the library’s catalogue)

https://qcat.library.queensu.ca/

Steps for finding books at the library: (1) construct keyword search; (2) open record; (3) record call number; (4) check the subject headings by clicking on Full Record; and (5) search again with other words.

*Keyword (Boolean) Search: A keyword search looks for words located anywhere in the record.

Points to remember:
➤ Use and to combine search terms. For example: gender and literature
Use or to group alternate terms to expand your search. For example: (salary or income) and (women or gender).

Use not to exclude word from your search. For example: (Canadian not American).

Search phrases by using quotations around words. For example: “child soldiers”

Use ? for plural forms and variant word endings. For example: identit?.

The question mark represents: identity, identities, identität, identité, identités, etc.

Group search terms by using parentheses. For example: (salary or income) and (women or gender).

4. Databases / Article Indexes
Search for full text articles and article citations in article indexes and databases. Each index deals with a specific subject area. To identify relevant articles as efficiently as possible be sure to select the most appropriate subject database.

From the library homepage

Select Research By Subject
  o Social Sciences
    ▪ Political Studies
      • From the Political Studies subject guide, select the “Articles” tab.
Principles for searching the indexes:

- Identify **Keywords** (see the concept map above)
- Find out if a phrase needs quotations. If in doubt, click on the HELP button to find out how to effectively search a database.
- Find out how to get alternate word endings. For example, is * (an asterisk) used for different word endings or is it ? (a question mark)
- Look for subject headings or descriptors in a useful record for more keyword ideas.
- Find one stellar article, review the subject headings / keywords applied to the article and revisit your search using those words.
- Selecting the **Get it @Queen's** button does **NOT** imply that the article will be online/full-text.
- Take a moment and explore other subject guides such as **Canadian Studies, Gender Studies, Economics, etc.**

5. **Google, Google Scholar and more…**

There are no uniform standards on the Internet. As such,

![WARNING]

**PROCEED WITH CAUTION**

Always evaluate the accuracy and quality of the information you find on the Internet. When you are searching YouTube, Google and Wikipedia, etc. use the following criteria:

**Web evaluation criteria:**
- **Authority** – author(s)’s credentials & host site
- **Purpose** – inform, persuade, relevance
- **Coverage** – depth of content, bias
- **Currency** – updated frequently, links maintained
- **Recognition** – awards, reviews, links from other sites.
Google Scholar
When you are off-campus, connect from off-campus from the library homepage and you will have access to Queen’s resources.

6. Citation Style
The library has many online guides and print manuals to help you. Select one (or your professor/T.A. will tell you which one is appropriate for your paper) and be consistent when using the style guides.

http://library.queensu.ca/help/cite-sources

http://sass.queensu.ca/writingcentre/tipsheets/

Finally, please come and see us at the library. We are there to help!

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