Public Administration Graduate Student Orientation

Research Resources

Suggested resources for your BRIEFING NOTE ASSIGNMENT:

1. EconLit  
   [http://library.queensu.ca/research/databases/record/2646](http://library.queensu.ca/research/databases/record/2646)  
The major journal index to scholarly economic literature.

2. OECD iLibrary  
   [http://library.queensu.ca/research/databases/record/2888](http://library.queensu.ca/research/databases/record/2888)  
Full-text of the publications of the Organisation for Economic Cooperation and Development (OECD) including both books and journals. OECD data also available here.

3. Canadian Newsstand  
   [http://library.queensu.ca/research/databases/record/2810](http://library.queensu.ca/research/databases/record/2810)  
Index and full-text of major Canadian daily newspapers.

3 Helpful Starting Points

(1)  Library Homepage ([http://library.queensu.ca](http://library.queensu.ca))

(2)  Connect from Off-Campus ([http://proxy.queensu.ca/](http://proxy.queensu.ca/))  
Access to the Library’s electronic subscriptions (e-books, e-journals, indexes and databases) is restricted to current Queen’s students, faculty and staff. When connecting from off-campus, sign in with your NetID if prompted.

A selective but comprehensive guide to the core library resources for Public Administration, but remember that public administration is very interdisciplinary and you will want to refer to other subject guides depending upon your specific interests – eg. Aboriginal Studies, Political Studies, Environmental Studies, Education and Health.
Background Information

Use Dictionaries, Encyclopedias, Handbooks and Compendiums to:

- Clarify and understand concepts
- Discover and explore topics
- Obtain background information
- Provide relevant keywords that can be used when doing your research
- Provide bibliographies of recommended readings on your topic

International Studies Encyclopedia Online
Published in association with the International Studies Association (ISA), International Studies Online provides instant access to the most up-to-date resources in international studies.

Blackwell Reference Online
Blackwell Reference Online is a vast online library giving instant access to the most authoritative and up-to-date scholarship across the social sciences. Includes handbooks, compendiums and
encyclopedias in many disciplines including Geography, Sociology, Gender Studies and Political Studies.

**International Encyclopedia of the Social and Behavioral Sciences**
An online encyclopedia that comprises 4000 articles, 90000 bibliographic references, and comprehensive name and subject indexes Search guide.

**The New Palgrave Dictionary of Economics Online**

**The Oxford Handbook of Public Policy**

**Books**

Search for books from the library homepage ([http://library.queensu.ca](http://library.queensu.ca)) using either Summon or QCAT:

QCAT contains the books (including many of our electronic books), videos and government documents owned by Queen’s Library.

**Tips for searching QCAT:**

- Omit initial articles when searching for a title (a, an, the, der, le etc.)
- Two of the best ways to find books on your topic are with a keyword search (which works like Google, automatically anding each word you include in your search) or a keyword Boolean search, which allows you to control your search results by combining various words and phrases (using AND and OR) and excluding unwanted concepts (using NOT).
- Use quotation marks for phrases (e.g. “public administration”).
- As you locate relevant titles, record the call numbers so you can locate the books in the Library and check the assigned subject headings to search for additional materials.

Consult the *Finding Books and More* handout for more information about using QCAT.
E-Books

Some of the library’s electronic books are listed in QCAT and Summon, but you may also search the e-book packages directly. Interdisciplinary e-book packages to which the Library subscribes are:

**OECD iLibrary** [http://library.queensu.ca/research/databases/record/2888](http://library.queensu.ca/research/databases/record/2888)
Full-text of the publications of the Organisation for Economic Cooperation and Development (OECD) including both books and journals/periodicals, OECD data, national surveys and economic indicators here.

**Canadian Electronic Library** [http://library.queensu.ca/research/databases/record/3356](http://library.queensu.ca/research/databases/record/3356)
Full-text access to a large collection of scholarly e-books published by leading Canadian publishers as well as by international academic publishers.

**Canadian Electronic Library: Public Policy Collection** [http://library.queensu.ca/research/databases/record/6365](http://library.queensu.ca/research/databases/record/6365)
Collection of Canadian publications, in English or French, originally issued in the public domain by research institutes, think tanks, lobby groups, etc. Includes research papers, reports, studies, policy papers and briefs, discussion papers, numbered series, working papers and speeches.

**ebrary** [http://library.queensu.ca/research/databases/record/5298](http://library.queensu.ca/research/databases/record/5298).

**MyiLibrary** [http://library.queensu.ca/research/databases/record/3422](http://library.queensu.ca/research/databases/record/3422)
Cover-to-cover search and browse access to the full-text of books from various academic publishers

**Finding Articles: Indexes and Databases**
Search indexes and databases to find articles on your topic in scholarly journals, popular magazines and newspapers. The library subscribes to over 650 article indexes and databases and over 80,000 electronic journals and newspapers.

Databases are accessible from the library homepage and from library subject guides:
Each academic discipline has its own specialized article indexes and databases, which index the core literature of that discipline (and often relevant topics from related-disciplines). One very important database is EconLit. Subject guides (http://library.queensu.ca/research/subjects) list core and related recommended databases for each discipline.

**Note:** Due to the interdisciplinary nature of Public Administration, you may also find relevant articles using the article indexes and databases of other disciplines – such as Environment, Education, Law, Political Studies, Economics and Sociology.

**Multidisciplinary Databases**

**Google Scholar** (scholar.google.ca) [http://library.queensu.ca/research/databases/record/2998](http://library.queensu.ca/research/databases/record/2998)

Use the Google search engine to locate articles from a wide variety of academic publishers, professional societies, preprint repositories and universities, as well as scholarly articles published on the "open" web. By searching Google Scholar through the Queen’s web proxy (using the link provided above) the “Get It at Queen’s” citation linker is activated (which allows you to click through to the Library’s subscriptions). You may also edit your Scholar settings to indicate you want to include Queen’s Library holdings, and to include a RefWorks export feature.

**Summon**

Searches across most, but not all, of the library’s electronic resources (catalogue, article indexes, databases, electronic book and journal collections); each citation includes a link to either the online version of the item or a link to a record that indicates where a paper (or microfilm) version is located within Queen’s Library.

**Academic Search Complete**

A multi-disciplinary index (with abstracts) to more than 10,900 publications including peer-reviewed journals, popular magazines, conference proceedings, monographs and reports.

**Journals**

The Library subscribes to hundreds of journals relevant to the discipline of public administration. Individual journal titles are listed in QCAT. When you know the title of a journal you are looking for, do a journal title search in QCAT to determine its location (either in print, on the 2nd floor of Stauffer library, or online).
Alternatively, search for the name of the journal from the Journals A-Z tab on the library homepage:

![Journals A-Z](image)

**Newspapers**
Queen’s Library subscribes to local, regional, national and international news databases. These databases provide significant date coverage (unlike the free news sites on the web) and allow for a variety of search capabilities ideal for academic-level research. Consult the guide to major news indexes and full-text news resources at Queen’s Library [http://library.queensu.ca/research/guide/news-resources](http://library.queensu.ca/research/guide/news-resources) for more information.

![Canadian Newsstand Major Dailies](image)

**Websites**
Not all sources on the Web are equally valuable or reliable. Critically evaluating the information you find is central to successful academic research. For evaluation criteria, see the Library’s guide to Evaluating Web Sources [http://library.queensu.ca/inforef/tutorials/qcat/evalint.htm](http://library.queensu.ca/inforef/tutorials/qcat/evalint.htm).

**Creating Alerts**
Create subject alerts for databases and individual journals.

**Cited Reference Searching**
Who’s citing whom? Who’s being cited the most? Who’s citing you? Some databases now provide access to tools for cited reference searching. For details see “Cited Reference Searching in the Social Sciences and Humanities.”
Citing Sources
Library Guide to Citation and Style Guides: http://library.queensu.ca/help/cite-sources

RefWorks Online Citation Manager is available to all Queen’s students, staff and faculty. The tool allows you to keep track of the resources consulted during the research stages and will generate lists of references. (Students may set up multiple accounts to share with colleagues.) See http://library.queensu.ca/help/refworks for more information.

Online Tutorials for learning RefWorks: http://refworks.scholarsportal.info/tutorial/

When Queen’s Library does not have what you need

ASK FOR HELP – we may actually have the material – Queen’s is a complex academic library and sometimes we just do not make things that easy to find!

ASK US TO PURCHASE IT – if it is a specific book or dvd that you think the library should have, ask Gillian Griffith if it can be purchased for the library – we cannot promise that we can buy everything but often we can and do! Suggestions for new journal titles are also welcome but it will take longer for these to be made available.

ASK FOR AN INTERLIBRARY LOAN - request an interlibrary loan of journal articles, books and other materials. There is no charge to borrow books but you will be charged $3.00 for each journal article. Register and request your loan here.

Getting help
(1) Visit the Stauffer Library Research Help Desk, Monday-Friday, 11am-5pm; OR
(2) Contact Gillian Griffith, Interim Liaison Librarian, gg2@queensu.ca.

(parts of this guide were created by Sylvia Andrychuk and edited by Jackie Druery.)