

**Public Administration Graduate Student Orientation**  
**Fall 2011**  
**Research Resources**

**For your BRIEFING NOTE ASSIGNMENT**

1. **EconLit** <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>

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>

Index and full-text of major Canadian daily newspapers.

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**Library Homepage** <http://library.queensu.ca>

**Connect from Off-Campus** <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.

**Research by Subject – Public Administration**

<http://library.queensu.ca/research/guide/public-administration>

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.

The screenshot shows the Queen's University Library homepage. At the top, the logo reads "Library charting paths to discovery" and "Queen's UNIVERSITY". Navigation links include "Connect from Off-Campus", "Contact Us", and "Site Search". A yellow bar contains "Find Information", "How-to & Help", "Services", and "Locations & Hours".

Callout boxes highlight the following features:

- Convenient tabs for frequently accessed resources:** A red box highlights the "Summon" tab and the search bar area.
- Sign in to the web proxy service to connect to online subscription resources from off-campus:** A grey box points to the "Connect from Off-Campus" link.
- Subject guides containing recommended research resources for every discipline at Queen's:** A grey box points to the "Research by Subject" link and the subject guide table.

The "Research by Subject" table lists various formats and subjects:

Formats	Articles	Music
Social Sciences	Books & E-Books	Newspapers
Arts & Humanities	Book Reviews	Patents
Engineering & Science	Dictionaries & Thesauri	Primary Sources
Health Sciences	Government Information	Rare Books
Education	Images	Standards & Codes
Law	Journals	Statistics & Data Sets
Other	Legal Information	Technical Reports
All Subjects A-Z	Maps & Geospatial Data	Theses & Dissertations
	Microfilm	

## 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 Compendium 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. Handbooks, compendiums and encyclopedias in many disciplines including Geography, Sociology, Gender Studies and Political Studies.

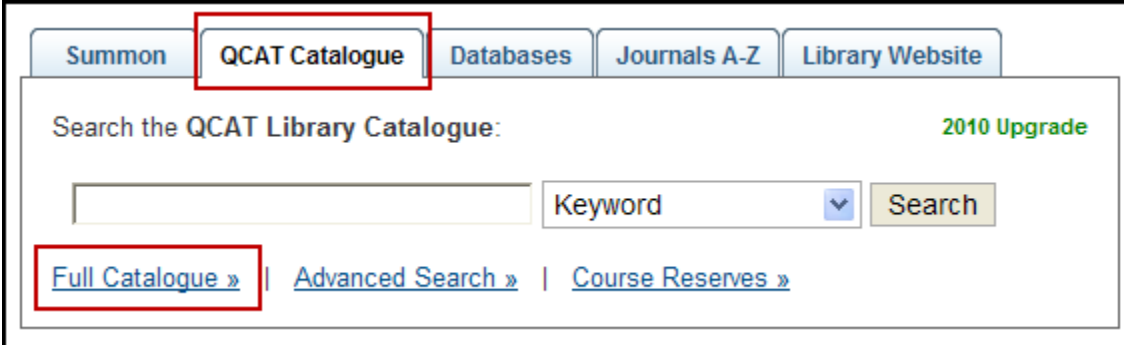
#### [International Encyclopedia of the Social and Behavioral Sciences](#)

**Summary:** 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](#)

## Books

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



The screenshot shows the library homepage navigation tabs: Summon, QCAT Catalogue, Databases, Journals A-Z, and Library Website. The QCAT Catalogue tab is selected. Below the tabs is a search bar with the text "Search the QCAT Library Catalogue:" and a "2010 Upgrade" label. The search bar contains a text input field, a dropdown menu set to "Keyword", and a "Search" button. Below the search bar are three links: "Full Catalogue »", "Advanced Search »", and "Course Reserves »". The "Full Catalogue" link is highlighted with a red box.

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

Consult the [Finding Books and More](#) handout for more information about using QCAT

### 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.

## 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>

Full-text of the publications of the Organisation for Economic Cooperation and Development (OECD) including both books and journals. OECD data also available here.

**Canadian Electronic Library** <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>

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> .

**MyiLibrary** <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.

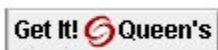
Databases are accessible from the library homepage and from library subject guides:

The screenshot shows a navigation menu with five tabs: 'Summon', 'QCAT Catalogue', 'Databases', 'Journals A-Z', and 'Library Website'. The 'Databases' tab is highlighted with a red box. Below the menu is a search section titled 'Find a specific research database:'. It features a dropdown menu set to 'Title contains', a search input field, and a 'Search' button. Below the search field, there is a list of example databases: 'e.g. web of science, psycinfo, jstor, medline, proquest, ebSCO'. At the bottom of the search section, there is a link 'Browse Databases by Subject »' which is also highlighted with a red box.

From the library homepage, choose the **databases tab** when you know the name of the database you wish to search. To view all databases associated with a particular discipline, choose Browse Databases by Subject.

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.

**TIP:** 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.



Click the GetIt@Queen's button if the full text of the article is not in the database you are searching

## Multidisciplinary Databases

Google Scholar <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).

The screenshot shows a navigation menu with five tabs: 'Summon', 'QCAT Catalogue', 'Databases', 'Journals A-Z', and 'Library Website'. The 'Summon' tab is highlighted with a red box. Below the menu is a search section titled 'Search Summon (BETA) for articles, books, media & more:'. It features a search input field, a 'Search' button, and a green 'NEW' badge. Below the search field, there are two links: 'Advanced Search »' and 'What is Summon? | Send Feedback'.

## [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 [2<sup>nd</sup> floor of Stauffer library](#), or online).

Alternatively, search for the name of the journal from the **Journals A-Z** tab on the library homepage:



The image shows a navigation bar with five tabs: "Summon", "QCAT Catalogue", "Databases", "Journals A-Z", and "Library Website". The "Journals A-Z" tab is highlighted with a red rectangular box. Below the navigation bar is a search form with the heading "Find a specific journal, newspaper or magazine:". The form includes a dropdown menu set to "Title contains", a text input field, and a "Search" button. Below the search field are two radio buttons: "online and print" (which is selected) and "online only". At the bottom of the form are two links: "More Journal Options »" and "Search for Articles »".

## 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> for more information.

## 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>.

## 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

Queen's 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. 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 [Jackie Druery](#), 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

Visit the Stauffer Library Research Help Desk

Monday-Friday, 11am-5pm

OR

Contact Jackie Druery, Public Administration Liaison Librarian, [drueryj@queensu.ca](mailto:drueryj@queensu.ca), Room 107E Stauffer Library, 613 533 3309.

(sections of this guide were created by Sylvia Andrychuk)  
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