

## Education Library Hours

6 September – 16 December  
2011

Monday to Thursday  
8:30 am to 9:00 pm

Friday  
8:30 am to 5:00 pm

Saturday & Sunday  
12:30 to 5:00 pm

Closed 9-10 October and  
17-18 December

### Reference Desk Hours:

Monday through Friday  
9:00 am to 5:00 pm

By appointment:

Cory Laverty  
[corinne.laverty@queensu.ca](mailto:corinne.laverty@queensu.ca)

Brenda Reed  
[brenda.reed@queensu.ca](mailto:brenda.reed@queensu.ca)

## Please make an appointment with a Reference Librarian:

- Identify journal indexes and information tools for your research.
- Learn to use specific journal indexes, search for theses, use RefWorks, and search library catalogs around the world.



Graduate Research  
@ Your Library!

Education Library  
Duncan McArthur Hall  
Queen's University  
Kingston, Ontario, K7M 5R7

<http://library.queensu.ca/webedu/>  
email: [education.library@queensu.ca](mailto:education.library@queensu.ca)  
phone: 613-533-3193  
toll free: 1-866-267-7406

September 2011

## Education Library

# Graduate Research

Expanding Horizons  
@YourLibrary

**A three-part series for  
M.Ed. and Ph.D. candidates.**

**No registration necessary**

## Part 1: Introduction to the Online Library

### At the Reference Desk

Sept. 13 and 15: 4:30 pm – 5:00 pm

Where to begin? Walk through links from the Library's main web page and on the Education Library webpage for graduate students.

You will learn how to:

- Connect from home.
- Use Summon to explore the scope of the Education collections.
- Identify types of journal indexes and where to search for online theses.
- Open your RACER account for Interlibrary Loans.
- Search other library catalogues around the world including those in RACER.
- Use the new 2010 6<sup>th</sup> edition of the APA style guide.
- Set up a RefWorks account to manage your citations online.
- Interpret bibliographic citations and locate them in the online catalog.

## Part 2: Selecting & Searching Indexes

### In the e-Classroom

Sept. 20 and 27: 4:00 pm – 5:00 pm

There are many journal indexes. Which indexes are best for your research? How do you search them effectively?

You will learn how to:

- Use Summon and Google Scholar as initial discovery tools.
- Query two frequently-used indexes using the basic principles of online searching:  
Education Research Complete  
ERIC
- Find full-text articles and email them to yourself.
- Find out if a journal is peer-reviewed using *Ulrich's Periodical Directory*.
- Search for qualitative or quantitative data.
- Search for topics within a single journal.
- Set up journal alerts to your email.
- Search *Dissertations and Theses* (1861-present)

## Part 3: Managing Citations in RefWorks

### In the e-Classroom

Oct. 3 and 6: 4:00 pm – 5:00 pm

RefWorks is a web-based citation management program that is freely available to all Queen's students, faculty, and staff.

Please create your RefWorks account in advance: [library.queensu.ca](http://library.queensu.ca) >> My Account >> RefWorks >> open RefWorks and sign up.

You will learn how to:

- Search a database and move citations and full text of articles into RefWorks.
- Organize citations in specific folders.
- Manually add references by typing in citations or by importing them.
- Create a bibliography formatted in the current APA style.
- Share references using RefShare.
- Capture citations to websites using RefGrab-It.
- Use Write-N-Cite to insert references as you write.