

Guide to library resources:

Sociology and Anthropology

Geography

History

Politics and Government

Philosophy and Religion



ECU LIBRARY

Introduction

Searching the Library for information can range from browsing the shelf to using the Library's web-based resources. Knowing what to look for and how to do it will save many hours during your studies. This guide is designed to help you find your way around the information resources available in ECU Library. It includes suggestions on developing a search strategy, understanding references, using the catalogue and finding journal articles.

You can seek help from members of the library team in the library, developing confidence in your own search strategies as you go. Help is also available at service points in the Library and from the SCA Subject Librarian, Lutie Sheridan (email: lutie.sheridan@ecu.edu.au). If you have an enquiry about anything in this guide, or need help accessing resources, please do not hesitate to contact Lutie as she'd love to hear from you.

First Step: Define the topic and scope of your assignment.

You have just received your first assignment. Where do you start? A search strategy means thinking through the steps needed to complete the assignment. While you will develop your own method over time, here are a few suggestions to start you off:

Be sure you know what your lecturer requires. Ask questions! Has your lecturer provided a reading list? This can save you a lot of time in the library.

Work out a time frame. When is the paper due? How much time do you need to be able to do everything being asked of you? Set a cut off point when the search ends and the writing begins.

Don't postpone your visit to the library for too long as this is when the true extent of your task emerges. You may find there is too much or too little information on your topic or you may find you need to recall an important book from a colleague, or request a video from another campus. It all takes time – so make sure you leave yourself enough time to do it all.

The best way to start your assignment is to define your topic and obtain an overview of it? Use specialist dictionaries and encyclopaedias and/or websites to help you with this.

Reference Works for Humanities

There are some useful Humanities dictionaries and encyclopaedias at: <http://www.ecu.edu.au/library/findwebsites/index.html>. Dictionaries include the *International encyclopedia of the social & behavioural sciences*. Other online reference sources can be accessed through the catalogue by title search, including:

- *Routledge encyclopedia of philosophy*
- *Cultural dictionary*

These reference sources are available in print at the campus library indicated:

Title	Call number	Campus
<i>The Blackwell dictionary of sociology</i>	R301.03 JOH	MTL, JOO, BUN
<i>The concise oxford dictionary of world religions</i>	R200.3 CON	MTL
<i>Dictionary of the social sciences</i>	R300.3 DIC	MTL, JOO
<i>Encyclopedia of social theory</i>	R301.03 ENC	MTL

Gathering the information

The type of information you look for, and where you should look for that information, will depend on the requirements of the assignment or research project you have been set. For example, an assignment requiring 3,000 words is going to require a lot more information to write than one requiring only 1,000 words.

For **current** trends or information on a very specific topic, **journal** articles may be the most useful, as they are published on a regular basis and are likely to be most up to date. For an **historical overview** or a lengthy examination of a general topic you should use books. Books take longer to publish than journals so they may be less up to date, though they generally provide a more in-depth view of a topic and some important works may still be very useful although they were published long ago.

Once you understand your topic, and have a rough idea of what type of information you need, you must then gather this information. This information must cover all elements of the assignment and must be relevant.

A useful place to begin is the reading list that is included with your unit outline. This list generally includes citations of books, journal articles, and other useful resources.

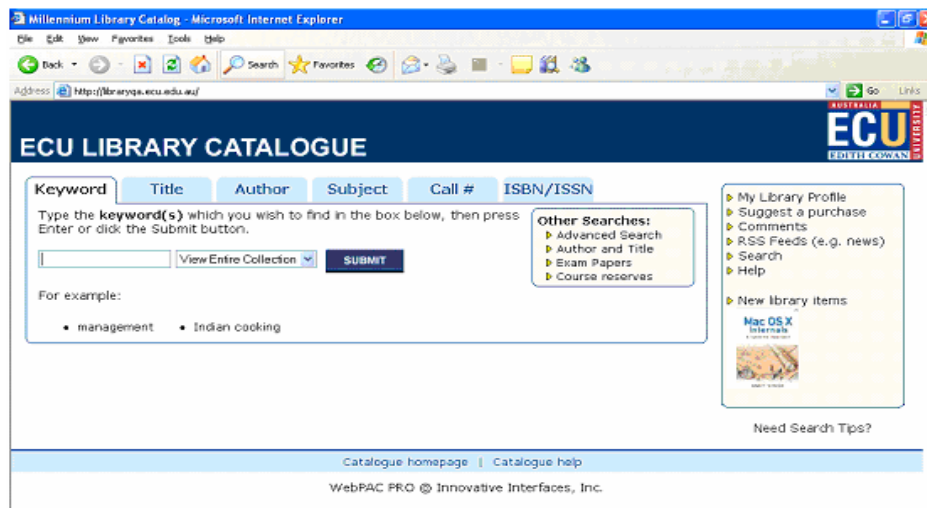
Your lecturer may also place materials in high demand in the reserve collection of the library, either as hardcopies in the reserve collection at the library itself, or as electronic copies of articles and book chapters in the eReserve collection available online. These reserve items will usually be noted in the reading list in your unit outline and can be found in the library catalogue by searching the Reserve Collection by Lecturer or Reserve Collection by Unit.

Remember - always copy the full referencing details of every photocopy, Internet site, electronic database or book that you have taken information from.

This will save the frustrating task of retracing your steps when it comes to referencing at the end. It is annoying to have the perfect quote to back up your argument, but not be able to use it because you forgot to write down its referencing details. Don't let this happen to you!

4. Library Catalogue

The ECU Library Catalogue provides information on everything available in the entire ECU library system. This includes all books, videos, sound recordings, computer software, music scores and electronic holdings in the general collection, the reference collection, special collections and the reserve collection across all ECU campuses



The catalogue is searchable by author, title, subject, keyword and call number.

If you have the specific details about a book, or other type of resource, you can search for it by **author** or **title**. When you do not have a reference, and are searching by topic, we recommend using the keyword search. The subject search uses Library of Congress Subject Headings and these headings may not be as obvious as the keywords you choose yourself when doing a Keyword search.

Title and author

To search for a specific item, choose the **title** or **author**. The author option may be best if the title is common, e.g. *Aboriginal Australia*. Since all titles are listed in alphabetical order, type in as much of the exact title as you know.

Keyword Search

This option allows you to search for the occurrence of a word, or combination of words, in any field within the catalogue records of the library collection (e.g. titles, subject headings, contents notes and summaries). Use keyword searching first and once you identify useful items you will find a **subject** link in the record which can be used for searching for other items on the same subject.

Subject Search

A subject search in the library catalogue will provide you with all items held within the library collection on a particular topic. The search is done using terms from the Library of Congress Subject Headings which is a standard list of headings. If Subject Search doesn't give any results try a Keyword Search.

Limit/Sort Search

This link allows you to limit the search results found to specific criteria such as year of publication, additional words, type of material – e.g. video, computer software or campus location. For example, if you were looking for videos or DVDs on the French Revolution you could limit the results of your keyword search on “French Revolution” to **film/video** by using the **material type** drop down menu.

Some tips:

- Always search the more unusual aspect of the reference. For example, if the title is a common one, e.g. *Native Title*, but the author has an uncommon surname then search under author.
- Always look up the main item. For example, an article is found **within** a journal and so the journal is the main item – therefore we look up the journal using a **Journal Titles** search. A chapter is found within a book and so we look up the title of the book in the catalogue.
- If looking for journals on a given topic, perform a **keyword search**. Combine your keyword with the term **periodicals**. For example by searching for “Australian History Periodicals” you will get a list of Australian History journals held at ECU.

Access to other libraries: You may need to go beyond ECU Library in your search for information. To accommodate this, Edith Cowan University has negotiated agreements with the libraries of the other universities in Western Australia and Central TAFE.

As a current student of ECU you are able to register as a borrower at UWA, Curtin, Murdoch, Notre Dame or Central TAFE libraries for the duration of the academic year. All you need do is present your ECU Student ID card and proof of enrolment (first time only) to the library you wish to join. To find items held at these libraries, you can choose the option ‘Search other Library Catalogues’ from the ECU library catalogue menu.

Journals

What is a journal, and why should you have to use one?

Journals are similar to magazines in that they are issued periodically, e.g. weekly, monthly, quarterly etc. but they contain scholarly and/or research based information.

Because they appear with such frequency, journals articles have more current research and more up to date information than books, which can take quite some time to be written, edited and published.

You will be expected to use the journal literature when researching your assignments.

To find out if the ECU Library has a particular journal, search the library catalogue under the journal title. You will either get a shelf number for the journal as hard copy and/or details for an electronic copy.

Most of the top journals in your study area are now available through our online databases as full text. This means that once you've found the title you can search for journal articles and issues online, especially if your lecturer has given you a reference or citation to a known article. You can then read the text of the article, download it to disc or a USB drive, or email it to yourself or a colleague.

Finding Journal Articles on a Topic

All the above is great if you just want to browse through issues of a journal, or your lecturer gave you an exact reference to a specific journal article. But the situation is usually that you have been given just a topic and need to find journal articles on it.

Not all journals available to ECU students will be found in the catalogue. Some journals are only available by searching our extensive collection of databases. You can search the databases from home, but may be asked to login using your ADS login.

A database offers similar search functions to the library catalogue. Databases allow searching for titles, subjects, keywords or authors. It is often possible to search for a given journal and scan through the contents pages of various issues available from that database.

It is a good idea to keep a note of what databases and search terms you have used (even if not successful) so you do not repeat your steps.

Databases contain lists of citations from many hundreds of journals and may also include abstracts (summaries) or the full-text of the article. It is often possible to download the citations of these articles directly into Endnote. This is an excellent way of retaining the reference details of each article used in your assignment. Databases can be accessed from the Library Homepage under the **Journals Articles (Databases)** heading at <http://www.ecu.edu.au/library/databases.html>.

This page will give you the option of finding a database

- **By faculty** – for example all the databases relevant to the faculty of Education and the Arts.
- **By subject** – for example all the databases relevant to “Aboriginal Studies ”
- **By title** – for example if you know you are looking for a particular journal from APA-FT (Apais with Full Text) you can go straight to the APA-FT database.
- By allowing you to search across **several databases** by using MetaQuest.
- By allowing you find a **specific journal title** using the libraries SFX system. It is important to remember that this will only check for electronic copies of the journal, hard copies can only be found through a catalogue search.

Once in a database, you can search by titles, keywords or authors. These databases provide details of article titles, the title of the journal it's from, volume and page numbers and usually an article overview or abstract. It is often possible to search under the journal title and scan through the contents pages of various issues too

Several electronic databases also provide a selection of full text of journal articles, especially recent ones. This means you will be able to download and/or print the article directly, or email it to yourself. This is also an excellent way of retaining the reference details of each article used in your assignment.

For those databases that do not offer the full text of the article you will need to bear in mind that the Library may not physically hold all of the journals you find. By checking the Library catalogue for the title of the journal (not the title of the article) you will be able to see which are held by ECU and which are held at other Libraries. You can search the other University Libraries catalogues via the ECU Library Homepage.

6. Databases relevant to Humanities and Social Sciences

There are database of general applicability and specialist databases. This includes databases that are of particular relevance to a given subject area – including sociology and anthropology, geography, history, politics and government, philosophy and religion.

General databases

Academic Research Library

This database covers a broad range of subjects, including arts, business, education, humanities, international law, military topics, multicultural studies, the social sciences and women's interests. It indexes material from 1986 to the present and a substantial amount of these resources are in full text.

APA – FT (APAIS – Full Text)

APA-FT is an Australian database and is most useful when researching Australian topics. APA-FT provides coverage in the subject areas of business, health, current affairs, economics, humanities, law, literature, politics and the social sciences. This database indexes material from 1978 and full text coverage on some resources are provided from 1995 (full text coverage is becoming increasingly comprehensive).

Expanded Academic ASAP

This is a research database covering all academic disciplines. The database indexes source documents from 1980 onwards and this includes over 3,500 social science and humanities journals, and national news periodicals. The database provides access to full text articles.

JSTOR

ECU subscribes to JSTOR's Arts & Sciences I, II, III and IV Collections. The JSTOR Collections aim at providing a digital archived collection of core scholarly journals starting with the very first issues (many of which were published as far back as the nineteenth century). JSTOR does not provide current issues and there is typically a three to five year lag between the publication of an issue and its availability on JSTOR. The JSTOR collections have archived articles of relevance to each of the subject areas covered in this guide.

ProQuest Humanities

This database covers humanities periodicals on subjects such as communication, history, journalism, literature, philosophy, and religion. It indexes materials from 1986 to the present, many of which are in full text.

ProQuest Social Science Journals

This database covers a range of disciplines including addiction studies, gerontology, econometrics, international relations, minority studies, and urban studies. It indexes materials from 1990 to the present, many of which are in full text.

Databases for Sociology and Anthropology

ATSI – Aboriginal & Torres Strait Islander Health Bibliography

This index, which was compiled at Edith Cowan University, draws in a wide range of material (from 1988 onwards) including journals, reports, conference papers and government publications.

Linguistics Abstracts Online

This database indexes the contents of scholarly articles published in linguistics journals from around the world since 1982.

Social Work Abstracts

This database, which is produced by the National Association of Social Workers in the United States, reviews over 400 US and international journals. It contains more than 35,000 records, dating from 1982 to the present, on topics such as social work, homelessness, AIDS, child and family welfare, ageing, and substance abuse.

Databases for Geography

AHB – Australian Heritage Bibliography

Australian Heritage Bibliography (AHB), produced by the Australian Heritage Commission, is a bibliographic database that indexes and abstracts articles from published and unpublished material dating from 1987 to the present. It indexes material on Australia's natural and cultural environment including national parks, endangered species, coasts, forests, wetlands, rivers, wilderness areas, aboriginal rock art sites, ceremonial grounds, historical buildings, towns, structures, and sacred sites.

ELIXIR – DPI's Electronic Library eXchange for Information Resources

ELIXIR includes records from specialist collections in agriculture, mineral resources, conservation and land management. It indexes and abstracts books, reports, theses, maps, manuscripts and videos from 1990 to the present.

Databases for History

AHRR – Australian Historic Records Register

A list of paper based records held in private hands in Australia. Source documents include letters, diaries, photographs, financial records, posters, sketches, catalogues, and other material. It provides insight into life in Australia from settlement to 1988.

Historical Abstracts

Historical Abstracts is a database which provides abstracts of scholarly literature on the history of the world from 1450 to the present (excluding North America). Covering approximately 1800 titles, it includes abstracts of scholarly journal articles and citations to books and dissertations.

Databases for Politics and Government

APECLIT – APEC Literature Database

The APEC Literature Database (APECLIT) contains indexed records of published and unpublished items dealing with Asia Pacific Economic Cooperation (APEC), and related topics, with an emphasis on Australian material. These materials date from March 2001 onwards and the subject coverage includes economic cooperation, international trade, trade liberalisation, trade in particular products, trade law, industrial science and technology, human resource development, labour standards, energy resources, environment, telecommunications, transportation and tourism.

CIAO: Columbia International Affairs Online

CIAO is a comprehensive source for theory and research in international affairs. Its coverage includes international relations, comparative government and politics, international political economy, international law and human rights, globalisation, strategic and security studies, war and peace studies, ethnicity and nationalism, international organizations, and area studies. It provides access to selected articles from books and journals, conference proceedings, case studies, policy briefs, working papers from university research institutes and other full-text materials in international affairs produced since 1991.

Databases for Philosophy and Religion

Philosopher's Index

The Philosopher's Index provides indexing and abstracts from books and journals of philosophy and related fields since 1940. It covers the areas of ethics, aesthetics, social and political philosophy, epistemology and metaphysical logic as well as material on the philosophy of law, religion, science, history, education and language.

ProQuest Religion

This database provides coverage of religious issues and perspectives, including religious news and information, commentary on topics of general interest from the perspective of a particular religion, and formal theological studies. It indexes materials from 1986, many of which are in full text.

Google Scholar

Another way of accessing scholarly works is to use Google Scholar. Google Scholar is different from ordinary Google in that it limits itself to academic literature. Google Scholar covers peer-reviewed papers, theses, books, abstracts, and other scholarly literature from all broad areas of research. You'll find works from a wide variety of academic publishers and professional societies, as well as scholarly articles available across the web. Using Google Scholar is useful, but not a substitute for searching the library catalogue as Google Scholar deals mainly with electronic formats.

When you use Google Scholar on-campus, or have linked Google Scholar to the ECU library from home, (see instructions below), a link to ECU's SFX automatically appears against every citation. If ECU has access to an electronic full text of the article, the SFX link will appear at the top of the citation, and clicking on the 'SFX Find It @ ECU' link will bring you to the 'SFX Services for this record' screen where you can choose the one or more databases which provide the article in full text. If ECU doesn't have access to an electronic full text article, the SFX link is at the bottom of the citation and clicking the link will search the ECU catalogue for a hard copy.

Note on using Google Scholar from home.

If you are searching Google Scholar from home make sure you set your Google Scholar preferences so that you have linked it to ECU library before you start.

Only about 9% of online journals are available for free. ECU Library pays a lot of money to give you access to journal databases, but those Google Scholar will only find articles from those databases if you link to ECU library.

To link to the ECU library follow these steps:

- 1) Open up the Google Scholar page from home



- 2) Click on [Scholar Preferences](#).

- 3) Scroll down to the library links section and type **Edith Cowan** in the search box. Then click Find Library. Edith Cowan University Library will now appear as an optional library under the search box, click on the box beside it to select.

Library Links
(what's this?)

Edith Cowan
e.g., *Harvard*

Find Library

Show library access links for (choose up to three libraries):

Edith Cowan University Library (SFX Find It) - SFX Find It@ECU
 National Library of Australia - Libraries Australia

Online access to library subscriptions is usually restricted to patrons of that library. You may need to login with your library password, use a campus computer, or configure your browser to use a library proxy. Please visit your library's website or ask a local librarian for assistance.

4) Click **Save preferences**.

Your searches will now include links to ECU library resources and you will need to login using your ADS login before being able to access these resources.

Browsing and Surfing: less formal ways to find information

All the above has been about directed searches to find specific things.

Browsing the physical library or surfing the internet are still valid ways to find things. They're like window shopping - you may find something you need.

You already know how to browse the library and to surf the internet – so the following are a few hints to help you do it better:

If you are browsing in the library it's worth knowing that it is divided by formats (types of material) into the following areas or sequences:

- Print serial or journal shelves with an 'S' prefix before the shelf number
- Reference collection (encyclopedias, dictionaries) with an 'R' prefix before the shelf number
- Quarto collection (larger sized books) with an 'Q' prefix before the shelf number
- Reserve collection (high demand items for use in the library: increasingly this is going online into the E Reserve module of the library catalogue)

Using the internet to find all your resources for an assignment or to pass an exam is a recipe for failure. However, used critically, the general internet will provide some good resources, which can be used and referenced alongside more conventional book and journal sourced material.

Often websites are set up by individuals who are learned and qualified in their fields or by professional organisations or societies. Generally these sites are valuable.

Wikipedia may be used for a brief overview of a topic, to give you some idea of where you wish to go with your assignment. **But remember that you do not know who has put the information up on Wikipedia, so you can't always be sure of accuracy and verifiability.** Some lecturers discourage the use of Wikipedia entirely – so it's worth finding out where your lecturers stand on this one.

To conclude: some basic hints on evaluating what you find in the internet – these rules can apply just as well to print material too:

- Is it accurate and reliable - based on research or just opinion? Does it cite the sources it uses (i.e. footnotes, bibliographies, reading lists)?
- Relevant - Is the information relevant to your topic or is it just general information?
- Current – Is the information up to date and still useful?
- Free from bias – is the information giving a balanced view or is it favouring only one side of the story?
- Authoritative – Who has written and published the information? Do they have a good reputation and credentials? Have you ever heard of them before? Do you have any reason to believe what they are saying?

Referencing and organising your information

Be sure to acknowledge all quotes as well as any ideas that are not your own by referencing their source, both in the text of your work and in your bibliography at the end of your assignment. Plagiarism is the deliberate copying of ideas or words of another person or source and passing them off as your own and is considered serious academic misconduct.

The examples of references that follow will help you to understand references included in your reading list as well as construct your own. Remember - always copy the full referencing details of every photocopy, Internet site, electronic database or book that you have taken information from. This will save the frustrating task of retracing your steps when it comes to referencing at the end.

It is also a good idea to keep a note of what indexes and other search tools you have used (even if not successful) so you do not repeat your steps. When you are saving a search from an electronic database make sure to include the search history, which details the keywords that you have used in your searches.

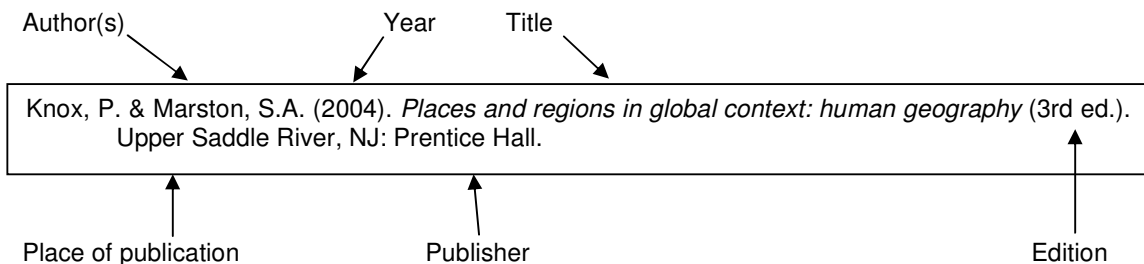
Refer to the ECU Referencing Guide for help with referencing. The guide is available from the ECU Bookshop or online from the Library homepage.

Recognising parts of a reference

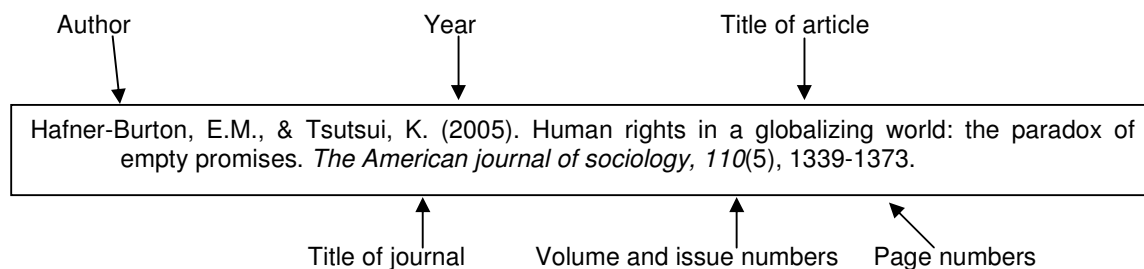
The following shows you the details you will need to provide when compiling your reference list or bibliography.

Examples of references:

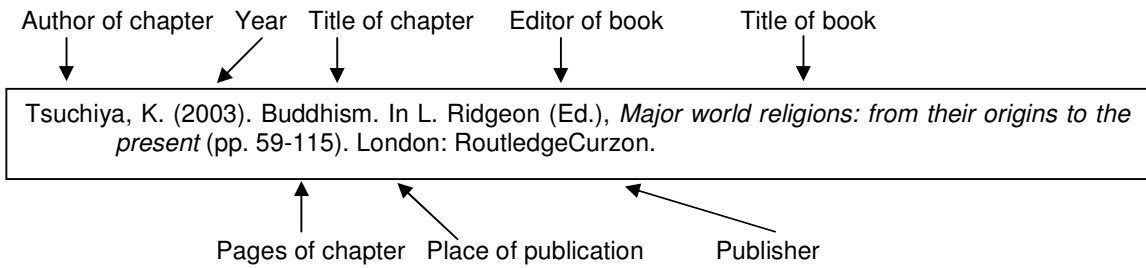
A book reference:



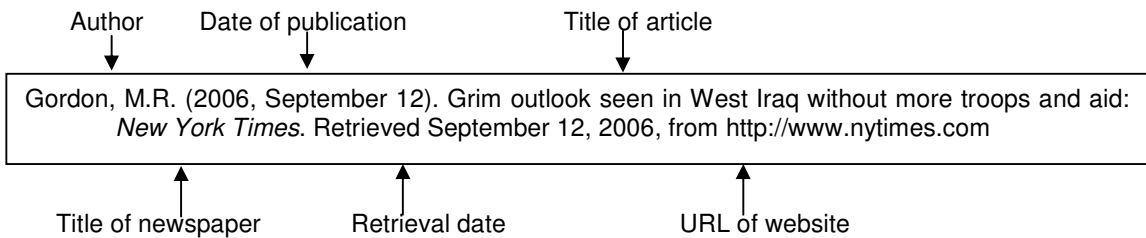
A journal article reference:



A book chapter:



A daily newspaper article available online:



Articles from an Electronic Database:

