English 1102   DAVIS   01-18-2013

I. Reference Books – These are only a few of the reference books that might be useful for your research project.
Dictionary of Art (Ref. N 31 D5 1996)
Essay & General Literature Index – (Shelf next to Index Table)
The New Grove Dictionary of Music and Musicians – (Ref. ML 100 N48 2001)
Twentieth Century Short Story Explication (Ref. PN 3373 W33 1977)

II. Books - Hightower Library's online catalog or OPAC is called GIL, an acronym for GALILEO INTERCONNECTED LIBRARIES. Use GIL-Find, the online catalog, (http://gilfind.gordonstate.edu) to find books and other materials on specific subject areas. Once the GIL-Find homepage appears, click on **Advanced Search**. Type each word in a separate box and click on the **Find** button. For example, if you were looking for literary criticism on Flannery O'Connor you would type **O'Connor, Flannery** in the first box, **criticism** in the second box; then click on the **Find** button. The catalog will perform a search on the terms and give a list of the items that match. Be aware that the results may include books, electronic books and short videos.

The library has an additional 30,166 **electronic books** on different subjects available through the online catalog. Use your GALILEO password to access these off campus.

GIL Express allows you to borrow books from other University System of Georgia libraries, but if one book is late one day your account is blocked from everything: GALILEO, book checkout, etc.

Finding Journal and Magazine Articles - *Periodicals are defined as scholarly or professional journals, general magazines and newspapers*. In Hightower Library, they are found in three different formats: paper, microfilm and electronic. The best way to find journal and magazine articles is to use one of the full text databases available through GALILEO. If a journal is not available in full text in one of the databases check the Periodical Holdings lists to see if it is available in paper or microfilm format.

III. GALILEO (Georgia Library Learning Online) provides access to databases, websites on the Internet, GIL and other online library catalogs.   The GALILEO homepage is http://www.galileo.usg.edu.

A.) GALILEO Password   The only section of GALILEO requiring a password is the database section. The password has no connections to any other password used by Gordon State College students or faculty. To find out your GALILEO password go to Gordon State College's online library catalog at http://gilfind.gordonstate.edu . Look in the right side of the screen for *Access my GIL Account:* and click on **Get GALILEO Password**. When the next screen appears, type your barcode number from the back of your student ID or your 929 # (institution ID) in the first box, your last name in the second box and your PIN number in the third box. Click on **Login** and the screen will change to give your profile information and the GALILEO password. Please be sure to click on **Logout** after you find out your password.

The library has copies of the handout Advanced Searching of Academic Search Complete & Research Library available at the Circulation Desk or you may print off a copy by clicking on the following link http://www.gordonstate.edu/pdf/advancedASC-RL.pdf.

B.) **Databases**   To access databases click on **Databases A-Z**, type the name in the box and clicking on **Find Database**. When the database name appears click on it to access the database.

The following are some GALILEO databases that you may find useful and are available on campus and also off campus with your GALILEO password:

1. MLA International Bibliography - This database is useful for finding journal articles, dissertations or essays in books on literature and languages from around the world. See the MLA International Bibliography section of this handout to use the database.
2. LITERATURE ONLINE Reference Edition - This database indexes and has some full text sources of literary criticism on literature from Great Britain, the United States and the Commonwealth countries. It contains the full text of 370 journals and the two book series, New Essays on the American Novel and the Cambridge Companions to Literature. See the Literature Online Reference Edition section of this handout to use the database.
3. Literary Reference Center – This database contains full text from journals and books in the Literary Criticism area.
4. International Bibliography of Theater & Dance with Full Text – This database indexes theatre and dance articles.
5. Academic Search Complete – This database covers all of the disciplines and contains over 6000 titles in full text.
6. Research Library – This is another database that covers all disciplines and contains over 2000 titles in full text.

One other database that you may find useful is the following:

JSTOR Arts and Sciences – only available on campus and mainly for history, ancient art, literature and architecture. See the JSTOR Arts and Sciences section of this handout to use the database.

If you're having trouble finding information, ask the library staff for help

1. Once the Basic Search screen appears click on the **Advanced Search** tab to bring up that search screen.

2. Think of the terms you want to use. For example, if you are looking for literary criticism on George Orwell's "1984" you might use the search terms **Orwell, George** and **1984**. Type in the author's name in the first box and the name of the poem, short story, play, or novel enclosed within quotation marks in the second box. If you want literary criticism about all of the author's works, type the author's name in the first box. Below the boxes, you will find a few options to limit your results. The two you might find especially useful are the following:

   Publication Type: Choose from a Book, Book Article, Book Collection, Dissertation Abstract, Journal Article or Website. To do this, scroll through the choices and highlight one by clicking on it. We recommend using either Journal Article or Book Article.

   Language: Choose English to limit to articles written in the English language.

3. After typing the search terms in the box and using the search limit options, click on the **Search** box. The results list will appear.

   Research Advice: Get into two habits when using the databases:

   A.) Use the **Folder** option available in EBSCOHost databases such as MLA International Bibliography and Academic Search Complete to store any citations that might be useful. To do this, click on the folder symbol above or below the icon and the symbol will change to Remove from folder. When you finish selecting citations, look to the right column for Folder has items. Click on **Folder View** to see the list of selected citations and make any changes needed.

   B.) Email the list to any email account you want to use. This guarantees that you will have all of the bibliographical information for citing the articles

and

   you will also have any articles that were available in full text in your email until you delete them.

The database uses three icons to indicate whether a journal article is available in full text in the database:

   HTML Full Text – the text of the article without any graphs or illustrations

   PDF Full Text – a photograph of each page of the article as it appears in the journal/magazine.

   Find It – the full text of the article **is not** available in this database. Click on the icon to see if it is available in another database, such as Academic Search

   Complete, Research Library, etc or in Hightower Library in bound or microfilm format.

4. To Print Articles, see A and B below.

   A.) For **HTML Full Text** articles, click on the icon to see the article. If you want to print the article, look for the printer symbol in the right hand column and click on **Print**. The Print page will appear above the article. Follow the instructions to print the article. After article is printed click on **Back** to return to the article and skip to step five.

   B.) The **PDF Full Text** icon works differently from the other icons. Click on the icon and the article will load and appear on the screen. To print the article, move your cursor over the article page until the grey oval appears and click on the printer symbol. After the Print widow appears, click on the OK button to send the article to the printer. If you decide you don't want to print it, click on the **Cancel** button. After printing is finished, the article will reappear on the screen. When finished, go on to step five.

   MAKE SURE YOU PUT ON THE PRINTOUT ALL THE INFORMATION NECESSARY TO INCLUDE IT IN A WORKS CITED OR BIBLIOGRAPHY PAGE.

5. Click on **Back**, **Result List** or **Folder** list to get back to the list of articles and continue. When finished searching, click on the **Return to GALILEO** link to return to the Find Database page.

LITERATURE ONLINE REFERENCE EDITION

1. Once in the database click on **Criticism** in the left column under Search. When the search screen appears, type your terms in specific boxes. For example, if you wanted to find literary criticism on Jane Austen's novel, Emma, type Austen, Jane in the Subject box and Emma in the Title Keyword(s) box. If you wanted to find all articles on Nathaniel Hawthorne, type Hawthorne, Nathaniel in the Subject box.

2. Type the search terms in the boxes and click on the **Search** box. The results list will appear. If an article is available in full text it will have one of the following two icons:

   a.) a piece of paper without JSTOR on top of it indicating that it is **HTML full text**.

   b.) a camera indicating that it is PDF format.

Click on the symbol to bring up the full text of the article. I recommend using the HTML full text versions of articles because it is easier to return to the results page

and look at another article.

3. Printing HTML articles - Click on **Print View** and then on **Print this page**. When the Print window appears, click on the **Print** button to send it on to the printer. Click on **Back to Record** to return to the article. To return to the list of articles click on **Back to Results**. Skip to step 6.

4. Printing PDF articles: Move your cursor over the article page until the grey oval appears and click on the printer symbol. After the Print widow appears, click on the **OK** button to send the article to the printer. If you decide you don't want to print it, click on the **Cancel** button. When finished with the article click on **File**, then **Exit** to remove the article from the screen. Skip to step 6.

MAKE SURE YOU PUT ON THE PRINTOUT ALL THE INFORMATION NECESSARY TO INCLUDE IT IN A WORKS CITED OR BIBLIOGRAPHY PAGE.

5. To email **HTML articles**, once the article is on the screen, click on the Email full text link. Type your name in the first box and the email address in the second box. Click on **Send** to send the article to the email address. Click on **Back** until the article returns to the screen. To email **PDF articles** make the grey oval appear on the screen and click on the Adobe Acrobat symbol on the right side of the oval. The article will reappear with an envelope. Click on the envelope and then the Attach link. When the window appears asking how you would like to email the document, click on **Send copy**. An email will appear on the screen with the article attached. Type an email address in the TO: box and click on Send. The email will contain the article as well as the bibliographical information necessary for citing it

in a bibliography. Emailing articles guarantees that you will have all of the bibliographical information for finding/citing the articles as well as the full text of any articles in the database itself. Don't delete anything until you finish your research project.

6. Continue looking at other articles or start another search by clicking on **New Search**. When finished with your searching, click on the **Back button** until the

GALILEO Scholar homepage appears on the screen.

V. ADVANCED SEARCHING OF JSTOR Arts and Sciences - Keep in mind that the JSTOR databases are <u>only available on campus</u>.

1   Once the Basic Search screen appears, click on the **Advanced Search** under the Search box. Type search terms in the two boxes. For example type *Sophocles* in the first box. Uncheck the Include links to external content box.

2. Look in the Narrow by: box, set Language to English and click on **Search**. The results list will appear on the screen. If your search results in a large number of results, look through some of the articles to see if you pick out any other key search terms. Click on **Modify Search** to return to the Search screen.

3. Type other search terms, such as Antigone, in the second box. Once you have all your search terms in the boxes and limiters in place click on **Search** again. The results list should reappear. Scroll through to find the articles of interest to you.

4. To see the article click on the PDF link and a window will appear on the screen saying the following: Your use of the JSTOR Archive indicates your acceptance of JSTOR's Terms and Conditions. Click on **Accept JSTOR's Terms and Conditions and proceed to PDF**; the article will appear on the screen.

5. Printing an article - To print a <u>PDF article</u>, move your cursor over the article page to make the grey oval appear; click on the printer symbol to get the article. Follow the rest of the instructions to send it to the printer.
   Do not use the File → Print in the upper left hand corner or the printer symbol at the top of the screen.
Once the article is printed, click on the X in the upper right corner. The results list will reappear on the screen so that you may
 continue looking at other articles.

6. ***<u>Emailing an article</u> – We recommend emailing articles so that you don't have to redo your research. To email articles make the grey oval appear on the screen and click on the Adobe Acrobat symbol on the right side of the oval. The article will reappear with an envelope. Click on the envelope and then the Attach link. When the window appears asking how you would like to email the document, click on **Send copy**. An email will appear on the screen with the article attached. Type an email address in the TO: box and click on Send. The email will contain the article as well as the bibliographical information necessary for citing it in a bibliography.

7. When finished searching, click on the **Back** button until it returns to the GALILEO database page or click on the **X** in the upper right hand corner to exit off of the Internet entirely.