

1) Finding Background Information

When beginning a research project, it's always a great idea to start by looking at background information. This will help you focus your topic and put it in a proper context. Also, searching for background information will often lead you to suggestions for further research, so it's an excellent use of your time.

a) Subject Encyclopedias:

Subject encyclopedias are normally an excellent source for background information. The following titles cover a wide range of topics related to peace & justice and are available in the Dayton Memorial Library (DML) reference collection. Keep in mind that this list is not meant to be exhaustive, but instead to give you a sample of the available resources. If you are interested in a topic that's not listed, consult with a librarian for appropriate starting points.

[Note: titles are ordered by call number, starting in the west end of the collection (near the reference desk) and moving east on the 2nd floor; "Ready Reference" titles are shelved at the reference desk; "Atlas" titles are shelved in the atlas case on the west end of the 2nd floor.]

- Statistical Abstract of the United States* (Ready Reference C3.134: 2006)
- Times Concise Atlas of the World* (ATLAS G 1021 .T565 2005)
- Routledge Encyclopedia of Philosophy* (Reference B 51 .R68 1998, 10 vols.)
- Encyclopedia of War and Ethics* (Reference B 105 .W3 E53 1996)
- Encyclopedia of Ethics* (Reference BJ 63 .E45 2001, 3 vols.)
- Encyclopedia of Religion* (Reference BL 31 .E46 2005, 15 vols.)
- Encyclopedia of Religion and Society* (Reference BL 60 .E53 1998)
- Encyclopedia of Politics and Religion* (Reference BL 65 .P7 E53 1998, 2 vols.)
- Encyclopedia of Women and World Religion* (Reference BL 458 .E53 1999, 2 vols.)
- Encyclopedia of Religion in American Politics* (Reference BL 2525 .E52 1999)
- Encyclopedia of Islam and the Muslim World* (Reference BP 40 .E525 2004, 2 vols.)
- Encyclopedia of Buddhism* (Reference BQ 128 .E62 2004, 2 vols.)
- New Catholic Encyclopedia, 2nd Edition* (Reference BX 841 .N44 2002, 15 vols.)
- New Dictionary of Catholic Social Thought* (Reference BX 1753 .N497 1994)
- Encyclopedia of Revolutions and Revolutionaries* (Reference D 21.3 .E33 1996)
- Global Village Companion A-Z: Guide to Understanding Current World Affairs*
(Reference D 419 .L47 1996)
- Encyclopedia of Modern Asia* (Reference DS 4 .E53 2002, 6 vols.)
- Encyclopedia of the Modern Middle East and North Africa*
(Reference DS 43 .E53 2004, 4 vols.)
- Encyclopaedia Judaica* (Reference DS 102.8 .E496 1972, 16 vols.)
- Encyclopedia of African History* (Reference DT 20 .E53 2005, 3 vols.)

Americans at War: Society, Culture, and the Homefront
 (Reference E 181 .A453 2005, 4 vols.)

Encyclopedia of American Foreign Policy (Reference E 183.7 .E52 2002, 3 vols.)

Civil Rights in the United States (Reference E 184 .A1 C47 2000, 2 vols.)

Encyclopedia of Multicultural America (Reference E 184 .A1 G14 2000, 3 vols.)

Racial and Ethnic Diversity (Reference E 184 .A1 R78 2002)

Hispanic American Almanac (Reference E 184 .S75 H557 2003)

Encyclopedia of African American Culture and History (Reference E 185 .E54 1996, 5 vols.)

Encyclopedia of Civil Rights in America (Reference E 185.61 .E544 1998, 3 vols.)

Encyclopedia of Latin American Politics (Reference F 1410 .E56 2002)

Countries and Their Cultures (Reference GN 307 .C68 2001, 4 vols.)

Encyclopedia of World Cultures (Reference GN 307 .E53 1991, 10 vols.)

International Encyclopedia of the Social Sciences (Reference H 40 .A2 I5 1968, 18 vols.)

Social Science Encyclopedia (Reference H 41 .S63 1996)

Statistical Yearbook - Annuaire statistique (Reference HA 12.5 .U63 2002 ed. 46)

World Development Indicators (Reference HC 59.15 .W656 2006)

World Development Report 2006 (Reference HC 59.7 .W659 2006)

Statistical Handbook on Poverty in the Developing World
 (Reference HC 59.72 .P6 S73 1999)

Encyclopedia of Violence, Peace and Conflict (Reference HM 291 .E625 1999, 3 vols.)

Encyclopedia of Sociology (Reference HM 425 .E5 2000, 5 vols.)

Encyclopedia of Community (Reference HM 756 .E53 2003, 4 vols.)

Encyclopedia of Modern Worldwide Extremists and Extremist Groups
 (Reference HN 49 .R33 A85 2004)

CQ's State Fact Finder 2005 (Reference HN 60 .C68 2005)

Militias in America (Reference HN 90 .R3 H355 1996)

Statistical Handbook on Violence in America (Reference HN 90 .V5 S833 1996)

Violence in America (Reference HN 90 .V5 V5474 1999)

Routledge International Encyclopedia of Women (Reference HQ 1115 .R69 2000, 4 vols.)

Macmillan Encyclopedia of World Slavery (Reference HT 861 .M24 1998, 2 vols.)

Encyclopedia of Homelessness (Reference HV 4493 .E53 2004, 2 vols.)

Oxford Handbook of Criminology (Reference HV 6025 .O87 1997)

Sourcebook on Violence against Women (Reference HV 6250.4 .W65 S68 2001)

Encyclopedia of Terrorism (Reference HV 6431 .K883 2003)

Global Report on Crime and Justice (Reference HV 7431 .G445 1999)

Police Misconduct in America (Reference HV 8141 .C44 2001)

Dictionary of American Penology (Reference HV 9304 .W54 1996)

Encyclopedia of American Prisons (Reference HV 9471 .E425 1996)

Encyclopedia of the American Left (Reference HX 86 .E58 1998)

Encyclopedia of Democracy (Reference JC 423 .E53 1995, 4 vols.)

Encyclopedia of Political Revolutions (Reference JC 491 .E63 1998)

Amnesty International Report 2006 (Reference JC 571 .A44 2006)

Encyclopedia of Human Rights (Reference JC 571 .E67 1996)

Human Rights Watch World Report 2006 (Reference JC 571 .H785 2006)

Major International Treaties since 1945 (Reference JX 171 .G745 1987)

World Encyclopedia of Peace (Reference JX 1944 .W67 1986, 4 vols.)

United Nations Disarmament Yearbook (Reference JX 1974 .U546 2004)
Historical Dictionary of Multinational Peacekeeping (Reference JX 1981 .P7 M384 1996)
Dictionary of Human Rights (Reference K 3239.3 .R67 1997)
Encyclopedia of the American Judicial System (Reference KF 154 .E53 1987, 3 vols.)
West's Encyclopedia of American Law (Reference KF 154 .W47 1998, 12 vols.)
Encyclopedia of the American Constitution (Reference KF 4548 .E53 2000, 6 vols.)
Religion and the Law: A Dictionary (Reference KF 4865 .A68 A54 1999)

b) Finding Background Information on a Country:

There are many different source of information on countries. Almanacs, encyclopedias, US government publications, or even UN publications can all be excellent sources. Following is a short list of potential sources of information on all countries:

Area Handbook Series (1st Floor GovPubs D 101.22:550; [country name], a Country Study)

[Note: available online at <http://lcweb2.loc.gov/frd/cs/cshome.html>]

Background Notes (1st Floor GovPubs S 1.123)

[Note: available online at <http://www.state.gov/r/pa/ei/bgn/>]

Europa World Yearbook (Reference JN 1 .E 85)

Statesman's Yearbook (Ready Reference JA 51 .S7)

World Factbook (Ready Reference PrEx 3.15:)

[Note: available online at <http://www.cia.gov/cia/publications/factbook/index.html>]

c) Trade Information:

Economic and trade information for individual countries can be found through a few sources. Much of the information available through the Regis libraries comes from a US perspective, but can still be useful to determine current policies and business climates.

STAT-USA [online; on **Peace & Justice** subject guide]

- use the NTDB (National Trade Data Bank) section
- useful for current economic information, but limited to a US perspective
- use the “Country Commercial Guides” to research specific countries

PriceWaterhouseCooper Guides [latest editions in Reference; earlier in 3rd Floor Books]

- guides to business, trade, and investing in individual countries;
- titles of earlier editions start with *Doing Business in [country name]*, while later editions have expanded to *Doing Business and Investing in [country name]*
- all Reference copies shelved at HC 57 .D6, then in alphabetical order by country; for the 3rd Floor Books, check the Lumen catalog for specific call numbers

USA Trade Online (STAT-USA) [online; on **Peace & Justice** subject guide]

- export and import trade statistics on commodities, including reports by trading partners and other rankings
- requires a password – contact a reference librarian for more information

2) Finding Books

Being aware of variations of terms, or of how terms have changed over time is crucial to identifying all relevant titles. The following are two examples of how one subject is described by many terms:

Peace	Globalization
Nonviolence	Globalization -- Social Aspects
Social Action	International Economic Relations
Social Conflict	Economic Policy -- Citizen Participation
Social Justice	Sustainable Development -- Citizen Participation

Use the *Library of Congress Subject Headings* (5 vols., available at the Reference Desk) to identify the correct subject headings for searching in Lumen and Prospector.

Catalog options:

Regis offers you two primary options for locating books and other materials. When searching any library catalog, it's always a good idea to look at the full records for your results, as these often contain additional information about the books and will include subject headings that may inspire more searches.

Lumen Library Catalog (Regis)

- keyword search -- finds records with the word(s) in the title, subjects, contents, and notes
- subject word search -- finds records with the word in the subject heading
- author search -- books by a certain author
- title search -- displays titles in alphabetical order or attempts an exact match if the entire title is entered looking at the full record – what it's about, ideas for subject searches, availability
- expand your search to libraries in the region by using the **Check Other Libraries** option

Prospector Union Catalog (Colorado Alliance of Research Libraries)

- group catalog for 23 academic and public libraries, including Regis
- search functions are the same as Lumen
- if Regis doesn't own the book, or if the Regis copy is checked out, it may be requested through Prospector using your student ID number (7 digits starting with a 0 or 1)
- use Prospector to request books from our Colorado Springs library
- allow 4-5 days for the book to be delivered (longer on weekends) – to check the status of a request, contact the circulation department at circdesk@regis.edu or 303-458-4030, or log into your library account using the **My Library Account** button on the Lumen main search screen

3) Finding Journal Articles

Journal articles generally provide up-to-date information. Current scholarly articles on historical events offer analysis and theory. Articles written around the time of an historical event can provide a contemporary viewpoint. Before examining the specific article resources for peace and

justice, take a moment to review the sidebar on Boolean searching, which is required by some of the resources. For more information about Boolean searching and other search options within the article resources, talk to a reference librarian.

DML offers you many different databases and indexes for finding articles. A selected list from the library's online **Peace & Justice** subject guide follows:

[Note: off-campus access to most library resources is available using your RegisNET account information. For more information, contact the reference desk.]

Academic Search Premier (EBSCOhost)

- full-text articles from more than 4,500 scholarly journals and general interest magazine on a wide range of topics, with citations and abstracts from an additional 1000 titles
- use the **Keyword** search to enter terms or phrases, being sure to add Boolean operators between terms (AND, OR, NOT)
- browse the **Subject Terms** search to find specific headings in the proper format
- limiting options include full-text and scholarly (peer-reviewed) publications
- if the full text isn't available, click on **Check for full text** to see if the article is available from another Regis resource (more on that later)

Alternative Press Index (FirstSearch Premium)

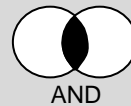
- citations and some abstracts from nearly 300 alternative titles (i.e., not covered by traditional indexing services) from 1991 to the present, with coverage back to 1969 in a separate archive
- topics include anarchism, democracy, ecology, feminism, gay and lesbian issues, indigenous peoples, labor, national liberation, and the theory & practice of socialism
- online access to current years is available through the First Search Premium Collection – contact a reference librarian for **confidential** password information

America: History & Life and Historical Abstracts (ABC-CLIO)

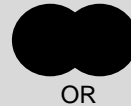
- citations and abstracts for articles from over 1,700 history journals from around the world
- abstracts for 1.2 million books, dissertations, and reviews on all topics of history
- search both databases for world coverage, or select one of the databases to limit by geography:
 - America: History & Life for US and Canadian topics

Boolean Operators: An Overview

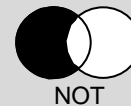
Boolean searching uses special operators to combine your search terms to either limit or expand your results. Examples of Boolean operators include:



- **AND** (result must include both terms: **civil war and Rwanda**)



- **OR** (result may have either term: **peace activists or pacifists**)



- **NOT** (result must have the first term without the second: **death penalty not hanging**)

We use the Advanced Search option for most databases, which will automatically use “AND” to connect the search terms you enter in each search box to help narrow your search. You can use drop-down menus to select other Boolean operators if desired.

- Historical Abstracts for the rest of the world
- this is an index – there’s no native full text, so any articles will be linked from elsewhere -- click on Check for full text (again, more on that later)

Searching tips:

1. search terms are automatically “ANDed” together, so Boolean operators aren’t necessary
2. use the **Subject** index to identify terms for more precise searching
3. enter **English** in the **Language** field unless you’re fluent in other languages

Expanded Academic ASAP (InfoTrac Web System)

- full-text articles from almost 1,900 college-level, scholarly journals and general interest magazines on all subjects, with citations and abstracts from an additional 1,600 titles
- if using the **Keyword** search, use Boolean operators for the best results
- browse the **Subject guide** to find articles on a selected topic
- limiting options include full-text and refereed (scholarly) publications
- use the **Print** option on the left side of the screen to get the best results when printing
- if the full text isn’t available, go into the full record and click on Check for full text (again, more on that later)

Sociological Abstracts (CSA)

- DML's primary index to journals for sociology, with coverage from 1963 to the present
- abstracts and citations from over 1,700 journals in sociology, with additional abstracts from books, book chapters, dissertations and conference papers
- use the **Advanced Search** screen to search by keywords, using separate rows for different concepts (i.e., **sweatshops** and any variants in one row; then **children** in the second)

Identifying search terms:

- at the main search screen, click on the blue tab for **Search Tools**
- on the **Search Tools** page, click on the tab for **Thesaurus**
- at **Select Thesaurus:** use the drop-down menu to select **Sociological Thesaurus (English)**
- at **Browse Thesaurus for:** enter a keyword on your topic (like **homelessness**)
- at **Select Display:** choose **Hierarchy** , then click on **Go**
- if your term can’t be found, or has been superseded by another term, click on the best match from the suggestions provided – if there aren’t any, contact a librarian for ideas

Searching for articles from within the thesaurus:

- if you find a good match, mark the box next to your term, then click on the **Search** button on the left side of the screen to perform your search
- if you want to search for multiple terms, mark them as you find them in the thesaurus, then click on the **Search** button after selecting **AND** or **OR** to (respectively) narrow or broaden your search

- click on Check for full text to see if it’s available online or in the library (really, you’re about to find out how this works – just see the next page...)

Tracking down the full text:

Sometimes, databases won't have the full text of an article. In some databases, you'll see a link that says **Check for full text**. This will connect to Gold Rush Linker and check the rest of our online article databases and our current print subscriptions to see if your article is available somewhere else. Here's what to expect:

1. if a direct link is available, click on it to access the article; otherwise...
2. if a database link is available, note the article title and date so that you can search for it in the linked database; otherwise...
3. if a link to the local journal collection is available, check to see if the year you need is available; otherwise...
4. click on the **Request Materials (Loan Ranger)** option to request a copy of the article from another library (more about this service below...)

How to get an article (or book or other library material) that's not available in the library:

- in the library's front page, click on **Request Books, Articles, etc.** under **Services**
- enter your RegisNET account to login, then fill in your personal profile (first time only)
- fill in as much information as possible about the article (or book, etc.) that you want
 - *If you're connecting to Loan Ranger from Gold Rush Linker, the article information will be automatically entered into the form – all you have to do is verify it!*
- use Loan Ranger to monitor your requests and review your request history
- articles generally arrive within 2-3 days – when you're notified about an electronic delivery, you'll log into Loan Ranger and select **Download Articles** from the main menu to access your article (can be saved, read, or printed)

4) Internet Research Tips

First, you may wish to scan through sites pre-selected by Regis librarians:

- from the library's home page, select **Research by Subject** under **Research**, then pick **Peace & Justice** and select the **recommended web sites** link

If you use a general search engine like Google, keep in mind that the different WWW search engines search in different ways (index vocabulary, directory, full-text or content), or search entirely different parts of the Internet (Web, Usenet, e-mail, graphics or sound), or search pre-selected and rated Web sites. If you search the Internet using only one search engine and using only one search term, you may be missing valuable information.

Regardless of the method you choose to find Internet sites, be sure to evaluate all information you find using the following checklist:

- ✓ citation information
 - author
 - date (date created, updated, or edited)
 - publisher/sponsor - look at the domain name (.com, .gov, .org, .edu, .uk,)
 - note the full URL for citation in reference list and the date accessed

- check your handout for guidelines on citing Internet resources
- ✓ references or bibliographies
- ✓ credentials
- ✓ balanced treatment of issues

If you're not sure if a site is appropriate, consult with a reference librarian or your instructor.

5) **Research Consultation Appointment**

If you encounter questions or difficulties during your research, do not hesitate to ask a reference librarian for assistance, or call ahead for an appointment (303-458-4031). You can also send us questions via e-mail at library@regis.edu or using **Ask Us!** (our 24/7 chat reference service).

Reference Desk Hours:	Monday-Thursday:	9 a.m. - 10 p.m.
	Friday:	9 a.m. - 4 p.m.
	Saturday:	9 a.m. - 6 p.m.
	Sunday:	12:30 p.m. - 9 p.m.

Remember, the librarians are here to help – all you have to do is ask!

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