# library logoCreative Pulse Student’s Guide to Research and the Library

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Library website: <http://www.lib.umt.edu>

Reference Desk Phone: 406-243-6866 or 800-240-4939

Summer Hours: 7am-7pm Monday-Thursday, 7am-5pm Friday, 12-7pm Sunday

Today’s main objectives:

* Review and document strategies to narrow and broaden your searches including keyword and subject searching and tracking citations and evaluation criteria.
* Identify key databases and research guides available through the library for research in Creative Pulse areas of study and how to access them off campus.
* Search a database on a topic of interest, document useful search terms, and download a full text article onto your laptop.
* Understand the basic functions of the citation management system RefWorks and tools to automate some research processes.

## Research Strategies

### Use Keywords and Subject Terms

* Keywords are the words you choose to search in a database or online. These should represent the main ideas of your topic. It is helpful to brainstorm as many synonyms as you can for each main idea. Know that there is no such thing as a perfect search. Searching is a process, so having a list of potential keywords will help you begin your research.
* Subject Terms are assigned to each item in most indexes and many full text databases. These are not necessarily terms you would think of to represent your topic or that the authors said should be used to represent their work. You will learn subject terms as you are searching a database. For example, in EBSCO databases you will find the subject terms “Art -- Study & teaching”, “Drawing -- Study & teaching”, and “Music -- Study & teaching.”
* Keep in mind you may use a combination of keywords and subject terms in one search, and that keywords and subject terms vary by database.

**Keywords** for group-based activities: group activities, group work, problem-based, team-based

ERIC **thesaurus terms** related to group-based activities: cooperative learning, group activities, problem based learning

**Keywords** for visual knowing:

**Subject terms** related to visual knowing:

### Broaden or Narrow Your Search

|  |  |  |
| --- | --- | --- |
| Too many sources | Not enough sources | Sources not available at the Mansfield Library |
|  |  | Request items via Interlibrary Loan  Ask your instructor or librarian for assistance in locating locally available materials |

### Locate a Specific Item

Use the main search box (i.e., OneSearch) from the library homepage as a first step to finding a known item. If you are looking for an article or book chapter and it does not result from your search, search using the title of the book in which the chapter was published or the name of the journal. If you still can’t find it, request the item via ILL. If you are looking for a journal, select the Journals tab and then search for the journal title.

William J. Baker and Georgina Harvey, "The Collaborative Learning Behaviours of Middle Primary School Students in a Classroom Music Creation Activity," *Australian Journal of Music Education*, no. 1 (January 2014): 3, Music Periodicals Database.

*Studies in Art Education*

### Track Citations Backwards and Forwards (Cited Reference Search)

Once you find an article on your topic, you can use it to locate other related scholarship by either seeking out items cited in the article references or doing a cited reference search – searching to see who has cited an article since it was published. Google Scholar is a great resource for cited by data, and more databases are adding this information.

Anne Savan, "The Effect of Background Music on Learning," *Psychology of Music* 27, no. 2 (October 1999): 138, https://doi.org/10.1177/0305735699272005

### Evaluate Sources

* CRAAP Test (developed by Sarah Blakeslee, California State University, Chico). Currency: The timeliness of the information. Relevance: The importance of the information for your needs. Authority: The source of the information. Accuracy: The reliability, truthfulness and correctness of the content. Purpose: The reason the information exists.

## Collections

### Print and Electronic Collections

You can find all of the databases listed below through the library homepage. Select the Databases tab above the OneSearch box, then Browse by Title. Remember that no one resource searches all literature; thorough research requires searching in multiple places. To find physical materials in the library, use OneSearch.

Graphical user interface

Description automatically generatedGraphical user interface, text, application, email, website

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Description automatically generated

#### Full Text

* *Academic Search Complete*. Full text scholarly journal, trade publication, magazine and newspaper articles, books, book reviews, reports, and Associated Press video content, covering all subject areas.
* *Educator's Reference Complete*. Full text articles from scholarly, professional, trade, and news publications covering education from preschool to college and all educational specialties.
* *JSTOR*. Full text archive of over 2,600 scholarly journals and 5,000 open-source books covering all subject areas. Embargo for current journal issues of 2-5 years. Note: The library's holdings do not include primary source collections or fee-based books.
* *Music Periodicals Database*. Index to articles plus full text and abstracts covering topics in scholarly and popular music, from 1874-present.
* *Project MUSE*. Full text scholarly journals in the fields of: area and ethnic studies; art and architecture; creative writing; education; film, theater, and performing arts; history; language and linguistics; library science and publishing; literature; medicine and health; music; philosophy; religion; science, technology, and mathematics; social sciences; studies by time period; women's studies, gender, and sexuality.

#### Indexes

* *ARTbibliographies Modern*. Index to scholarly journal articles, books, essays, exhibition catalogs, dissertations, and exhibition reviews on all forms of modern and contemporary art, from the late 1960s-present.
* *Art Index Retrospective* (not in OneSearch). Index to articles, interviews, film reviews, book reviews, bibliographies, exhibition listings, conference reports, anthologies, and editorials on a variety of art topics appearing in publications throughout the world, from 1929-1984.
* *ERIC* (Education Resources Information Center). Index to education-related scholarly and professional journal articles, research reports, curriculum and teaching guides, conference papers, books, and government publications, from 1966-present. Project of the U.S. Department of Education.
* *Educational Administration Abstracts* (not in OneSearch). Index to over 190,000 journal and magazine articles and books covering all areas of educational administration, including educational leadership, educational management and educational research, from 1965-present.
* *Music Index Online* (not in OneSearch). Index to articles, book reviews, obituaries, and news about music, musicians and the music industry, from 1970-present.
* *OneSearch*. The search engine for materials owned by the library, both on the shelf and online. Also provides millions of full text article and citation records harvested from publishers, open access repositories, and a large percentage of the library's licensed databases.
* *Research in Dance Education* (not in OneSearch). Index to journal articles, theses, dissertations, conference proceedings, and other documents covering teaching, learning, and the future directions of research in the field of dance education, from 1926-present. Provides full text for documents when granted by copyright holders.
* *Teacher Reference Center* (not in OneSearch). Index to over 280 teacher and administrator journals and magazines, including over 220 scholarly titles.

#### Art Images and Streaming Music

* *ARTstor*. Digitized images of over 2.5 million pieces of art in all mediums, from many time periods and cultures, as well as teaching resources.
* *Naxos Music Library*. Streaming tracks from over 2.2 million Naxos and affiliated labels, including classical, world, folk, jazz, and Chinese music, and background information about the tracks. Includes tools for creating playlists to be enjoyed by individuals or groups.
* *Music Online: Listening*. Streaming audio collection of over 10 million tracks, with new content added monthly. Provides coverage in breadth and depth across the key musical genres of classical, jazz, world, American, and popular, including Smithsonian folkways and global sound recordings. Access limited to 3 users.

#### Select Journals

* Art Education
* Arts and Activities
* Arts Education Policy Review
* Bulletin of the Council for Research in Music Education
* International Journal of Education and the Arts
* Journal of Aesthetic Education
* Journal of Research in Music Education
* Journal of Social Theory and Art Education
* Music Education Research
* Music Educators Journal
* Studies in Art Education

### Interlibrary Loan (ILL) and Document Delivery

Request books, journal articles and other materials not owned or subscribed to by the Mansfield Library. You can also request that articles owned by the Mansfield Library be scanned for you, and you will receive an email link to download the materials once they are available.

## Manage and CiteYour Research

It can be helpful to keep track of your search steps, including where you searched and the terms you used in each resource that yielded relevant results. In some databases you can save your search and set up search alerts (if you set up a free account with the vendor), which can save you time if you want to revisit what you did and found.

### Bibliographic Management Tools

It’s critical to cite your research and project sources and to find a way to manage what you find. While there are a number of ways to do this, such as in a Word document or Excel spreadsheet, using a citation/bibliographic management system is encouraged in your program. The library subscribes to two such systems, RefWorks and EndNote Basic. They enable you to: keep track of your research sources; automatically generate a bibliography in a variety of citation styles; and add in-text citations to a paper in a variety of styles. Access RefWorks and EndNote Basic via the “Databases” search tab on the library homepage. There are also free systems available, such as Mendeley and Zotero. The table below provides basic information to get you started using RefWorks.

|  |  |
| --- | --- |
| Info & How To | RefWorks |
| Add citations | Several options:   1. Drag and drop pdf files into RefWorks and the system will pull the citation metadata from the file. 2. Manually enter citation data, choose “Create new reference” under “+ Add” at the top of the page. 3. Export data from various databases, usually under “Export” or “Save Citations.” In some instances, this is seamless (e.g., using EBSCO or ProQuest databases), in other instances you need to download the data and then use the “Import references” option under the “+ Add” menu (e.g., when using the PubMed database, you will download the data by choosing “Citation manager” under “Send to”). 4. Add content from websites using the “Save to RefWorks” browser add-on. (Find the add-on install option under your name at the top right of the page, then “Tools”.) |
| Organize and | Under the “My Folders” link on the left side of the page choose “Add folder”. A citation can be placed in more than one folder. |
| Share citations | Select the “Sharing” link on the left side of the page. Folders can be shared with RefWorks and non-RefWorks account holders via email, URL, or in UM’s RefWorks area. |
| Find citations | Click on the magnifying glass icon at the top of the page to search. At the top right of the page there is also a “Sort by” menu. |
| Create  in-text citations | Requires you to download a utility program to your computer, there is one for Microsoft Word programs, Google Docs, and Hangul. Find the add-on install option under your name at the top right of the page, then “Tools”. |
| Bibliography | Select the quotation mark sign at the top of the page to create a bibliography. |
| Help | See the RefWorks guide – includes video tutorials – maintained by the company that provides the tool, ProQuest, at: <http://proquest.libguides.com/newrefworks>. |

### Citing Sources

You have access to *The Chicago Manual of Style Online* (web version of the style manual). You can access it by searching OneSearch. Be sure to use the word *online* in your search for the title. You will find detailed guidance and examples on using the Footnote style, key to checking the RefWorks citations, and to citing multimedia as not all source types are represented in RefWorks, within section 14. Notes and Bibliographies. There are subsections on all source types, including: Websites, Blogs, and Social Media; Interviews and Personal Communications; Audiovisual Recordings and Other Multimedia; Artwork and Illustrations; and Musical Scores.

## FAQ: How do I…

### access databases from off-campus?

Use your NetID and corresponding password.

### download/save articles on my computer?

When you are looking at an article in a database you will usually see an option to Download or Save as a PDF the source. The Download option may be an icon rather than the word. If you don’t see these options, you can select to Print what you are viewing and then choose to Print as a PDF from the printer options.

### find theses, professional papers, or dissertations written by UM students?

Browse ScholarWorks graduate student theses, dissertations, and professional papers collection by academic department, or search it by topic or author. ScholarWorks is… You can also find abstracts and some presentations from the annual UM Graduate Conference in ScholarWorks. To search theses and dissertations beyond UM authors, use the ProQuest Dissertations & Theses Global database.

### connect Google Scholar to the library’s collections?

Choose “Settings” from the Google Scholar homepage, then “Library Links”. Search “University of Montana”, from the results check the box next to “University of Montana-Missoula” and then click Save. When you search Google Scholar you will then see a link labeled “Link to Article @ UM” if the Library provides the content and will be able to link directly to the item (once you login to the UM system). Note that this is not perfect – if you don’t see a link to UM search OneSearch to double-check if the library has the item or not. You may also see next to some of the search results a link to a PDF – in most cases the link will take you to an open access version of the item.

## Research Assistance

Librarians can answer your research questions, provide guidance on the research process, and point you to relevant resources for your work. You can also receive guidance on data management, digital file preservation, and reference management, among other topics. Email a librarian or library.reference@umontana.edu for research guidance or to set up an appointment. Assistance is also available in-person at the Reference Desk (from 10am-12pm and 2-4pm Monday-Friday this summer), and by phone and chat (linked from the homepage, live 10am-12pm and 2-4pm Monday-Friday this summer). There are online guides for campus departments (i.e., Art, Music, Teaching & Learning, etc.), as well as general guides on topics such as citations, copyright, and keeping current in your study area, to provide anytime information on research processes and resources. Access the guides via the “Research Guides” link on the library homepage.

## Computers, Technology, and Printing

There are over 90 computer workstations in the library (the majority are on the first and main/third levels) and the library is wireless. There are 20 laptops that can be borrowed for 3-day time periods. Three of the group study rooms are technology-equipped, and the library provides a One Button Studio (video studio and audio/video recording station) and a Lightboard Studio (video studio with illuminated glass board that allows you to write glowing notes and drawings). You can find a full list of the available equipment to borrow on the library website under “Technology and Spaces”. The Paw Print in the library is a fee-based print, copy, and scan center. Color and large-format printing (e.g., conference poster), as well as 3-D printing, are available. There is also self-service scanning equipment.