I. Find Books

A) Reference Materials: Encyclopedias, Dictionaries, etc.
Reference materials offer background information and broad overviews of subjects. This information is often helpful in narrowing your topic and in selecting a specific area to explore further. Reference materials such as almanacs and yearbooks also provide quick access to statistical data.

1) Suggested Titles:


**Encyclopedia of Women in American History.** Armonk, NY: M.E. Sharpe, Inc., 2002. (VER REF HQ1410 .E53 2002) Examines the unique influence and contributions of women in every era of American history, from the colonial period to the present. Covers not only the issues that have had an impact on women, but also traces the influence of women's achievements on society as a whole.


B) **Library Catalog: Find Books**

Students can search the library’s online catalog for print and e-books available within the VC library system.

**E-Books:**
The library’s e-books can be checked-out and downloaded to an iPad, PC, or other personal device. To download e-books, install an e-reader such as Adobe Digital Editions, select a book from the library catalog, and then check-out and download the book to your device. View **instructions** for downloading e-books.

E-books are loaned for a period of 1 to 7 days. At the end of the check-out period, the book is no longer accessible and automatically returned for use by other patrons. If a book you are wanting is in use, you can place a hold on the book and receive an email notification when the book is available.

C) **Browse the Collection**

Physically browse the U.S. History titles shelved by call number in the following Library of Congress Classification ranges:

- E 11-143: America
- E 151-887: United States
- E 300-453: Revolution to Civil War
- E 660-738: Late Nineteenth Century
- E 740-837: Twentieth Century
- F 1-975: U.S. Local History

II. **Find Articles**

A) **Article Databases**

1. **Gale Academic OneFile** is the library’s multidisciplinary database that offers full-text journal coverage in almost all subject areas including social sciences, political science, technology, health sciences, literature, and more.

   Students can enter their search term to search hundreds of journals at once for articles on their topic.

   Features also include the ability to:
   - Automatically generate a citation in the formatting style of your choice.
   - Highlight text and insert notes.
   - Download your markups into your Google Drive or One Drive.
   - Filter your results by publication date, document type, and more.
III. Suggested Websites

American Memory Project, Library of Congress: Provides free and open access through the Internet to written and spoken words, sound recordings, still and moving images, prints, maps, and sheet music that document the American experience. It is a digital record of American history and creativity.

Internet Modern History Sourcebook: The Internet Modern History Sourcebook is one of a series of history primary sourcebooks. It is intended to serve the needs of teachers and students in college survey courses in modern European history and American history, as well as in modern Western Civilization and World Cultures.

Library of Southern Literature: Includes a wide range of literary works of the American South published before 1924. This collection begins with some of the earliest texts about America written by British discoverers that set the foundation for American letters and traces the development of southern literature through to the beginning of the twentieth century.

Eyewitness to World War II: A collection of webpage articles regarding World War II events and information, including pictures and some links to audio files.

History Matters: Designed for high school and college teachers and students of U.S. history survey courses, this site serves as a gateway to web resources and offers unique teaching materials, first-person primary documents, and guides to analyzing historical evidence.

Best of History Web Sites: An award-winning portal that contains annotated links to over 1200 history web sites as well as links to hundreds of quality K-12 history lesson plans, history teacher guides, history activities, history games, history quizzes, and more.

Vietnam Project and Archive: The Vietnam Archive has collected millions of pages of material and tens of thousands of photographs, slides, maps, periodicals, audio, moving images, and books related to the Vietnam War, Indochina, and the impact of the war on the United States and Southeast Asia.
The Research Process

1) Select a topic that you find interesting and appropriate for the assignment.

2) Review reference sources such as subject encyclopedias for background information to help focus or narrow the search.

   For example, students interested in the Civil Rights Movement may consult the Encyclopedia of American History for ideas in narrowing the focus to a particular area of interest such as the strategy of nonviolence for producing change.

3) Restate the topic as a question. Inquiry is at the heart of the research process, a quest to locate information which answers questions and leads researchers to a greater understanding of the topic.

   Restating the topic as a question will help in:
   - Locating information that is useful and relevant to the primary focus or thesis of your research.
   - Identifying the keywords or phrases to use in the search statement.

   Example: How successful was nonviolence as a strategy during the Civil Rights Movement?

4) Develop a search statement by combining keywords or concepts from the research question. For example, “nonviolence” and “Civil Rights Movement” were identified as keywords in the question above. By connecting both terms with the Boolean operator “and”, the researcher will retrieve only those articles that discuss both concepts, thus improving the relevancy of the search.

   Enter in search field: nonviolence and Civil Rights Movement

5) Develop alternate search statements to improve the search results. Authors may use various terms to describe the same concept.

   For example, nonviolence is often used in the same context as civil disobedience.

   By identifying and connecting alternate terms, researchers may expand the search results. As indicated below, consider brainstorming and listing synonyms or word variations to identify alternate keywords.

<table>
<thead>
<tr>
<th>Concept 1</th>
<th>AND</th>
<th>Concept 2</th>
</tr>
</thead>
<tbody>
<tr>
<td>nonviolence</td>
<td>AND</td>
<td>Civil Rights Movement</td>
</tr>
<tr>
<td>civil disobedience</td>
<td>AND</td>
<td>human rights</td>
</tr>
<tr>
<td>passive resistance</td>
<td>AND</td>
<td>civil justice</td>
</tr>
</tbody>
</table>
6) Evaluate information for objectivity and reliability.

7) Cite the information borrowed from other authors or informational sources. Careful documentation will ensure that credit is given with no intention to plagiarize or claim ownership of information belonging to other researchers. For explanations and examples, visit the Duke University Library’s Citation page.

Questions?

Email: librarian@vernoncollege.edu

Chat: Select the chat icon on the homepage.

Phone: 940-552-6291 ext: 2222