The Library Catalog: Searches all library holdings
1. Search WorldCat catalog from the library’s homepage by choosing “Advanced Search” from the center.
   a. Enter search terms and limiters.
      i. Do you want articles, books, media? Full-text articles? Peer reviewed articles? Look for boxes to check to narrow results.
      ii. I recommend checking the boxes for “Full-text” and “Peer reviewed” for article searches. For books, do not check “Peer reviewed.”
      iii. How to create searches in WorldCat: (https://carthage.libguides.com/id.php?content_id=29147483)
   b. Once you open an article record, use given subject terms, the abstract, and the author’s bibliography to find related search terms and sources.
   c. In WorldCat you can export all the articles, download them, print if needed.
   d. We have access to items owned by Carthage as well as those owned by libraries worldwide through Interlibrary Loan.
2. Interlibrary Loan
   a. For items that Carthage does not own, use ILL to request they be delivered to our library. It may take up to a week to receive your request.
   b. This service is free to Carthage students and staff.
   c. Consult the library’s website for more information at http://www.carthage.edu/library/circulation/interlibrary-loan/.
3. Citations
   a. It is important to provide citations for all sources for the following reasons:
      i. Make sure to use the citation format your professor indicates on the syllabus. Psychological Science uses APA style and format.
      ii. Use the “Cite” link on the item record in WorldCat to create a citation for a found source. You must then copy and paste into your document or export to EndNote Web.
      iii. Use EndNote Web plug-in for Word as a citation manager.

Subject Guides
The Carthage librarians created discipline-specific guides to gather resources useful for a particular subject in one place.
1. From the library homepage (carthage.edu/library/hedberg), click on “Catalog and Research.”
2. Choose “Subject and Class Guides” from the right sidebar.
3. Select “Psychology” from the list and click on the “Psychological Science Research Guide” (carthage.libguides.com/psychology).
Databases, Journals, Other Resources

Databases
Databases are subscriptions that provide an interface to search multiple journals titles and resources at one time. Certain databases are intended for certain disciplines.

- Psychology-specific database examples
  - PsycARTICLES database: Library homepage > Catalog and Research > All Electronic Resources > navigate to PsychARTICLES; search within that database
  - PsycINFO database: Library homepage > Catalog and Research > All Electronic Resources > navigate to PsychINFO; search within that database

Journals
Journals are single titles that are published periodically throughout the year. They are even more granular in scope than databases.

- Psychology-specific journal examples
  - Annual Review of Psychology: Library homepage > Catalog and Research > Full Text Finder (right sidebar) > Enter journal title > Click on title or search within publication.
  - Annual Review of Sociology: Library homepage > Catalog and Research > Full Text Finder (right sidebar) > Enter journal title > Click on title or search within publication.
  - Annual Review of Anthropology: Library homepage > Catalog and Research > Full Text Finder (right sidebar) > Enter journal title > Click on title or search within publication.

Other resources
- SAMHSA: Substance Abuse and Mental Health Services Administration, http://www.samhsa.gov/

Search Techniques and Tips
- Get a general overview, ideas for keywords and search topics (use Google, Amazon, Wikipedia – just don’t cite them in your paper).
- In databases Google-type searches don’t usually work well.
- Use operators (AND, OR, NOT, quotation marks, parentheses).
- Think of alternate words or phrases for the same questions.
- Choose only important words (leave out the, an, at, for, from, then). These type of words will stop a search and results will be inaccurate.

EndNote Web Citation Manager
2. Format tab -> Cite While You Write Plug-In. Install plug-in on your computer.
3. Go back to searching catalog or databases through Carthage’s website. You will be able to export resource citations into EndNote from the catalog and databases.
4. Once citations are in EndNote and you have installed the Cite While You Write Plug-In, you can pull citations from EndNote into your Word document while you write.
5. Use the following Hedberg Library knowledgebase articles:
   - Finding and Installing EndNote Web
   - Adding Citations to EndNote Web
   - Using MyEndNote Web Plug-In for Word
6. Consult the EndNote tab on the Psychology subject guide for more information (http://carthage.libguides.com/psychology)