NOTE: For a detailed tutorial on the research process, see EMPOWER at http://library.wichita.edu/empower/.

General Tips for Searching E-resources
(Note: These techniques usually work with online catalogs, periodical databases, reference databases, search engines, and other standard library resources):

- To search for exact phrases, enclose them within double quotation marks:
  - “south carolina”
- To search for multiple endings of words, use an asterisk/star in place of the variant endings. This technique is known as “truncation.”
  - leader* (retrieves “leader,” “leaders,” “leadership,” etc.)
  - environment* (retrieves “environment,” “environments,” “environmental,” “environmentalists,” etc.)
- To find all terms, use the “and” command. This command narrows your search.
  - leadership and humor
  - NOTE: Certain resources (e.g., Google products) assume an “and” between multiple search terms, so you don’t need to include one there.
- To find synonymous/equally acceptable terms, use the “or” command (and enclose the phrase within parentheses). This command broadens your search.
  - leadership and (gender or sex)

Finding Reference/Background Materials
- Useful electronic reference sources are listed on the “Professional Leadership” page within the library’s “E-Resources (arranged by academic discipline)” section.

Finding Books
- To find books in Converse’s Mickel Library, use the Mickel Library Catalog:
  - “Subject” searches: use when searching for a single concept and you know the correct subject heading, e.g.,
    - leadership – united states
    - school administrators
• “Keyword” searches: use when combining multiple concepts and/or you don’t know the correct subject heading(s), e.g.,
  • women and leader* and “south carolina”
  • principals and elementary
  o To find eBooks, use the eBook Collection from EBSCOhost and Ebook Central (ProQuest) on the “E-Book Databases” page on our library’s web site.
  o To find books (over 12 million) in college/university libraries in South Carolina, most of which can be borrowed, use PASCAL Delivers.
  o To find books in libraries throughout the U.S., most of which can be borrowed via Interlibrary Loan, use WorldCat.

Finding Doctoral Dissertations
• ProQuest Dissertations & Theses Global - 2.5 million full-text dissertations/theses (1997 –) as well as 5 million citations to dissertations/theses from thousands of universities around the world.
  o Sample search:
    • Note: in order to exclude a large number of irrelevant dissertations, I’d recommend using the “Advanced Search” option and restricting your search to the “Abstract” field:
      • principals and “sense of humor”
• OpenDissertations - citations to dissertations/theses from the early 20th to the present; occasionally provides a link to the complete dissertation/thesis.

Finding Periodical Articles
• Periodical Databases
  • Business Source Premier -- one of the world’s largest business databases, comprising thousands of periodicals in areas such as marketing, economics, finance, etc.
    o Sample searches:
      • “prepared foods” and grocer* and consumer*
      • success* and delegate*
  • Academic Search Complete – covers over 12k magazines and academic journals in all disciplines; more than 8k of these titles include the complete text of the articles.
    o Sample search:
      • “school uniforms” and achievement
• PsycINFO/PsycARTICLES - PsycINFO covers thousands of journals in psychology and related disciplines. Includes citations and abstracts. PsycARTICLES provides full-text articles from 70+ of the journals indexed in PsycINFO.
    o Sample search:
      • narcissis* and leadership
• **ERIC (Education Resources Information Center)** – the most comprehensive index to education-related documents. Includes citations, abstracts, and often the full text of journal articles and other resources. Goes back to 1966.
  - Search statement:
    - “word problems” and (math or mathematics) and (“middle school” or “junior high”)
• **Education Full Text** – indexes over 700 journals in education and provides the full text of around 350 of these.
• **Professional Development Collection** – indexes around 500 education journals, most of them peer-reviewed publications. Includes the full text of many of these journals.

- **Individual Journals**
  - **Leadership Quarterly** (2016 - )
  - **Review of Research in Education** (1999 - )
  - **Group and Organization Management** (1999 - )
  - **Organization Science** (1998 - )

**Using Interlibrary Loan**

- If the Converse’s Mickel Library doesn’t own an article or book, you have a couple of options for obtaining materials from other libraries.
  - For books, first check out **PASCAL Delivers**, a statewide system that allows you to borrow books from other South Carolina colleges and universities. Click on “Request item for delivery” and follow the steps; these books will arrive in just a few days.
  - For books not available through PASCAL and all other materials (such as journal articles), select “Interlibrary Loan” from this page and log in. Please make sure that you select the correct form (e.g., Journal Article Request, Book Request) and fill it out as completely as you can. Articles generally arrive within 2-7 business days, while books usually take 5-14 business days.

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Spring 2020