

## Object:

- ✓ Find enough (not too many) sources
- ✓ High quality (scholarly) sources

## Finding Sources | Keyword Strategies | Subject Strategies

### “Enough sources”

- ✓ List possible keywords that will hit the target
- ✓ List synonyms for those keywords
- ✓ OR | “Any of these” | “One or more of” – (money OR currency)
- ✓ Truncation – use the root of the word, plus a symbol to get all variations of the word. The symbol may vary with different databases or search engines. [\* ?]
  - famil\* = family, families, *but also* familiar
  - tax\* = tax, taxes, taxation, *but also* taxonomy

### “Not too many”

- ✓ AND | “All of these” – (family AND policy)
- ✓ NOT | “None of these” | “unwanted words” – (charity NOT faith)
- ✓ “Quotes” are used to find words as a phrase – “welfare reform”

### Subjects

Find a great article or book for your topic? Check the subject headings.

- ✓ Click on subject headings to return “more like this”
- ✓ Use the subject headings in your next search

## High Quality Sources

### Choice of resource

- ✓ Databases (online indexes and journal packages) listed by subject:
  - <http://academic.hws.edu/library/databases.asp>
- ✓ “Play the Database” – test drive its search features and results
- ✓ Try the “Advanced Level” – look for advanced search options
- ✓ Look for “Hidden Treasures”
  - Find the truncation symbol
  - Discover how to print, email, or download results
  - Limit your results to:
    - “Peer reviewed” OR Scholarly
    - By date
    - By language

“Added bonus” – is there a bibliography at the end of the article? Check out those sources too.

## Making Your Life Easier

- ✓ Start early so you can take advantage of Interlibrary Loan
- ✓ In a rush? Limit to items held by HWS or full text
- ✓ Explore the email and download options to manage your citations electronically
- ✓ Hit a wall? Ask a Reference Librarian!