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## **THE LIBRARY**

<http://www.ssc.edu>

The Library at South Suburban College is a central service area for books, periodicals, audiovisual materials, online resources, and databases that support the classroom needs of the students as well as the research and informational needs of the college community.

The collection focuses on the specific course work offered at South Suburban College. Membership in the Metropolitan Library System (MLS) enhances the Library's resources and makes our collection available throughout the community

The Library encourages self-inquiry by teaching the users how and where to find information, how to enjoy and evaluate the world of books, magazines, media and online resources. The Library staff will be happy to give assistance in locating materials for college assignments, personal projects or general information.

### **I. GENERAL INFORMATION**

#### **Library Hours**

Monday thru Thursday	8:00 a.m. - 9:00 p.m.
Friday	8:00 a.m. - 4:00 p.m.
Saturday	9:00 a.m. - 2:00 p.m.

#### **Summer semester:**

Monday thru Thursday 8:00 a.m. - 8:00 p.m.

#### **Telephone Numbers**

SSC main switchboard	(708) 596 - 2000
Reference Desk	X5750
Circulation Desk	X5751
Telecourses	X2464
Fax	(708) 210-5755
University & College Center	(708) 225-6000

Reminders are sent out when the material is overdue. In case of outstanding fines or unreturned materials at the end of the semester, students will be placed on computer hold to prevent further registration.

#### **Conduct**

The Library is designed to provide students with a quiet place for reading, study and research. Consideration for the rights and needs of others should be the guiding principal of conduct within the Library.

**Eating, drinking, smoking and using cell phones are not permitted in the Library.**

## II. USING THE LIBRARY

### Procedures for Checking Out Materials Your South Suburban College Library Card

Your SSC Student ID card with its bar-coded label is required for checking out any Library materials (including Reserve Materials). ID pictures are taken at the Student Services Office once the semester begins. Register your ID card with the Circulation Staff the first time you use the Library. Keep your ID card the whole time you are a student at SSC. Each semester update your card with the Circulation Staff. **DO NOT LOSE YOUR CARD AND REMEMBER YOU ARE THE RESPONSIBLE CARD HOLDER! REPLACEMENT FOR LOST CARD IS \$5.00** Area residents may check out books with a current Metropolitan Library System Card from their local public library.

#### Reserve Materials

Books, videos, and articles used in a specific course of study are kept at the Circulation Desk for a limited use. SSC students can only check out reserve Materials.

#### Fines

If material is not returned to the Library on the date due, a fine is charged for each day the material is late. Collection of fines is enforced to encourage the return of materials so that other students may use them.

#### Fine Schedule

3 Week Books	\$0.10 a day
Reserve Material	\$0.50 a day
Pamphlets	\$0.10 a day
Current Textbooks	\$3.00 a day
Old Textbooks	\$1.00 a day
Graphic Calculators	\$5.00 a day
Scientific Calculators	\$0.50 a day

#### Government Documents

The Library has been a Federal Depository Library since 1989 receiving publications issued by United States Government agencies. There are publications on careers, business, space exploration, health, nutrition education, energy as well as numerous other subjects. The Library has two computer stations designated for the research of Government Information on the World Wide Web.

#### Pamphlet File

The files contain pamphlets and other current printed materials arranged by subject. Materials from the Pamphlet File may be checked for one week at the Circulation Desk. Seven (7) items may be checked out at one time.

#### Telecourses

Telecourses are college credit courses offered on video and/or audiotape. Telecourses provide a different way to earn college credit through independent study. **Telecourses are more difficult** than traditional classroom courses. Successful Telecourse students are those who are mature, enjoy working on their own and are highly motivated.

## VIEWING VIDEO TAPES

Telecourse students may choose to view their video lessons by one of the following methods:

- 1.) The most popular method for viewing lessons is checking tapes out for home viewing. Tapes are checked out on a first-come, first-served basis. We do not reserve tapes. **It is the student's responsibility to know and understand the check out policy in the Telecourse Lab Student Handbook.**
- 2.) Many students choose to view their video lessons in the Library. Doing so eliminates the distractions and interruptions that can exist at home.
- 3.) Videotapes are available at the SSC University and College Center located in Oak Forest. **(Viewing is on site only. Checkout is not available.)**
- 4.) A limited number of "Semester Sets" are available for home use. Each set consists of the complete series of tapes needed for the specified Telecourse. The sets may be checked out for the duration of the semester. Sets are checked out on a first come- first served basis. Students who choose this option must leave a \$40 deposit at the time of check out. The deposit is required whether sets are checked out at the beginning, middle or end of the semester. When the tapes are returned on time, the student will receive a refund of \$20. The refund applies whether you return the sets at the beginning, middle or end of the term.

## TESTING INFORMATION

\*It's the student's responsibility to read and understand the testing policy in the Telecourse Lab Student Handbook.

Testing is held in the Telecourse Department in the Library. No reservation is needed. Testing is conducted on a walk-in basis. **STUDENTS MUST HAVE A SSC PHOTO ID AND LIBRARY CARD** each time they test. Under no circumstance will an exception to this policy be permitted.

**We stop handing out tests 1 hour before closing.**

### Photocopying

Coin copy machines are available for use near the Circulation Desk. The cost is \$.10 a page.

### HAVE YOU PURCHASED YOUR CARD YET?

1. After typing a paper
2. Select Print
3. The Pharos pop up screen appears
4. Type In your name, using your first Initial and last name, *example:* jsmith (no spaces or caps)
5. The Pharos pop up screen appears
6. Confirm print cost or "Cancel" If don't wish to print

7. Walk to the release station
  8. Insert print card into card reader
  9. Enter your name exactly the same as above, *example:*  
jsmith (no spaces or caps)
  10. Click logon
  11. Select your print job
  12. Click print (bottom of screen will tell you which printer  
your job will come out of)
  13. Click log off at bottom of screen, and your card will  
pop out
- \*Note\* All unprinted documents are purged automatically  
after two hours.

### **Interlibrary Loan (III)**

Our membership in MLS has enhanced our ability to provide students and staff access to the more than seven million titles on SWAN, the SLS Online catalog and to the Virtual Illinois Catalog (VIC) and IShare Online which include public and academic resources in Illinois and to worldwide coverage through OCLC.

From your own home you can search Illinois resources at the following addresses:

Swan Online Catalog <http://swanencore.mls.libiil.us>

I- Share <https://i-share.carli.illinois.edu/ilcso/cgi.bin/welcome>

Virtual Illinois Library [www.vic.lib.il.us](http://www.vic.lib.il.us)

Books, magazine and journal articles, and many audiovisual materials may be requested on Interlibrary Loan from the Librarian.

### **Periodicals and Newspapers**

The Library has 10 Newspaper titles.  
Periodicals can be checked out..

### **Reference**

A librarian can be found at the Reference Desk during most hours the Library is open. The Reference Librarian will assist in answering specific questions or in using the many resource.

### **Archives**

The Archives collection is located on the 2<sup>nd</sup> Level of the Library. See a reference librarian if you would like to use this non-circulating collection

### **SWAN**

The South Suburban College Online catalog (SWAN) allows access to 7 million records of books, videos, CD's and other materials in over 75 libraries across the southern suburbs. The web-access format goes beyond a traditional card catalog, with point-and-click navigation and pull down menus which gives the user the ability to search and combine words, places, publishing information and type of materials to find what they want, where it is located and if it is currently ON SHELF.

### **Basic Searching**

You may search the Swan catalog by **TITLE, AUTHOR, AUTHOR/TITLE, SUBJECT, ANY WORD ANYWHERE or CALL NUMBER**. Choose what kind of search you wish to do and enter the word or words you wish to search with in the box. You may change the location from **ALL SLS LIBRARIES** by using the pull down menu. Click on the **SEARCH** button or press **ENTER** to begin your search.

You will get a list which gives the entries and the number found. You can then click on **FULL RECORD**, which will give you the location and copyright dates of the items. Clicking on the specific item will give you its call number and shelf status. Use the Buttons above or below your search information to move through the display. **NEXT PAGE** or **RECORD** will take you back. **START NEW SEARCH** will return you to the beginning search screen and let you start over. **RUN A SIMILAR SEARCH** will let you do another search just like the first. **RUN AS A KEYWORD SEARCH** will change your terms into keywords and run the entire catalog for those words. This is useful for times when you are not sure you have the exact wording of a title or subject.

### **Narrowing Your Search**

Clicking on the **NARROW YOUR SEARCH** button gives you several ways to make your search more exact. Pull down menus allow you to choose material type, language, location or audience level and boxes allow you to type in year of publication, publisher, or additional words in a title or to arrange the list in chronological order, beginning with the most recent. When you've filled in your choices, click on **LIMIT/SORT**.

### **Linking Your Search**

Any highlighted term is linked in this catalog so that you can search for other materials by the same author, subject, call number or series. This allows you to find similar material. It also lets you scan the shelves without leaving the computer.

## **III. HOW TO LOCATE YOUR MATERIALS**

Additional symbols are noted above the call number to indicate special shelving areas.

Fiction - FIC  
Reference - R  
Government Document Reference - DR  
Government Documents - (According to their Su-Doc Classification)  
Audiovisual Materials - (According to their format)  
AD - Audio Disc (Record)  
AC - Audio Cassette  
FS - Filmstrip  
KT - Kit  
LD - Laser Disc  
MP - Motion Picture  
VC - Video Cassette

### **Indexes**

To locate articles in magazines and journals, various print indexes are available for research needs. These indexes list articles by subject and are updated regularly with annual cumulations of the listings. These indexes are located on the Index Tables on the 2<sup>nd</sup> Floor.

**Chicago Daily Law Bulletin**

Current Quarter Only

Chicago Tribune Index	1989 - 1993
General Science Index	June 1983 - Present
Humanities Index	April 1984 - Present
Reader's Guide to Periodical Literature	March 1976 - Present
Social Science Index	April 1984 - Present

# South Suburban College

## ONLINE DATABASES

**Cinahl-** (on EBSCOhost) . (Credo Reference)  
**Credo Reference** – <http://www.credoreference.com> Username – [admin@ssc.edu](mailto:admin@ssc.edu) Password – truck99 Remote User Name – Suburban User ID – credo 10  
**EBSCOhost-** ( <http://search.ebscohost.com>) Username – s8886252 User ID – ssc Remote User Name – South User ID - Suburban  
**Eric-** (on EBSCOhost)  
**Find-It-Illinois-** (<http://findit.sos.state.il.us>)  
**First Search-** (<http://newfirstsearch.oclc.org>) Authorization: 100-109-171  
**Password:** heed#mxxe  
**Groves Encyclopedia-** ([www.oxfordmusiconline.com](http://www.oxfordmusiconline.com)) Username- suburban Password- suburban  
**Health Source Plus-** (on EBSCOhost)  
**Literary Reference Center-** (<http://infotrac.galegroup.com/itweb/sout20411?db=SciRC>) Password- sout 20411  
**Naxos-** ([www.naxosmusiclibrary.com](http://www.naxosmusiclibrary.com)) Username- SouthSuburbanCLB Password- SouthSuburbanCLB  
**Newsbank (Chicago Tribune) -** (<http://infoweb.newsbank.com>) User Name- 9169 Password- 9169 REMOTE Username: ra9169 Password: ra9169  
**Novelist-** (on EBSCOhost)  
**Oxford English Dictionary-** (<http://dictionary.oed.com>)  
**PsyArticles-** (on EBSCOhost) Username- BBM Password- BBM  
**Social Sciences-** (EBSCOhost) Username- BBM Password- BBM  
**Students.Gov-** ( <http://www.students.gov>) Authorization: S8886252  
**Password:** SSC REMOTE- Authorization: south **Password:** suburban  
**USA.gov-** (<http://usa.gov.gov>)

### Saving or Printing Your Searches

You can mark specific records or items and save them. As you search the catalog you can **RETURN TO RESULTS LIST** to retrace your steps, or to look at other titles. Your choices will remain in the save file until you clear them **PRINT/SAVE RECORDS** will show you what you have selected and allow you to download it to a disk. To **PRINT**, pull down the **FILE** menu in the upper left corner of the screen and select **PRINT**, your record will be sent to the printer.

### South Suburban College's Holdings - 142 Records Total

<b>Title</b>	<b>Holdings</b>
ABA BANKING JOURNAL (FORMERLY BANKING)	2007 2007-
ACCOUNTING REVIEW	2007 JANUARY 2007-
ADVERTISING AGE	JANUARY 2007-
AFRICA TODAY	2007 SPRING 2007-
AMERICA	2007 2007-
AMERICAN JOURNAL OF SOCIOLOGY	2005 2005-
AMERICAN LIBRARIES (FORMERLY ALA BULLETIN)	2007 2007-
AMERICAN LITERATURE; A JOURNAL OF LITERARY HISTORY, CRITICISM AND BIBLIOGRAPHY	1970 MARCH 1970-1984 (MFCH)
AMERICAN MUSICOLOGICAL SOCIETY. NEWSLETTER	2006 -
AMERICAN PSYCHOLOGIST	2005 2005-
AMERICAN THEATRE (FORMERLY THEATRE COMMUNICATIONS)	2005 2005-
ART IN AMERICA	2006 2006-
ART NEWS	2006 2006-
BARRON'S (FORMERLY BARRON'S NATIONAL BUSINESS AND FINANCIAL WEEKLY)	CURRENT SIX MONTHS ONLY
BLACK ENTERPRISE	2007 2007-

BOOKLIST (FORMERLY BOOKLIST AND SUBSCRIPTION BOOKS BULLETIN)	2005 2005-
BROADCASTING AND CABLE (FORMERLY BROADCASTING)	2006 2006-
BUSINESS WEEK	2006 2006-
CERAMICS MONTHLY	2006 2006-
CHICAGO (FORMERLY CHICAGO GUIDE)	2006 2006
CHICAGO DAILY LAW BULLETIN	CURRENT THREE MONTHS ONLY
CHICAGO DAILY LAW BULLETIN QUARTERLY INDEX	CURRENT QUARTER ONLY
CHICAGO DEFENDER (1973) DAILY EDITION (FORMERLY CHICAGO DAILY DEFENDER)	CURRENT MONTH ONLY
CHICAGO HISTORY (CHICAGO HISTORICAL SOCIETY)	2005 FALL 2005-
CHICAGO SUN-TIMES	CURRENT THREE MONTHS ONLY
CHICAGO TRIBUNE	1973 JULY 1973-1993 (MFLM); 1994- (CD-ROM); CURRENT THREE MONTHS (NEWSPAPER)
CHICAGO TRIBUNE INDEX	1975 1975-1993; 1985- (ONLINE)
CHILD DEVELOPMENT	2006 2006-
CHILD WELFARE	2006 2006-
CHILDHOOD EDUCATION	2006 2006-
CHRISTIAN CENTURY	2006 2006-
CHRISTIANITY TODAY	2006 2006-
CHRONICLE OF HIGHER EDUCATION	CURRENT SIX MONTHS ONLY
CLASSICAL SINGER (FORMERLY NEW YORK OPERA NEWSLETTER)	JULY 2009-
COLLEGE AND RESEARCH LIBRARIES NEWS (FORMERLY ACRL NEWS)	2007 2007-
COLLEGE AND RESEARCH LIBRARIES/C RL	2007 2007-
COLLEGE ENGLISH	2006 2006-

COMMUNITY COLLEGE JOURNAL (FORMERLY JUNIOR COLLEGE JOURNAL; CONTINUED AS COMMUNITY, TECHNICAL AND JUNIOR COLLEGE JOURNAL)	2007 2007-
COMPUTERWORLD	2007 2007-
CONGRESSIONAL DIGEST (FORMERLY CAPITOL EYE)	2007 2007-
CRAIN'S CHICAGO BUSINESS	2007 2007-
CRISIS (CONTINUED AS NEW CRISIS)	1910 NOV 1910-NOV 1968 (MFLM)
CURRENT HEALTH TWO (FORMERLY CURRENT HEALTH)	2006 2006-
CURRENT HISTORY (1941) (FORMERLY CURRENT HISTORY AND FORUM; FORMERLY EVENTS)	2006 2006-
CURRENT MUSICOLOGY	2006 -
DAILY SOUTHTOWN (FORMERLY SOUTHTOWN ECONOMIST; CONTINUED AS SOUTHTOWN STAR)	CURRENT MONTH ONLY
DIVERSE ISSUES IN HIGHER EDUCATION (FORMERLY BLACK ISSUES IN HIGHER EDUCATION)	2007 2007-
EARLY CHILDHOOD EDUCATION JOURNAL (FORMERLY DAY CARE AND EARLY EDUCATION)	2006 2006-
EBONY	NEW
ESSENCE	NEW
EDUCATION INDEX	2005 2005-
EDUCATION; MONTHLY MAGAZINE DEVOTED TO THE SCIENCE, ART, PHILOSOPHY LITERATURE OF EDUCATION	2005 2005-
ENGLISH JOURNAL	2005 2005-
EXCEPTIONAL CHILDREN	2005 2005-
EXPLICATOR	1942 1942OCT - JUNE 1984 (MFLM)
FAMILY RELATIONS (FORMERLY FAMILY COORDINATOR)	2006 2006-
FILM QUARTERLY (FORMERLY QUARTERLY OF FILM, RADIO, AND TELEVISION)	WINTER 2009 2009-

FITNESS	2006 2006-
GENERAL SCIENCE INDEX	1983 JUNE 1983-
GRAPHIC ARTS MONTHLY AND THE PRINTING INDUSTRY (CONTINUED AS GRAPHIC ARTS MONTHLY)	2006 2006-
HEALTH (SAN FRANCISCO,CA.) (FORMERLY HEALTH; AND FORMERLY IN HEALTH)	2006 2006-
HISPANIC	2006 2006-
HUMANIST (N.Y.)	2006 2006-
HUMANITIES INDEX	1986 APRIL 1986-
ILLINOIS HERITAGE	2005 FALL 2005-
ILLINOIS HISTORY	2005 2005-
ILLINOIS ISSUES	2005 2005-
INFORMATION MANAGEMENT JOURNAL (FORMERLY RECORDS MANAGEMENT JOURNAL)	2007 2007-
INFORMATION TECHNOLOGY AND LIBRARIES (FORMERLY JOURNAL OF LIBRARY AUTOMATION)	2007 2007-
JET	2007 2007-
JOURNAL OF ABNORMAL PSYCHOLOGY (FORMERLY JOURNAL OF ABNORMAL AND SOCIAL PSYCHOLOGY)	2005 2005-
JOURNAL OF ACCOUNTANCY	2007 2007-
JOURNAL OF ADOLESCENT AND ADULT LITERACY (FORMERLY JOURNAL OF READING)	2006 2006-
JOURNAL OF BAND RESEARCH	JULY 2009-
JOURNAL OF BLACKS IN HIGHER EDUCATION	2006 2006-
JOURNAL OF COUNSELING AND DEVELOPMENT (FORMERLY PERSONNEL AND GUIDANCE JOURNAL)	2006 2006-
JOURNAL OF COURT REPORTING	2006 2006-
JOURNAL OF CRIMINAL LAW AND CRIMINOLOGY (FORMERLY JOURNAL OF CRIMINAL LAW, CRIMINOLOGY AND POLICE SCIENCE)	2006 2006-
JOURNAL OF MARKETING	2006 2006-
JOURNAL OF MARRIAGE AND THE FAMILY (FORMERLY MARRIAGE AND FAMILY LIVING)	2006 2006-

JOURNAL OF MUSIC THEORY	2006-
JOURNAL OF PSYCHOLOGY	
JOURNAL OF RESEARCH IN CHILDHOOD EDUCATION	2006 2006-
JOURNAL OF SCHOOL HEALTH	1998 1998-
JOURNAL OF SMALL BUSINESS MANAGEMENT	2006 2006-
JOURNAL OF SOCIAL ISSUES	2006 2006-
JOURNAL OF THE AMERICAN MUSICOLOGICAL SOCIETY	2006-
JOURNAL OF THE ILLINOIS STATE HISTORICAL SOCIETY (1998) (FORMERLY ILLINOIS HISTORICAL JOURNAL)	2005 WINTER 2005-
JOURNALISM AND MASS COMMUNICATION QUARTERLY (FORMERLY JOURNALISM QUARTERLY)	2006 2006-
LANGUAGE ARTS (FORMERLY ELEMENTARY ENGLISH)	2006 2006-
LAW AND ORDER	2007 2007-
LIBRARY JOURNAL (FORMERLY LJ)	2007 2007-
LIFE	1998 1998 MAY- 2000
MATH HORIZONS	2006 2006-
MEN'S HEALTH	2006 MARCH 2006-
MODERN FICTION STUDIES	1955 FEB 1955- WINTER 1971 (MFLM); 2006 SPRING 2006-
MONTHLY LABOR REVIEW	2006 2006-
NATIONAL GEOGRAPHIC (FORMERLY NATIONAL GEOGRAPHIC MAGAZINE)	2006 2006-
NEW AFRICAN	2006 2006-
NEW SCIENTIST	2006 2006-
NEW YORK TIMES	1961 1961-1990 (MFLM); 1991- (CD-ROM)
NEWSWEEK	2006 2006-
NINETEENTH-CENTURY FICTION (CONTINUED AS NINETEENTH-CENTURY LITERATURE)	1945 SUMMER 1945- MARCH 1957 (MFLM)
OCCUPATIONAL OUTLOOK QUARTERLY	2001 WINTER

	2001/2002-
PARALEGAL TODAY	2006 2006-
PC MAGAZINE	
PEOPLE WEEKLY (CONTINUED AS PEOPLE)	2006 2006-
PHI DELTA KAPPAN	2006 2006-
PMLA: PUBLICATIONS OF THE MODERN LANGUAGE ASSOCIATION OF AMERICA	1924 1924-1969 (MFLM); 1970-1980 (MFCH)
POETRY	2006 2006-
POLICE CHIEF	2006 2006-
POPULAR SCIENCE (FORMERLY POPULAR SCIENCE MONTHLY)	2006 2006-
POTTERY MAKING ILLUSTRATED	2006 JANUARY 2006-
PREVENTION	2000 2000-
PUBLIC HEALTH REPORTS (1974) (FORMERLY HEALTH SERVICE REPORTS)	2005 2005-
READERS' GUIDE TO PERIODICAL LITERATURE	1983 MARCH 1983-
READING TEACHER	2006 2006-
READING TODAY (FORMERLY READING (NEWARK, DE))	2006 2006-
RECORDS MANAGEMENT QUARTERLY (1967) (CONTINUED AS ARMA RECORDS MANAGEMENT QUARTERLY)	1967 1967-OCT 1975 (MFCH)
RECORDS MANAGEMENT QUARTERLY (1986) (FORMERLY ARMA RECORDS MANAGEMENT QUARTERLY)	1986 1986-1993 (MFCH)
SATURDAY REVIEW (1952) (FORMERLY SATURDAY REVIEW OF LITERATURE; CONTINUED AS FOUR PARTS WITH JAN.1973: SATURDAY REVIEW OF THE ARTS; SATURDAY REVIEW OF EDUCATION; SATURDAY REVIEW OF THE SCIENCES; SATURDAY REVIEW OF THE SOCIETY)	1952 1952-1965 (MFLM)
SCIENTIFIC AMERICAN	2006 2006-
SMART COMPUTING IN PLAIN ENGLISH (FORMERLY PC NOVICE)	2007 2007-
SOCIAL PROBLEMS	2006 2006-

SOCIAL SCIENCES INDEX (FORMERLY SOCIAL SCIENCES AND HUMANITIES INDEX)	1984 APRIL 1984-
SOCIAL WORK	2006 2006 -
SOCIETY (FORMERLY TRANS-ACTION)	2006 2006-
SOUTH SUBURBAN STANDARD	CURRENT THREE MONTHS ONLY
SPORTS ILLUSTRATED	2007 2007-
STAR (LOCAL REGIONAL NEWSPAPER)	CURRENT MONTH ONLY
STUDIES IN SHORT FICTION	1963 FALL 1963-FALL 1978 (MFLM)
STUDIO POTTER	2006 SUMMER 2006-
SURVEY OF CURRENT BUSINESS (FORMERLY BUSINESS CONDITIONS DIGEST: BCD)	2005 2005-
TEACHING EXCEPTIONAL CHILDREN	2006 2006-
TIME; THE WEEKLY NEWS MAGAZINE	2006 2006-
U.S. CATHOLIC	2007 2007-
USA TODAY	
U.S. NEWS AND WORLD REPORT (FORMERLY UNITED STATES NEWS)	2006 2006-
UN CHRONICLE (FORMERLY UN MONTHLY CHRONICLE; CONTINUED AS UNITED NATIONS CHRONICLE)	2006 2006-
VITAL SPEECHES OF THE DAY	2006 2006-
WALL STREET JOURNAL	CURRENT THREE MONTHS ONLY
WIRED	2007 2007-
YOUNG CHILDREN (FORMERLY JOURNAL OF NURSERY EDUCATION; CONTINUED AS YC YOUNG CHILDREN)	2006 2006-

### **Using the Internet/LAN Terminals**

There are several Internet/LAN terminals in the Library for doing research using SSC database subscriptions and the World Wide Web. **The Library computers do offer word processing.**

### **DEWEY DECIMAL CLASSIFICATION**

- 000 - Generalities
- 100 - Philosophy & Psychology
- 200 - Religion
- 300 - Social Sciences
- 400 - Language
- 500 - Natural Sciences & Mathematics
- 600 - Technology
- 700 - Arts
- 800 - Literature & Rhetoric
- 900 - Geography - History

### **HOW TO LOCATE GOVERNMENT DOCUMENTS**

- A - Agriculture
- C - Commerce Department
- D - Defense Department
- E - Energy Department
- ED - Education
- GA - General Accounting Office
- GS - General Services
- HE - Health and Human Services
- I - Interior Department
- J - Justice Department
- L - Labor Department
- LC - Library of Congress
- NAS - National Aeronautics and Space Administration
- PrEx - Executive Office of the President
- S - State Department
- SI - Smithsonian Institution
- TD - Transportation
- X, Y - Congress

## V. CITING SOURCES FROM ELECTRONIC MEDIA

### 1. NOTE ON THE PRINTING OF ELECTRONIC SOURCES

It is important to print copies of all cited material from electronic sources. Printed copies of source material will provide instructors and other readers a means to check the accuracy of quoted, summarized, and/or paraphrased information. Printed copies will also provide page numbers where sources do not provide them. They will also provide page numbers where sources do not provide them. They will also provide students with the information necessary to document the source.

If the printed copy does not automatically provide information such as the Web Address, please add the Web Address to your printed copy of the cited material. If the printed copy does not contain page numbers, add page numbers to the printout, beginning with 1, and number each of the following pages in consecutive order.

Each listing contains information and order of information to be followed for the citation. Each also contains a sample citation, which you may use as a model.

### 2. ELECTRONIC DATABASES

1. Name of author (if given)
2. Publication information for the printed source (including title and date of publication)
3. Title of the database (underlined)
4. Name of the computer service
5. Date of access ( in parentheses)
6. The inclusive page numbers of the printout

#### **SAMPLE:**

Angier, Natalie. "Chemists Learn Why Vegetables Are Good for You."  
New York Times 13 Apr. 1993, late ed. C1.  
New York Times Online. Nexis. (10 Feb. 1994) 1

### 3. CD-ROMS

1. Name of author (if given)
2. Title of material accessed (in quotation marks)
3. Date of the material (if given)
4. Title of the CD-ROM
5. Name of the computer service (if given)

6. Date of access (in parentheses)
7. Inclusive page numbers of your printout

**SAMPLE:**

“Middle Ages”. Academic American Encyclopedia. Prodigy.  
(30 Mar. 1992) 1-3

**4. FTP SITES (file transfer protocol Sites)**

1. Name of author (if given)
2. Title of material accessed (in quotation marks)
3. Date of publication (if any)
4. Abbreviation ftp
5. Address of the ftp site, enclosed in angle brackets (with no closing punctuation)
6. Full path to follow to find the paper (with no closing punctuation)
7. Date of access (in parentheses)
8. Inclusive page numbers of your printout

**SAMPLE:**

Bruckman, Amy. “Approaches to Managing Deviant Behavior in Virtual Communities.” <ftp://ftp.media.mit.edu/pub/asb/papers/> deviance4-chi-94> (4 Dec. 1994) 1-6

**5. WORLD WIDE WEB SITES (WWW)**

1. Author’s name (if given)
2. Title of material accessed (in quotation marks)
3. Title of complete work(if applicable) underlined
4. Date of publication or last revision(if applicable)
5. Full http address (URL) enclosed within angle brackets
6. Date of visit in parentheses
7. Inclusive page numbers of your printout

**SAMPLE:**

Burka, Lauren P. “A Hypertext History of Multi-User Dimensions.” MUD History. 1993  
< http://www.ccs.neu.ed /home/lpb/mud-history.html >  
(5 Dec. 1994) 1-4

**6. TELNET SITES**

1. Author’s name (if given)
2. Title of material accessed (if given) in quotation marks
3. Title of complete work (if applicable) underlined

4. Date of publication (if given) followed by a period
5. Complete telnet address (with no closing punctuation)
6. Directions to access the material
7. Date of visit (in parentheses)
8. Inclusive page numbers of your printout

**SAMPLE:**

Gomes, Lee. "Xerox's On-line Neighborhood: A Great Place to Visit  
Mercury News. 3 May 1992. Telnet lamba. Parc.Xerox.com 8888,  
\_@go #59827, press 13 (5 Dec.1994) 1-3

**7. SYNCHRONOUS COMMUNICATIONS**

1. Name of speaker(s) (if known)
2. Type of communication (i.e. group discussion, personal interview)
3. Address (if applicable)
4. Date in parentheses
5. Inclusive page numbers of your printout

**SAMPLE:**

Harnack, Andrew. Group discussion. Telnet moo.du.org/port+8888  
(4 Apr. 1996) 1-2

**8. GOPHER SITES**

1. Author's name
2. Title of material accessed (in quotation marks)
3. Print publication information (underlined when appropriate)
4. Gopher path followed to access the material, with slashes to indicate menu selections, or full http address (URL) enclosed within angle brackets
5. Date of access (in parentheses)
6. Inclusive page numbers of your printout

**SAMPLE:**

Quittner, Joshua. "Far Out: Welcome to Their World Built of MUD."  
Published in Newsday 7 Nov. 1993. Gopher University of Koeln/  
About MUDs, MOOs, and MUSEs in Education/Selected Papers.  
Newsday (5 Dec. 1994) 1-13

**9. LISTSERV MESSAGES**

1. Author's name (if given)
2. Author's e-mail address (enclosed in brackets)
3. Subject line from the posting (in quotation marks)
4. Date of publication
5. Address of the listserv (enclosed in angle marks)

6. Date of access (in parentheses)
7. Inclusive page numbers of your printout

**SAMPLE:**

Seabrook, Richard H.C. < seabrook@clark.net  
<mailto:seabrook@clark.net>> “Community And Progress.”  
22 Jan. 1994  
<cybermind@jefferson.village.virginia.edu <mailto:  
cybermind@jefferson.village.virginia.edu> > (22 Jan. 1994) 1-3

To cite a file archived at a listserv or Web address, provide the following information after the publication date:

- a. The list address (rather than a particular message-author’s address) as the source of a list message (enclosed in angle brackets)
- b. The appropriate address for the list’s archive (indicated by via), (enclosed in angle brackets)
- c. The date of access (in parentheses)
- d. Inclusive page numbers of your printout

**SAMPLE:**

Seabrook, Richard H.C. < seabrook@clark.net  
<mailto:seabrook@clark.net>> “Community and Progress.”  
22 Jan. 1994  
< cybermind@jefferson.village.virginia.edu  
<mailto:cybermind@jefferson.village.virginia.edu>> via  
< listserv@jefferson.village.edu  
<mailto:listserv@jefferson.village.edu>> (29 Jan. 1994) 1-3

## 10. NEWSGROUP MESSAGES ( USENET)

1. Author’s name (if given)
2. Author’s e-mail address (enclosed in angle brackets)
3. Subject line from the posting (in quotation marks)
4. Date of publication
5. Name of the newsgroup (enclosed in angle brackets)
6. Date of access (in parentheses)
7. Inclusive page numbers of your printout

**SAMPLE:**

Slade, Robert. < res@maths.bath.ac.uk  
<mailto:res@maths.bath.ac.uk> >



How do I... Cite Resources?

# APA Citation Guide

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## Introduction

This guide is based on the *Publication Manual of the American Psychological Association*, 5th ed. (Washington, DC: American Psychological Association, 2001).

Use the **Reference** style for items listed alphabetically at the end of the research paper. The **In-Text** style is for the same items referred to in the body of the paper. Include page numbers in the In-Text style only when directly quoting from a source (as shown in all examples below).

When paraphrasing from the source, omit the In-Text page numbers.

For additional examples, please refer to the [MLA Handbook](#) available at the Library Reference Desk

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### Book

APA Last, F. M. (Year Published). Book. City Published: Publisher.

EX: Carley, M. J. (1999). *The alliance that never was and the coming of world war II*. Chicago: Ivan R Dee Publisher.

## Chapter/Anthology

**APA** Last, F. M. (Year Published). Section Title. In F. M. Last (ED.), Book/Anthology (Edition Pages). City Published: Publisher

EX: Melville, H. (1989). Hawthorn and his mooses. In N. Baym (ED.), The Norton anthology of American literature (3<sup>rd</sup> ed., pp. 12-34). New York: W. W. Norton anthology & Company.

## Magazine

APA Last, F. M. (Year, Month Day). Article. Newspaper, Pages(s). (EX:1-5or15)

EX: Pressman, A. (2008, September 29). Bottom fishing in rough waters. BusinessWeek, 27.

## Newspaper

APA Last, F. M. (Year, Month Day). Article. Newspaper, Pages(s).

EX: Campoy, A. (2008, September 23). Gasoline sugars in southeast after Ike. The Wall Street Journal, P. A14.

## Journal

APA Last, F. M., & Last, F. M. (Year). Article. Journal Name, Volume, Pages(s).

EX: Bharadwaj, P., & Ward, K. T. (2008). Ethical considerations of patients with pacemakers. American Family Physician, 78,398-399.

## Website

APA Last, F. M.(Year, Month Day). Article. In Website. Retrieved Month Day, Year, from URL

EX: Friedland, L. (2008, September 22). Top 10 natural and wildlife adventure travel trips. In About.com. Retrieved September 25, 2008. From <http://adventuretravel.about.com/od/ecotourism/tp/natur---wildlife-adventures.htm>

## Online Database (Journal)

APA Last, F. M. (Year). Article. Journal, Volume(Issue), Pages. Retrieved Month day, Year, from database.

EX: Ahn, H., & Kim, K. (2008). Using genetic algorithms to optimize nearest neighbors for datamining. Annals of operations Research, 263(1), 5-18. Retrieved September 25,2008, from the Academic Search Premier database.

# MLA Citation Guide

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## Introduction

This guide is based on the *MLA Handbook for Writers of Research Papers, 6th ed.* (Modern Language Society, 2003).

**Works Cited** items are listed alphabetically at the end of the research paper. **Parenthetical** references are for items referred to in the body of the paper.

For additional examples, please refer to the [MLA Handbook](#) available at the Library Reference Desk

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### Book

MLA Last, First M. Book. City Published: Publisher, Year Published. Print.

EX: Carley, Michael J. 1939: *The Alliance That Never Was and the Coming of World War II*. Chicago: Dee, 1999. Print.

### Chapter/Anthology

MLA Last, First M. Section Title. Book/Anthology. ED. First M. Last. Edition. City Published: Publisher, Year Published. Page Range. Print.

EX: Melville, Herman. Hawthorn and His Moses. *The Norton Anthology of American Literature*. Ed. Nina Baym. 3<sup>rd</sup> ed. New York: Norton, 1989. 5-25. Print.

## **Magazine**

MLA Last, First M. "Article title." Magazine Day Month Year: Pages(s). Print.

EX: Pressman, Aaron. "Bottom fishing in rough waters." BusinessWeek 29 Sept. 2008: 27. Print

## **Newspaper**

MLA Last, First M. "Article Name" Newspaper Day Month Year: Pages(s). Print

EX: Campoy, Ana. "Gasoline sugars in southeast after Ike." The Wall Street Journal 23 Sept. 2008: A14. Print.

## **Journal**

MLA Last, First M., and First M. Last. "Article." Journal Name Volume. Issue (Year): Pages(s). Print

EX: Bharadwaj, Parag, and Katherine T. "Ethical considerations of patients with pacemakers." American Family Physician 78 (2008): 398-99. Print

## **Website**

MLA Last, First M. "Website Article." Website. Publisher, Day Month Year. Web. Day Month Year.

EX: Friedland, Lois. "Top 10 natural and wildlife adventure travel trips." About.com. New York Times Company, 22 Sept. 2008. Web 25 Sept. 2008

## **Online Database (Journal)**

MLA Last, First M. "Article." Journal Volume.Issue (Year): Pages. Database. Web. Day Month Year.

EX: Ahn, Hyunchul, and Kyoung-jae kim. "Using Genetic Algorithms to Optimize Nearest Neighbors for Data Mining." Annals of Operations Research 263.1(2008): 5-18. Academic Search Premier. Web. 25 Sept. 2008.

## **TV/Radio**

MLA "Episode." Contributors. Program. Network. Call Letter, City, Date, Medium.

EX: "The Saudi Experience." Prod. Mary Walsh. Sixty Minutes. CBS. WCBS, New York. 5 May 2009. Television.

## **Film**

MLA Title. Contributors. Distributor, year of release. Medium Viewed.

EX: The Dark knight. Dir. Christopher Nolan. Perf. Christian bale, heath ledger, and Aaron Eckhart. Warner Bros., 2008. DVD.

## **Sound Recording**

MLA Contributors. "Song." Album. Band. Manufacturer, Year. Medium.

EX: Corgan, Billy, and Butch Vig. "Today." Siamese Dream. Smashing Pumpkins. Virgins Records America, 1993. CD.

## **Visual Art/Photograph**

MLA Last, First M. Painting. Year created. Medium of work. Museum / collection, City.

EX: Picasso, Pablo. Three Musicians. 1921. Oil on Panel. Museum of Mod. Art, New York.

## **Lecture/Speech**

MLA Last, First M. "Speech." Meeting/Organization. Location. Date. Description.

EX: Obama, Barack H. "Inaugural Address." 2009 Presidential Inaugural. Capitol Building Washington. 20 Jan. 2009. Address.

## **Interview**

MLA Interviewee. "Title." Interview by interviewer. Publication information. Medium.

EX: Abdul, Paula. Interview by Cynthia Mcfadden. Nightline. ABC. WABC, New York. 23 April. 2009. Television.

## **Cartoon**

MLA Last, First M. "Title." Cartoon/Comic Strip. Publication. Medium.

EX: Trudeau, Garry. "Doonesbury." Comic strip. New York Times 8 May 2008: 12. Print

# **Other Citation Questions?**

For other citation questions, see:

*MLA Style - Frequently Asked Questions* [http://www.mla.org/style\\_faq](http://www.mla.org/style_faq)

