A Guide to Accessing Scholarly Resources
Locating Information for American Politics Public Policy Paper

Scholarly vs. Non-Scholarly Journals
Review the comparative criteria to help you determine if a journal and/or journal article is of a scholarly nature.

<table>
<thead>
<tr>
<th>Scholarly journal article</th>
<th>Non-scholarly journal article</th>
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<tbody>
<tr>
<td><strong>Purpose</strong></td>
<td></td>
</tr>
<tr>
<td>To share with other scholars the results of primary research and experiments.</td>
<td>To entertain or inform in a broad, general sense.</td>
</tr>
<tr>
<td><strong>Author</strong></td>
<td></td>
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<tr>
<td>A respected scholar or researcher in the field; an expert in the topic; authors’ names are always noted.</td>
<td>A journalist or feature writer; authors’ names not always noted.</td>
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<tr>
<td><strong>Publisher</strong></td>
<td></td>
</tr>
<tr>
<td>A professional association; a university or known scholarly publisher.</td>
<td>A commercial publisher.</td>
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<tr>
<td><strong>Publication Acceptance</strong></td>
<td></td>
</tr>
<tr>
<td>Experts (peers) in the field review each article submission before publication acceptance.</td>
<td>Writers are often employed by the magazine or publisher; acceptance is based largely on the topic’s consumer appeal.</td>
</tr>
<tr>
<td><strong>Appearance</strong></td>
<td></td>
</tr>
<tr>
<td>Very basic layout, usually black text on white paper; tables or charts to illustrate research components; advertising is at a minimum and is subject-related.</td>
<td>Often printed on glossy paper with colored text or headlines; usually has accompanying photographs and many advertisements.</td>
</tr>
<tr>
<td><strong>References</strong></td>
<td></td>
</tr>
<tr>
<td>Always cited and expected.</td>
<td>Very uncommon; may contain vague referrals.</td>
</tr>
<tr>
<td><strong>Examples</strong></td>
<td></td>
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<tr>
<td>American Journal of Political Science, Scientific American</td>
<td>Congressional Quarterly Weekly Report, Time</td>
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Adapted from Valparaiso University’s Moellering Library Web site.

Primary vs. Secondary Sources
These are the two main types of resources used in research.

<table>
<thead>
<tr>
<th>Primary Source</th>
<th>Secondary Source</th>
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<tbody>
<tr>
<td><strong>Definition</strong></td>
<td>Interprets and analyzes primary sources, information is “once-removed.” Secondary sources are often based on primary sources.</td>
</tr>
<tr>
<td>An original, first-hand document; it has not been previously published, interpreted or translated.</td>
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<tr>
<td><strong>Examples</strong></td>
<td></td>
</tr>
<tr>
<td>• Original published research</td>
<td>• Reviews of the literature of a certain field</td>
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<tr>
<td>• Government documents</td>
<td>• Textbooks, encyclopedias, etc.</td>
</tr>
<tr>
<td>• Historical records</td>
<td>• Reviews of plays, films, etc.</td>
</tr>
<tr>
<td>• Works of art and literature (poetry, drama, novels, music, art, etc.)</td>
<td>• Literary criticism</td>
</tr>
<tr>
<td>• Correspondence, diaries and other personal papers</td>
<td>• Editorials</td>
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<tr>
<td>• Autobiographies</td>
<td>• Research papers</td>
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<tr>
<td>• Transcripts of interviews and proceedings</td>
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<td>• Photographs</td>
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</table>
Short List of Best Strategies to Find Information on Your Topic

1. P.A.I.S.

FirstSearch is a gateway to several databases. P.A.I.S. (Public Affairs Information Service database) will be most useful for public policy paper. It is an index to materials including articles, books, conference proceedings, and government documents about public affairs, from 1972 to present.

Cost to the Library is $0.62 every time you hit the search button when searching the P.A.I.S. database.

Searching Procedure:
1. Select “P.A.I.S.” in the box next to “Jump to Advance Search.”
2. By selecting Advance Search, you can combine several terms or impose limits.
3. Enter search terms, and select the corresponding field (eg. “Keyword” or “Author”).
   - Example: Searching P.A.I.S. with “prostitution” in the first box and “sex and law” in the second box yields 37 records.

Hints:
- Scan results and note:
  - HTML full-text
  - Cole Library owns this item
- E-mail or print either the citations or the full-text of articles.
- The truncation device for First Search is the asterisk.

2. Social Sciences Abstracts

Silver Platter provides access to 14 databases that cover all academic disciplines. Social Sciences Abstracts will be most useful for this paper. It is a database that indexes and abstracts articles from English Language periodicals published in the United States and elsewhere. Coverage includes a wide range of interdisciplinary fields.

Searching Procedure:
1. Select Social Sciences Abstracts by checking its box.
2. Enter the terms you would like to search, and click “Start search”
   - Example: “prostitution” yields 398 citations.
3. To combine search terms with the first search, click “Return to Search” and enter the second term(s) you would like to search. Then click “Return to Search” and put a check mark next to the search terms you would like to combine. Then click “Combine Checked” to retrieve the overlap between these two searches.
   - Example: “prostitution” yields 398 citations, and “legaliz*” yields 359 citations. Once combined, the overlap between these two searches yields 12 citations.

Hints:
- In order to display the articles in journals that Cole Library owns, click on the “Change display” button, then select the “Sort” option, then select “LHM: Local Holdings Message” to bring those records to the top of the list. Be sure to adjust the number of records to be greater than your search results.
- The truncation device for Silver Platter is the asterisk.

3. Cole Online

Cole Online is the catalog for Cole Library. You may search for books, videos, CD’s, journals, etc. that are located at Cole Library. You can access it at the Library’s home page at http://www.cornell-iowa.edu/library/webvoy.shtml.
Searching Procedure:
1. Click “Local Catalog”
2. Enter keyword that specifically characterizes your search.
   - Example: Enter “prostitution” in the “Find this” box, and then in the Find Results In box select “Subject Headings Starting With These Words.”
3. Click Search. This will yield a record of all the books in Cole Library that fall under the subject heading “prostitution.”
4. To see a record, click on the title.
5. On the list you can mark titles, then save and print them or email them to yourself.
6. Books are located on either the Second Floor Book Stacks or in the First Floor Browsing Room. Read the record to see location.
7. Truncation device for Cole Online is the question mark.

Hint:
✓ You cannot search for individual journal articles using Cole Online; instead use one of the tools listed.

4. Law Reviews
Lexis-Nexis is a database that includes largely full-text resources about current issues and legal topics. Access it at the library’s home page: http://cornell-iowa.edu/library/

Searching Procedure:
1. Select the “Law Reviews” area to search articles from law reviews.
   - Lexis Nexis Academic Universe
   - Legal Research
   - Law Reviews
2. Select between Basic and More Options
3. Enter one or more keywords that specifically represent your topic, for example: legaliz! and prostitution
4. Enter limits (such as source and date) to limit your search.
5. The truncation device for Lexis-Nexis is the exclamation point.

Hints:
• You can either e-mail or print the results.
• If you want to send full-text articles to yourself, send them individually; if you want to send yourself the list of citations, mark the ones you want and send.
• For guidance citing sources in Academic Universe, to “Help,” then “Citing references,” then “Citing References in LEXIS®-Nexis® Academic Universe.”
• For guidance citing sources in Congressional Universe, in each sub-category, scroll down past the initial search query boxes for specific instructions and examples regarding how to cite information gathered from that particular sub-category.

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