

Communications 1020.

FINDING BOOKS in Reese Library

Use [GIL](#), the library catalog, for finding books in Reese Library. A link to the catalog (GIL) is available on the [Reese Library Home Page](#).

Search by subject headings to find sources on a subject.

- Speeches as a broad term
- Speechwriting to be more specific
- Or Public Speaking as a Keyword(Title/Subject)
  - § Library collection locations:
- [Library collection locations by floorplan](#).

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Identifying Articles in Periodicals

Resources on GALILEO:

You may access [GALILEO](#) from the Reese Library Home Page, or by typing the URL ( <http://galileo.usg.edu/> ) in the Location bar of your web browser from any computer on the campus network.

NOTE : GALILEO requires a *password* for all ASU users who are not on campus. You may get the password from [GIL](#).

Under "Access my GIL account to:" click on "Get GALILEO password"

- Click on the down arrow next to "Patron Barcode"
- Choose either the barcode number from your ASU i.d. card or your Social Security number, and enter it in the box (no spaces, no punctuation).
- Enter your complete last name on the third line, and click on Logon
- Click on OK on the next screen to request GALILEO password. The password will be near the top of the form that appears on the next screen.

Suggested databases for communication research (all resources listed here are part of the database offerings in GALILEO, Georgia's Virtual Library)

[Academic Search Premier \(Ebsco\)](#) provides abstracts and indexing for over 3,800, as well as full text for over 3,200 scholarly journals and general magazines. [Research Library](#) provides abstracts and indexing for over 2,600, as well as full text for over 1,700 scholarly journals and general magazines.

- Search in these databases by keywords or phrases. (example: communicat? or public speaking skills)
- Click on the icon for full text to retrieve the complete article.
- You may also designate that you only want to search for peer-reviewed articles. This will give you access to scholarly publications only.
- For articles without full text you will find just a reference to an article; then you will need to check [GIL](#) or the list of [E-Journals](#) to find out if the periodical is available here, either in print or electronically. Further information is available in the handout on [locating journal articles](#).
- Interlibrary Loan - For articles or books which are not in the Library's collections in either print or electronic form, you will need to request each item you need. If you only need to request a book, you may use GIL Express, from the [GIL Universal Catalog](#), to order it from another library in the University System of Georgia that has a copy of the book available. For books and articles not available through GIL Express, from the [Reese Library](#) Home Page, click on [ILLiad](#) to register for this service and fill out an Interlibrary Loan form for a book or an article not available in the Reese Library's collections.

[Lexis Nexis Academic](#) - Provides full-text documents from over 5600 news, business, legal, medical, and reference publications with a variety of flexible search options. [Note: If you are using this database from off-campus (e.g., at home), you must use the [off-campus link to Lexis-Nexis](#).]

[Newspaper Source](#) - provides selected full text coverage for more than 240 newspapers and other sources. This collection includes cover-to-cover full text for USA Today, The Christian Science Monitor and The Times (London) as well as selected full text from more than 180 regional newspapers including: Boston Globe, Detroit Free Press, Houston Chronicle, Miami Herald, San Jose Mercury News, etc. Full text transcripts are also included from Face the Nation, CBS Evening News with Dan Rather, 60 Minutes, O'Reilly Factor, Hannity & Colmes, CNN, CNBC, National Public Radio (NPR), etc.

Note: a current subscription is indicated by a hyphen at the end of the year or volume. Magazines and Journals are located on the 2nd floor, shelved alphabetically by title.

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## Locating the Articles

For articles without full text you will find just a reference to an article; then you will need to check [GIL](#) or the list of [E-Journals](#) to find out how to retrieve the article. Further information is available in the handout on [locating journal articles](#).

Note: In GIL, a current subscription is indicated by a hyphen at the end of the year or volume. Magazines and Journals to which the Library subscribes are located on the 2nd floor, shelved alphabetically by title.

Interlibrary Loan - For articles or books which are not in the Library's collections in either print or electronic form, you will need to request each item you need. If you only need to request a book, you may use GIL Express, from the [GIL Universal Catalog](#), to order it from another library in the University System of Georgia that has a copy of the book available. For books and articles not available through GIL Express, from the [Reese Library](#) Home Page, click on [ILLiad](#) to register for this service and fill out an Interlibrary Loan form for a book or an article not available in the Reese Library's collections.

Internet Sources:

[Use search engines for finding information on the Internet](#), e.g., <http://www.google.com>

Some search engines also provide directories as part of their services; take a look at [SKS WebSelect](#) and the [Librarian's Index to the Internet](#) for some examples of how subject directories to the web work.

Be sure to [evaluate all your sources](#) carefully, especially those you retrieve yourself by searching the web.

Document your work.

For additional information and guidance on good documentation practices, the following sites may be useful:

[Avoiding Plagiarism](#) - a series of pages from the Online Writing Lab at Purdue University. Defines what plagiarism is in the context of academic writing, and presents steps during the writing process to help steer clear of plagiarizing.

[Plagiarism handout](#) - from UNC-Chapel Hill. Written from a student's point of view, it discusses why you need to be aware of good citation practices, and why plagiarism is such a "big deal".

[UWC's Helpful Handouts](#) - from the University Writing Center at the University of Central Florida. Contains a lengthy list of links to documentation guides developed by professional organizations and other universities [note: link to guides is found by clicking the Writing Resources link on the left]. When using another institution's citation guides, be sure to double-check the edition of the documentation manual that

the guide was based on. Don't use a guide for anything older than the edition of the manual that you're using in your course.

[Citation Guidelines for GALILEO Resources](#) - Guidelines for citing materials that you retrieve from any of the GALILEO databases. Examples are given for MLA, APA, and Turabian styles.

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