

Library Instruction. Communications.  
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.
  - Negotiation as a broad term
  - Or Conflict Negotiation as a Keyword(Title/Subject), to be a bit more specific.
- 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)

[Communication & Mass Media Complete](#) (at EBSCOhost) -- the result of the merging of two popular databases in the fields of communication and mass media studies - CommSearch, formerly produced by the National Communication Association (NCA), and Mass Media Articles Index, formerly produced by Penn State University. In addition to the content of these two databases, CMMC offers full text for over 160 major communication and mass media journals.

[Electronics and Communications Abstracts](#) -- includes citations on electric circuits, electromagnetic waves, semiconductor materials, amplifiers, oscillators, modulators, demodulators, mixers, general purpose and industrial electronic equipment, radar, radio, television, electro-optical communication, telephone, computer circuits, control engineering, light, optics, lasers, and sound devices.

[ABI/INFORM Complete \(at ProQuest\)](#)-- full text for over 1,461 U.S. and international journals covering all aspect of business and management. In addition to the full text, this database offers indexing and abstracts for 759 journals. ABI/INFORM Complete is a complete database comprised of ABI/INFORM Global, Dateline, and Trade & Industry sub-sets.

[ERIC \(at EBSCOhost\)](#) -- Educational Resources Information Center, database covers all aspects of education and educational research, includes both abstracts of published and unpublished sources on thousands of

educational topics. It corresponds to the printed indexes of RIE (Resources in Education) and CIJE (Current Index to Journals in Education). This database is produced by the Office of Educational Research and Improvement (OERI), U.S. Department of Education. The EbscoHOST, Cambridge Scientific, and AskERIC versions of the ERIC database include the searchable Thesaurus of ERIC Descriptors. Coverage: 1962 to the present Updates: Monthly. Click on [GALILEO databases](#) and select the "Social Sciences" tab, then the "Education" subject area. Then click ERIC, (at EBSCOHost (with some full text articles and documents) or at Cambridge Scientific (no full text)) to search the database. The free AskERIC version of the database is also available at [ERIC Web Portal](#). This version of the database offers a robust search interface, and will link to ERIC documents that are available in full text, but no full text journal articles.

[PsycINFO \(at EBSCOhost\)](#) -- citations and summaries of journal articles, book chapters, books, and technical reports, as well as citations to dissertations, in the field of psychology and psychological aspects of related disciplines. Through EBSCOhost linking functionality, some articles are available in full text. Produced and copyrighted (c) by the American Psychological Association.

[Sociological Abstracts](#) -- a primary resource for accessing research in sociology and related disciplines in the social and behavioral sciences.

- NB: Be mindful that the type of communications you're researching will often heavily influence your choices of databases to begin your research in.
- 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. Further information is available in the handout on [locating journal articles](#).

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#### Locating the Articles

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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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