



Step One: Choose a suitable topic

You will need to **identify a topic** that interests you, one that is not overly obvious or vague. You can find ideas for topics at www.google.com/news or www.nytimes.com, by browsing the local newspapers on the 1st floor of Coe Library, or by looking at the CQ Researcher database.

Step Two: Identify Keywords for your search

When doing research, it is important to consider the **keywords** that you can use to guide your online research. Keywords are the most important words about your topic.

For example, if your topic is "the impact of natural gas drilling on the environment", keywords would include *natural gas*, *environment*, and *impact*.

Step Three: Start Searching

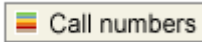
Begin at the **UW Libraries home page** (<http://www-lib.uwyo.edu>)

You want . . .

- **books** and journals here in UW Libraries? Use **UW Libraries Catalog**
Getting there: Library home page→ UW Libraries Catalog
- **articles** from journals and magazines? Use **Academic Search Premier**
Library Homepage→ Articles/Databases→ Academic Search Premier
- **newspaper** articles from around the world? Use **Lexis-Nexis Academic**
Getting there: Library home page→ Articles/ Databases→ Lexis-Nexis Academic
- **web resources**? Use **www.google.com**

Step Four: Refine Your Search

Tips for using the UW Libraries Catalog to find books:

- Know the title? Key it in (leave off articles like "the" or "a" at the beginning) and select "title".
- Know the author? Select "author" and type the last name first (e.g. Smith, James).
- Searching for books on your topic? Select "keyword" and enter your keywords. From your list of results, click on a title to learn more about the book. Write down the call number and click on  to find where the book is located.

Tips for finding articles in Academic Search Premier:



Getting too few articles?

- Try fewer keywords or think of synonyms.
- Borrow from the list of subject terms listed in the article citations.
- Truncate keywords to search for variations on words (e.g. "**editor***" searches **editor**, **edited**, **editorship**, and **editors**).

Getting too many articles?

- Try keywords that are more precise (basketball vs. sports).
- Select keywords in the "Narrow Results by Subject" column next to your results.
- Select "Refine Search" to limit by peer reviewed, date, or document type.

Ready to read an article?

- Click .
- If a full-text copy is available, a link appears to the article.
- If no online copy is available, you may order the article by clicking .

Not finding relevant articles?

- Try another database. The Libraries subscribe to many **subject-specific databases** in addition to Academic Search Premier.
Library Homepage → Articles/Databases → Subject browse drop-down menu
- Ask a librarian for recommendations.

Tips for Using LexisNexis Academic to find newspaper articles:

LexisNexis includes the following types of **full-text** content:

- ✓ articles from newspapers and magazines around the world
- ✓ arts, entertainment, business, medical, legal, and sports news
- ✓ transcripts from radio and television broadcasts



For more results:

- expand the date range
- select more news categories

For fewer results:

- narrow the date range
- select a result group (left of result list)

Tips for Using Google to find high quality sources:



- Limit your search by **domain**. A search for *global warming site:edu* will return articles about global warming from universities and schools. A search for *global warming site:gov* will return government information and statistics about global warming.
- Place your keywords in quotes to search for a phrase (e.g. "*global warming*")

Step Five: Evaluate Your Sources

Apply the **CRAAP** test: **C**urrency **R**elevance **A**uthority **A**ccuracy **P**urpose

Step Six: Prepare your Reference List

- Email yourself the article information from the database or catalog for future reference.
- Select "APA Citation Format" when emailing articles from Academic Search and the database will create a citation for you.
- Looking for Works Cited advice online? Visit Library Homepage → eReferences and Style Guides. Still in doubt? **Ask a librarian!**