Library Instruction
Freshman Seminar
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Getting Ready to Search

Once you have a career in mind, think of similar words that relate to your career and similar words to describe an occupation for example: job, career, employment, vocation, profession, trade, work

Now that you have a list to words to use for searching for sources for your paper, go to www.norwalk.edu/library or if you are off campus, log into myCommNet, click on the My Library tab, choose Norwalk Community College.
Places to gather information

1. Books
   ✓ Spelling counts
   ✓ Try different combinations of keywords for the best results
   ✓ Subject headings
   ✓ Electronic (accessible anywhere with internet) or print books

2. Databases
   ✓ www.norwalk.edu/library > Databases & Journals > Databases
   ✓ Access to newspapers
   ✓ Opposing Viewpoints (great place to start to your research)
   ✓ For more in depth information try Academic Search Premier
   ✓ Remember to use the advance search field and filters/limiters
The Internet

✓ Don’t believe everything on the internet

✓ Question authority!

✓ Evaluate your information for CRAAP – see handout
Good Internet Sources for Career Information

NCC Library Homepage>Subject Guides> Career Resources Subject Guide


Professional Organization websites
Why cite?
http://libguides.mit.edu/citing

✓ Avoid plagiarism by quoting words and ideas used by other authors

✓ Shows your reader you've done proper research by listing sources you used to get your information

✓ Allows your reader to track down the sources you used by citing them accurately in your paper

✓ Responsible scholars give credit to other researchers and acknowledging their ideas
Keep in Mind…

1. Citations have two parts
   ✓ In-text or within the body of your paper
   ✓ At the end in a Works Cited page

2. Citation generators (EasyBib, Citation Machine, etc.) are not always correct – double check your citation against a reliable source

3. MLA has specific rules for the formatting of your paper
Good Sources for Citation Help

✔ Purdue University’s Online Writing Lab (OWL)

✔ NCC Library homepage > Citations

✔ NCC Writing Center
✓ Signal phrases are used to identify the source and type of information like a quotation or summary or paraphrase.
✓ Usually includes the author’s name and a verb to introduce the quotation or paraphrase

**Verbs:** acknowledges, argues, asserts, believes, claims, contends, illustrates, notes, observes, points out, reports, states, suggests, thinks, writes
To become a librarian, you need to have a master’s degree and also good communication skills because “librarians need to be able to explain ideas and information in ways that patrons and users understand” (How to Become a Librarian).

("Title of Section")
(How to Become a Librarian)
Works Cited Format: Page on a Website Created by a Corporation, Institution, or Group

Name of Corporation/Group/Organization. "Title of Section." Title of Website, Publisher or Sponsoring Organization, Date of publication or last modified date, URL. Accessed date.
Harrington points out a valuable piece of information for anyone who wants to be successful: “Participating in an internship can be a great way to move toward your career goal” (240).

(Harrington 240)
Works Cited Format: Book with one author

Author's Last Name, First Name. *Title of Book: Subtitle if Any*. Edition if given and is not first edition, Publisher Name often shortened, Year of publication.
MLA Formatting for your Paper

✓ Purdue OWL Sample MLA Paper
✓ Times New Roman Font
✓ 12 point/size
✓ Double spacing
✓ Works Cited – hanging indentation
✓ Video Tutorial for formatting your paper:
  Setting your Essay to MLA Format in Word
Month Abbreviations
https://owl.english.purdue.edu/owl/resource/747/11/

Always abbreviate your months for your Works Cited page:

Except for:
May, June, July