English 102: Composition II --Library Presentation
March 17, 2011
307 Scott Library
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Library Resources & Services

Research & Writing

Librarian consultation – Meet with a librarian to review literature search strategies and any of the tools below.

RefWorks – Manage your personal database of citations from any computer with an internet connection. Use its Write-N-Cite plug-in to format your Word document in hundreds of styles (you will be using the APA 6th ed. format for your paper).

Library Catalog – Find hardcopy books, electronic books, dvd's, videos and cd's that are owned by Scott Library. The catalog does NOT search the contents of journals –only the NAME of the journal so that you can verify that we have a subscription to a particular journal and for what years.

Databases (finding journal articles)

Medline (PubMed or OvidSP) – Medline is a medical literature database produced by the National Library of Medicine (US Gov't) and covers over 5,000 journals. **PubMed** is the National Library of Medicine's own interface for MEDLINE. **OvidSP** is a different interface with which one has access to many different databases, including MEDLINE, Cochrane, PsycINFO and more. While the main thrust of MEDLINE is clinical information, some administrative and sociological literature is included. Medline covers U.S.-based literature very well, but is weak on international coverage. Advantage: Medical Subject Headings (MeSH) (systematic indexing/keywords) for targeted & precise searching.

Scopus – Search titles and abstracts of the contents of over 14,000 journals across a broad spectrum of sciences, medicine, social sciences and technology, science-related Web sites and world patent literature. International coverage is excellent. Additional features: 1) view papers that cite a particular reference (citation searching) by clicking the number in the "citation" column (if other than 0); 2) view the references at the end of a paper. Disadvantage: no systematic subject headings. Must rely on text or author supplied keywords.

CINAHL (Cumulative Index of Nursing & Allied Health Literature) – Covers 3000 journals back to 1981 and includes 17 allied health disciplines. Also has systematic indexing/keywords but is different from MeSH.

Google Scholar – a growing database of scholarly literature in all fields. It is problematic to search, since Google does not give specifics about dates covered, bibliographic sources, or currency of material. Be sure to link to Google Scholar through Jeffline so that Google will then display Jefferson links to subscribed full text, where available.

Help and Suggested Reading

Books

American Psychological Association. (2010). *APA Manual (Publication manual of the American Psychological Association)*. Washington, DC: American Psychological Association.
WZ 345 A512p

Hofmann, A. H. (2010). *Scientific writing and communication: Papers, proposals, and presentations*. New York: Oxford University Press.
WZ 345 H699a 2010

Lang, T. A., & American College of Physicians. (2010). *How to write, publish, & present in the health sciences: A guide for clinicians & laboratory researchers*. Philadelphia: American College of Physicians.
E-book: http://bit.ly/aBwr56

Rabinowitz, H & Vogel, S. (2009). *The manual of scientific style: a guide for authors, editors, and researchers*. Boston: Academic Press
E-book: http://bit.ly/hbMAWh

Article:

Onwuegbuzie, A., Combs, J., Slate, J., & Frels, R. (2010). Editorial: Evidence-based guidelines for avoiding the most common APA errors in journal article submissions. *Research in the Schools,* ix-xxxvi. Retrieved at http://msera.org/download/RITS_16_2_APAErrors6th.pdf

Tips & Tutorials:

APA Tipsheet: http://jeffline.jefferson.edu/Ask/Help/Handouts/Citation_APA_style.pdf

http://www.apastyle.org/

Purdue Online Writing Lab (OWL) - http://owl.english.purdue.edu/owl/section/1/10/

Choosing a database: http://jdc.jefferson.edu/cgi/viewcontent.cgi?article=1021&context=help

Seven steps to an effective literature search:
http://jdc.jefferson.edu/cgi/viewcontent.cgi?article=1023&context=help

PubMed help: http://jeffline.jefferson.edu/Ask/Help/pubmed-tips.html

Scopus tips: http://jeffline.jefferson.edu/Ask/Help/scopus-tips.html

Cinahl tips: http://jeffline.jefferson.edu/Ask/Help/cinahl-tips.html

Google tips: http://jeffline.jefferson.edu/Ask/Help/search-tips.html

Onwuegbuzie, A, et al. (2010): *Figure 1.* Errors and percentages of occurrence with references to the fifth edition of the *Publication Manual* (APA, 2001) and the sixth edition of the *Publication Manual* (APA, 2010).

No	APA Error Code	%	Description of Error and Reference to Fifth Edition APA Rule Page No.	Description of Error and Reference to Sixth Edition APA Rule Page No.
1	Numbers	57.3%	Not using figures (e.g., all numbers 10 and above; p. 122); not using numbers to represent time, dates, ages, sample, subsample, or population size or in a numbered series (pp. 124-125)	No change in the rule, with the exception that (a) do not use figures for sample size, population size, or specific numbers of subjects or participants in an experiment; (b) use words for approximations of numbers of days, months, and years; and (c) do not use numerals for numbers below 10 that are grouped with numbers above 10 (p. 112)
2	Hyphenation	55.5%	Not hyphenating a compound with a participle when it precedes the term it modifies (p. 91)	No change in the rule (p. 97)
3	Use of *et al.*	44.5%	Not citing all authors the first time; in subsequent citations, not including only the surname of the first author followed by "et al." (not italicized and with a period after ―al ‖ ; p. 208)	Clarifications were provided for citing works by six or more authors (p. 175)
4	Headings: Punctuation	44.5%	Not capitalizing the words in headings appropriately; incorrectly using capitalization or punctuation with Level 4 headings (pp. 113-114, 289-290)	No change in rule (pp. 101-102)
5	Use of s*ince*	41.8%	Using *since* instead of *because* (p. 57)	No change in the rule (p. 83)
6	Tables and figures	40.0%	Not presenting tables in tabular form and repeating information in the text; not formatting figures according to APA (e.g., not copied, SPSS outputs; p. 201)	No change in format, but a table may be single or double spaced (p. 141)
7	Use of commas between elements	40.0%	Not using commas between elements (including before *and* and *or*) in a series of three or more items (p. 78)	No change in the rule (p. 88)
8	Use of abbreviations/ acronyms	37.3%	Not spelling out acronyms on the first occasion used (p. 104)	No change in the rule (p. 106)
9	Spacing	30.0%	Not consistently using double spacing between lines, including use of direct quotations (p. 286)	No change in the rule (p. 229)
10	Usage of & as opposed to the word *and*	33.6%	Incorrectly using the ampersand in the text or the word *and* in the citation (p. 209)	No change in the rule (p. 177)
11	Use of past tense	32.7%	Not using past tense to describe previous findings (p. 42)	No change in the rule (p. 78)
12	Use of italics for symbols	30.9%	Not italicizing symbols (e.g., *n*; pp. 10, 140)	No change in the rule (p. 118)
13	Misuse of *while*	29.1%	Using the word *while* instead of the word *whereas* or *although* (p. 56)	No change in the rule (pp. 83-84)
14	Formatting	29.1%	Not formatting correctly (e.g., incorrect indentations, use of italicizing or bold, title too long, title not being on the first page, header font not matching body of paper; pp. 288-291)	Changes in the running head (p. 230); boldface and levels of headings (p. 62)
15	Misuse of *which*	28.2%	Using the word *which* instead of the word *that* when the clause is restrictive (p. 55)	No change in the rule (p. 83)
16	Anthropomorphism	27.3%	Giving human characteristics to inanimate sources (pp. 38-39)	No change in the rule (pp. 68-69)
17	Alphabetizing citations and references	26.4%	Not placing all references in alphabetical order; not placing citations in text in alphabetical order (p. 219)	No change in the rule (pp. 178, 181)
18	Capitalization of titles	24.5%	Not capitalizing nouns followed by numerals or letters that denote a specific place in a numbered series (e.g., year 1 instead of Year 1; p. 124)	No change in the rule (p. 101)

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19	Misuse of the word *data*	24.5%	Misusing the word *data* as singular as opposed to plural (pp. 44-45)	No change in the rule (p. 79)
20	Elements and seriation	23.6%	Incorrectly using 1, 2, 3, instead of (a), (b), (c) (p. 116)	No change in the rule (p. 64); however, more options for use of bulleted or numbered lists
21	Misuse of superscript with numerals	22.7%	Incorrectly using superscript (e.g., 4th as opposed to 4th; p. 123)	No change in the rule (e.g., p. 113)
22	Citations: Commas and authors	22.7%	Not placing a comma to separate the last two authors in a list of three or more authors (p. 208)	No change in the rule (p. 184)
23	Boldface and italicized type	22.7%	Misusing bold or italicized text (pp. 100, 140)	No change in the rule (p. 106)
24	Citations: Direct quotes and page numbers	19.1%	Neglecting to state a page number when direct quotations are used; a page number is not needed when direct quotations are not used; incorrectly using a capital P instead of a lowercase p (pp. 117-118)	No change in the rule (pp. 170-171)
25	Misuse of the term *subjects*	17.3%	Incorrectly using the term *subjects* instead of the correct term: *participants* (p. 70)	Acknowledge participation consistent with the traditions of the field in which the researcher is working and the use of the terms *subjects* and *sample* is permissible (p. 73)
26	Capitalization of ethnic groups	16.4%	Not capitalizing or misusing terms to refer to ethnicity (e.g., black as opposed to Black; p. 68)	No change in the rule (p. 75)
27	Statistical copy	16.4%	Incorrectly reporting statistical results, including misusing statistical symbols (e.g., no space between symbols and equal signs; pp. 136-146)	No change in the rule (pp. 118-123)
28	Citing multiple authors: First time	16.4%	Not citing correctly three, four, or five authors by specifying all authors on the first occasion (p. 209)	When citing the initial citation, authors are to cite only the first author followed by *et al.* when a work has six or more authors (p. 175)
29	Numbers and hyphenation	15.5%	Not hyphenating a number when used with an element (e.g., 7-point; p. 127)	No change in the rule (pp. 112-113)
30	Decimal places	14.5%	Not using only two decimal places when the numeral is greater than 1 (p. 129)	No change in the rule (p. 113)
31	Percent symbol	14.5%	Not using the % sign (e.g., stating 29 percent; p. 140)	No change in the rule (p. 118)
32	Punctuation of dashes	12.5%	Not inserting an em dash (pp. 81-82)	No change in the rule (p. 97)
33	Quotations	11.8%	Misusing punctuation with quotations (e.g., missing the beginning of quotation marks, misplacement of period at the end of a quotation; p. 293)	No change in the rule (pp. 170-172)
34	Spacing in text	11.8%	Missing a space when citing the page number (e.g., p. 68) or not using a single space after all punctuation (p. 290)	No change in the rule (p. 171) with page number; however, two spaces are recommended, but not stipulated, at the end of a sentence (p. 88)
35	Misuse of *who* and *that*	10.9%	Incorrectly using *that* instead of *who* as a pronoun (p. 48)	No change in the rule (p. 83)
36	Acronym at the start of a sentence	9.1%	Beginning a sentence incorrectly with an abbreviation (p. 111)	No change in the rule (p. 111)
37	Citations in text	8.2%	Incorrectly citing a reference in the text (e.g., year is missing, citation misplaced; pp. 207-214)	No change in the rule (cf. Table 6.1, p. 177)
38	Misuse of comma	8.2%	Not using a comma appropriately (e.g., numbers with more than three figures; p. 78)	No change in the rule (p. 114)

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39	Misuse of punctuation with citation	8.2%	Using a letter after publication year when the reference is the only citation for an author (e.g., College Board, 1995a; p. 212)	No change in the rule (p. 178)
40	Comma with quotation	6.4%	Not using a comma before the end of the quotation mark (commas should be placed within quotations, p. 119)	No change in the rule (p. 171)
41	Placement of title	6.4%	Misplacing the title on cover page (p. 10)	No change in the rule (p. 23)
42	Mixed tenses	6.4%	Mixing verb usage between present and past tense (p. 33)	No change in the rule (p. 78)
43	Capitalization of title	6.4%	Capitalizing words with more than three letters (p. 95)	No change in the rule (p. 23)
44	Colloquial language	5.5%	Not avoiding statements or terms that are colloquial (p. 37)	No change in the rule (p. 68)
45	Same author and lists	5.5%	Not using suffixes a, b, c, after a year in the reference list when referring to the same author (p. 212)	No change in the rule (p. 178)
46	Misuse of abbreviation	5.5%	Using *vs*. and not *versus* in parenthetical material (p. 104)	No change in the rule (p. 108)
47	Abstract	4.5%	Exceeding 120 words in the abstract and/or using more than one paragraph (p. 13)	Word limits are different for different journals and range from 150 to 250 words (p. 27)
48	Parallelism	4.5%	Not presenting elements in parallel form (p. 60)	No change in the rule (p. 86)
49	Table and highlights	4.5%	Not discussing only a table‘s highlights (p. 154)	No change in the rule (p. 130)
50	Use of a contraction	4.5%	Not spelling out full words (colloquial language; cf. p. 37)	No change in the rule (p. 68)
51	Figure placement	3.6%	Not placing a figure after the reference list but instead embedding it within the body of the manuscript (p. 287)	No change in the rule (p. 230)
52	Misplaced reference list	1.8%	Not placing the reference list before tables (cf. order of manuscript; p. 287)	No change in the rule (p. 230)
53	Short Paragraph	1.8%	Using a paragraph that is less than three sentences (p. 36)	No change in the rule (p. 68)
54	Long Paragraph	1.8%	Using a paragraph that is longer than one page (p. 36)	No change in the rule (p. 68)
55	Usage of acronym *SD*	1.8%	Using *S* instead of *SD* to represent standard deviation (p. 143)	*SD* remains the symbol for standard deviation; however, *S* now represents sample standard deviation (p. 121)
56	Misuse of term *sex* for *gender*	1.8%	Using the biological term *sex* instead of the cultural term *gender*	No change in the rule (p. 73)
57	Not correctly citing a website	1.8%	Citing a website instead of the author and year (pp. 278-281)	Changes for electronic dissemination of information, specifically DOIs (p. 188)
58	Use of the word *done* instead of *undertaken*	1.0%	Using colloquial language (cf. p. 37)	No change in the rule (p. 68)
59	Beginning a sentence with a quotation	1.0%	Placing a quotation in a manner that might confuse readers (p. 118)	No change in the rule (pp. 170-171)
60	No header page number	1.0%	Not placing page numbers in manuscript (p. 288)	No change in the rule (p. 230)