

PST 101 – MISCELLANEOUS TIPS FROM LIBRARIAN - [HTTPS://LIBRARY.SYR.EDU](https://library.syr.edu) MODULE 2 – SPRING 2020

Warning: These tips are NOT a substitute for review of the Module 2 instructions themselves. Pay attention to each exercise’s publication date restrictions (if any) within those instructions.

Exercise 2.1: Locating Quantitative Data - ProQuest Statistical Insight

Tip #1: Like most databases, search results can be sorted by date or by relevance

An example of an entry on a ProQuest Statistical Insight results list (note tab for accessing data ‘tables’):

The screenshot shows the ProQuest Statistical Insight search results interface. On the left, there are filters for 'Sort Results by' (set to Relevance), 'Narrow Results by', 'Date covered' (1940 - 2065), and 'Date published' (2011 - 2014). On the right, there are filters for 'Narrowed by' (US Total/Regional > Total US) and tabs for 'All Results (869)', 'Tables (415)', and 'PDFs (406)'. Below the filters, there are options to 'View selected items', 'Select 1- 20', 'Email', and 'Print'. A search result is displayed with a checkbox and the title: 'Small Business Administration: Pollution Control Equipment Fund Li Account, Status Of Guaranteed Loans [Fiscal Year 2013](Page no.11 no.3800)'. The word 'Pollution' is highlighted in yellow.

Tip #2: “Tables” for each result (when available) show data viewable as either an Excel file or as the PDF of a complete report containing the data table(s) appearing within those pages

Tip #3: Source organization information usually appears under each item on search results lists and in full report PDFs

Tip# 4: Use information on your results list for the table you are using to obtain publication info needed to cite your source. Excel spreadsheets have statistical data on each topic but may lack “metadata” required for citing your source

Exercise 2.2: Finding Periodical Articles – ProQuest

Reminder: Do not use an article from an academic journal! – Do not use a news article from a wire service/wire feed!

Librarian Challenge: Can you identify which journal articles are “academic” (scholarly/peer reviewed) and which are not?

Exercise 2.3: Finding Books - SU Libraries “SUMMON” search engine

Tip #1: Use of the advanced search screen allows you to specify a desired content type (e.g., “book/ebook”)

Tip #2: U.S. Congressional hearing transcripts sometimes are classified as “books”

Librarian Challenge: Can you identify when the U.S. Government (including Congress) is an author? (Do not use government sources and do not use ebooks for this exercise!)

Exercise 2.4: Using United States Government Publications

Reminder: Do not use a document published by the U.S. Census Bureau for this exercise!

Reminder: The report you use for this exercise must be more than ten (10) pages long!

Tip: If a relevant government document on your topic is not available online, try searching its title in the SU Libraries’ “Classic Catalog” (it may be available in print at Bird Library)

Exercise 2.5: Using United States Census Data

Tip #1: The crucial tip for filling in the detailed table required for this exercise is to be sure to use the feature on the Census Bureau website called, Quickfacts: <https://www.census.gov/quickfacts/>

Exercise 4.5: Examining News Media Treatment of Surveys

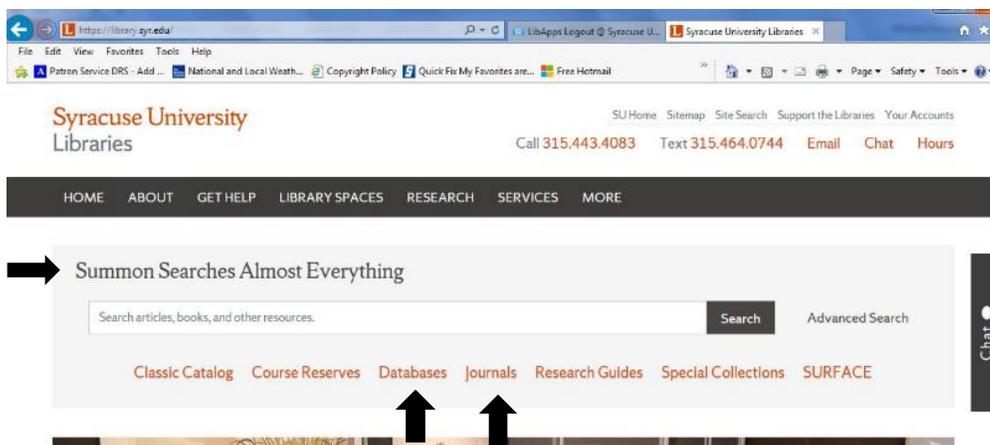
Tip #1: Use ProQuest's advanced search and select the "source type" of "newspapers" (not "historical newspapers")

Tip #2: Try combining a search word(s) for your subject of interest with the search word "survey"

Syracuse University Libraries –General Reminders

Library Locations - visit: <https://library.syr.edu/locations/> for info about library locations

Study Spaces at Bird Library – Visit <https://library.syr.edu/locations/study-spaces.php> for lists of group and quiet study areas, or visit <https://library.syr.edu/locations/student-study-rooms.php> for info about reserve-able *Study Rooms* (reserved online or at the 'service desk,' first floor – Bird Library)

**Mastering Syracuse University Libraries Online Research Tools**

Summon: Keyword searches here retrieve references to books, maps, audio, images, video, dissertations, numeric data, government publications, manuscripts, and thousands of articles (scholarly, popular and trade) drawn from SU Libraries subscription databases. Narrow or expand displayed search results using multiple search refinements.

<https://library.syr.edu> - Additional Recommended Navigation for Specific Scenarios:

Retrieving a known database (or groups of databases arranged by subject): **Use the Databases link.**

Retrieving a known magazine/newspaper/journal title (for systematic chronological or page by page browsing online, across multiple pages or across multiple editions/issues): **Use the Journals link.**

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