



QUICK TIPS ON RESEARCH BASICS

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Sources for Research Material

1. **Discovery:** Use the Discovery tab on the Library home page to search many of Hofstra University Library's print and online resources (books, ebooks, journal articles, etc.) with a single search.
2. **Books:** The simplest way to find books is the Books/eBooks tab on the Library home page. If you find a print version of a book, make sure you note the call number so you can locate the book in the library using a library map or chart. For ebooks, just click on the link in the record for the ebook.
3. **Articles:** Our online databases offer you literally millions of articles from thousands of journals and newspapers—at no extra cost to you. Most of these articles are not available for free on the Web. If you use the Axinn Library's databases, you can get the same article for free. You can access articles using the Articles tab on the Library home page. To find out which database includes articles from a specific journal or newspaper, use the Journals tab on the home page. Also use the Journals tab to see if we have a journal in print, but remember to search for the name of the journal and not the article title.
4. **World Wide Web:** The Web has many useful sites, but be careful: it also has a great deal of misinformation, and sometimes it is difficult to tell one from the other. Just because someone has a Web site does not mean the information on it is true or appropriate for college-level research.

Search Tips

When searching the library catalog, as well as many of the online databases and Web search engines, you can combine words using the connectors AND, OR and NOT, or symbols with similar meanings:

- AND restricts your search. If you use *history AND united states*, you will find material to which both these terms apply, but not material to which only *history* or only *united states* applies. In some search engines and databases, such as Google, you don't need to put in the AND. All you have to do is list the terms.
- Use OR to broaden your search. If you use *history OR united states*, you will get items to which either one or the other or both terms apply.
- Use NOT to exclude material. Say you want material on accounting fraud but want to exclude Enron, you might use *accounting fraud NOT Enron*.