

To Search Selected Language Arts databases:

- 1) Go to the main college webpage at: <http://www.nmjc.edu>
- 2) There are (2) ways to access the library portal (website):
 - A) At the top of the college webpage, under the “Resources and Services” tab, scroll down to “Library” and click on it.
 - B) Or, on the main college webpage, scroll down toward the bottom right of the page until you see the large “Library” circle with a photograph of the Pannell Library and click on it.
- 3) After you have gained access to the library portal, you will see the main page with images/titles in large colorful blocks (or “tiles”). For videos, click on the large “Films on Demand” tile and then type in (example) “Charlotte Perkins Gilman” for a basic search. To combine terms for a more specific search, such as “Charlotte Perkins Gilman” and “The Yellow Wallpaper”, click on “Advance Search”. Note: Most of the FOD videos have a transcript tab that students can read as the video plays. There is also a citation tool. (Ask your instructor which style they prefer, such as MLA, APA, etc.)
- 4) To use “Opposing Viewpoints” (GALE), which is a Pro/Con source, click on the large “Opposing Viewpoints” tile on the main library page, then type in a basic search term, such as “climate change”. When the page changes, there are ways for you to control your search using the “Filter Your Results” tools. To limit/control the date of the publication you are seeking, click on the “Publication Date” bar on the right, then see the “Custom Date Range” bars with “To” and “From”. Use the small calendar symbols by each bar to set the month, day and year under “From” and “To”. Now, under the search term of “Climate Change”, you should see only articles that are in the date range

you have set. (Always verify with your instructor the age of the articles you should research.)

- 5) Also, under “Filter Your Results”, you will see several boxes, with the first two being of strong importance, starting with “Full Text Documents”. This is usually checked automatically, but if you want a full article and not just an abstract, for any database you use, be sure the “Full Text Documents” box is always checked.
- 6) The “Peer Reviewed Journals” box should be checked if your instructor(s) want only articles from a peer reviewed source.

What is such a journal or article?

In academic/professional publishing, a peer reviewed article was deemed appropriate by a board of experts in the field that have high quality standards such as scholarly validity and rigor. Therefore, a peer reviewed article shares the best research practices in the profession.

- 7) For a more in-depth article search, in the topic search bar, click on “Advance Search” to combine terms. For example, for an “Advance Search”, you will see more than one search box. In the first box, type in “Climate Change”, but in the next box, you can type something such as “Seals” for a more specific search.
- 8) To use “Bloom’s Literature”, on the main library page, click on the large “Bloom’s Literature” tile, then familiarize yourself the many aspects of this helpful database, such as the “Most Studied Authors”, “Most Studied Works”, “Most Studied Characters” and “Featured Videos” headings. There are also Search tools at both the top of this site as well as on the right side. On the top of the page, refer to the “Curriculum Tools” tab, then click on “Tools For Students” for help with citing, defining plagiarism and so forth. There is also a “Browse”

tab to search for specific authors, works and characters. A basic search option is available, too. On the right side of the page, there are numerous resources to be found under the “Browse Resources” heading, such as “Literary Themes”. If this is selected, after clicking on both a topic and specific title, at the top of the page, you can click on the “Citation”, “Read Aloud” (as in, the article will be read to you), “Share” (allowing you to email the article or link to the article), “Print” or “Download” tabs for your convenience.

Should you need further research assistance, please contact the librarian, L. Muffley, at: lmuffley@nmjc.edu

Note: For these courses, the instructors require that students find their own articles, therefore refer to this library guide or contact the librarian for general assistance, but the librarian will not forward or find a specific article. Moreover, writing help is available at the Academic Success Center (Tutoring Center) or through *Brainfuse*, found in CANVAS.

Thank you.