1. Understand exactly what the instructor wants – topic, # pages, type of citation style (APA, MLA, Chicago/Turabian), which type of resources can be used and how many of each, how to submit, etc.

   Library webpage  http://www.npc.edu/library

2. Assistance
   a. Library Staff
   b. Term Paper Assistance section in Reference Area – style manuals, writing guides
   c. online @ Ask a Librarian – question/answer
   d. online @ Writing & Citation Assistance – using MLA or APA, Grammar, Writing links
   e. online @ Research Guides – recommended Internet sites by topic
   f. Student Writing Center Staff

3. Books & online articles/internet resources
   a. Use the online library catalog – Internet Explorer browser should be used
   b. Search by title, author or subject or keywords; can narrow search by format & location
   c. Click on item to view status & to place a Hold/Request from another NPC library
   d. Requires NPC library card (NPC ID card with library barcode on the back)
   e. Search by subject requires use of LC Subject headings. – red books in Reference, ask library staff
   f. Reference section can give overviews and descriptions – ask staff
   g. Books not owned by NPC can be requested via Interlibrary Loan (can take 1-3 weeks)

4. Journal articles
   a. Available thru library databases – library web page online @ Articles & Databases
   b. Journals are scholarly quality usually published by a university of professional association
   c. Magazines are popular titles with content that is not reviewed by experts  Found in stores
   d. Databases arranged by categories – select most appropriate for your topic
   e. Check mark in Full-Text option box. This will give you the complete article.
   f. May check Peer Review option box. Only articles reviewed by experts in that field.
   g. Database access requires login and password if you are off-campus
   h. Print fee $ .10/sheet   Ask library staff for tips on how to print double-sided.

5. Internet sites

   Instructions for efficient, successful Internet searching for academic sources
   a. Research Guides on library web page has links to recommended sites
   b. Correct search engine. Each search engine is different. None search ALL the web.
   Recommended: Google  Google Scholar  Yahoo  Exalead  Bing
   How various search engines work http://www.lib.berkeley.edu/TeachingLib/Guides/Internet/SearchEngines.html
   c. Correct syntax (use the HELP file within the search engine or use the link above)
      1. simple descriptive words; example use headache instead of my head hurts
      2. quote marks force a search for phrase within the quote marks; example “nursing schools”
      3. minus sign in front of word means to exclude that word animals – dogs (all animals but not dogs)
4. Evaluating the web site

a. Should have the author/creator of web page or give credit to who wrote the article
b. Should show if site is affiliated by university or professional organization
c. Should be information for adults – not children
d. Should be current data OR have date on it if you need historical data
e. Should have references or work cited if an article or report
f. Should be able to verify the data by looking at print source or different Internet site
g. Should be relevant to your topic and unique (not repetitive)

**Type of Web Site**
- .aero = air transport industry
- .biz = business
- .cc = (older) community college
- .com = commercial
- .coop = cooperatives
- .edu = United States education
- .gov = government
- .info = unrestricted use
- .int = organizations founded by international treaties
- .mil = United States military
- .museum = museum
- .name = individual person
- .net = network providers
- .org = organization
- .pro = professionals
- .travel = travel & tourism industry

**Putting it all together**
1. Narrow, specific topic
2. Thesis statement
3. Data not opinion
4. Conclusion
5. Correct document format
6. Citing sources with Style Manual
7. Use Spell Check & Grammar Check
8. Review for plagiarism
9. Writing Lab staff can help
10. $.10/page – double-sided print tips

**READING THE SCREENS**
- Name of organization owning web site
- URL if needed to cite source
- Article title
- Publication date of the article
- Author of the article
- References used by author to write the article
- Layout of web site to help find information