

College Writing II: CMS

Fall 2024

You're about to begin a semester-long research journey. Conducting research and doing academic writing takes practice. This packet contains instruction, strategies, and homework exercises to help students can learn and master the research process including effective strategies and discipline-specific tools. Accept coaching and allow time for trial and error. If you persist, you will grow.

Worksheet Table of Contents

Page 1 Complete #1-3 as a record of your topic. **Bring to library session.**

Page 2 Complete #4-7 as a record of how your search words and topic change as you search. **Bring to library.**

Page 3 Research tips

Page 4 Recommended databases & INFO Desk contact info/hours

Pages 5-7

Database exercises & reflection. Follow the instructions to become familiar with the tools in each

Database: Credo Reference, Library Catalog, EBSCO eBooks, and Academic Search Complete. As you search, you're likely to refine your topic and start to gather relevant sources.

Start with what you know

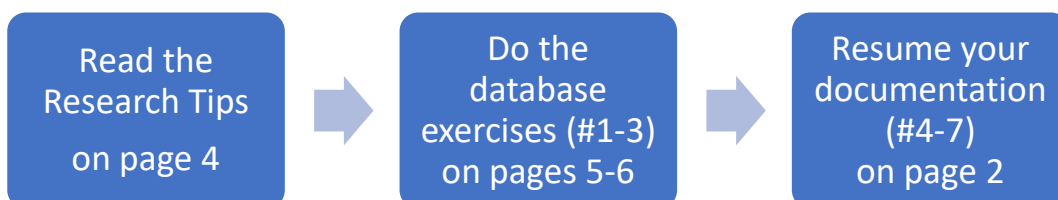
1. Type your topic/area of interest (in one sentence)

2. Break your topic into the MOST IMPORTANT parts. List each keyword in the top row of the table below.

Main ideas (keywords)	I.	II.	III.

3. Next, list narrower or related terms in the shaded rows (above). You will use these as your search words in the database search exercises.

Next steps:



After doing database searches described on pages 5-7, document your search experiences and prepare for the library instruction session by completing #4-7 on this page:.

4. Which search words are NOT working?

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5. List new search terms*	I.	II.	IV.
*Discover by reading titles, abstracts and subject words in database searches.			

6. Revised topic/position

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Visit the Library's Subject Guides and choose one that best fits your research topic/major:

Library.olivet.edu > Subject Guides

7. Plan your use of subject-specific article databases:

Which Subject Guide(s) could you use for your project?

Look at the recommended databases on the next page.

Which one(s) will you use when it's time to find peer reviewed, scholarly sources?

Research Tips

Sources: Where to find them

Background

- General dictionaries & encyclopedias
- Subject-specific reference sources

Books

- Browse shelves by call number
- Search Library Catalog
- Look inside eBooks

Articles

- Popular Magazines
- Trade
- Scholarly (peer reviewed)

Format of topic

Your topic should	Simply describe or define	Be measurable	Be neutral	Take a position
APA	✗	✓	✓	✗
CSE	✗	✓	✓	✗
MLA	✗		✗	✓
CMS	✗		✗	✓

Okay to use these source types?	APA	CSE	MLA	Chicago (CMS)
Background: Definitions, facts, dates, theories, statistics	✓	✓	✓	✓
Original texts: Novels, scripture, etc.			✓	✓
Peer reviewed/research articles: Review articles, theories, original research	✓	✓	Yes; use as evidence for your position	
Trade magazines	? Possibly—ask prof.			
Newspaper & popular magazine articles	✗ No—unless prof. gives permission			

Using context clues from the results list

1. Title: **Effects of *time management* interventions on mental health and wellbeing factors: A protocol for a systematic review.**

2. Subject Headings: **Subjects:** *TIME management*; WELL-being; MENTAL health; RESEARCH protocols; EMPLOYEE well-being; DATA extraction; +2 more

3. Source type: **Peer reviewed | Academic Journal**

4. Access options: **Access options** (dropdown) | **View details**




Background: Poor employee mental health and wellbeing are highly prevalent and costly. *Time*-related factors such as work intensification and perceptions of *time*... [Show more](#)

Published in: PLoS ONE, 3/11/2024
Database: Academic Search Complete
By: Young, Anna Navin; Bourke, Aoife; Foley, Sarah; Di Blasi, Zaida

Use these parts of the results list to improve and revise your searches:

1. **Title:** Skim for relevance to your topic
2. **Subject Headings:** Use these words to improve your next search
3. **Source type:** Confirm the source is what you're looking for
4. **Abstract:** Skim the summary to confirm this source is worth reading. If so, click on full text or request through Interlibrary Loan (ILL).

Recommended Databases: CMS New database as of July 2024

Discipline	1 st database	2 nd Database(s)
History	 Humanities Source Ultimate  History Reference Source	JSTOR Collection Note: Before searching, scroll past search boxes to limit by discipline.
Political Science	Political Science Complete	Global Issues (includes international news sources) Nexis-Uni (case law) Urban Studies Abstracts
Military Science	Military & Government Collection Homeland Security Digital Library	Academic Search Complete
Theology	ATLA Religion with AtlaSerials  Religion & Philosophy Collection	JSTOR Collection Note: Before searching, scroll past search boxes to limit by discipline. Philosopher's Index
Ministry (applied)	MinistryMatters choose "MinistryMatters" link (not BETA) then use links at top of page to find resources for your need: preach, teaching, worship, reach, lead	Christian Periodical Index All publications included have an Evangelical worldview PsycArticles (Psychology, human development) Education Source



INFO Desk Hours (1st-Floor, Benner Library)

815-939-5355 | ONULibrary@olivet.edu | [Schedule an Appointment](#)

Mon., Tues, Weds, Thurs.

10am-4:30pm & 6-10pm

Friday

10am-5pm

Saturday

No service

Sunday

6:30-10pm

Database Exercises

Instructions

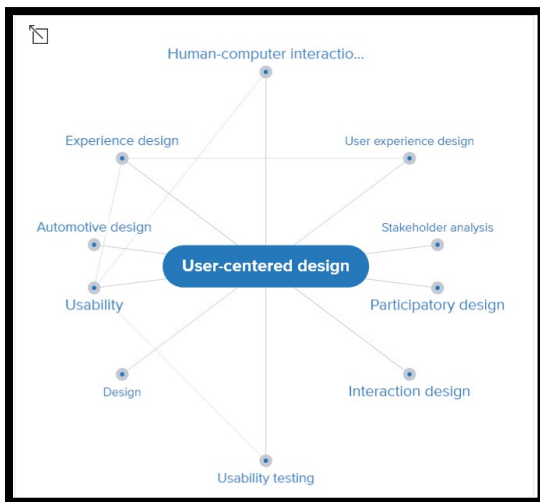
- A. Go to the College Writing II Library course page:
Library.olivet.edu >
 Subject Guides >
 College Writing II
- B. You will explore four databases using your search words from #3 (on page 1). Allow at least 5-min. per database.
 - Credo Reference
 - Library Catalog
 - EBSCO eBooks
 - Academic Search Complete

Subject Guides			Specialized Guides
<ul style="list-style-type: none"> A-Z eResources Accounting & Finance Art & Digital Media Biblical Literature Biology Business & Marketing Chemistry Child Development Christian Education Christian Ministry Communication Computer Science Criminal Justice Dietetics Earth and Space Sciences ECACE 	<ul style="list-style-type: none"> Ecology & Environmental Science Education Engineering English English as a Second Language Exercise & Sports Science Family & Consumer Sciences French General Studies Health History Law Leadership Library Science Literature Mathematics 	<ul style="list-style-type: none"> Military Science Music Nursing Olivet Online Philosophy Physical Science Physics Political Science Psychology Social Work Sociology Spanish Special Education Teacher Leader Endorsement Theater Theology 	<ul style="list-style-type: none"> Biography Book Reviews Careers Commentaries Controversial Topics Dissertations Good Places to Start Harvard Publications Images & Multimedia News: Current News: Historical Primary Sources Reference Statistics Taxel
			Course Guides
			<ul style="list-style-type: none"> College Writing II English First Year Seminar (FYS) Honors Fundamentals of Communication (Comm 105)

Note: Each database in these exercises has a **special feature that you need to explore**. You'll be prompted to reflect on the usefulness of each database.

Open Credo Reference

- In Credo Reference, search for background info.
- Narrow your topic using the Mind Map (see screenshot).



REFLECT: Record your thoughts on Credo here:

Kind of sources/results:

Useful?

How? Why not?

Library catalog:

- Search for a book.
- Sort results by date (see screenshot).



REFLECT: Record your thoughts on the Library Catalog here:

Kind of sources/results:

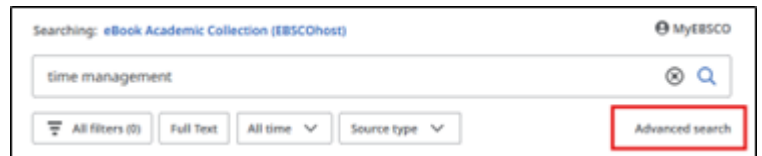
Useful?

How? Why not?

Do you prefer eBooks or print books?

EBSCO eBooks: search for eBooks.

- Click on “Advanced Search” (see screenshot).
- Scroll past the date options to see search boxes dedicated to known citation information: author, title, subject, etc.
- Use one of these fields, or a keyword search box at the top of the screen to search for an ebook.
 - Click on title in results list
 - Choose “Read Online”
 - Click on the “Access Now (eBook)” button to open a large view of the text
 - Look for these features (see screenshot):
 - Table of contents that includes chapter download links. **Chapter downloads are recommended** since downloading the whole eBook requires Adobe Digital Editions download and account.
 - Download restrictions/permissions for this book
 - Search within the book



REFLECT: Record your thoughts on EBSCO eBooks:

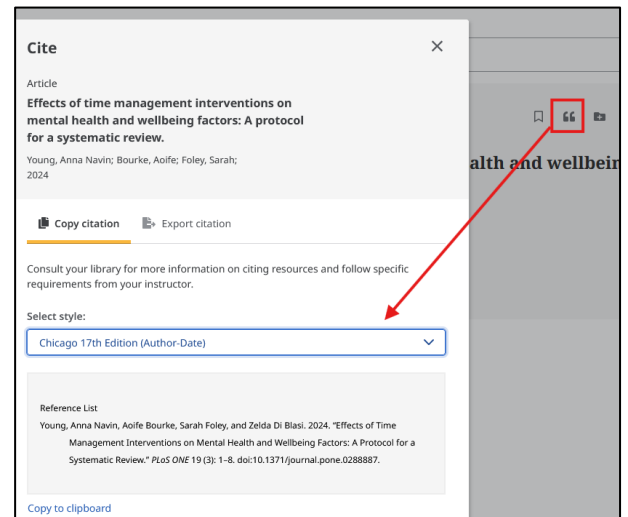
Kind of sources/results:

Useful?

How? Or why not?

Academic Search Complete: Generate a rough-draft of your **CMS citation** with the cite tool.

- Do a keyword search
- Click on any title in results list
- On the detailed view, look for the tool icons linked above the title (see screenshot).
- Click on the “Cite” icon
- Use the dropdown menu to choose “Chicago 17th Edition (Author-Date)”
- Once you learn the correct formatting in class, you’ll know if you need to make corrections before inserting the citation into a paper.



REFLECT: Record your thoughts on the citation tool:

Is it helpful to have a citation tool, even if you still have to correct the info provided?

Wrap-up: Complete #4-7 on page 2.

If scheduled, bring pages 1-2 to your library instruction session. Some instructors may collect these answers as evidence of your topic development.