

Research How To

Your student/faculty/staff ID # (919#) is your Library Barcode #

Students SHOULD be automatically added/updated in the first or 2nd day OF THE SEMESTER. Faculty and Staff need to check with the Circulation Desk at the Library as they must have accounts manually added and updated. (229) 317-6766

The EASIEST way to get into YOUR library account to get the GALILEO password is to follow instructions via our video on the **FIRST LINK** at: <http://www.darton.edu/~dclib/LibraryOrientation.php>

For future reference: the Library homepage is <http://www.darton.edu/~dclib/> from there you can go to [Library Orientation & Online Info](#) and [PRINT Library Research](#). NOTE: [PRINT Library Research](#) is helpful with using GALILEO to find articles!

LATER when doing Research (this is mostly for research papers for MLA/APA)

Do this 2nd: once you have followed the video instructions to get your GALILEO password go into GALILEO thorough the link at GIL-Find **OR** the link from the Library homepage once you get your password using instructions in the video.

Sign in with your password (if going in from home-on campus you won't need to sign in)

Follow the instructions from the [PRINT Library Research](#) handout Section V: GALILEO Searches and start with Academic Search Complete (noted as 1st choice) by going to "databases A-Z">A>Academic Search Complete>Choose Databases by subject

Choose: whatever databases are appropriate to your subject

FOR EXAMPLE Health Sciences Databases Life Sciences Databases Education Databases

Choose full text

Type in subject terms. I'm going to use American idol as an example (not my favorite but a good example of how to use terms to work a search): **FOR YOUR SEARCH TRY something to reflect your thesis topic. Spelling counts and you can split up phrases with the word and.**

Ex1. best television **and** american idol [search]

Ex2. Reasons to watch **and** American idol [search]

Ex3. why **and** American idol [search]

You can also try #2 choice ABI/INFORM Complete (at ProQuest)- you can do the search at the top or choose: Proquest Home>Whatever Database is Appropriate **FOR EXAMPLE Health and Medicine**

NOTE: for ALL Proquest databases at once (may be too much to filter) go to "Databases A-Z">P>Proquest

VERY IMPORTANT NOTE: BOTH database choices will give you the CURRENT (7th ed) MLA citation !!!!!. **(NOTE if APA is needed you can ALSO get that at this point)** when you select (click on) the TITLE of the article you want click on the "Cite" link at the side of the Academic Search Complete (Ebschcohost) database and the "Cite This" link near the top of the ProQuest database. Make sure to choose the MLA 7th edition (or current APA if required by your instructor).

ALSO try the [Citing MLA](#) at <http://www.darton.edu/~dclib/LibraryOrientation.php> for other help with MLA **(CITING APA is also here)** including in-text citations for quotes and paraphrasing. (You can copy and paste into your word processor-make sure to set for hanging indent .05 and double spacing).