HOW TO BEGIN RESEARCH

- Compile a list of subject key words. You will use them when researching.
- Think of synonyms (words that mean the same thing).
- Check the spelling. Searching in the library catalog or databases won’t correct your spelling.
- Start small. Find between 5-10 resources that match your subject. Analyze these sources for your paper before gathering more.
- Create a rough outline. Based on the information you have already collected, write down a summary of what you want to cover in your paper.

WHERE TO LOOK FOR INFORMATION

When should I use books?
- For in-depth overviews or historical background on a subject.
- Look for books using the Catalog on the Library website.

When should I use a database?
- For scholarly research articles that give specific case data or recent developments in an area.
- Access databases from the Useful Links bar in the Catalog.

When should I use the Web?
- For demographic statistics or VERY current information that has not yet been published academically.

HUMAN SERVICES WRITING HELP

Research Design: qualitative, quantitative, and mixed method approaches
H 62 .C6963 2003

A Short Guide to Writing About Social Sciences
H 91 .C78 1988

The Student Writer: editor and critic
PE 1408 .C537 2010

A Troubleshooting Guide for Writers: strategies and process
PE 1408 .C5378 2010

The McGraw Hill Handbook
PE 1408 .M3365 2010

Text and Thought: an integrated approach to college reading and writing
PE 1413 .R38 2000

Research Methods for the Social Sciences
BCC 811 (videotape)
Books
The following are Library of Congress Call Numbers for possible books on Business and Information Technology.

**BF** Psychology
- BF 309-499 Consciousness
- BF 511-593 Affection, feeling, emotions
- BF 636-367 Applied psychology
- BF 692 Psychology of sexual behavior
- BF 698 Personality
- BF 712-724 Developmental psychology

**HM** Sociology (General)
- Social history & conditions.
- Social problems. Social reform.

**HQ** The Family, marriage, women
- Societies: secret, benevolent, etc.

**HS** Communities, classes, race

**HT** Social pathology.
- HV 873-887 Destitute, neglected and abandoned children
- HV 959-1420 Orphanages and orphans
- HV 1551-3024 People with disabilities
- HV 5001-5720 Alcoholism
- HV 5725-5770 Tobacco habit
- HV 5800-5840 Drug habits, drug abuse

**HX** Socialism, Communism, Anarchism

**K** Law (General)
- KF American Law

**RC** Internal Medicine
- RC 435-571 Psychiatry
- RC 475-489 Therapies and Treatments
- RC 537 Depression
- RC 552 Eating Disorders
- RC 554-569 Personality Disorders

Interlibrary Loan
If there is a book that you need for your research please see the library staff to help you get an interlibrary loan.
To help staff out please find the item you are looking for in [http://www.worldcat.org](http://www.worldcat.org) before asking.

Databases
**EBSCO Host**
- Provides online access to several human services research publications.
- Academic Search Elite
- Psychology & Behavioral Sciences

**Credo Reference**
- Encyclopedic entries on Chemical dependency, criminal justice, human services, behavioral health and psychology. A good place to start when you are beginning a new topic.

Print Journals
**Behavioral Disorders**
- RJ 506 .B44 B44

**Child Welfare**
- HV 701 .C52

**Counselor: The Magazine for Addiction Professionals**
- HG 6164 .N7 A38

**Journal of Abnormal Psychology**
- RC 321 .J7

**Journal of Applied Rehabilitation Counseling**
- HD 7255.5 .J6

**Journal on the Studies of Alcohol and Drugs**
- RC 565 .Q28

**Monitor on Psychology**
- BF 1 .A54

**Social Work**
- HV 1 .S644

**Working Mother**
- HQ 759 .M284

Websites
**Citing Sources**
- APA Style Blog
  [http://blog.apastyle.org/apastyle/](http://blog.apastyle.org/apastyle/)
- Online Writing Lab at Purdue
  [http://owl.english.purdue.edu/owl/](http://owl.english.purdue.edu/owl/)

**Professional Associations**
- American Psychological Association
- National Institute of Health
- Substance Abuse and Mental Health Services Administration
  [http://www.samhsa.gov](http://www.samhsa.gov)
- National Institute on Drug Abuse
  [http://www.drugabuse.gov](http://www.drugabuse.gov)

**Child Welfare**
- Child Welfare Information Center
  [https://www.childwelfare.gov](https://www.childwelfare.gov)
- Forum on Child and Family Statistics
  [http://www.childstats.gov](http://www.childstats.gov)

**Statistics**
- Bureau of Justice Statistics
  [http://www.bjs.gov](http://www.bjs.gov)
- Montana Health Data and Statistical Reports
- National Center for Disease Control—Mental Health Services
  [http://www.cdc.gov/meatalhealth](http://www.cdc.gov/meatalhealth)
- US Census Bureau—Native American/Alaskan Native Information
  [http://www.census.gov/aiian](http://www.census.gov/aiian)