

Quick Guide to Research Navigator™

To Register

From your Internet server log on to www.researchnavigator.com

- Click “Register” under new users on the left side of the homepage screen.
- Enter the access code exactly as it appears on the inside front cover of this guide.
- Follow the instructions on screen to complete your registration—you may click the Help button at any time if you are unsure how to respond.
- Once you have successfully completed registration, write down the Login name and Password you just created and keep it in a safe place. You will need to enter it each time you want to revisit Research Navigator™.
- Once you register, you have access to all the resources in Research Navigator for twelve months.

What Is Research Navigator™?

Research Navigator™ is designed to help you with the research process, from identifying a topic to editing the final draft. It serves as an ideal starting point for your research and offers guidance on how to make your trips to the campus library more productive.

Research Navigator™ includes four databases of credible and reliable source material to get your research process started:

1. The EBSCO/Content Select Academic Journal and Abstract Database, organized by subject, contains many of the leading academic journals for each discipline covered. Instructors and students can search the online journal by keyword, topic, or multiple topics. Articles include abstract and citation information and can be cut, pasted, e-mailed, or saved for later use.

This site is perfect for academic research papers where professional journals and scholarly reference articles are required. For instance, you are required to write a paper on the latest research regarding global warming. Using the Content Select Database, you might pull up articles from publications such as *Environmental Science*, *Scientific American*, *Geographic and Atmospheric Science*, *Political Science Quarterly*, or *Science, Technology, and Human Value*.

2. The *New York Times* Search by Subject™ Archive is organized by academic subject and is searchable by keyword, or multiple keywords. Instructors and students can view one year of full-text articles from the world's leading journalists from the *New York Times*. The *New York Times* Search by Subject™ Archive is available exclusively to instructors and students through Research Navigator™.

This site is a great place to see how the concepts you are studying apply to the real world. For instance, perhaps you are studying the topic of constitutional law. By searching the *New York Times* database you would uncover articles written about the Terri Schiavo case and the legality of banning gay marriages.

3. Link Library, organized by subject, offers editorially selected “Best of the Web” sites. Link Libraries are continually scanned and kept up-to-date, providing the most relevant and accurate links for research assignments.

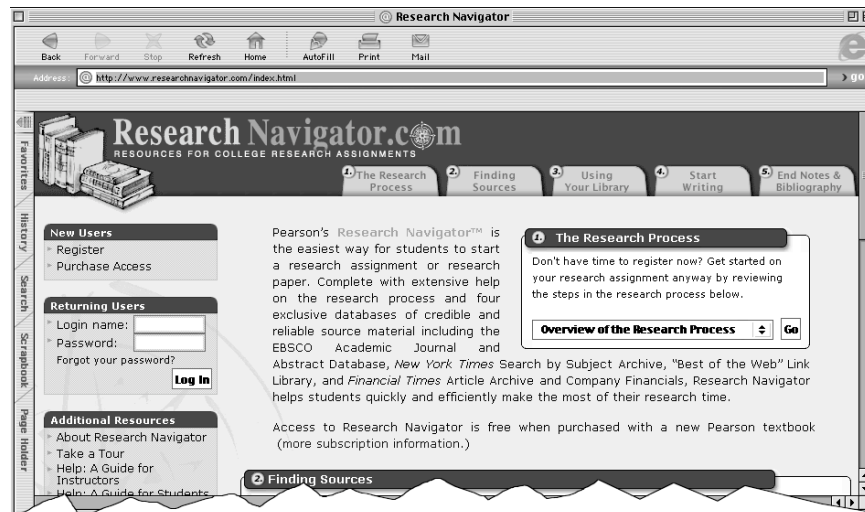
Better than an open-access search engine, using Link Library/The Best of the Web links you to editorially reviewed and credible websites. It saves you valuable time by allowing you to search only sites that have been pre-selected by instructors around the country. Perhaps you have been assigned a project on affirmative action. The Best of the Web will quickly get you to sites like *American Association for Affirmative Action*, *National Organization for Women*, and *The Affirmative Actions and Diversity Project*.

4. The *Financial Times* Archive and Company Financials provides a searchable one-year archive and five-year financials for the 500 largest U.S. companies (by gross revenue).

Perfect for researching all things business, The *Financial Times* Archive gives you one place to get the best in business news. Whether you are researching a company's portfolio for a class or just investigating it for a future career, this database gives you the information you need quickly.

Research Navigator™ is simple to use and easy to navigate. The goal is to help you complete research assignments or research papers quickly and efficiently. The site is organized around the following sections (identified by tabs):

- Home
- The Research Process
- Finding Sources
- Using Your Library
- Start Writing
- Endnotes & Bibliography



Research Navigator™ Tabs

From Research Navigator™'s homepage, you can have easy access to all of the site's main features including a quick route to the four exclusive databases of source content.

The Research Process

Here you will find extensive help on all aspects of the research process including:

- Selection of a Research Topic
- Establishing a Research Schedule
- Creating Effective Notes
- Research Paper Paradigms
- Understanding and Finding "Source" Material
- Understanding and Avoiding Plagiarism

Once you have selected and narrowed your research topic, you are now ready to gather data. Gathering data is a serious task. Some leads will turn out to be dead ends; other leads will provide only trivial information. Some research will be duplicated, and a recursive pattern will develop; that is, you will go back and forth from reading, to searching indexes, the Internet, the library, and back again to reading. One idea modifies another until you begin discovering connections and refining your topic even further.

Finding Sources

Research Navigator™ simplifies your research efforts by giving you a convenient launching pad for gathering data. The site has aggregated four distinct types of source material commonly used in research assignments; academic journals (EBSCO's ContentSelect), newspaper articles (*The New York Times*), World Wide Web sites (Link Library), and business news data (*The Financial Times*). For in-depth help in using these databases see Chapters 2-5 of this guide.

Once you have mined these four exclusive databases for source material, move on to the detailed information on how to use the Internet for research assignments, also included in this *Finding Sources* tab. Finish by reviewing the section on primary sources, such as personal conversations, e-mails, interviews, or surveys.

Using Your Library

After you have selected your topic and gathered source material from the four databases of content on Research Navigator™, you may need to complete your research by going to your school library. Research Navigator™ does not try to replace the library, but rather to help you understand how to use library resources effectively and efficiently.

You may put off going to the library to complete research assignments or research papers because the library can seem overwhelming. Research Navigator™ provides a bridge to the library by taking you through a simple step-by-step overview of how to make the most of your library time. Written by a library scientist, the *Using Your Library* tab explains:

- Major types of libraries
- What the library has to offer
- The role of the librarian
- Using library catalogs
- Using websites for research
- Using electronic databases
- Finding print materials including texts, magazines, etc.
- How to choose the right library tools for a project
- How to make the most of research time in the library

In addition, when you are ready to use the library to complete a research assignment or research paper, Research Navigator™ includes 31 discipline-

specific “library guides” for you to use as a roadmap. Each guide includes an overview of the discipline’s major subject databases, online journals, and key associations and newsgroups. Feel free to print them out, and take them with you to the library!

Start Writing

Once you have become well acquainted with the steps in the research process and gathered source materials from Research Navigator™ and your school library, it is time to begin writing your assignment. Content found in this tab will help you do just that, beginning with a discussion on how to draft a research paper in an academic style. Other areas addressed include:

- Blending reference material into your writing
- Writing the introduction, body, and conclusion
- Revising, proofreading, and formatting the rough draft

You will also find sample research papers for your reference. Use them as a guide to writing your own assignment.

A newer addition to this tab is an online **Grammar Guide**. Its content spells out some of the rules and conventions of standard written English. Included are guidelines and examples for good sentence structure; tips for proper use of articles, plurals and possessives, pronouns, adjectives and adverbs; details on subject-verb agreement and verb tense consistency; and help with the various forms of punctuation.

Endnotes & Bibliography

The final step in a research assignment is to create endnotes and a bibliography. In an era dubbed “The Information Age,” knowledge and words are taking on more significance than ever. Laws requiring writers to document or give credit to the sources of information, while evolving, must be followed.

Various organizations have developed style manuals detailing how to document sources in their particular disciplines. For writing in the humanities and social science, the *Modern Language Association* (MLA) and *American Psychological Association* (APA) guidelines are the most commonly used, but others, such as those in *The Chicago Manual of Style* (CMS), are also required. The purpose of this Research Navigator™ tab is to help you properly cite your research sources. It contains detailed information on MLA, APA, CMS, and CBE styles. You will also find guidance on how to cite the material you have gathered from this Research Navigator™ site!

You may also elect to use the new **AutoCite** feature. It is designed to assist you in the creation of a “Works Cited” or “References” document to accompany your research assignment. You may refer to the detailed examples provided in this section’s various style guides, or you may use **AutoCite** to document a

source in either MLA or APA format. Simply enter the title of your research project, select one of the two documentation styles, and then click on “Add a New Source.” Once you’ve saved your source, this and all prior entries for this project title will be displayed should you need to make changes to or delete a source. A printer-friendly version of your listings is also available.

Now, you are ready to go! Please let us know your experiences with Research Navigator. Contact us at research_navigatorservice@prehall.com