APOU101: Momentum

LIBRARY ORIENTATION
Welcome!

• We hope you will find this online library orientation helpful as you prepare for your studies at APOU.
• This tutorial should take approximately 60 minutes to review.
• The next slide contains a list of the topics covered by this tutorial.
Topics Covered

1. Overview of library resources and services
2. Instructions for accessing e-books
3. Tips for locating articles in online databases
4. Introduction to APA citations
Momentum Library Orientation: Part 1

LIBRARY RESOURCES AND SERVICES
As an APOU student, you have access to the online collections of Azusa Pacific University.

APU’s online collections include 60,000+ e-books, as well as 47,000+ full-text electronic journals available through 120+ online databases.

Later in this tutorial, you will learn more about accessing e-books and online databases.
At this time, the APU Libraries are not able to mail “hard copy” books or articles to APOU students.

However, if you live near the Azusa campus, you can purchase an APU Community Patron card for $20 per year.

Community Patrons may use the Azusa campus library facilities, and may borrow up to 25 books at a time.
Library Services

• In addition to e-books and databases, you can access many of the APU Libraries’ online research help services:
  – LibGuides: online research guides are available for many subjects
  – Library Answers: online question-and-answer service. View others’ questions, or submit your own.
  – AskNow: live chat reference service, available 24/7

• This concludes part 1 of the tutorial.
Momentum Library Orientation: Part 2

LOCATING E-BOOKS
E-books

• APOU students have online access to APU’s collection of more than 60,000 e-books.
  – At this time, the APU Libraries are not able to mail “hard copy” books to APOU students.
  – We encourage you to use your local public library and its Interlibrary Loan service to access print materials.
  – If you live near the Azusa campus, you can purchase an APU Community Patron card for $20 per year.
  – Community Patrons may use the Azusa campus library facilities and may borrow up to 25 books at a time.
• A library book may be one of three types: a reference book, a monograph, or an edited volume.

• The APU Libraries’ e-book collections include all 3 types of books.
E-reference Books

• The APU Libraries have three main e-reference collections: SAGE eReference, Oxford Reference Online, and Gale Virtual Reference Library.

• These collections include searchable, electronic versions of a wide variety of scholarly encyclopedias and dictionaries.

• You can also visit the APU Libraries’ website to view the full collection of e-reference books.
Why Use an E-reference Book?

• E-reference books provide brief, scholarly overviews of a wide variety of topics.

• These scholarly overviews can help you in many ways, especially as you begin your research:
  – They provide information about the history and scope of your topic, and help you become familiar with key terms.
  – They identify the most important scholars and theories associated with your topic.
  – They provide bibliographies of important sources on your topic.
As an example, the next slide shows a screenshot of the entry on “Motivation, Intrinsic and Extrinsic,” from the SAGE Encyclopedia of Leadership.

- The authors of the entry describe the history of motivation research, identify the main scholars on the topic, describe some of the controversies related to the topic, and provide a list of “Further Readings.”

- You can see how spending 15 minutes reading an entry like this will help you focus the rest of your research!
Motivation, Intrinsic and Extrinsic

The study of leadership deals with the behaviors and processes through which superiors in a hierarchy manage, empower, supervise, inspire, and relate to their subordinates. It concerns the ways they determine future directions for individuals, groups, or organizations and then catalyze their subordinates' actions in accord with the specified directions. Leadership is, in a very real sense, the means through which leaders motivate their followers to engage the tasks and activities necessary to actualize a decision or vision.

Self-determination theory (SDT), formulated by motivational psychologists Edward L. Deci and Richard M. Ryan, maintains that to promote optimal outcomes, leaders need to appeal to different types of motivation. SDT sees autonomous motivation and controlled motivation as the two most important types of motivation. Autonomous describes the motivation of people who experience a sense of volition, willingness, and choice. In contrast, controlled describes the motivation of people who feel coerced or seduced. The concepts of autonomy-supportive leadership and controlling leadership are used to distinguish the ways leaders relate to subordinates and thus affect their performance.

INTRINSIC AND EXTRINSIC MOTIVATION

The distinction now made in organizational psychology and management between intrinsic and extrinsic motivation dates back more than four decades (e.g., Porter & Lawler, 1968). Intrinsic motivation is evident when people engage in an activity because they find it interesting and derive spontaneous satisfaction from doing it (Deci, 1975). When people are intrinsically motivated they behave with a full sense of volition and choice; they experience an activity as satisfying in its own right. Intrinsic motivation is a type of autonomous motivation. Competence and autonomy are fundamental psychological needs that must be satisfied if people are to be psychologically healthy and function effectively, and people will be intrinsically motivated only to the extent that they feel competent and autonomous.
E-books: Monographs/Edited Volumes

• The APU Libraries have two main e-book collections: NetLibrary and ebrary.
  – These collections include searchable, electronic versions of a wide variety of monographs and edited volumes.
  – NetLibrary and ebrary titles can be read on your computer (but not downloaded or viewed on an e-reader).
  – You can also do keyword searches across the full text of the book, and print out some of the pages or chapters (usually up to 10-20% of the total book may be printed).
E-books: Monographs/Edited Volumes

• You can search each collection separately, or search both simultaneously by using the APU Library Catalog (limit your search to the ebook collection):
E-books: Example

- As an example, the next slide shows a screenshot of the ebrary title *Happiness: The Science Behind Your Smile*.
  - You can page through the book using the arrow buttons. You can also use the table of contents to skip to a particular chapter, or search within the document for specific keywords.
  - You can also use the “InfoTools” button to print selected pages or chapters.
  - NetLibrary titles have similar options.
E-books: Example

[Image of an e-book interface]
Locating E-books: Help

• If you have questions about locating e-books, please use the online research help services:
  – LibGuides: online research guides are available for many subjects
  – Library Answers: online question-and-answer service. View others’ questions, or submit your own.
  – AskNow: live chat reference service, available 24/7

• This concludes part 2 of the tutorial.
Momentum Library Orientation: Part 3

LOCATING ARTICLES
Online Databases

• The best way to locate electronic versions of newspaper, magazine, and journal articles is to use an **online library database**.

• A database is simply a collection of organized information—in other words, an information file.
Online Libraries

- Online library databases primarily contain articles from periodicals—which include magazines, newspapers, and scholarly journals.
- Some databases may also contain book essays, e-books (online books), government documents, research reports, statistical information, trade publications, and/or radio programs.
As an APOU student, you can access all of the APU Libraries’ 120+ online databases.

- Many of our databases are subject-specific (devoted to one topic), and some are multi-disciplinary (covering many topics).
- The “All Databases” page is organized alphabetically, by database name.
- If you don’t know which database to search, use the drop-down subject menu to identify databases recommended for your topic.
Searching Databases

- Once you’ve identified which database you’d like to search, click the link to access it.
- If you need help with your login information, please contact the APOU technical support desk.
- The following slides will walk you through the process of searching a large, multi-disciplinary database called Academic Search Premier.
Before you begin searching, make sure that you have developed a good search string.

Enter your search string into the search boxes:
The results page lists citations for articles that contain your keywords:
Academic Search Premier: Refining

• Most databases offer options for refining search results.
• In Academic Search Premier, these options appear on the left side of the page.
If you need peer-reviewed journal articles, you can click the box and hit “Update” to refine your results.

The resulting list will contain only the articles from your original search that are from peer-reviewed sources.
When you locate an article you are interested in, click on the title to see an abstract (summary):

**Policing in Korea: Why Women Choose Law Enforcement Careers.**

By: KIM, BITNA; MERLO, ALIDA V.. Journal of Ethnicity in Criminal Justice, Jan-Mar2010, Vol. 8 Issue 1, p1-17, 17p, 4 Charts; DOI: 10.1080/15377930903583046

Although women account for over 50% of employed persons in South Korea, women in policing comprise approximately 3.8% of all sworn law enforcement positions throughout the country. Clearly, women...

Subjects: POLICEWOMEN; LAW enforcement; WOMEN -- Legal status, laws, etc.; POLICE; WOMEN -- Employment; KOREA (South); Police Protection

Database: Academic Search Premier
Academic Search Premier: Abstracts

• The abstract will help you to determine if the article is relevant to your research.
• If you think it is, then you will need to locate the full text of the article.

Abstract: Although women account for over 50% of employed persons in South Korea, women in policing comprise approximately 3.8% of all sworn law enforcement positions throughout the country. Clearly, women are underrepresented in policing in many countries, but the relatively small number in law enforcement careers in Korea provides an opportunity for research about the demographic and attitudinal factors that motivate them to pursue such a career. In this study, we focus on a sample of 220 Korean female police officers. The present study sought to address 3 central research questions: (a) the background of the respondents, (b) the major reasons for career selection expressed by female police officers, and (c) the relationship of years in policing to the reasons for the respondents’ career selection. Results suggested that women are in policing not only because it is an exciting profession but also because they feel that they have the ability to do the job and do it well. These data illustrated the importance of surveying women in order to enhance the recruitment and retention of female law enforcement officers. [ABSTRACT FROM AUTHOR]
• Look near the citation to see if either “PDF Full Text” or “HTML Full Text” is listed.
• If so, simply click on the link to access the full text of the article:
Sometimes both the PDF and the HTML versions will be provided, other times you may see just one.

– Word for word, they are both identical to the original version of the published article. The difference is in appearance.
– PDF is a scanned version of the article, which means that both page numbers and photos show up.
– HTML is just the text version and looks somewhat like a Word document but with no page numbers.
Academic Search Premier: PDFs

- This is an example of a PDF version of an article:
Academic Search Premier: HTML

• This is an example of an HTML article:
Academic Search Premier: Saving

- Once you have located the full text of an article, you can then print it, save it, or email it.
- In Academic Search Premier, these links are all on the right side of the screen (after you have clicked on the title of the article), under “Tools.”
Finding Full Text

• When you are doing research in a database, sometimes you will find the full text of the article, and sometime you will find only the citation but NOT the full text.

• The availability of full text depends on the permissions set by the publisher of the journal in which the article appears.

• The full text of an article may be available in one database but not in another.
The Full Text Finder

• If the full text is not available in the database, you will see a button labeled **Full Text Finder**, which may lead you to the full text of the article in another database.

18. *Survival in an "all boys club": policewomen and their fight for acceptance.*


Purpose - The purpose of this paper is to explore the experiences of policewomen to determine the extent to which female officers face resistance and obstacles to police work, to examine the copi...

Subjects: POLICEWOMEN; PSYCHOLOGY; ADJUSTMENT (Psychology); INTEGRITY; SEXUAL harassment; DISCRIMINATION in employment; EMPLOYMENT tenure; INTERVIEWS; SAMPLING (Statistics); Marketing Research and Public Opinion Polling

Database: Academic Search Premier

![Full Text Finder](image-url)
The Full Text Finder

• When you click the Full Text Finder button, it will search for a copy of the article in other databases.

• If the article is found, the Full Text Finder will provide a link to it.
The Full Text Finder

• Clicking the link should take you to the full text of the article.
Interlibrary Loan

• If the Full Text Finder cannot find a link to the full text of the article, you may need to use Interlibrary Loan (ILL) to request a copy of the article from another library.
  – At this time, APOU students do not have access to ILL services through the APU Libraries. However, your local public library may offer ILL services.
  – Alternatively, you can search WorldCat to see if a public or academic library near you has a print copy of the article. If so, you can visit the library and photocopy the article.
Locating Articles: Help

• If you have questions about locating articles, please use the online research help services:
  – LibGuides: online research guides are available for many subjects
  – Library Answers: online question-and-answer service. View others’ questions, or submit your own.
  – AskNow: live chat reference service, available 24/7

• This concludes part 3 of the tutorial.
Momentum Library Orientation: Part 4

INTRODUCTION TO APA STYLE
APA: More Than Just Citations!

• “APA style” describes the standard format for psychology manuscripts. It prescribes guidelines for grammar, document formats, tables, etc.

• It reflects what psychologists consider important in their literature:
  – Currency (this is why the publication date appears at the beginning of an APA citation)
  – Reducing gender bias (this is partly why APA citations do not include the author’s full first name)
Why Cite?

• There are many reasons to cite the sources you use in your research:
  – To distinguish your original work from someone else’s
  – To give credit to the original author
  – To give evidence for the claims you make
  – To allow future readers to easily locate the sources you have used
Where Should Citations Appear?

1. At the end of your paper.
   a. The reference list should include full citations for all sources used within the paper.

2. In the text of your paper.
   a. These are parenthetical references (that is, they are placed within parentheses) and use only the author’s last name and date of publication, plus the page number for direct quotations.
   b. Example: (Smith, 2002, p. 341)
   c. APA does not use footnotes or endnotes for citations!
• The **reference list** at the end of your paper contains all information necessary to locate and retrieve the sources you used.

• It is organized alphabetically with hanging indentation (all lines after the first are indented).

• Multiple works by the same author are arranged by date (oldest first), then alphabetically by title.
References


Citations: General Principles

- Start with author’s name(s)
  - Last name first, then first initial
- Next comes date of publication
- Then title (of the book, article, or website)
- Then publication information
  - Journal title (or book title, if you are citing a chapter)
  - Volume, issue, pages (for articles)
  - City/publisher (for books)
  - DOI/website information
APA Citation Examples: Books

Monograph

Format:
Author’s Last Name, Author’s initial(s). (year of publication). Title of article. Title of book. Place of publication: Publisher

Example:
APA Citation Examples: Edited Books

Edited volume (citing the whole work)

Example:

Edited volume (citing only one chapter)

Example:
APA Citation Examples: Articles

Article with one author

Format:

Author’s Last Name, Author’s initial(s). (year of publication). Title of article. *Title of Journal, volume number*(issue number for journals paginated by issue), pages.

Example:

APA Citation Examples: Articles

Article with multiple authors

Format:
Author #1's last name, Author #1’s initial(s)., & Author #2's last name, Author# 2's initial(s). (Publication year). Title of article. *Title of Journal, volume number*(issue number for journals paginated by issue), pages.

Example:
APA Citation Examples: Online Sources

Article from a library database

Format:
Author’s Last Name, Initials. (Year of Publication). Title of article. 
Title of Journal, volume number(issue number), page numbers. doi:xx.xxxxxxxxxx. [If no DOI is available, leave that part blank.]

Example:
APA Citation Examples: Online Sources

Article from a newspaper/magazine website

Format:

Author’s Last Name, Initials. (Year, Month Day if provided). Title of article. Title of Newspaper. Retrieved from http://xxxxxxxxxxx [use the URL for the main home page of the newspaper or magazine]

Example:

Parenthetical References

• Parenthetical references are brief in-text citations for information that you mention in your paper (whether summarized, paraphrased, or directly quoted).

• In-text citations use the “author-date” system, which provides just enough information to point back to the full citation in the reference list.
  – This includes the author’s last name, the date the source was published, and the page number for direct quotes.
Parenthetical References: Examples

Paraphrasing

Example:
Seyfarth (2002) offers suggestions for structuring workloads...

Refers to the full citation in the reference list:
Parenthetical References: Examples

Direct quotes

Example:
Teachers “should address multiple learning styles” (Seyfarth, 2002, p. 79). ... 

Refers to the full citation in the reference list:
Online Guides to APA Style

• This section of the tutorial was intended as a brief introduction to APA style.

• For more information, see the following guides:
  – How to Cite Sources in APA Format (LibGuide): http://apu.libguides.com/apacitations
  – Diana Hacker’s Research and Documentation Online (click on Social Sciences): http://www.dianahacker.com/resdoc
  – OWL (Online Writing Lab) at Purdue (click on “APA Formatting and Style Guide”): http://owl.english.purdue.edu/
APA Style: Help

• If you have questions about APA style, please use the online research help services:
  – LibGuides: online research guides are available for many subjects
  – Library Answers: online question-and-answer service. View others’ questions, or submit your own.
  – AskNow: live chat reference service, available 24/7

• This concludes the tutorial.