<table>
<thead>
<tr>
<th>INFORMATION SOURCE</th>
<th>INFORMATION TYPE</th>
<th>WHEN TO USE</th>
<th>HOW TO FIND</th>
<th>EXAMPLES</th>
</tr>
</thead>
</table>
| Encyclopedias (Reference  | Encyclopedias are collections of short, factual entries often written by different contributors who are knowledgeable about the topic. General encyclopedias provide concise overviews on a wide variety of topics. Subject encyclopedias contain in-depth entries focusing on one field of study. | • to find short, factual information on your topic.  
• to get a brief understanding of a topic & issues.  
• to provide definitions and introductory information at the beginning of a project. | 1. Search by Title, Author, or Keyword, using the library catalog.  
2. Browse the reference section using the call number system of organization.  
3. Use the library eReference databases. | World Book Encyclopedia (general)  
Encyclopedia of Drugs, Alcohol & Addictive Behavior (subject-specific). |
| Materials)                 |                                                                                 |                                                                              |                                                                            |                                                                         |
| Books                      | Books come in all different types non-fiction & fiction; online & in-print; edited or single author; biographies, novels, & easy readers. Non-fiction books provide in-depth coverage of a topic. Published once with the possibility of newer editions. | • to find lots of information on your topic.  
• to get an in-depth understanding of a topic  
• to understand how your topic relates contextually to other issues.  
• to support your comments throughout your project | 1. Search by Title, Author, or Keyword, using the library catalog.  
2. Browse the stacks using the call number system of organization. | Harry Potter (popular fiction)  
Death, American Style (scholarly, non-fiction) |
| Magazine & Newspaper      | Magazines & newspapers are a collection of articles and images about diverse topics of popular interest and current events, published daily, weekly, or monthly. Usually these articles are written by journalists and are geared toward the general reader. These articles do not usually contain citations or abstracts. | • to find narrow information or opinions about popular culture  
• to find up-to-date information about current events.  
• to understand how the general public is talking about an issue.  
• to support your comments in individual paragraphs on narrower issues within your topic. | 1. Full text using the library databases.  
2. Can find some that are freely available through the open web (web sites).  
3. Browse the Periodical shelves for magazines and newspapers. | Time Magazine  
National Geographic  
People  
Sports Illustrated | Articles |
<table>
<thead>
<tr>
<th>INFORMATION SOURCE</th>
<th>INFORMATION TYPE</th>
<th>WHEN TO USE</th>
<th>HOW TO FIND</th>
<th>EXAMPLES</th>
</tr>
</thead>
</table>
| Journal Articles  | Journals are collections of scholarly articles with a particular subject area of focus, **published a few times a year**. Usually these articles address a very narrow and specific issue within a topic and are written by **experts in their fields** and are geared toward students, researchers, and academics. These articles often contain primary research and contain a long list of **citations** and begin with an **abstract**. Often regarded as the **most credible** type of information. | ● to find **focused information** about a specific issue within a topic.  
● when extremely **credible information** is needed.  
● to understand how **experts** are talking about an issue.  
● to support your comments in **individual paragraphs** on narrower issues within your topic. | 1. Full text using the **library databases**.  
2. Can find some that are freely available through the **open web** (web sites).  
3. **Browse** the Periodical shelves for journals. | **American Journal of Psychotherapy**  
**International Journal of Sports Marketing & Sponsorship** |
| Web Sites         | The open web contains all different kinds of freely available (non-published) and some of the above published information. Key resources are government information, news, and private foundation in information. The open web is not edited, organized, or curated, so you must always evaluate the information (Who, What, When, Why, Where) in great detail before using. | ● to find **current, up to date** information information  
● to find company, organization, and private foundation information  
● to find information from all levels of **government** - federal to local  
● to support your comments **throughout your paper** depending on source found on web site. | 1. Find online websites searching for your topic using a free search engine like Google, Ask, or Bing.  
2. Use Google Scholar to find scholarly journal articles. | **American Factfinder at**  
[http://factfinder.census.gov/](http://factfinder.census.gov/)  
**The World Fact Book at**  