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 Central Library, Vanderbilt University, February 2009

LPO 3460 – PROFESSIONAL PAPER IN EDUCATION POLICY

The location and call number of each publication is given in parentheses at the end of its bibliographic entry. All publications in this guide are shelved on the 4th level (the main floor) unless otherwise stated.

The URL for the Vanderbilt Library home page is <http://www.library.vanderbilt.edu/>

General Articles Databases

At the Vanderbilt Library home page → “Find Articles and Databases” (upper right) → “Top Databases” (near top)

Proquest. ([Database](#))


Provides citations and summaries of articles from over 4,000 publications, with many in full-text. Indexes a broad range of social sciences publications, numerous general-interest magazines such as *Time* and *Newsweek*, and recent issues of major newspapers. **E-mail: articles.**

Search Tip #1: Use the * (asterisk) to substitute for word endings.

Search Tip #2: Before you search, you can limit the number of databases you look at: click on the downward arrow to the right of “Databases:” and choose “Interdisciplinary: Proquest Research Library.”

Search Tip #3: After entering your basic search, look at the “suggested topics” above the results you get. Click on the most appropriate one to get a list of the items that focus most on that topic.

Another tip: After entering your basic search, if you don’t get many results, look at the list of results. From the titles of the articles listed, you may see [other words or terms](#) that will focus your topic better.

Some articles are available in full-text (the whole article is in ProQuest) **directly on Proquest. You must look up others by clicking on “Find a copy” and then on the  button. See if the article is available online through another database or in print in the library. Also, click on “Cite this” and choose the citation style you want from the pull-down list, to find out how to cite the article.**

LEXIS-NEXIS Academic Universe, 1973-. ([Database](#))

Broadest source for full-text newspaper articles. Also indexes business, legal, and medical information and general reference sources. **Use the ! (exclamation mark) to substitute for word endings. E-mail: articles.**

Scholarly Periodical Databases

At the Vanderbilt Library home page, on the right under “Find Articles and Databases,” click on “Articles and Databases.” Then enter initials of the database in the “search for database by name” box and press [enter].

Worldwide Political Science Abstracts (WPSA), 1975-. ([Database](#))

The most comprehensive Political Science database. Provides citations, abstracts, and indexing of the international serials literature in political science and its complementary fields, including international relations, law, and public administration / policy. **Use the * (asterisk) to substitute for word endings. E-mail: citations.**

PAIS International, 1972-. ([Database](#))

Covers current events, public policy issues, and the social sciences in general--including economic and social conditions, government and politics, and international relations. Indexes a broad range of materials--books, pamphlets, and publications of the U.S. government and of international organizations. Use the * (asterisk) to substitute for word endings. **E-mail: citations.**

CIAO (Columbia International Affairs Online) (Database)

Includes working papers from university research institutes, occasional papers series from NGOs, foundation-funded research projects, conference proceedings, journal abstracts, books, policy briefs and economic indicators, and maps and country data. To search for more than one term, put a plus sign in front of each. Provides links to more than 160 related sites and to the home pages of contributing institutions. **Use the * (asterisk) to substitute for word endings.**

JSTOR. (<http://www.jstor.org/search/>) and *Project MUSE.* (<http://muse.jhu.edu/search/search.pl>)

Full-text online backfiles of core scholarly journals on many subjects. JSTOR’s full-text coverage begins at the first issue of each journal and usually ends within five years of the present. Project MUSE has more current issues, but covers fewer journals.

Online Currents Events and News Sources

CQ Weekly [Congressional Quarterly Weekly Report], 1946-. ([Database](#), 1983-; Latest five years: GOVT REF Alcove JK1.C15--West Wall)

Best source for current developments on political issues and campaigns and on activities of all three branches of government. Choose "Advanced Search" and **use the * (asterisk) to substitute for word endings**.

The annual **Congressional Quarterly Almanac** (GOVT REF Alcove JK1.C66--West Wall) and quadrennial **Congress and the Nation** (GOVT REF Alcove JK1001.C6--West Wall) summarize and arrange **CQ Weekly** information by topic.

FACTS.com: Facts on File World News Digest, 1980-. ([Database](#))

Facts on File, 1941-. (Latest in READY REF D410.F3--Bookcase 1)

Keesing's Contemporary Archives, 1931-. (Latest in READY REF D410.K4--Bookcase 1)

Loose-leaf news digests covering world events. More complete coverage of the U.S. in *Facts on File* and of other countries and international organizations in *Keesing's*, which includes partial texts of documents and speeches as well as news summaries. *Facts on File* is weekly; *Keesing's* is monthly. *FACTS.com* is the online version of *Facts on File*.

World News Connection: Foreign Broadcast Information Service (FBIS) ([Database](#)).

The latest two years of full text and summaries of foreign newspaper articles, speeches, TV & radio broadcasts, books, and reports translated into English. (Vanderbilt IP addresses only.)

Books and U.S. Government Documents on Acorn

Acorn is the catalog for all 9 libraries in the Heard Library system, as well as a few other libraries on campus (like the Women's Center and the Family Resource Center). It lists almost all books in all Vanderbilt libraries and most U.S. government publications distributed after July 1976. It lists which periodicals we subscribe to, but does not list individual articles.

At the Vanderbilt Library home page → "Find Books and Other Items" (upper left) → "Acorn"

For books by a specific author, enter the author's name (surname first), then select "author begins with" from the drop-down menu

For a specific book, enter the first few words of the title, then select "title begins with" from the drop-down menu

For items on a topic, enter the keywords for the topic, and select "words anywhere" from the drop-down menu. For keyword searching only, **use a \$ to substitute for word endings** (for example, working paper\$). To search for a phrase, enclose the phrase with single rather than double quotes (for example, 'north atlantic treaty').

After finding the call numbers for the books you want, check the location chart by the main elevators to find out the level on which those books are shelved. Look at other books shelved near the books listed in Acorn, since they will be about similar subjects.

U. S. Government Information

Almost all paper U.S. government publications issued after 1976 are listed on Acorn. Most electronic sources are not listed.

Google U.S. Government Search (formerly Uncle Sam) (<http://www.google.com/ig/usgov>) -- Searches all U.S. federal, state and local government .gov and .mil sites, as well as select government sites with .com, .us, and .edu domains (e.g., .usps.com, .ca.us, and ndu.edu).

LEXIS-NEXIS Congressional, 1789-1969; 1970-. ([Database](#))

Indexes U.S. Congressional hearings and committee prints and documents from other Congressional units. Includes text and status of Congressional bills; information about members of Congress and their districts, text of prepared statements before Congressional hearings, and text of *Congressional Record*, which contains the floor speeches of members of Congress. Use the ! (exclamation mark) to substitute for word endings. Includes *CIS/Index*. Analysis of appropriate bills gives information about relevant public policies.

Congressional Hearings (Microfiche GOVT Y 4.____)

Testimony on proposed legislation, an existing government program, or an event: spokespersons for the administration, interest group representatives, state and local officials, members of Congress, and others interested in the passage or defeat of legislation. Search on *LEXIS-NEXIS Congressional* ([Database](#)) or Acorn to identify hearings on your topic.

Statistics

LEXIS-NEXIS Statistical, 1973-. ([Database](#))

Indexes statistical publications issued by the U.S. government since 1973 and about 2,000 titles from international intergovernmental organizations since 1983. Provides direct access to many statistical tables. Includes full-text of some publications, 1995 to present, and direct links to originating government web sites where available. Non-depository U.S. documents are available on microfiche (GOVT Microfiche 669--rose cabinet with green labels).

Statistical Abstract of the United States (U.S. Bureau of the Census), 1879-. (Latest in GOVT REF Alcove C/2(2) C 3.134--South Wall; also READY REF; **Online version:** <http://www.census.gov/statab/www/>)
The basic annual U.S. statistical handbook, including almost 1,600 tables, of social, economic, and political statistics. Use the source notes at the bottom of each table to lead you to other statistical publications on your topic.

Education Sites

Department of Education (<http://www.ed.gov/index.jhtml>)

Priorities, funding opportunities, programs, publications, research, and statistics.

ERIC: Educational Resources Information Center. U.S. Dept. of Education (ED), Educational Resources Information Center (<http://www.eric.ed.gov/>)

Provides access to education literature and resources. Includes (1) a database that indexes articles, reports, papers, books, etc., (2) a clearinghouse for publications, directories, and links, and (3) resources such as digests and an online answer service.

National Center for Education Statistics (NCES). U.S. Dept. of Education (ED) (<http://nces.ed.gov/>)

Collects and analyzes statistics on U.S. education and international comparisons. *Annual Reports* includes major NCES publications such as *The Condition of Education*, *Digest of Education Statistics*, and *Projections of Education Statistics to 2016*.

Condition of Education -- U.S. National Center for Education Statistics (NCES) -- More policy relevant and problem oriented; focuses on 60 indicators judged to be significant national measures of the condition and progress of education. Includes *Supplemental and Standard Error Tables*.

Digest of Education Statistics -- U.S. National Center for Education Statistics (NCES) -- The basic compilation of education statistics.

Projections of Education Statistics -- U.S. National Center for Education Statistics (NCES) -- Ten-year projections of statistics on enrollment, graduates, classroom teachers, and expenditures in elementary and secondary schools and institutions of higher education.

Vanderbilt University Library. Government Information: Education. Larry Romans.

(<http://lib11.library.vanderbilt.edu/diglib/ginfo.pl?searchtext=Education&Type=Simple&Resource=DB&Website=GOVTI>)

Links to starting points, government sites, research center and other educational sites, and statistics.

Internet Sites

Google Scholar (<http://scholar.google.com/>). Searches specifically for scholarly literature, including peer-reviewed papers, theses, books, preprints, abstracts and technical reports from all broad areas of research.

Vanderbilt Library home page → "Get help with research" (lower right) → "Subject Guides."

Data Archives and Related Resources (<http://www.library.vanderbilt.edu/central/data.shtml>)

Government Information (<http://www.library.vanderbilt.edu/romans/govt/>)

Political Science (<http://www.library.vanderbilt.edu/romans/polsci/>)

Public Policy Issues and Groups (<http://www.library.vanderbilt.edu/romans/pubpol.html>)

Keyword Searching

Keyword searching allows you to search for a word or phrase from the title, author, subject headings, or other parts of an entry in a database. Search by keyword if you want to search by topic rather than for a particular author or book. You can also search by keyword if you want to combine terms from more than one subject heading or from different parts of an entry (for example, the author's surname and an important word from the title of one of the author's books).

Boolean operators: Connect each keyword or phrase with the others by **and** or **or**

AND narrows a search by retrieving **only** records that contain all of your search terms. The computer displays only the parts of the sets that overlap.

EXAMPLE: **discrimination and housing** will retrieve only records that contain both discrimination and housing.

EXAMPLE: **sanctions and haiti**

OR broadens a search by retrieving **all** records that contain even one of your search terms. The computer adds together sets of records.

EXAMPLE: **gender or sex** will retrieve all records that contain either gender or sex or both.

EXAMPLE: **middle east or near east**

Do NOT include words like act, program, united, states, department, and bureau in your search. They appear in too many citations.

Keyword truncation allows you to look for all words that match the beginning (or "root") characters of your keyword, even if the endings differ. You use a truncation symbol as a "wild card" to stand for the different possible endings.

\$ is the keyword truncation symbol for Acorn

EXAMPLE: **teen\$** may retrieve **teen, teenager, teenagers, teenaged, teenybopper**, etc.

EXAMPLE: **race or racial or afro-american\$ or black\$ or minorit\$**

! is the keyword truncation symbol for *LEXIS-NEXIS* databases

***** is the keyword truncation symbol for *Proquest* and most other databases

Nesting is using parentheses around the keywords **within** a concept. This indicates that you want the terms within a concept to be combined first before connecting the concepts together.

EXAMPLE: **soviet union and (military or armed forces)**

EXAMPLE: **(atrocities or genocide) and serbia**

EXAMPLE: **(gun or guns or firearms) and (control or regulat\$ or legislat\$)**