



MA/CS 390 Handout  
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### **Project:**

Prepare an annotated bibliography documenting your research. The bibliography should include relevant materials from many types of sources. This project is worth 30% of your final grade. The librarian provides 20% of the final grade for a total of 100 points. Your faculty supervisor will provide 10% of grade based on content.

### **Meeting with Connie Ghinazzi between 3/21 and 4/15:**

- **Preliminary Bibliography due at this meeting – 50 points.** Appointments must be scheduled in advance. At this meeting, you must hand in a preliminary bibliography that includes at least 4 completed annotated citations in the format listed below, each from a different type of resource. These can be subject encyclopedias, books, articles, newspapers, web resources, personal interviews, government documents, etc.
- Be prepared to discuss the following:
  - List of search terms and databases being used
  - Plan for further work
  - Up to date Search Summary worksheets

### **Final Product:**

**A complete annotated bibliography in MLA format – 50 points.** An organized list of sources with notes that are both informative and evaluative. There are two parts to each record.

- MLA style citation for the resource: Follow the examples in *A Writer's Reference*, 5<sup>th</sup> edition, by Diana Hacker on Electronic Reserve or at the Ref desk. It is also available electronically under General Reference on the Research Resources page.
- Annotation includes:
  - Source (Web, name of online database, reference book, etc.)
  - Keywords or descriptors used
  - Summary section: What did the resource say about your topic?
  - Evaluation section: What did you think about this information?

### **Research strategies:**

- Use reference sources to identify and define search terms. What are synonyms for the key concepts? Set up a grid for search terms to record the words you want to use.
- Look at your subject from scientific and social scientific approaches. Use general materials to create list of search terms. Browse subject area for possible resources, like CQ Researcher or specialty encyclopedias.
- Use the citations, descriptors and subject headings from useful resources (articles, web sites, and book entries) as broader or narrower concepts to lead you to more information.

## Books:

**ALiCat** holds the records for all books available in the Tredway Library. The ILC SO catalog includes 56 academic libraries across Illinois and gives you access to over 35 million records. Use ILC SO to request books we don't have on our shelves. They will arrive within 3-5 days.

## Indexes:

Augustana subscribes to 100 electronic indexes to use to identify articles. Start your search in a database that addresses your topic or in Ebsco Fulltext. Use several different indexes. Some databases may list them as broader or narrower compared to the original phrase.

A few databases to start with are:

- Ebsco Fulltext
- Applied Science & Technology Abstracts
- General Science Index
- Article First
- SIRS Researcher
- PAIS
- Ebsco Professional Development Collection (Education)

The scope of your project will benefit from using various approaches to material. Choose popular and scholarly works to offer broader perspective to your research. The detailed record also gives leads for further searching. The **descriptors** or **subject headings** identify key ideas that will link you to other articles using this same term.

## Periodicals:

Once you identify a journal title, go to **Augustana's Periodicals** page to find location and dates. If we don't own a journal, articles can be requested through the Interlibrary Loan button on the Research Resources page or by using the ILL button when available. Allow about two weeks for ILL materials to arrive.

## Web Resources:

- Scout Report: <http://scout.cs.wisc.edu> offers reviewed web resources; use your search terms in the advanced search function
- NSDL Scout Report for Math, Engineering & Technology: <http://scout.wisc.edu/Reports/NSDL/MET/Current/>
- MacTutor History of Mathematics Archive: <http://www-gap.dcs.st-and.ac.uk/~history>
- Math Archives: <http://archives.math.utk.edu> Math education resources
- Math, Statistics, and Computational Science: <http://math.nist.gov>
- MathSource.com <http://library.wolfram.com/infocenter> Electronic library for Mathematica materials.

## Evaluating Web Resources:

- Accuracy: Is it fact or opinion, are sources listed?
- Authority: Qualifications, where published, standing in the field?
- Expert Opinion: What do other experts say? What is the linkage?
- Coverage: How current, relevant to topic?

### **Format and Examples:**

- Format and content are both important to your final grade. Follow MLA examples in Hacker carefully. Be sure to include both the citation and the annotation which consists of both a summary and evaluation, such as:

Minassian, Donald P. "The Current State of Actuarial Science." American Mathematical Monthly Aug.-Sept. 1996: 552-561. Used Article First with keyword actuarial science.

Summary: Minassian gives a brief description of professional organizations associated with actuarial science. He discusses employment placements, examination process and education needed to become an actuary. The article discusses research topics associated with actuarial science.

Evaluation: The article is outdated in one aspect– The SOA and CAS updated their exam process in 2000, but was still helpful regarding the professional actuarial organizations. I will use the information on education needed for actuaries in my presentation.

Social Security Administration. Actuaries in the Social Security Administration. 2002. 22 September 2002. <<http://www.ssa.gov/OACT/actssa.html>>. Used FirstGov with keywords actuary and career.

Summary: The article first discusses actuaries in general: what they are and what they do. The majority of the article deals with actuarial work and pay scale in the federal government and specifically in the SSA.

Evaluation: This was useful because it provided a contrast between actuarial work in the federal government compared to insurance or consultant actuaries. Helped me focus more on insurance actuaries for my presentation.

### **How to do MLA citation indentation on the computer:**

- Click **Format** on toolbar
- Choose **Paragraph**, the screen called **Indents and Spacing**
- Under **Indentation**, go to **Special** and click arrow down to select **Hanging Indent**
- Under **Spacing**, choose **1.5 lines**
- Look at **Preview** box; this should be the correct MLA format
- Click on **OK** and you are done

I am here to help. Please feel free to talk with me early on if you are having trouble with your research. Don't wait for your appointment if you are having problems. A partially completed annotated bibliography is expected at that meeting. Have fun!

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