

جامعة الانبار

كلية التربية للعلوم الانسانية

قسم اللغة الانكليزية

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اسم المادة باللغة العربية: طرق البحث العلمي

**Methods of Scientific Research**

## المحاضرة الرابعة

### الفصل الثالث: تحديد مصادر البحث-1

## **Chapter Three Identifying Sources -1**

### **Lecture Outline:**

The library:

Reference Section.

Reserve Section.

Periodical Section.

Microfilm and Microfiche Section.

## **Introduction:**

In order to identify the sources of your research paper, you need to go to two main sources:

1-Card catalog: Make a list for all books relevant to your topic. Find them, evaluate them, and take notes from them.

2-Variou bibliographies and indexes for magazines and newspapers: Identify the articles that have helpful content to your topic, evaluate them, and take not from them.

This chapter is going to present the information relevant to the question: (How do you identify and list sources in books, magazines and newspaper?)

The next chapter will shed light on (How to evaluate those sources, take notes from them, and develop a working outline for your paper?)

## **Types of cards:**

In order to identify the sources of information for your paper, you need to use two types of index cards; bibliography card, and note card:

### **1-Bibliography cards: 3\*4 inches cards**

- Separate card for each source you found in the card catalog (for books) or in the bibliographies and indexes (for magazines and newspapers).
- Arrange and classify these cards into (useful sources) and (sources I haven't found yet).
- Later on, you can use these cards for useful sources to take notes and when writing down the (bibliography section ) of the final draft of your paper.
- 2- Note cards: 4\*6 OR 5\*8 inches
- You have to use these cards to write notes from the useful sources in a form of quotations, paraphrases, and summaries.
- You can arrange these notes, later on according to the sequence of your outline when you are writing the first draft of your paper.

## **The library:**

The main source of information is the library. You can use questionnaires, interviews, diaries, etc. as a research materials.

In order to locate sources of various types in the library, you need to know what are the main parts of the library, as mentioned below:

- 1- Reference Section.
- 2- Reserve Section.
- 3- Periodical Section.
- 4- Microfilm and Microfiche Section.

### **1- Reference Section.**

- It is the most important section in the library as it includes;
  - Most of the books you need for your topic,
  - Indexes and bibliographies which lists books and articles in books, magazines and newspapers,
  - Abstracts which give a summary for some of the articles in those sources
  - Encyclopedias, collections of biographies, atlases...etc.
- These sources are all available at all time in the library for all students .This advantageous point. However, checking these sources is restricted to inside the library and this constitutes a disadvantageous point.

### **2- Reserve Section.**

- It contains books and other materials that are used frequently and need to be available to a large number of people on a short notice. Accordingly, you can check out the materials in this section for only a short time-an hour or overnight.
- These sources can not be kept in the reference section as they change frequently depending on the courses being taught in a specific period of time

### **3- Periodical Section.**

- Periodicals are the types of materials which are printed and issued frequently (periodically)-weekly, monthly, quarterly. For example newspaper and magazines and articles in journals, such as American psychologist, Nineteenth century fiction, and journal of humanities and social sciences.
- There are three important parts in the periodical section:
  - List of periodicals.
  - Current issues.
  - Back issues.

#### **Parts of Periodicals:**

##### **1- List of periodicals:**

- All periodicals available in the library are arranged in a form of lists posted in a wall in the periodical section. It might also be in a large computer listing lying on a table in the area close to the periodical shelves.
- These lists can help you find the publications you need quickly.

##### **2- Current issues:**

All periodicals published in the current year are displayed in this part.

##### **3- Back issues:**

Old issues are collected in volume or year bounded with a hard cover and placed in the “back issues” part of the periodicals section. Some back issues may be kept on microfilm or microfiche.

### **4- Microfilm and Microfiche Section.**

- It is also called microform section. It contains books, magazines, and newspapers kept in a form of reduced size films. Accordingly, it is the most intimidating section in the library as it demands from readers to operate special equipment to read these materials. However, these materials are so easy to be used and you can print some pages from them.
- It contains items such as back issues of (The New York Times and London Times) and back issues of some periodicals and rare books.