

جامعة الانبار

كلية التربية للعلوم الانسانية

قسم اللغة الانكليزية

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المرحلة: الثالثة-صباحي

اسم المادة باللغة العربية: طرق البحث العلمي

**Methods of Scientific Research**

## المحاضرة الخامسة

الفصل الثالث: (تحديد مصادر البحث-2)

### **Chapter Three Identifying Sources -2**

#### **Lecture Outline:**

- Finding Books:
  - The Card Catalog:
  - Types of cards:
  - Classification Systems:
  - Bibliography Cards for Books:

## Finding Books:

- The step following selecting a topic is to look for working bibliography- a list of books and articles relevant to your topic.
- Books are more important to look for first for three reasons:

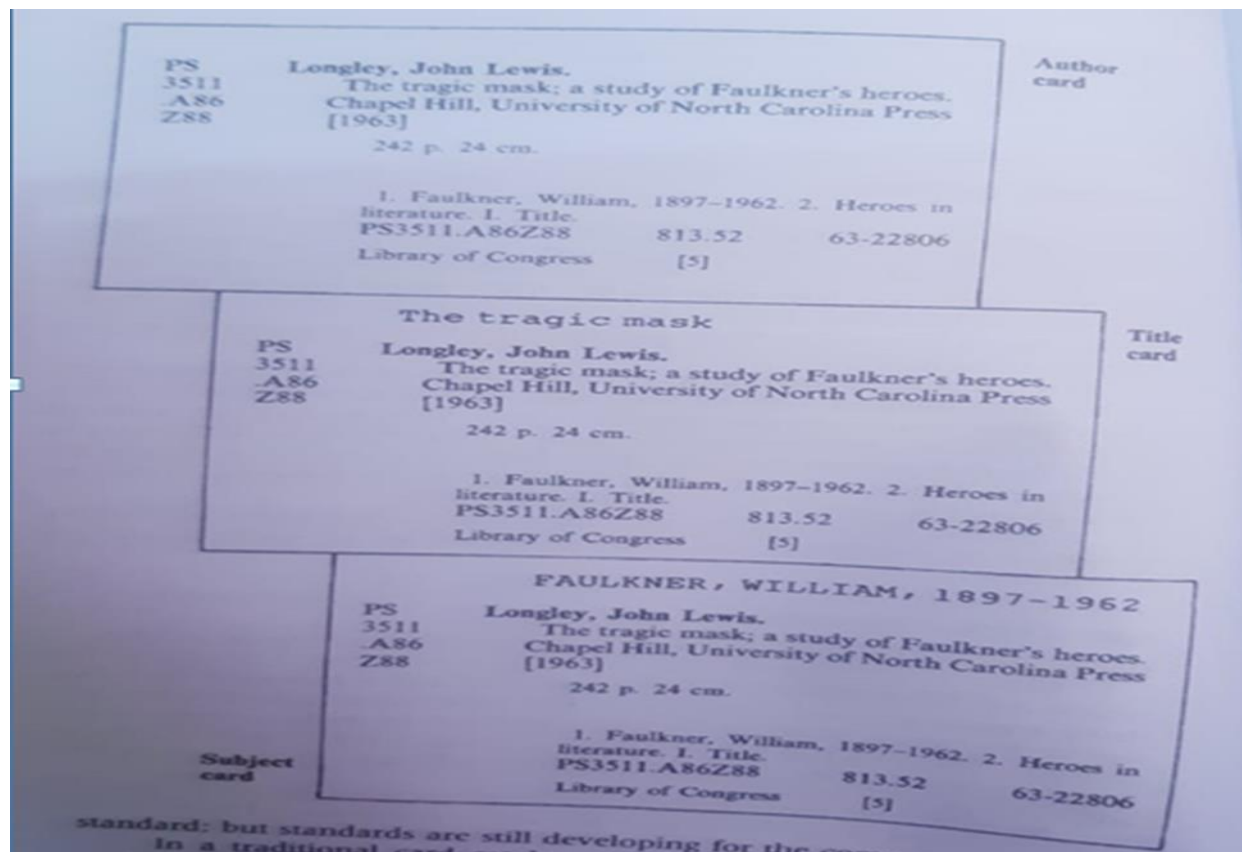
1-They are easier to find than articles,,

2-They lead you to another list of useful sources relevant to your topic, and

3-They cover your topic more generally and include rich information.

## The Card Catalog:

To find books, you have to look for card catalog. Many libraries have the card catalog on computer or in a traditional form(a large file of 3\*5 inches cards arranged alphabetically). There are three types of cards catalog; author card, title card, and subject card as mentioned in the next slide.



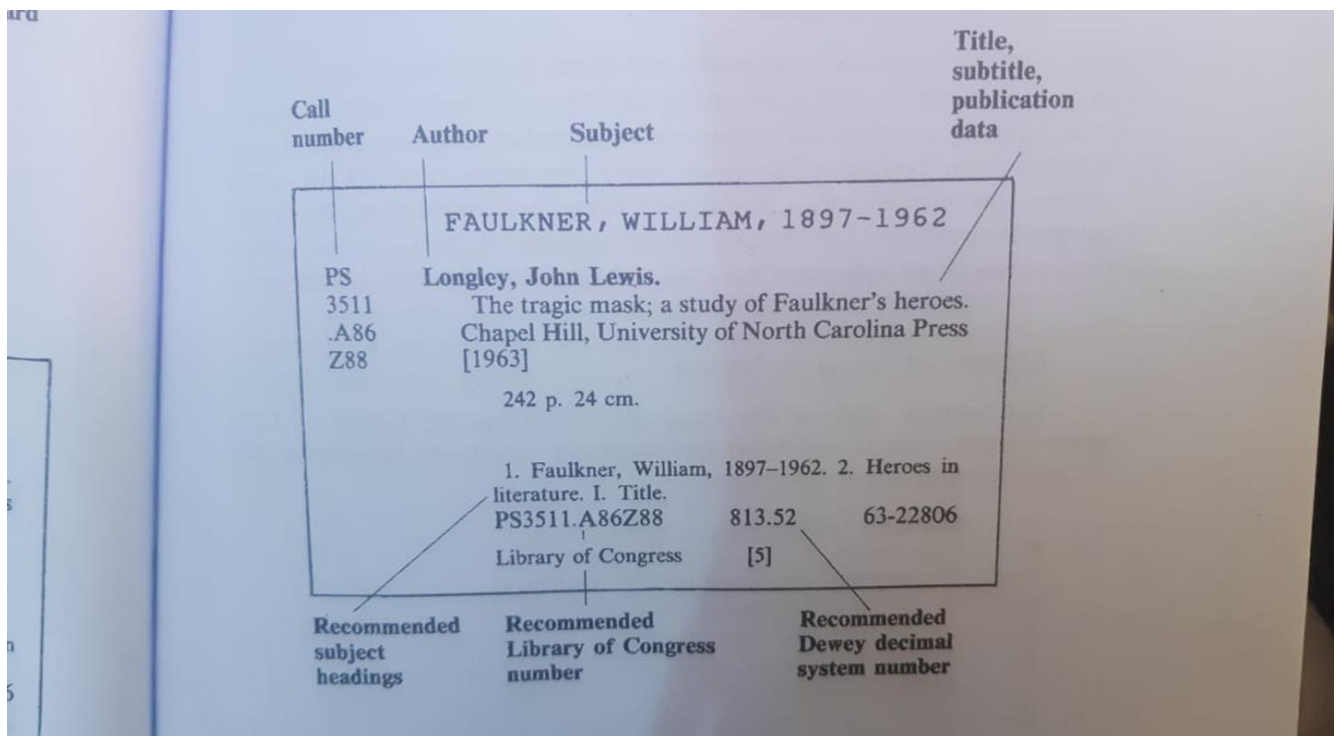
## Types of cards:

All three types of cards start as author cards. The difference is that :

- a title card has a title typed on top so it can be alphabetically categorized.
- a subject card has a subject typed on top so it can be alphabetically categorized.

However, when you begin looking for books, you need to look for subject cards, because you don't know any title or author for your research.

## Components of subject cards



## **Classification Systems:**

- Libraries arranged books by either Dewey Decimal Classification System, or Library of Congress Classification System.

### **1- Dewey Decimal Classification System:**

This system classifies all fields of knowledge into categories by using numbers only. These numbers begin from the general field of knowledge then move to specific field of knowledge, for example:

800 Literature

810 American Literature

813 Fiction in American Literature

813.52 John Longley's The tragic Mask

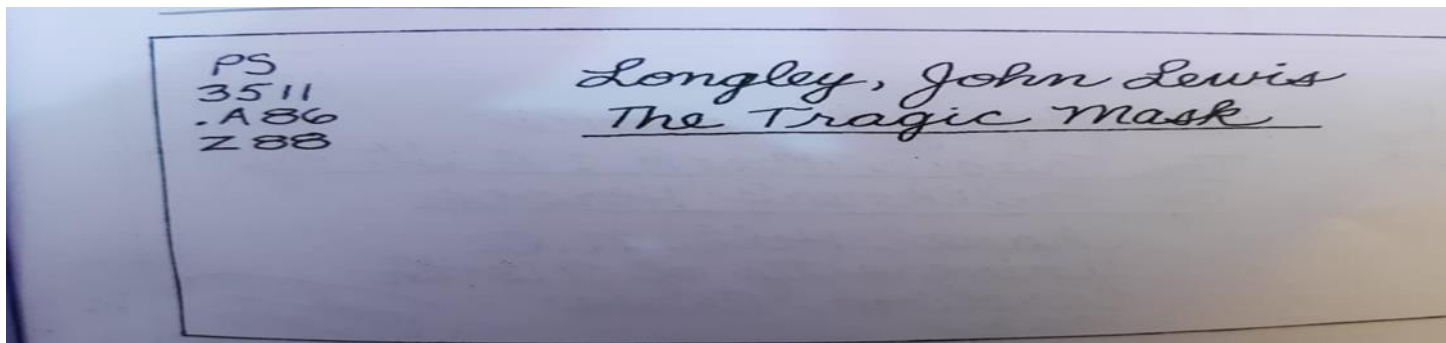
### **2- Library of Congress Classification System.**

This system classifies all fields of knowledge into categories by using letters and numbers. These numbers and letters begin from the broad field of knowledge then move to specific field of knowledge.

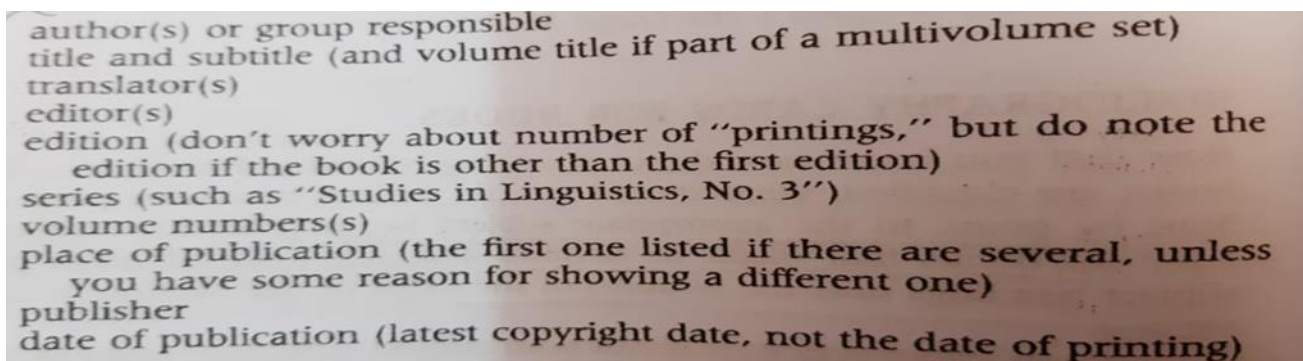
## Bibliography Cards for Books:

To find books for your paper, you should do the following steps:

- 1- Go to the appropriate subject heading in the card catalog
- 2- Look for helpful books and also look for other possible subjects heading near the bottom of the card catalog in the section where find the card catalog.
- 3- Identify one or two books, find them on the shelves and look over them to make sure that they are really helpful to your topic.
- 4- Jot down some key information on your 3\*5 inches bibliography card. In this step, you just need to write the book call number, author, and title of the book.
- 5- Write useful codes on the cards.



- 6- Once you have the book in your hand and decided the book is useful to your paper, you need to complete your working bibliography card by including the following information in it:



**Bibliography Cards for Books:**

