

GUIDANCE PRINCIPLES AND PRACTICES - CNS 5350

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1. **LIBRARY INFORMATION** - see first handout
2. **LIBRARY WEBSITE** (<http://research.udmercy.edu>) - the information portal to access the library catalog, journal articles, indexes, internet resources, and more. Can be accessed from the University home page from the "Quicklinks".

Academic Affairs	Blackboard/Knowledge	Emergency Alert System	International Services	Parents	Scholarships @ UDM
Academic Calendar	Bookstore	Employment	IT/Computer Center	Personal Counseling	Student Health Center
Academic Programs	Career Edu. Center	Facilities Management	Libraries	Public Safety	Student Life
Academic Services	Catalogs	Financial Aid	Mission & Identity	Registrar	Theatre
Admissions	Class Schedules	Giving to UDM	Online Community	Residence Life	University Ministry
Athletics	Directions/Maps	Governance	Online Programs	Request Information	UDM Writing Center

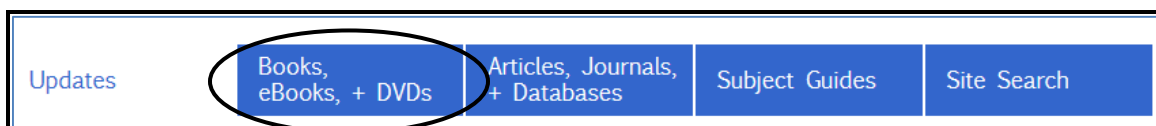
The library website can also be accessed when you are logged into Blackboard/Knowledge.



3. **THE LIBRARY CATALOG** - search the catalog to find items the library owns including books, theses, print journals (not journal articles), DVDs, videos and CDs.


3a. Keyword Searching

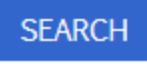
- From the library homepage, <http://research.udmercy.edu>, click on the **Books, eBooks, DVDs** tab to do a Keyword Search, Title Keyword Search or Author Keyword Search.



- Do a Keyword search using the search term **ethics**. Keyword searches are the broadest searches. The catalog looks for your search term in the title, subject, contributors, contents, notes and summary fields. Click on the search icon or hit Enter.

Find books, ebooks, + video

BY **Keyword** 

ethics 

☒ Any format | ☐ Electronic resources only | ☐ DVDs only

[UDM Catalog Home](#) | [All UDM's eBook Collections](#)
[Borrowing From Other Libraries](#) | [FirstSearch WorldCat](#)

How many titles? _____

Note: From this search screen, the catalog limits the search to items at the McNichols Campus Library, Dental Library and Online Holdings. To remove any of those limitations, click on the superscripted (x) next to the limiter. To add limiters, click on the drop down arrow next to the Limit by feature.



Narrow A Search by:

Put key phrases in **quotation marks** so the search engine will look for the phrase and not individual words.

Making a **Keyword** search a **Subject Keyword** search.

Adding search terms and combining them with **AND** to make your search more specific.



- Change **Keyword** to **Subject Keyword** in the dropdown box.
- Click on the arrow.

Search: **Subject Keyword**  **ethics**  Refine Search

> You're searching: **University of Detroit Mercy Libraries**

How many titles? _____

- In the search box, add **"and counseling"**.
- Click on the arrow.

Search: **Subject Keyword**  **ethics and counseling**  Refine Search

> You're searching: **University of Detroit Mercy Libraries**

How many titles? _____

Broaden A Search by:

- Make a Subject search a Keyword search.
- Remove search terms.
- Combine search terms with **OR**.

3b. Understanding A Book Record In The Library Catalog

The screenshot shows a library catalog record for the book "Handbook of multicultural counseling /". Annotations with arrows point to various parts of the record:

- Title of book**: Points to the title "Handbook of multicultural counseling /".
- Publication information**: Points to the publisher information "Thousand Oaks, Calif. : SAGE Publications, c2010.".
- Subject Headings**: Points to the "Subjects" section, which includes "Cross-cultural counseling", "Multiculturalism -- United States", and "Minorities -- Counseling of -- United States".
- Author(s)/Editor(s) of book**: Points to the "Medical Subject" section, which includes "Counseling -- ethics".
- Match the call numbers to the stack directory to find out which floor the book is on.**: Points to the "Call No." field in the holdings table, which is "BF 636.7 .C76 H36 2010".

The record also includes a description: "xv, 826 p. ; 26 cm." and contributors: "Ponterotto, Joseph G.".

Holdings - If you see nothing listed, your library does not own a copy.

Location	Shelving Location	Call No.	Copy	Status
UDM McNichols Campus Library	UDM McNichols Library Stacks	BF 636.7 .C76 H36 2010	c. 1	Checked In

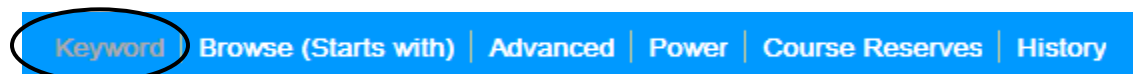
Other Libraries

3c. Stack Directory (see handout)

- The UDM stack directory is a guide to inform library users where materials are located in the library.
- Copies of the stack directory are posted on the walls on all the floors of the library.

3d. Searching For A Video/DVD In The Library Catalog

- Click on the **Keyword** tab.



- Change **Keyword** to **DVD/Video Keyword**.
- In the search box type **counseling**.

Search: DVD / Video Keyword counseling

- Click on the search icon.

How many titles? _____

- On the right side, limit the search to McNichols Campus Library.

Limit by: --McNichols Campus Library

How many titles? _____

If you know you only want DVD's, use the "Limit by:" dropdown box and select **DVD**. Similarly, if you know you only want VHS tapes, choose **Videos**.

4. SEARCHING THE DATABASES FOR JOURNAL ARTICLES

Library databases are searchable collections of full-text journal articles, abstracts, or citations. They have gone through an evaluative process before being published and are more reliable sources of information than an average web site.

On the re:search portal, <http://research.udmercy.edu>, in the center frame click on the tab **Articles, Journals, + Databases**.

Updates Books, eBooks, + DVDs Articles, Journals, + Databases Subject Guides Site Search

4a. Determining Scholarly Literature (see handout).

4b. **Databases (PsycINFO, Academic OneFile, etc.) VS. Internet (Google, Yahoo, etc.)** (see handout)

Internet


1. Good place to start for background information.
2. Good source for government and non-profit information.
3. Remember - **anyone can publish anything on the Internet.**
4. Information on the web is not always reliable.
5. Information on the Internet can be highly changeable - here today, gone tomorrow.

Databases

1. Contain full-text journal, newspaper, and magazine articles.
2. Content comes from reputable publishers so articles have been reviewed for accuracy and reliability.
3. Scholarly articles must go through a peer review process which makes them authoritative.
4. Articles in databases have a stable location and can be easily retrieved day to day.
5. Databases don't rely on advertising for revenue, but on subscriptions which institutions pay for. This is why you can't readily find scholarly material on the web.

4c. **Off Campus Login**

When you are off-campus and try to access a database, you will be prompted to provide a username and password. Log in exactly as you would log in to Titan Connect.



4d. **PsycINFO (EBSCO)**

Click on the drop down arrow next to **Databases By subject** and scroll to **Counseling**. Scroll down to **PsycINFO 1887 (Ebsco)**.

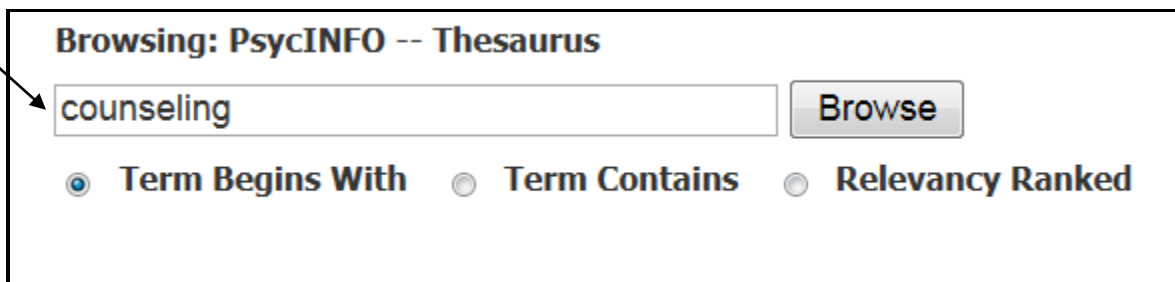
PsycINFO -- produced by the **American Psychological Association**, is the authoritative database for psychology. It indexes journal articles, chapters and books (since 1987), dissertations, and reports on psychology and related fields from 1887 to the present. **Psychology and Behavioral Sciences Collection** and **PsycARTICLES**, contain full text articles which are indexed in **PsycINFO**.

NOTE: It is preferable to use the controlled vocabulary term(s) used by a database to get a more precise and accurate search.

- Click on **Thesaurus** near the top of your screen in the **blue** area.



- Type **counseling** in the **Browsing** box.
- Click **Browse**.

A screenshot of the "Browsing: PsycINFO -- Thesaurus" interface. It features a text input field containing the word "counseling", a "Browse" button to its right, and three radio buttons below: "Term Begins With" (selected), "Term Contains", and "Relevancy Ranked". An arrow points to the "counseling" text field.

- Click **Counseling**.

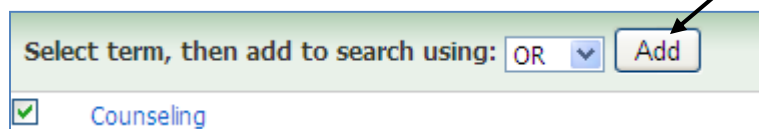
Note the Scope Note and Narrower and Related Terms.

When a plus + **sign** follows a subject heading, narrower terms are below it.

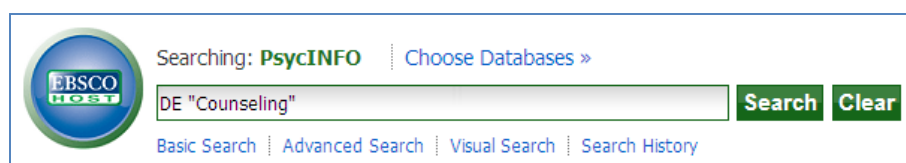
We can explode this term. When you **EXPLODE** a term, the database adds all the narrower terms to the search for you.

When you select **Major Concept** for a term, you create a search query that finds only records for which the term is a major point of the article.

- Click in box next to **Counseling**.
- Click **Add**.

A screenshot of a search interface showing a text input field with "Counseling" and a checkmark to its left. To the right of the input field is a dropdown menu set to "OR" and an "Add" button. An arrow points to the "Add" button.

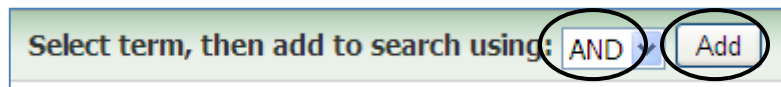
You should now see the following in the **Searching** box.

A screenshot of the "Searching" box. It features the EBSCO logo on the left. To the right, it says "Searching: PsycINFO" and "Choose Databases »". Below this is a text input field containing "DE 'Counseling'", followed by "Search" and "Clear" buttons. At the bottom, there are links for "Basic Search", "Advanced Search", "Visual Search", and "Search History".

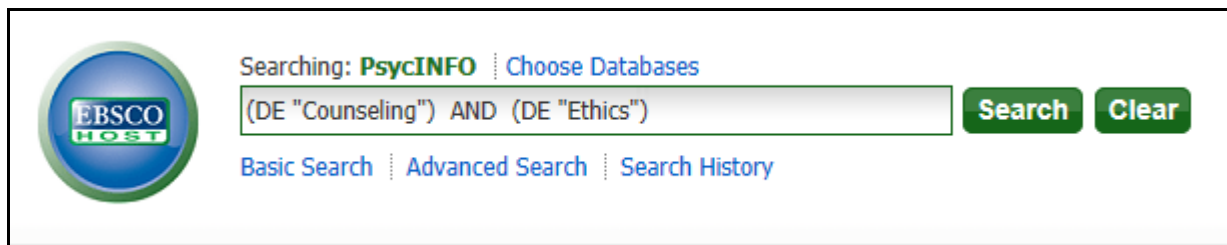
- In the **Browsing** box, delete **counseling** and type **ethics**. Note the narrower and related terms.
- Click **Browse**.
- Check the box next to **Ethics**.



- Change **OR** to **AND**.
- Click **Add**.



You should now see the following in the **Searching** box.



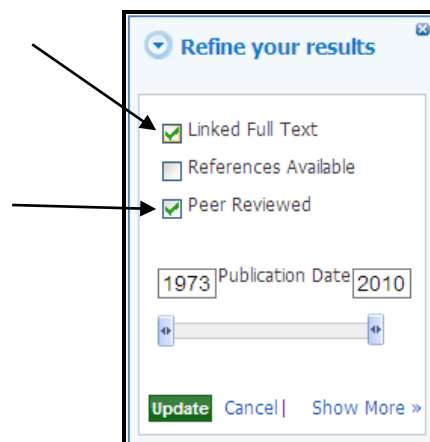
- Click **Search**.

How many results? _____

- On the left frame, click the box **Peer Reviewed**. Click on **Update**.

How many results? _____

- On the left frame, click the box **Linked Full Text**. Click on **Update**.



How many results? _____

To Broaden A Search:

Use fewer search terms.

Add additional, similar search terms and combine them with "OR".

Try redoing the search and exploding the search terms.

- Click on **Thesaurus** again.
- In the browsing box, type **counseling**.
- Click on **counseling**. Note all the narrower terms.
- Check the box next to **counseling** and the box below **Explode**. Click the **Add** button.

Select term, then add to search using: OR ☒ Counseling ☒ Explode

The searching box should now look like this:

Searching: **PsycINFO** | [Choose Databases](#)

DE "Counseling" OR DE "Community Counseling" OR DE "Cross Cultural Counseling" OR DE "Educational Counseling" OR DE "Genetic Counseling" OR DE "Gerontological Counseling" OR DE "Group Counseling" OR DE "Marriage Counseling" OR DE "Microcounseling" OR DE "Multicultural Counseling"

[Basic Search](#) | [Advanced Search](#) | [Search History](#)

- In the browsing box, delete **counseling** and type **ethics**.
- Click **Browse**.
- Check the box next to **ethics** and the box below **Explode**.
- Change **OR** to **AND**. Click **Add**.

The searching box should look like this.

Searching: **PsycINFO** | [Choose Databases](#)

Counseling" OR DE "Peer Counseling" OR DE "Premarital Counseling" OR DE "Psychotherapeutic Counseling" OR DE "Rehabilitation Counseling" OR DE "School Counseling") AND (DE "Ethics" OR DE "Bioethics" OR DE "Business Ethics" OR DE "Experimental Ethics" OR DE "Professional Ethics")

[Basic Search](#) | [Advanced Search](#) | [Search History](#)

- Click **Search**.

How many results? _____

- Limit to **Peer Reviewed**.

How many results? _____

- Limit to **Linked Full Text**.

How many results? _____

To Narrow A Search:

Use the limiters provided by the database by clicking on [Show More »](#).

Use the **Refine Your Results** frame on the left.

Add additional search terms and combine them with **AND**.

4e. Understanding A Journal Article Record From PsychInfo

Use the database record to weed out unwanted articles. Look at the Document type. Use the rollover tool to read the abstract.

This screenshot shows a search result for the article "Values and social justice in counseling" by Crethar, Hugh C. and Winterowd, Carrie L. The annotations highlight the following elements:

- Title of the article:** Points to the article title "Values and social justice in counseling".
- Rollover to read abstract:** Points to the rollover icon (a magnifying glass over a document) next to the title.
- Author(s) and Publication Information:** Points to the author names and the journal information: "Counseling and Values, Vol 57(1), Apr, 2012. pp. 3-9.".
- Document type:** Points to the "PDF Full Text" link.
- Full Text link to the article:** Points to the "PDF Full Text" link.

- Click on the title of the article to view the detailed record.

This screenshot shows the detailed record for the article. The annotations highlight the following elements:

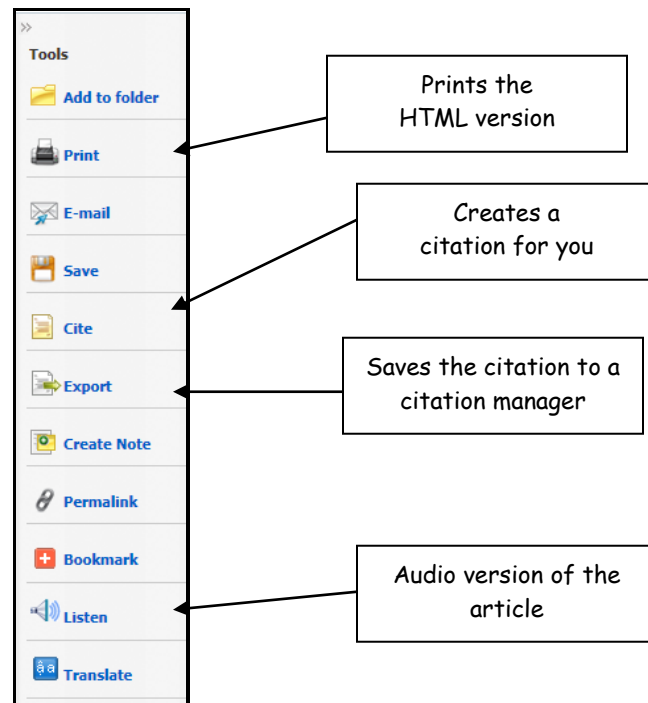
- Authors of the article:** Points to the "Authors:" field, which lists Crethar, Hugh C. and Winterowd, Carrie L. with their affiliations and email addresses.
- Title of the article:** Points to the article title "Values and social justice in counseling".
- Source line contains the publication information:** Points to the "Source:" field, which states "Counseling and Values, Vol 57(1), Apr, 2012. pp. 3-9.".
- Full Text link to the article:** Points to the "PDF Full Text" link in the left sidebar.

This screenshot shows the abstract and subjects for the article. The annotations highlight the following elements:

- The abstract is a short summary of the article:** Points to the abstract text, which defines social justice in counseling and discusses its intersection with philosophy, ethics, and spirituality.

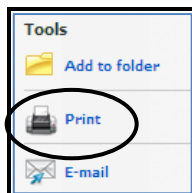
The digital object identifier (DOI) is a unique alphanumeric string used to identify content and location. If a DOI is present, it is required to be in the citation according to the 6th edition of the APA Publication Manual.

Digital Object Identifier: 10.1002/j.2161-007X.2012.00001.x



4f. Printing in PsycINFO

- Click on the Print icon under Tools on the right frame.



The print icon will print the article only if the HTML version of the article is available. Otherwise, clicking the print icon will only print the detailed record of the article.

- To print the PDF version of the document click on the PDF Full Text icon in the left frame.



- Click on the print icon.



4g. Citing In PsycINFO

Don't forget to give credit to all the resources you use to write your papers.
No credit = PLAGIARISM!

- Click on the **Cite** icon under Tools on the right frame.



- Select the style you wish to use. Copy and paste the citation into the bibliography of your paper or export to whatever reference software you may be using. You can also use the **Export** icon to export the citation to reference software such as EndNote or RefWorks.

Caution: Using the database citation tools is not foolproof. It is your responsibility to make sure your bibliography is correctly formatted before you turn in your paper.

4h. Psychology Collection (Sage Full Text Collection)

- Return to **Articles, Journals, + Databases**. Scroll to **Counseling in Databases by subject**, click **Psychology Collection (SAGE Full Text Collection)**.
- In the first search box, type **counseling**.
- In the second search box, type **ethics**.
- Select the option **SAGE Journals Available to Me** in the **Search Within** box.
- Click **Search**.

Advanced Search

Advanced searches of *SAGE Journals* use a signature fielded Boolean system. Use this award-winning search tool to construct a query specifying your terms and their logical relationships using the Boolean operators AND, OR, and NOT. [Learn more](#) about advanced searches on *SAGE Journals*.

(counseling) and () All fields
 and (ethics) and () All fields

[Add Row](#) [Search](#) [Clear All Fields](#)

Search Within

☒ SAGE Journals Available to Me ☐ All SAGE content ☐ My Favorite Journals

How many results? _____

To Narrow a search :

Use the limiters provided by the database.

Add search terms and combine them with **and**.

Limit the number of fields the database is searching.

- Click the back arrow to return to the original search screen.
- Limit the search to the last 10 years.
- Change **All fields** to **Key Words**. (In Sage, Key Words acts as a Subject search.)
- Click **Search**.

Advanced Search

Advanced searches of *SAGE Journals* use a signature fielded Boolean system. Use this award-winning search tool to construct a query specifying your terms and their logical relationships using the Boolean operators AND, OR, and NOT. [Learn more](#) about advanced searches on *SAGE Journals*.

(counseling) and () Key Words
 and (ethics) and () Key Words

[Add Row](#) [Search](#) [Clear All Fields](#)

Search Within

☒ SAGE Journals Available to Me ☐ All SAGE content ☐ My Favorite Journals

☐ Select from a list of disciplines ☐ Select from a complete list of journals

Date Range

Jan 2004 through Mar 2014

How many results? _____

Tip: Broaden a search by adding similar search terms and combining them with **or**.

- Click the back arrow to return to the original search screen.
- On the first search line, change **and** to **or** and type **psychotherapy**.
- Click **Search**.

Advanced Search

Advanced searches of *SAGE Journals* use a signature fielded Boolean system. Use this award-winning search tool to construct a query specifying your terms and their logical relationships using the Boolean operators AND, OR, and NOT. [Learn more](#) about advanced searches on *SAGE Journals*.

(counseling) or (psychotherapy) Key Words

and (ethics) and () Key Words

[Add Row](#) [Search](#) [Clear All Fields](#)

Search Within

☒ SAGE Journals Available to Me ☐ All SAGE content ☐ My Favorite Journals

☐ Select from a list of disciplines ☐ Select from a complete list of journals

Date Range

Jan 2004 through Mar 2014

How many results? _____

4i. Understanding A Journal Article Record In Psychology Collection (Sage Full Text Collection)

Author(s) of the article

Title of the article



Rehabilitation Counselors' Perceptions of Ethical Workplace Culture and the Influence on Ethical Behavior

Frank J. Lane, Linda R. Shaw, Mary Ellen Young, and Paul J. Bourgeois

Rehabilitation Counseling Bulletin, July 2012; vol. 55, 4: p. 219-231., first published on A

...Philosophy, moral philosophy, and *counseling ethics*: Not an abstraction. *Counseling and Values*, 47, 118-130...Consultants. *Rehabilitation Counseling Bulletin* 55(4) 219231 Hammill...counselor professional code of *ethics*. Literature Organizational...

☐ Check Item |
 [Abstract](#) |
 [Full Text \(PDF\)](#)  |
 [References](#)

Publication information

PDF Full Text link to the article

Use the References to find more articles relevant to your topic.

- Click on **Full Text PDF**.
- Note the services listed on the right frame.

Services

- ▶ Email this article to a colleague
- ▶ Alert me when this article is cited
- ▶ Alert me if a correction is posted
- ▶ Similar articles in this journal
- ▶ Download to citation manager
- ▶ Request Permissions
- ▶ Request Reprints

Use **Email this article to a colleague** to email the article to either yourself or someone else.

SAGE Full Text does not format citations for you. Use **Download to citation manager** to export the citation to a citation manager like RefWorks or EndNote. Note that not all of the information exports completely. You may have to fill in information manually.

4j. Printing in Psychology Collection (Sage Full Text Collection)

- Click on the Full-Text PDF link and open the article. Use the PDF print icon to print the article.



4k. Psychology Collection (Mel)

- Return to **Articles, Journals, + Databases**. Scroll to **Counseling in Databases by subject**, click **Psychology Collection (Mel)**.
- Click on **Advanced Search**.



- In the first search box, type **counseling**.
- In the second search box, type **ethics**.
- Remove the check from "Limit results to **documents with full text** (the default in this database)".
- Click **Search**.

Advanced Search

Select index(es) and enter term(s) to search

	Keyword	▼ counseling
And ▼	Keyword	▼ ethics
And ▼	Keyword	▼

[Add a Row](#)

Search Assist **On** | [off](#)

[Search](#)

[Clear](#)

limit results:

☐ to documents with full text

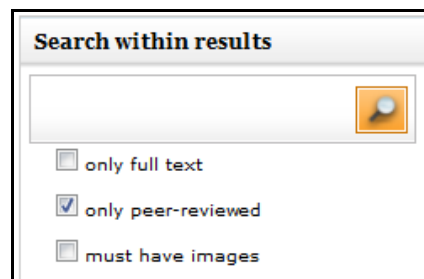
☐ to peer-reviewed publications

- Note the **Content Types** on the left frame.



How many Magazine articles? _____

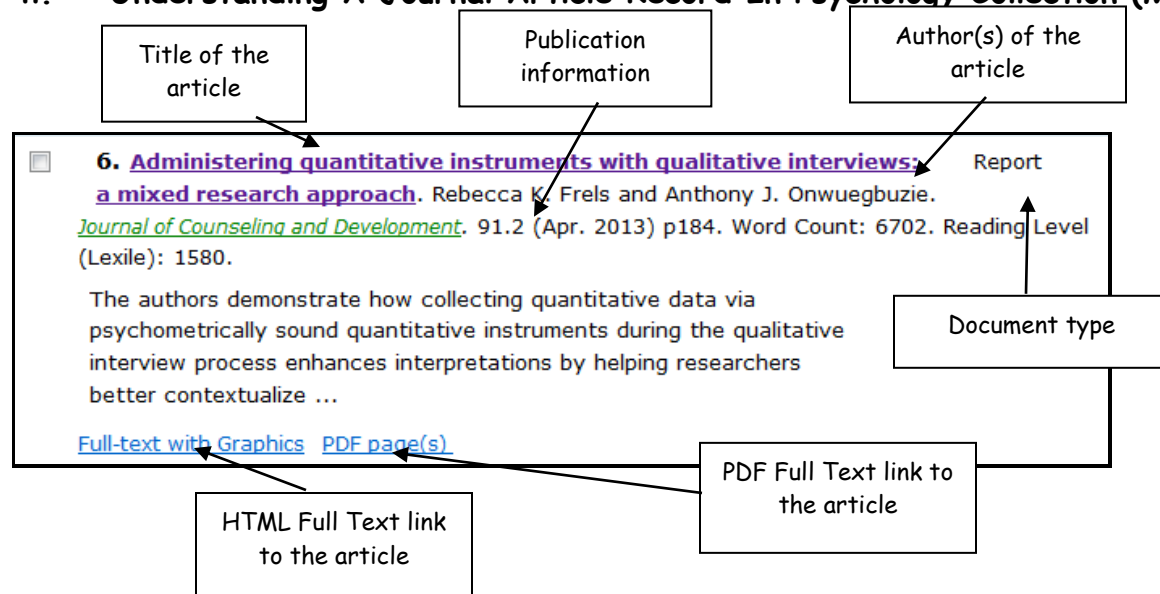
- Click on **Academic Journals**.
- Use the **Refine Results** feature to limit the results to **peer-reviewed publications**.



How many peer-reviewed academic journal articles? _____

- Use the limiters on the left frame to narrow your results by:
 Related Subjects
 Document Types
 Publication Titles
 Publication Dates

4I. Understanding A Journal Article Record In Psychology Collection (Mel)



Click on the title of the article to open the detailed record.

The screenshot shows a research article page with several annotations. On the left, a bracket groups the 'Search within publication' and 'RELATED SUBJECTS' sections. A box points to the 'RELATED SUBJECTS' section with the text 'Click on Related Subjects to get similar articles.' On the right, a box points to the 'Abstract' section with the text 'The abstract is a summary of the article'.

Search within publication

limit to this issue

RELATED SUBJECTS:

- [Qualitative res... \(295\)](#)
- [Interviews \(131\)](#)
 - [Research \(9\)](#)
- [Quantitative re... \(55\)](#)
 - [Usage \(13\)](#)

Results for [Advanced Search](#) Keyword (counseling) And Keyword (ethics) LIMITS: Peer-Reviewed

Title: **Administering quantitative instruments with qualitative interviews: a mixed research approach**

Author(s): [Rebecca K. Frels](#) and [Anthony J. Onwuegbuzie](#)

Source: [Journal of Counseling and Development](#), 91.2 (Apr. 2013): p184.

Document Type: Report

DOI: <http://dx.doi.org/10.1002/j.1556-6676.2013.00085.x>

Full Text: COPYRIGHT 2013 American Counseling Association
<http://www.counseling.org>

Abstract: The authors demonstrate how collecting quantitative data via psychometrically sound quantitative instruments during the qualitative interview process enhances interpretations by helping researchers better contextualize qualitative findings, specifically through qualitative dominant crossover mixed analyses. They provide an example of this strategy, whereby a baseline was established using a quantitative scale and normative data to help interpret qualitative interviews, resulting in what they call a mixed methods interview. Philosophical and practical implications are discussed.

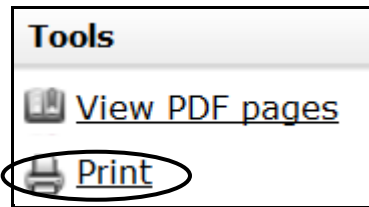
Keywords: qualitative interviews, qualitative dominant mixed analysis, crossover mixed analysis, mixed methods research, mixed research

Tools

- [View PDF pages](#)
- [Print](#)
- [E-mail](#)
- [Download](#)
- [Citation Tools](#)
- [Bookmark this Document](#)
- [Share](#)
- Document Translation
- Arabic
- [Translate](#)
- [Listen](#)

4m. Printing in Psychology Collection (Mel)

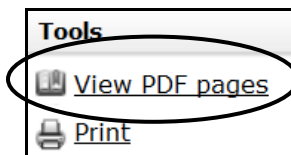
- Click on the Print icon under **Tools** on the right frame.



The print icon will print the HTML version of the article.

To print the PDF version of the article:

- Click on **View PDF pages**

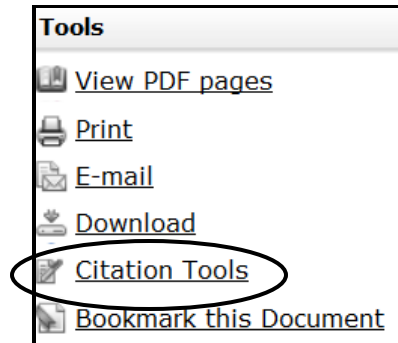


- Click on the print icon.



4n. Citing in Psychology Collection (Mel)

- Click on **Citation Tools** in the Tools menu.



- Select **APA 6th Edition**

Generate a Citation

Note: While the data elements for the following citations have been formatted to meet the latest citation standards set forth by the respective agencies, these citations provide the available publication data for the document cited and should only serve as a guide and not as a replacement for the latest guidebooks -- or those required by your instructor. Please refer to the provided examples for proper formatting.

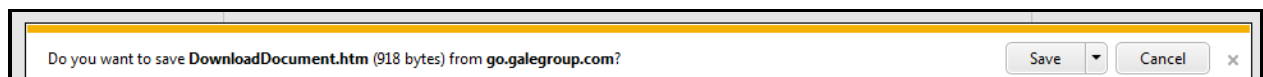
Gale does not supply or support third party bibliographic citation generating software.

Save

☐ MLA 7th Edition (Modern Language Association) [Example](#)

☒ **APA 6th Edition (American Psychological Association)** [Example](#)

- Click **Save**.
- When prompted, click **Save** again.



- When prompted, click **Open**.



- Copy and paste the citation into your References page.

Caution: Using the database citation tools is not foolproof. It is your responsibility to make sure your bibliography is correctly formatted before you turn in your paper.

5. FIND ONLINE JOURNALS BY TITLE

UDM Libraries subscribe to many databases. Often you may find a citation to an article in a database, or from a bibliography or references page, that is not full text. Check to see if a different database contains the full text.

- From research.udmercy.edu, click on **Articles, Journals, + Databases**.



- Under **Find online journals By Title**, type **journal of counseling and development** in the search box.
- Click **Search**.

Find online journals by title

Trying to locate a specific article? If you have the reference or citation, **search for the journal title here.**

Full Text Journals by Subject:

The **Journal of Counseling and Development** is in multiple databases from 1984 to the present. For articles previous to 1984, seek the print version or request interlibrary loan.

Journal of Counseling and Development (ACA)
[Academic OneFile](#) 2001 to present
[Business Source Premier](#) 1984 to present
[Education Research Complete](#) 1984 to present
[Expanded Academic ASAP](#) 2001 to present
[General OneFile](#) 2001 to present
[Health Source: Nursing/Academic Edition](#) 1984 to present
[InfoTrac Military and Intelligence](#) 2001 to present
[InfoTrac Psychology Collection](#) 2001 to present
[InfoTrac: Junior Edition](#) 2009 to present
[InfoTrac: Student Edition](#) 2001 to present
[OmniFile Full Text Select \(H.W. Wilson\)](#) 1999 to present
[Psychology & Behavioral Sciences Collection](#) 1984 to present

Resource Type: Journal
ISSN: 0748-9633 Online ISSN: 1556-6676
Publisher: American Counseling Association
Subject: [Education -- Guidance and Counseling](#)

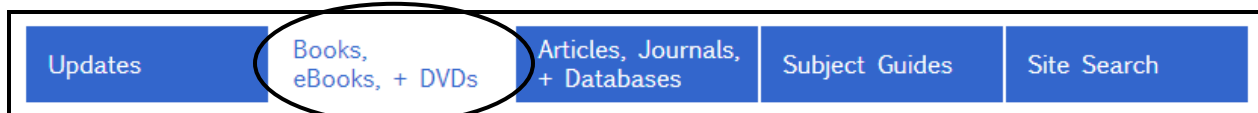
If you are on-campus, you may click on any of the listed databases and you will be directed to that journal in that database.

If you are off campus, you will have to provide your username and password before you will be directed to that journal in that database. Your username and password are the same as your Titan Connect username and password.

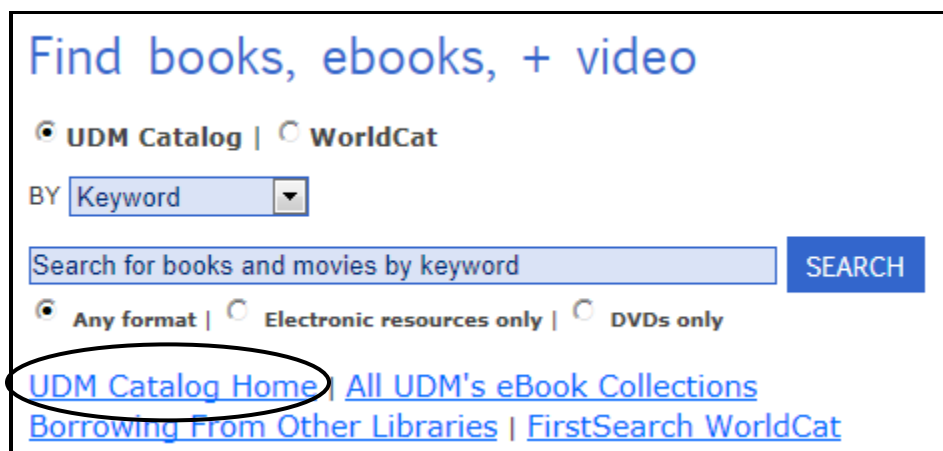
REMEMBER: The online journal finder **ONLY** locates journals in UDM databases which are full text. It will **NOT** locate the exact article you are looking for **nor** find full text articles by subject.

6. USING THE LIBRARY CATALOG TO FIND A JOURNAL TITLE

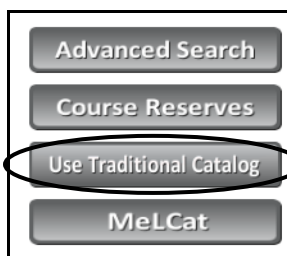
- From the library homepage, <http://research.udmercy.edu>, click on the **Books, eBooks, DVDs** tab.



- Click on **UDM Catalog Home**.




- Click on **Use Traditional Catalog**






- Change **Keyword** to **Journal/Magazine Keyword**.

- Type **Journal of Counseling and Development** in the box.
- Click the orange search button.

You are searching:
University of Detroit Mercy Libraries

Journal / Magazine Keyword 

- Click on the title of the journal.

1. **Journal of counseling and development : JCD.** 
 Alexandria, Va. : American Association for Counseling and Development, 1984-
 URL: [Go!](#) 
 Share It: 
 Holdings: [Click on title for more holdings information.](#)

Location	Shelving Location	Call No.	Status	Due Date
UDM Electronic Resources	UDM electronic Journal	HF 5381 .A1 O45 (Wiley)	Available Electronically Only	
UDM McNichols Campus Library	UDM McNichols Campus Library Stacks	HF 5381 .A1 O45	Checked In	

The subscription summary details what the library owns.

Subscription Summary

UDM Electronic Resources

Location: UDM Electronic Resources
Collection: UDM electronic Journal
Call No.: HF 5381 .A1 O45 (Wiley)
Status: Completed
Main run: Wiley Online Library: v.75:no.3-current issue (1997-current issue)
To access the electronic journal, click URL hotlink listed above.

Location	Shelving Location	Call No.	Status	
UDM Electronic Resources	UDM electronic Journal	HF 5381 .A1 O45 (Wiley)	Available Electronically Only	Request Copy

UDM McNichols Campus Library

Location: UDM McNichols Campus Library
Collection: UDM McNichols Campus Library Stacks
Call No.: HF 5381 .A1 O45
Copy No.: 1
Status: Not Currently Received
Notes: Cancelled
Main run: v.63-81 (1984-2003)

Location	Shelving Location	Call No.	Status	
UDM McNichols Campus Library	UDM McNichols Campus Library Stacks	HF 5381 .A1 O45	Checked In	Request Copy

Note call number and volumes owned by the library.

Does the library own any of the volumes from 1984? _____

Does the library own volume 6? _____

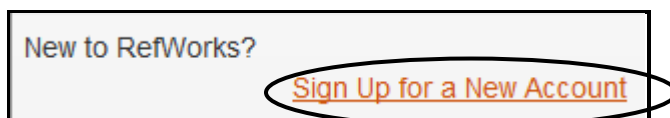
On what floor of the library would I find the print volumes (refer to your stack directory)? _____

7. OBTAINING ITEMS FROM OTHER LIBRARIES (see handout.)

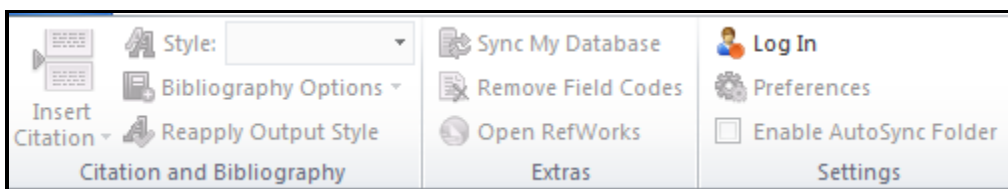
8. REFWORKS

RefWorks is a web-based database and bibliography creator. RefWorks users can import references from online databases and use these references in writing their papers. RefWorks will automatically format the paper and the bibliography.

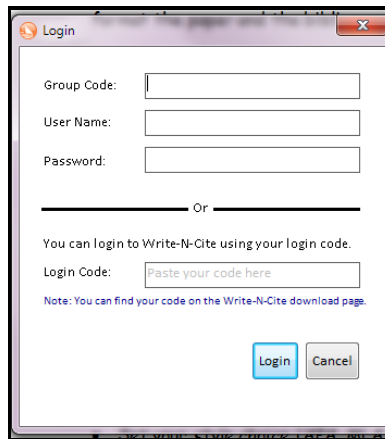
- To use RefWorks, open or establish an account.



- While doing your research, export the citations into RefWorks. If you choose, you may also attach the articles to the citations in RefWorks.
- It may be easier to use RefWorks if you download Write-N-Cite. Upon successful completion of the download, you should see this at the top of the screen when you are in Microsoft Word.

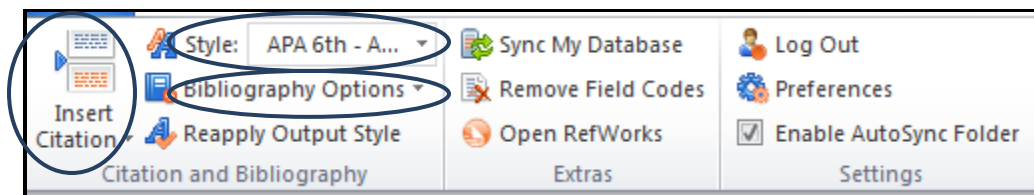


- Click on Log In and enter your RefWorks user account and password. You will also have to enter a Group Code. The group code for UDM is **RWUDetroitMer**.



A login dialog box titled "Login" with a close button (X) in the top right corner. It contains three input fields: "Group Code:", "User Name:", and "Password:". Below these is a horizontal line with the word "Or" in the center. Underneath, it says "You can login to Write-N-Cite using your login code." followed by a "Login Code:" label and a text box with the placeholder "Paste your code here". A note at the bottom states "Note: You can find your code on the Write-N-Cite download page." At the bottom right are "Login" and "Cancel" buttons.

You should now see this at the top of the screen in Microsoft Word.



- Set your style choice (APA, MLA, etc.).
- While typing your paper, each time you want to cite a source, click on the **Insert Citation** icon and select the citation you want to insert into your paper. Your paper will look like this.

According to Aronstein (Aronstein, 2005), Monty Python's search for the Holy Grail was in vain. Earlier findings were confirmed that the grail is not on Mount Ararat (Sinclair-Faulkner, 1982). In the days of Christ, cups were often made of wood and so it is likely the Grail perished over time (Witherington, 2004)

- When you are finished typing your paper, save it.
- Click on **Bibliography Options**. Then click on **Insert Bibliography**. Your bibliography will be inserted in the style format you selected.

Your bibliography will be formatted according to the style you select (in this example, APA style).

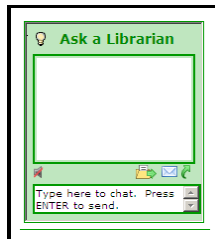
References

- Aronstein, S. (2005). The holy grail: Imagination and belief. *Church History*, 74(4), 902-904.
- Sinclair-Faulkner, T. (1982). Holy blood, holy grail. *Christian Century*, 99(27), 892-894.
- Witherington, B. (2004). Let this cup pass! the futile quest for the holy grail. *BR* (Washington, D.C.), 20(4), 12-15.

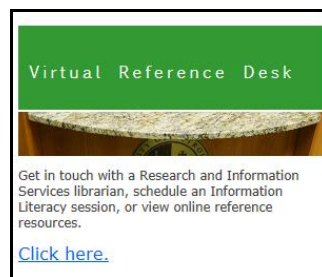
9. GETTING HELP

There are multiple ways to get help from a librarian.

- **Research & Information Phone:** 313-993-1071
- **Chat:** Available when the library is open.



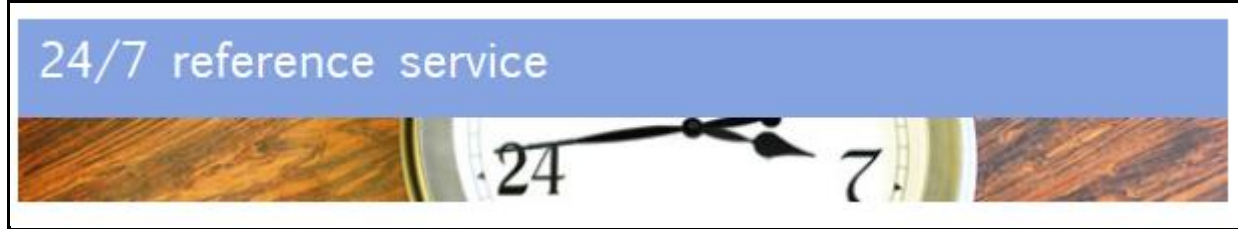
On the library website, click on **Virtual Reference Desk**.



- **Email:** Usually there is a 24 hour response time.



- **24/7:** Around the clock assistance from a librarian.



- **Re:SearchQuest:** Online tutorial takes you through each step of the research process.

