

LESSON 4 PERIODICALS AND THEIR INDEXES

INFORMATION

INTRODUCTION

Periodicals, also called magazines, serials, or journals, are publications issued at regular periods of time, such as weekly, monthly, or every three months (quarterly). Usually, magazines are popular, general interest periodicals, while journals are more specialized and scholarly.

Periodicals are very important research sources. They contain more recent information than books, and they cover subjects of temporary interest, which may never be covered in books. Older issues of periodicals are valuable for the record they give of past events and ideas as written close to the time the events occurred.

PRINT INDEXES

All the information, current and historical, in periodicals would be of little value if it were necessary to flip through issue after issue to find articles on a particular subject. Fortunately, there are master indexes to periodicals that make it possible to search by subject in over a hundred different periodicals at one time.

The basic print index to popular periodicals is the **Readers' Guide to Periodical Literature**. The Readers' Guide indexes almost 200 magazines covering a wide range of subjects. Indexed titles include National Geographic, Scientific American, Time, Psychology Today, and Popular Mechanics.

ELECTRONIC OR ONLINE INDEXES

Periodical indexing is now done by computer, and many indexes are available through companies that hold indexes on large computers and offer them for use for a fee. Years ago online databases had complicated search procedures and researchers had to undergo comprehensive training before using them. Now most online indexes are user friendly and can be used with only a little instruction.

Hartnell College Library subscribes to several online web-based databases which index periodicals. **EBSCOhost Academic Search Premier** is one of these databases. **Academic Search Premier** provides full text for nearly 4,650 periodicals, including full text for more than 3,600 peer-reviewed titles. It is available from Hartnell College Library's webpage (www.hartnell.edu/library/). EBSCOhost can be accessed off-campus with your Hartnell CatCard.

Newspaper articles may be accessed from the **ProQuest Newspapers** index, also available from the Library's webpage. It includes five major newspapers: The New York Times, Wall Street Journal, Washington Post, Los Angeles Times, and the Christian Science Monitor. ProQuest may be accessed off campus with your Hartnell CatCard.

Many electronic indexes index only recent periodicals. To find information in older periodicals, you need to search a print index. Researchers need to become familiar with both **printed** and **electronic** indexes. The Hartnell College Library Reference Department can help you decide the best way to search. Ask for assistance.

USING INDEXES

Here are some points to keep in mind when using indexes:

1. Choose the index or indexes that are appropriate to your subject. Often several indexes will cover the same subject, but different periodicals.
2. If the subject is a recent event, a computer database may be good for searching for recent articles; then you can switch to the books for the years not covered by the electronic index. Or, begin with the most recent print issue of an index and work backward through the bound volumes.
3. If you wish to follow the effect of an event that happened on a certain date, start with the volume which covers that date and continue forward to the present.

Print periodical indexes in our library are located in the reference stacks. The electronic databases and indexes may be accessed from any of the Library's computers.

HOW TO FIND PERIODICALS (MAGAZINES)

Hartnell has a list of the magazines that we own. We call it the Magazine List. Copies of the Magazine List can be found throughout the library. There is also a link to an electronic version of the list on the Library's Website. Use the Magazine List to determine:

1. If Hartnell Library has the magazines and dates you need;
2. Where in the library they are shelved.

This sample citation from the Magazine List tells you that our library owns the magazine The Nation, which is a weekly news magazine.

NATION, THE

01/1917 – 12/1973

01/1974 – +

MICROFILM

Periodicals

The library has issues of this magazine from January 1917 to December 1973 on microfilm. The January, 1974, through the current issues are shelved on the second floor in the Periodicals shelving area next to the Reference books. The “+” means that we are still receiving the magazine. The most recent issues of most magazines can be found in the periodical browsing area in the first floor lobby of the library.

HOW TO FIND THE MAGAZINE ISSUES THEMSELVES

Back issues of magazines are shelved in alphabetical order by title. They are for use in the library only.

Microfilm copies of periodicals, including The New York Times, are kept in cabinets near the Reference stacks on the second floor. A microfilm reader and computer are located next to the microfilm cabinets. Select the reel you need, and place it on the reader. If you need help, ask at the Reference Desk. Please be sure to rewind the film

onto the reel it was on originally. Leave the reel near the reader in a tray; please do not reshelve the microfilm.

If the magazine you want is not listed in the Magazine List, you might find it in a library near Hartnell. Many libraries include a list of their periodicals on their web pages, or in their online catalogs that may be accessible from their library web pages. The MOBAC Union List of Periodicals (MOBACULP) lists periodicals owned by libraries in Monterey, Santa Cruz and San Benito counties. Although this resource is no longer updated, the information may still be helpful. Copies of periodical articles may be requested through *interlibrary loan*, but you will need to place a request at least two weeks before you need the material. For more information about magazines in other libraries, talk to a Reference Librarian.

UNINDEXED PERIODICALS

Some periodicals do not appear in indexes. Often these periodicals are new, local, government publications, or published by clubs or societies. Often they have their own index, usually at the end of a year or volume. One example of a self-indexed periodical is California Journal, a magazine about California state government. This magazine publishes its own index, which appears at slow intervals. It is kept next to the issues to which the index belongs.

WORDS TO THE WISE

Titles composed of the initial letters of words are placed at the beginning of the section for that letter. For example:

M.C.N. will appear at the very beginning of the "M" section in the Magazine List.

Abbreviations: compilers of indexes, abstracts, and bibliographies love to use abbreviated forms. Abbreviations save them time and space. Users of indexes, abstracts, and bibliographies are less fond of abbreviated titles. It takes time to become familiar with them or to look them up. Remember the abbreviations are usually listed in the front of the print index volume. Copy down the full title before you leave the index.

ADDITIONAL TIPS

When you are using an index which does not follow the format used by Readers' Guide, look for instructions near the front of the index.

When you are using an electronic index, read the instructions on the computer screens. Now you are ready to do the assignment for Lesson 4. The assignment gives you hands-on practice in using both print and electronic indexes.

ASSIGNMENT

Use the Readers' Guide volume that includes indexing for May 2001 to answer questions 1 and 2.

1. This index covers magazines printed in the year _____.
In the front sections of most indexes you will find information about the purposes and use of the index. Read the front sections of your index volume. Answer "yes" or "no" to the following questions. Do these sections include:
 - a. An explanation of the form used in the references? _____
 - b. A list of abbreviations for months and words that describe the articles? _____
 - c. A list of magazines and their publishers' addresses? _____

2. Find an article about virtual libraries. Look at the title that starts, "Nurturing...."
 - a. Give the title of the article. Do not include words in brackets [].

 - b. Give the author's last name and first initial(s).

 - c. Give the name of the magazine.

 - d. What is the date of the issue? (Use the full name of the month; do not abbreviate the year.) _____
 - e. The article is on what pages? _____
 - f. What is the volume number for the magazine? _____
 - g. Is the article illustrated? _____
 - h. What is the article really about? (Now use the words in brackets.) _____

3. Look for the name of the magazine in the Magazine List (ask a librarian if you need help with this).
 - a. Does Hartnell have this issue? _____
 - b. Where in the library is it located? _____

Hartnell subscribes to some of the same magazines that other libraries subscribe to, but each library has its own unique collection. If Hartnell does not own the magazine or issue, check the Web pages of local libraries, or talk to a Reference librarian.

4. Using your subject theme, find a magazine article about it listed in any volume of Readers' Guide located on the index table. Ask for help if you need it. Give the following information:

- a. Subject heading _____
- b. Title of the article _____
- c. Author _____

- d. Name of the magazine _____
- e. Page number (s) _____
- f. Date of issue _____
- g. Does this library have this issue? _____

(Another note: Readers' Guide, Social Sciences Index, Humanities Index, and Education Index are examples of indexes published by the H.W. Wilson Company. Almost the exact format is used by all Wilson indexes. When you use indexes published by other companies, you must discover their arrangement and format.)

5. EBSCOhost Academic Search Premier

Select the EBSCOhost link on the library's web page. Click on the EBSCOhost Web link, then Academic Search Premier.

Using the "Advanced Search" screen, search for **community college** and **remedial education**. (Please note that searches from this screen are *keyword* searches.)

- a. How many articles were retrieved? _____

- b. Look at the article that begins "In CUNY Remediation Debate...." (this article may be a couple of pages into the results list).
Who is the author?

- c. What is the title of the periodical or source? _____

- d. How many pages long is the article?

- e. Does the Hartnell library subscribe to this periodical? _____

6. Using the "Advanced Search" screen in Academic Search Premier, search for **hybrid vehicles and *limit* it to full text.**

- a. What is the title of the first article in the results list?

- b. Who is the author?

- c. What is the title of the periodical or source?

- d. What is the date of the periodical?

7. Search **EBSCOhost Academic Search Premier** again, this time for a full-text article on your theme subject.

a. Title of the article _____

b. Author _____

c. Name of magazine _____

d. Date of the issue _____

e. Start page _____

f. Article length _____

8. **Scholarly Journals vs. Popular Magazines –**

Please read the Hartnell Library's Information Literacy #8 handout on the subject of scholarly and popular periodicals (available at the References Services desk, or on the Library's Website: <http://www.hartnell.cc.ca.us/library/pdfs/infolit8.pdf>). Then answer the following questions:

a. Cornell University has categorized journals and magazines into four different types. What are they?

_____, _____
_____, _____

b. What are two characteristics of **scholarly journals**?

c. Give an example (title) of a scholarly journal.

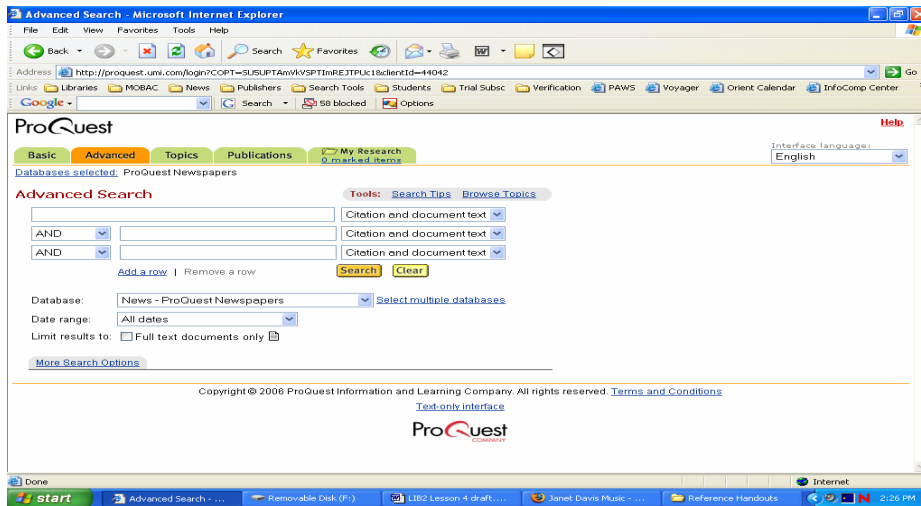
d. What are two characteristics of **popular magazines**?

e. Give an example (title) of a popular magazine.

9. ProQuest Newspapers

Select the **ProQuest Newspapers** link on the library's web page. This will take you to the Advanced Search page

See screenshot below. To learn more about searching this database you can read the Search Tips.



Find **three** articles on your theme subject from three different newspapers. Give the following information for each reference, and keep a copy of these references to use in your bibliography.

Article 1:

a. Title of the article _____

b. Author _____

c. Name of newspaper (*Hint: Called **Publication title** by this database*)

d. Edition _____

e. Date of the issue _____

f. Start page _____

Article 2:

a. Title of the article _____

b. Author _____

c. Name of newspaper _____

d. Edition _____

e. Date of the issue _____

f. Start page _____

Article 3:

a. Title of the article _____

b. Author _____

c. Name of newspaper _____

d. Edition _____

e. Date of the issue _____

f. Start page _____

Your comments about the lesson:
