

describe the historical profession, or some segment of it, as a “community of scholars.”

But now it is time to go the sources. In the next chapter we will explore the various methods of finding the works you will need to research your topic.

Finding Your Sources: The Library Catalog and Beyond

A child who asks for an item of general information will often be told to “look it up.” This response, though it may sometimes stem from an unwillingness to admit ignorance, is an educationally sound one. Its tendency is to make the child a self-directed learner and to develop basic research skills. A children’s encyclopedia or a “book of knowledge” may be the extent of the materials available in the home, but the lesson imparted is invaluable: that a storehouse of accumulated information is literally at one’s fingertips. Beyond the home, the maturing student discovers the richer offerings of community and school libraries, which open up additional layers of knowledge and nourish the spirit of inquiry. Admission to college brings with it the highest stage of access to the written word in the form of the university library, the resources of which are usually much more voluminous and varied than anything encountered previously.

In spite of the impressiveness of most campus libraries, however, many students remain unaware of the great diversity of materials and services they offer. Typical written assignments, such as term papers and book reviews, rarely require anything more than a few books from the library stacks. The procedure is simple and straightforward. Find some titles in the library catalog, jot down the call numbers, go to the shelves and collect them, and check them out. At home, the selected volumes can be mined for information, including perhaps a few choice quotations. If additional material on a particular person or historical incident is needed, one of the large and authoritative encyclopedias in the library’s reference room can be consulted. Having filled up some note cards or notebooks during this process, the student uses them to write the paper. The library can then be ignored,

except as a refuge of more or less quiet study, until the next such assignment.

The procedure just outlined may serve well enough for the requirements of some lower-division survey courses. Its shortcomings become painfully obvious, however, as soon as more advanced coursework is encountered. Therefore, a few of the notable deficiencies of this time-honored method of undergraduate research should be considered. First, it is probably directed at only one or two of several subject headings under which books on the given topic might be catalogued. Second, by being confined to the books the university library happens to possess, it ignores a vast and efficient interlibrary loan network that can obtain most published works on any topic within a couple of weeks. Third, it makes no attempt to access scholarly journals, with their wealth of information and new interpretations. Finally, it does not take into account an extraordinary richness of more specialized reference works that are highly useful. These deficiencies can be corrected by learning about the resources offered by several vital parts of the library often overlooked or underutilized by students: the reference room, the periodicals room, and the interlibrary loan office.

THE ONLINE LIBRARY CATALOG

Before examining these facilities, however, we should take a look back at a part of the library students already know (or think they know) how to use well: the Online Library Catalog. Often called OPAC (Online Public Access Catalog), this computerized system offers numerous benefits over the old card catalog. With only a few minutes required to learn the basics of the terminal, a complete search can be carried out from a single location. Moreover, terminals are increasingly found in convenient locations throughout the library and even on other parts of the campus. Most convenient of all, you can carry out a catalog search from home, using a personal computer hooked up to a modem. Furthermore, OPAC, in addition to listing the books and periodicals in your library, is the gateway to a large array of electronic resources.

Prior to embarking upon this electronic odyssey, it is important to know the object of the search. The selection and refinement of your topic is of course a critical matter. It may be assigned by your instructor, but usually the student is expected to develop his or her own topic, often within some defined parameters. Consultation with

your instructor regarding the feasibility of your intended topic is always a good idea, but it should be realized that your topic will probably change during the course of your research. Usually this will be in the direction of limiting or pruning, since the original topic will many times be found to be overly broad. If, for example, your first idea was to write about nineteenth-century imperialism, you would have quickly discovered (or been told) that it was far too vast a subject. Seeking to limit it, you might have chosen British imperialism, German imperialism, or perhaps the "Scramble for Africa." These topics also proving unmanageable, you might have tried narrowing chronologically, geographically, or topically: e.g. "German involvement in east Africa, 1884-98" or "Cecil Rhodes and the expansion of the British Empire in south Africa, 1890-1902." However, delimiting your topic in this fashion requires that you already know something about imperialism or that you have started your research by reading some general work on the subject.

SUBJECT HEADINGS, KEYWORDS, AND TITLE WORDS

In the precomputer age, researchers were confined to looking for book titles through a card system in which items were arranged by Author, Title, and Subject. A researcher interested in a particular topic was heavily dependent upon the Subject Headings catalog, and substantial time was spent in determining what subject headings to use. Consulting the *Library of Congress Subject Headings*, a useful multivolume reference work in every college library, facilitated the process, but there was still considerable guesswork and frustration. While modern-day researchers should not expect instant results, the computer has made the location process much faster and easier. In OPAC the titles are arranged not only under the old categories of Author, Title, and Subject, but also under Title Words (or Words in Title) and, sometimes, by Keywords. In the latter two categories, you do not need to know the subject headings before you start searching. It is often advisable to use this method, as in many cases it will prove speedier, but before considering how to search by Title Words or Keywords, let us examine the more conventional approach using Author, Title, and Subject Headings.

You may start your research knowing that you want certain works that your instructor has mentioned or that you have seen referenced in your textbooks. The Author and the Title entries will provide the call numbers for these works, and the volumes can be gar-

nered from the stacks, assuming of course that they are part of the library's holdings. Use of the Subject entries, however, requires more care and thought. Under which subject headings should you look? Several subject headings, perhaps as many as a dozen, will yield useful titles, but it is up to you to determine which one to look under. This is where it becomes important to spend some time analyzing your topic, thinking about the various subjects of which it forms a part. After all, very few of the books in your final bibliography will focus exactly on your topic.

Fortunately, the determination of subject headings is not a matter of guesswork. After spending a few minutes thinking about and jotting down some possible subject headings, you can always consult the above-mentioned *Library of Congress Subject Headings*, which is usually found in close proximity to the OPAC terminals. This reference book will allow you to discover what exact subject headings have been established in the classification system. With this information you can then go back to peruse the subject entries in the catalog and continue your search.

Now you will almost certainly be looking through a rather disparate range of subject headings. For example, if your topic is German imperialism in Africa, a couple of the useful subject headings turn out to be "Germany—Colonies—Africa" and "Germany—Colonies—History." As you begin to read some of the books on this topic, you might return to the subject catalog to search under the heading "Peters, Karl." This refers to the intrepid German explorer and empire-builder whose career bulks as large in the history of German East Africa as that of Cecil Rhodes does in the history of British South Africa. It is an example of how a number of topics turn out to have significant biographical components. Important information on your topic would thus be found in a biography of Peters. The reverse is also true. Having a biographical topic like Cecil Rhodes might seem to simplify the process: just copy down the entries under "Rhodes, Cecil" and you are through. But here, too, there will be a number of headings—important information about and interpretations of Rhodes are contained in studies of South Africa in the late nineteenth century, histories of Rhodesia, and accounts of the background of the Boer War.

At this point you may be wondering if all this means that you must somehow manage to determine all the subject headings for your topic in order to compile a complete bibliography. The answer is no.

Library cataloguers, in their infinite wisdom and mercy, have devised a useful system of cross-referencing for the great majority of entries in OPAC. Let us say that you had begun to research the history of women in the United States. You would have learned from the *Library of Congress Subject Headings* that one of the headings to use is "Women—United States—History." Entering this heading in the online catalog (you don't have to type the dashes, just the words), you would find a number of potentially useful titles, including one that we encountered in Chapter 1: June Sochen's *Herstory*. When called up on the screen of a terminal at my university's library, the bibliographic information for this book is as follows:

AUTHOR	Sochen, June, 1937–
TITLE	Herstory: a woman's view of American history/June Sochen.
PUBLISHER	New York : Alfred Pub. Co., [1974]
DESCRIPT	xiii, 448 p. : ill. ; 24 cm.
NOTES	Includes bibliographies and index.
SUBJECT	Women—United States—History. Minorities—United States. Women—United States—Social conditions. United States—Social conditions.
	Books/4th floor HQ1410 .S64 AVAILABLE
	Books/4th floor HQ1410 .S64 c. 2 AVAILABLE

In addition to the title, author, call number, date and place of publication, and the publisher, we are given other basic information: the book has thirteen pages of front matter (note the Roman numeral xiii); 448 pages of text; and contains illustrations (note the "ill."); a bibliography, and an index. We can also see that this particular library has two copies of the book, neither of which is currently checked out. But it is the list of subject headings under which this volume is indexed that is of special interest to us. (These are the four headings listed near the bottom of the screen.) The first of them is the heading that was used to find this particular entry. The other three are headings under which Sochen's book can also be located, along with other works likely to be of interest to you. Get into the habit of jotting down the other subject headings (sometimes there is only one) from each catalog entry you look up. Many online catalog systems make it extremely easy to check the listing under the other subject

headings. There will be a menu option called something like "Show similar items" or "Show items with the same subject." When you select this, you can then choose whichever of the other subject headings you wish, and quickly be shown a somewhat different range of titles (not only books, but other sources such as films, video tapes, CDs, etc.), some of which you may want to add to your bibliography.

Often it is best to avoid a Subject search altogether, and instead search by Title Words (sometimes called Words in Title, or Words) or by Keywords. The term Title Words is self-explanatory: a search by any word that appears in a book's title or subtitle. Keywords include words in subject headings as well as in titles. Let's say you are working on a paper on the employment of women in the United States during World War II, and that you know that there is a book with "Rosie the Riveter" in the title, or simply think it likely those words might be in the title of a book. By choosing the Title Words option, you could type "rosie" and "riveter" to call up the volume (there are actually several books with these words in the title). Here is the entry for one useful-sounding book, with call number and location information omitted:

AUTHOR	Honey, Maureen, 1945-
TITLE	Creating Rosie the Riveter: class, gender, and propaganda during World War II / Maureen Honey.
PUBLISHER	Amherst: University of Massachusetts Press, 1984.
DESCRIPT NOTES	x, 251 p. : ill. ; 24 cm. Includes index. Bibliography: p. [241]-248.
SUBJECT	Women—United States—History—20th century. Women in mass media—United States—History—20th century. Women—Employment—United States—History—20th century. World War, 1939-1945—Women—United States. Women—United States—Social conditions

Now you have five valuable subject headings under which to search, though the third and fourth seem to hold the most promise

for a paper on this topic. You can now select the "Show similar items" from the menu, or, if the online catalog in your library doesn't have this feature, simply type in each of the subject headings you would like to use. The keywords function is an excellent means of jump-starting a search on any topic, and it is usually possible to guess what words are likely to appear in the title of a book on any given topic.

CREATING AND USING A RESEARCH BIBLIOGRAPHY: ON CARDS OR ON THE COMPUTER

Another important habit to acquire early in the game is developing complete bibliography entries for all the titles that are obviously or even potentially of use to you in your research. You can either use 3 x 5 cards, or write the entries in a notebook and transfer them to your computer at the end of the day. Of course, if you are searching from home via modem, or have a laptop computer with you at the library, you can enter the items directly into your computer, always making sure to save and back up your bibliography file frequently. With a card, write the author's or editor's name on the top line (last name first) with the title, publication data (place, publisher, date), and call number below. Thus the above entry, if written on a 3 x 5 card, would look like this:

*Honey, Maureen
Creating Rosie the Riveter: Class, Gender, and
Propaganda during World War II. Amherst:
University of Massachusetts Press, 1984.
H2 1420
H66
1984*

When you enter titles into a computer, hit the Return key only when you are moving on to the next book, article, or essay. That way, if your word-processing application has a sort or alphabetizing function, you can instantly arrange your entries alphabetically by au-

thors' last names. Thus the above entry should be entered into a computer as follows:

Honey, Maureen. *Creating Rosie the Riveter: Class, Gender, and Propaganda during World War II*. Amherst: University of Massachusetts Press, 1984.

Note that on the handwritten card the title of the book is underlined, which is the convention for showing items that will be italicized in print. When you enter the same information in the computer, there is no point in underlining—just use the italicizing function that every word-processing application contains. Also, in making computer entries, use the paragraph formatting function of your word processor for indenting the second and subsequent lines rather than the Tab key. Using tabs will produce problems if you later change font size or margins, or if you make any changes in wording. As you build up your bibliography file, keep it alphabetized so that you can tell at a glance if you already have an entry on a particular book. Even if you are working directly from an alphabetized computer bibliographic file, you should always have a hard copy of it on hand. You will probably also find it useful to make brief notations on your bibliography cards or computer hard copy, on such matters as the particular library in which you found the book and whether you have already read or at least looked at it; brief annotations on its contents will also prove helpful.

Once your project is launched, always take your card file (or the hard copy of your computerized bibliography file) with you when you enter the library. As you access the stacks using the catalog, new titles will loom into view frequently. One of the ways this happens may already be familiar to you—it is called “shelf browsing.” This entails simply looking at the volumes adjacent to those books you have gone to the stacks to fetch; some of your target book’s neighbors are almost certain to prove valuable. Many online systems have a menu option that lets you “shelf browse” electronically. Another important method of adding titles to your bibliography is mining the bibliographies of the books you already have found. As soon as you get your hands on a new volume, examine its bibliography for other sources you do not know about yet. One of the advantages of this method is that it will let you identify wanted titles that your library does not have in its holdings, many of which can then be obtained through interlibrary loan or by going to another library.

PUBLISHED BIBLIOGRAPHIES

Another very effective means of finding useful titles is to consult published bibliographies available in book, article, or essay form. It may indeed be advisable to begin your search in this fashion. I have deferred discussing this resource until now because I think it essential to start with some knowledge of the organization of the library catalog. Also, consulting a published bibliography on your topic at the outset might tend to short circuit your search and thus interfere with learning some basic research procedures. Bear in mind, too, that even if you find a comprehensive published bibliography exactly on your topic, it is not going to include any titles published after it went to press, which is often a year or more prior to its publication date. Thus even with a recently published bibliography in hand, you must still search elsewhere in order to find the most recent books, articles, and essays on your topic.

In addition to those scholars who write histories or edit primary source materials, others provide a most valuable service by collecting and publishing bibliographies on various subjects. These are intended as guides to researchers and provide a list of books and articles on a given subject, with entries often arranged under subtopics and sometimes annotated. (Annotations are the editor’s comments and usually indicate something about the scope and usefulness of each entry.) When these research guides are written as essays rather than simply lists of titles, they are called bibliographic essays.

Bibliographies can be located in a number of ways. The subject index of the catalog is one such method. When you have discovered an appropriate headings for your topic, look at the headings immediately following it to see if there is one with the word “Bibliography” added. It will be recalled that for research on the history of American women, one of the key headings is “Women—United States—History.” Immediately following is the subject heading “Women—United States—History—Bibliography.” Here will be found the titles of a number of valuable bibliographies on this topic or some portion of it. An example is Jill K. Conway, *The Female Experience in Eighteenth- and Nineteenth-Century America: A Guide to the History of American Women* (New York: Garland Pub., 1982). Conway’s bibliography lists the titles of thousands of books, articles, and collections of primary sources on various facets of the history of American women. It is a good idea whenever looking up something in the sub-

ject headings in OPAC to see if there is also a bibliography heading for your topic. The same holds true for finding primary sources. If there are published sources for your topic in the library there will be a heading in the subject index with the word "Sources" added. Look, for example, under the heading "Women—United States—History—Sources."

In the reference room of your library are other ways to access bibliographies. There are even several good "bibliographies of bibliographies," which list bibliographies in all fields. A valuable one for historical researchers is Robert Balay, ed., *Guide to Reference Books*, 11th ed. (Chicago: American Library Association, 1996), a work that is regularly revised and updated. By looking up the entries under history and the appropriate subheading, you will find references to bibliographic works on your topic, or on the field of history of which your topic is a part. One particularly valuable bibliographic reference tool for historical researchers in all fields is Mary Beth Norton, ed., *The American Historical Association Guide to Historical Literature* (New York: Oxford University Press, 1995).

While you are in the reference room, also take a look at the latest issues of the *Bibliographic Index*. You may well need to look under different subject headings for this and the other indexes you will use, but the principle will be the same. In the *Bibliographic Index*, you will find the titles of bibliographic essays and articles in scholarly journals as well as books. Besides guiding you to bibliographic works, the *Bibliographic Index* will direct you to histories of your topic that have bibliographies. And, since most scholarly books include bibliographies, this is another excellent way to find titles of secondary works not in your library.

Another method of finding relevant titles your library may not have is to consult the subject index of *Books in Print*, a multivolume reference work that is frequently updated. A few weeks after you first examine the *Bibliographic Index* and *Books in Print*, you should return to the reference room to check the latest supplements. In this way you will be able to stay reasonably current with the latest scholarship on your topic, although there is necessarily a time lag between the publication of a book and its appearance in any of the reference sources. Depending upon the library you are using, these sources may also be available online or on CD-ROM. Whether using the electronic or printed form, however, it is always a good idea to check every few weeks to see if any new items have been added under your

subject's heading. The practice of examining the latest printed supplements or the computerized databases to check for additions to the body of scholarship on your topic applies as well to the other indexes and abstracts, which we will now consider—those that provide access to articles and book reviews in scholarly journals as well as essays in books.

PRINTED AND ELECTRONIC INDEXES AND ABSTRACTS

In the last chapter we saw the importance of scholarly journals in the process of historical revisionism. Scholarly articles are not mere adjuncts to books; they are efficient vehicles for presenting various kinds of special studies as well as the initial form in which historians often challenge existing interpretations. It is therefore vitally important to find and read the relevant periodical literature. There are a number of indexing and abstracting resources available for this purpose; some will also lead you to additional book titles as well as to book reviews. Most of them are published quarterly and bound into volumes at the end of each year along with a comprehensive index of the year's issues. Some publications provide five- or ten-year indexes to facilitate research. When you first consult each of these reference works, spend a few minutes acquainting yourself with their internal organization and determine which subject headings are used for your topic. Start with the most recently published supplement and work your way backward in time. How far back you go depends upon your topic, the kind of paper you are preparing to write, and the guidelines set by your instructor. The indexes, abstracts, and other finding aids discussed in the following pages are also, for convenience, listed in Appendices A and B. These can function as handy checklists when you are carrying out your research on a particular topic.

Most indexes and abstracts are also available electronically, which, of course, speeds up your search considerably. Check to see which of them are online or on CD-ROM in the library you are using. In many cases, entries you find on these databases can also be either printed out or downloaded onto a diskette. This does not mean, however, that having the electronic resources available makes it unnecessary to use the indexes and abstracts in their printed form, for you still have to find out the time-depth of the particular databases in your library—how far back do they go? In my own university library, one of the major online indexes only goes back to 1989, while two of

the major abstracts on CD-ROM go back to 1982. This means that works published prior to these dates will not be in the electronic database, so I will have to go to the printed indexes or abstracts to search further backwards in time. How far back should you go? This depends on many things, not least of which are your instructor's guidelines for the project. Keep in mind, however, that, unlike the situation in the sciences, engineering, or medicine, the older literature in the field of history does not necessarily become "obsolete." Furthermore, when preparing a historiographic essay, which is, after all, a history of the history-writing on your topic, you will necessarily need to have older titles as well as the more recent ones.

Many students will already be somewhat familiar with the *Readers' Guide to Periodical Literature*. This widely used reference work is a good index to popular publications, but a glance at the list of magazines at the front of any volume of the *Readers' Guide* reveals very few scholarly journals. Accessing articles on your topics that appear in the vast majority of the historical journals requires the use of indexes that are more specialized and scholarly. A good starting point is the *Humanities Index*, which indexes most of the major English-language historical journals. This is one of many indexes published by the W. W. Wilson Co., and, depending upon the electronic set-up in your library, it may be available (back to a certain point in time) as part of the Wilson Indexes database. Be sure to prepare a card or computer entry for each article you find, including all the essential bibliographic information: author, title, name of journal, volume, date, and page numbers. If for example, you were writing a paper on King Louis XIV of France, you would find a reference to an article in Volume 18 of *French Historical Studies*. A card on this item would read as follows:

Smith, Jay M.
 "Our Sovereign's Gaze': Kings, Nobles, and State
 Formation in Seventeenth-Century France."
French Historical Studies 18 (Fall 1993):
 396-415.

The example above is of a handwritten card. The volume number of *French Historical Studies* in which this article appears is 18; the in-

clusive page numbers of the article are 396 to 415. Note that abbreviations like "vol." (for Volume) or "pp." (for pages) are no longer used. This entry in your computer, in the same format as the final printed bibliography at the end of your completed paper, and substituting italicizing for underlining, would look like this:

Smith, Jay M. "Our Sovereign's Gaze': Kings, Nobles, and State Formation in Seventeenth-Century France."
French Historical Studies 18 (Fall 1993): 396-415.

Since the example used here is of a biographical topic, it might also be rewarding to consult a reference source called the *Biography Index*. Remember, whether your topic directly concerns a single individual or not, it may have a significant biographical component: a paper on American naval expansion in the 1890s will necessarily give considerable space to the activities of Theodore Roosevelt; one on the rise of anticolonialism in India in the twentieth century could hardly ignore Mohandas K. Gandhi; a study of Athenian imperialism will almost certainly be concerned with the policies of Pericles; while a paper on the underground railroad will certainly be concerned with Harriet Tubman. The *Biography Index* will therefore be of use for a great many topics. Furthermore, this index refers you to books and essays as well as to journal articles.

There are a number of more specialized indexes to periodical literature that, depending on your topic, may be of interest to you. For any topic in British or European history, the *British Humanities Index* is apt to prove useful. The *Hispanic American Periodicals Index* is invaluable for any facet of Latin American history or the history of Hispanics in the United States. Those researching any aspect of the history of law will want to consult the *Index to Legal Periodicals*. The law journals indexed in the latter are, for the most part, not found in the other indexes. (Some of the articles in law journals are of a historical character and are important vehicles for launching revisionist interpretations.) Other indexes that may prove valuable to historical researchers are the *Art Index*, the *Music Index*, and *Index Medicus*, wherein, for example, might be found a reference to an article in a scientific journal on the physiological basis of King George III's insanity.

Another useful database for finding historical articles, though one that includes items in many other disciplines as well, is CARL Uncover, which exists only in online form. CARL, as it is often sim-

ply referred to, stands for Colorado Alliance of Research Libraries, but for many years it has been widely available in libraries throughout North America.

The various indexes we have discussed are vital and indispensable, but they do not provide anything beyond titles, authors, and bibliographic citations. From this basic information you must try to determine whether a particular article is necessary for your research. If the journal in which the article appears is part of your library's holdings, this may pose no particular problem. But what if it is not, and you want to know whether it is worth getting a copy of the article through interlibrary loan? Here is where abstracts prove their value. Abstracts are organized like indexes, but they provide more information—after each entry there is a description of the scope and contents of the article. This does not mean, however, that you can ignore the indexes and go straight to the abstracts. A quite different range of scholarly journals are covered by the abstracts, and the most widely available set of abstracts for European history covers only from the Renaissance to the present. Even for modern history you would miss some important articles, since some of the journals covered in the indexes are not covered by the abstracts. These are simply some of the quirks in the organization of the materials for historical research.

The two most important abstracts for our purposes are *Historical Abstracts* and *America: History and Life*.¹ The first is for world history and European history from the Renaissance to the present, while the latter is concerned with American history. Like the major indexes, these abstracts are available in both printed and electronic form. If your library has them in the latter form, remember to check to see how far back it goes. The structure and arrangement of the printed abstracts are somewhat different from those of indexes, so spend a little time orienting yourself before commencing your search. It will be noticed that each of them is organized into several parts, including article abstracts and citations, an index to book reviews, a bibliography of books, articles, and dissertations, and an annual in-

¹ *Dissertation Abstracts International* is also very useful, but since it is cross-indexed in both *Historical Abstracts* and *America: History and Life*, it is not necessary to search through it directly. If you come across an entry in either *Historical Abstracts* or *America: History and Life* with the code DAI affixed, copy down the volume and abstract number, then look it up in *Dissertation Abstracts International*. Many dissertations can be ordered on interlibrary loan.

dex. In the electronic form, the categories are combined in the index. When you call up a screen, it will indicate whether the item is a book, article, dissertation, or book review. The subject headings will be different from those encountered so far, because now you are dealing with exclusively historical materials. Thus, for example, you will find no heading with "History" appended to it. Nor will "United States" be added to subject headings in *America: History and Life*.

Also notice how very different are the journals listed in the abstracts from those covered by the indexes; it is a much longer list and includes many journals of local history. In *America: History and Life*, for example, you will note a very large number of publications concerned with state and local history, like the *Utah Historical Quarterly*, the *Pennsylvania Magazine of Biography and History*, the *Southern California Quarterly*, and *Chicago History*. You might think that these journals would be of little use to you unless your topic happened to be concerned with the state or city in question. But remember, from our discussion of secondary works in the last chapter, that important revisionist scholarship often appears in the form of local studies. Thus if you were writing about the Freedmen's Bureau, that subject heading in Vol. 17 of *America: History and Life* would lead you to the title and abstract of an article by James Stealey in the journal *West Virginia History* with the title of "The Freedmen's Bureau in West Virginia":

17 A: 1135. Stealey, James Edmund III. THE FREEDMEN'S BUREAU IN WEST VIRGINIA. *West Virginia History* 1978 39(2-3): 99-142. During 1865-68 the Freedmen's Bureau was active in Berkeley and Jefferson counties, West Virginia, where freedmen were a fifth of the population. The young army officers in charge were zealous for the blacks' welfare but did not have much success in protecting their legal rights. The establishment of schools met a mixed white reception, especially where the black attendance was large; the Bureau's most significant effort was in the founding of Storer College, a Negro normal school. Based on Freedmen's Bureau records and other primary and secondary sources; 216 notes. J. H. Broussard.

The information provided here will help you decide whether to add this title to your bibliography. If your paper were on the educational activities of the Freedmen's Bureau, you certainly would want it. Note also that this is quite a lengthy article based on research in the primary sources and has a large number of footnotes or endnotes. J. H. Broussard wrote the abstract. If you decide to use it, fill out a

bibliography entry and submit an interlibrary loan request (unless, of course, your library has *West Virginia History* in its holdings). Note that the format of the abstract is a little different from the one you should use for making a bibliography card or computer entry. In your records the above item should be rendered as:

Stealey, James Edmund III. "The Freedmen's Bureau in West Virginia." *West Virginia History* 39 (1978): 99–142.

Article titles go in quotation marks, not caps, while the name of a journal (*West Virginia History*) is italicized (underlined on a handwritten bibliography card). The volume number is 39, the page numbers are 99 to 142. The issue number (2–3 in this example) is unnecessary.

FINDING SCHOLARLY ESSAYS

The procedures just described should guide you efficiently to the articles in scholarly journals. But how does one find the scholarly essays that appear in books with titles that give little or no clue to the specialized nature of the essays they contain? This is the problem of the "hidden literature" referred to in Chapter 2. The answer is to consult that highly useful reference source, the *Essay and General Literature Index*. Organized like the other indexes, it provides access to the titles of essays that appear in books. For example, if your topic were the economic aspect of decolonization in Africa, you would find under the subject heading "Africa" in Volume 10 of the *Essay and General Literature Index* a reference to an essay by Jean Suret-Canale titled "From Colonization to Independence in French Tropical Africa: The Economic Background," in a book with the title of *The Transfer of Power in Africa*. Deciding that this definitely would be useful, you proceed to fill out a bibliography card, or an entry in your computer-

Suret-Canale, Jean
 "From Colonization to Independence in French
 Tropical Africa: The Economic Background."
 In *The Transfer of Power in Africa:
 Decolonization, 1940–1960, 445–81.*
 Edited by Prosser Gifford and William Roger Louis. New
 Haven: Yale University Press, 1982.

ized bibliography, as follows before proceeding to look up the book in the library catalog under the title or the name of one of the editors:

This same item in your computerized bibliography is:

Suret-Canale, Jean. "From Colonization to Independence in French Tropical Africa: The Economic Background." In *The Transfer of Power in Africa: Decolonization, 1940–1960*, 445–81. Edited by Prosser Gifford and William Roger Louis. New Haven: Yale University Press, 1982.

If you need to order this item on interlibrary loan, be sure you request it by the title of the book, not of the essay, and that you list Prosser Gifford and William Roger Louis as the authors, though they are in fact the editors of the volume.

FIRSTSEARCH

One of the best and most widely available electronic databases for researchers is FirstSearch. It is a gateway to a cluster of databases making available a huge array of titles of books, articles, essays, and conference papers, as well as newspaper articles and a variety of reference materials. It is worth exploring all the various databases available to you through FirstSearch, but we will concern ourselves with just three of them. One of the most valuable databases included in FirstSearch is WorldCat—the combined catalogued holdings of thousands of libraries, searchable by subject headings as well as by author and title. This is an excellent means of finding books on your topic that your own university library does not have. In many cases, you can submit your request electronically from the same screen on which you found the book, by using the "Order" command. This sends a request to the interlibrary loan office in your library, which in turn orders the book for you. It is not necessary, by the way, for you to note where the needed volume is located, only that it exists. The staff in your interlibrary loan office (or document delivery, or whatever it is called on your campus) will order it, usually electronically, from the location from which delivery is apt to be the speediest. Because there is always some delay involved in procuring items through interlibrary loan, it is vitally important to get an early start on your bibliographic search.

The other databases within FirstSearch especially useful for historical researchers are Article1st and Periodical Abstracts. Like WorldCat, they can be searched through Author, Title Words, or Subject. Also

like WorldCat, the item (in this case an article or book review) can be requested electronically on interlibrary loan by using the "Order" command at the bottom of the screen. Before submitting a request, however, double check to make sure your library does not have the item. In the case of an article or book review, this means checking to see if your library has not only the journal but the specific volume number of the journal in which the needed item appears—many libraries have only certain volumes of any given periodical. There is a very handy "Lib" command at the bottom of the screen in Article1st, Periodical Abstracts, and WorldCat. This will display the libraries that have the item. Or rather it will display an alphabetical listing of code letters for the libraries that have the item. Find out the code for your library—if it does *not* appear on the screen, just submit an interlibrary loan request.

WORLD WIDE WEB SITES FOR HISTORICAL RESEARCH

The World Wide Web, that graphics-rich segment of the internet, has undergone extraordinary expansion in the last few years, and many Web sites are quite valuable to historical researchers. They offer an array of primary and secondary sources, along with archives of historic maps, photographs, and other images. A few helpful history Web sites will be mentioned here; a longer list can be found in Appendix C. It must be realized that Web sites sometimes change locations, so some of the addresses below or in the appendix may have changed. A Web address is known as a URL (Universal Resource Locator). It always begins with "http," which stands for hypertext transfer protocol. This is the system that makes possible the linkages from one Web page to others. Highlighted or underlined items (in the case of History Web Sites the names of documents, photos, bibliographies, etc.) can be opened by pointing with the mouse and clicking on the item. When you find a particular site useful, you will no doubt want to return to it. This is facilitated by using the "Bookmarks" option that good browsers² such as Netscape Navigator or the Microsoft browser for Windows 95 contain. This will save retyping the URL, which is often of considerable length, each time you wish to visit a site. Having established a bookmark for this site, you can access it again quickly through a pull-down menu.

² A browser is software used for accessing and "browsing" the Web.

Several Web sites are particularly noteworthy because they offer a gateway to an abundance of documentary sources. The University of Kansas site, accessible at http://kuhttp.cc.ukans.edu/history/WWW_history_main.html, contains Carrie, a full-text electronic library with thousands of documents in U.S. and European History as well as on the history of World War I, the United Nations, and the Catholic church. While most of these documents are also available in print, in their electronic form they can be copied and pasted directly into your own paper, or onto a disk for transfer later, which can save you a significant amount of time. If you decide to use such material, however, you must give full citation in your footnotes to the electronic texts used. One caveat is that the very facility of a copy-and-paste operation from electronic texts can encourage the tendency to over quote. Do not quote more than is needed to serve as evidence or provide a sense of historical time, place, or personality—this matter is taken up more fully in Chapter 5.

Another useful site, which contains a wide array of sources, is that of the University of Oklahoma Law Center, at <http://www.law.uoknor.edu/ushist.html>. It contains an especially rich collection of documents in American history, such as the Iroquois Constitution, the Federalist Papers, and the Inaugural Addresses of U.S. Presidents. The American Memory Text Collection Web Site of the Library of Congress is also a valuable site. Its URL is <http://lcweb2.loc.gov/ammem/amhome.html>. Here you will find such items as a collection of African-American pamphlets, 1880–1920, the National American Woman Suffrage Association Collection, 1860–1920, papers of the Continental Congress, and the transcripts of the WPA Folklore Project's oral interviews carried out in the 1930s. There is a hypertext link from this page to the American Memory collection of historic photographs, films, and sound recordings. There are also many sites containing documents outside the field of American and Western European history. For example, students of Chinese history will want to visit the University of Oregon's site at <http://darkwing.uoregon.edu/~felsing/cstuff/history.html>. Those interested in Russian and Soviet history should look at the site maintained by the University of Pittsburgh: <http://www.pitt.edu/~cjp/rshist.html>.

The Web can also be searched for particular historical topics or fields by using the keywords searching function built into good browsers. In Netscape Navigator, for example, typing the key word "Feudalism" into Net Search yields a number of valuable sites, one

of which offers a quite extensive bibliography of secondary and primary sources on feudalism in Europe, the Middle East, Japan, Africa, and other parts of the world.³ There is also a link from this feudalism page to the World History Archives that are part of the Gateway to World History collection. This is a good example of how searching for one thing on the Web quickly sends you off through the various links to other sites. In the process, you learn about resources you never dreamed existed. You might think of this Web “surfing” as the cyberspace equivalent of shelf browsing.

The above are but a few examples of the rapidly expanding riches that the World Wide Web offers to historical researchers. In spite of this abundance, however, the number of these online sources is still dwarfed by the huge number of sources available in print, and this is likely to remain true for a long time. Think of the history sites on the Web as a valuable adjunct to printed sources and other media, not a substitute for them.

OTHER RICHES OF THE REFERENCE ROOM

While we have examined the use of the major bound-volume indexes and abstracts in the reference room, a great many other reference room materials are also of considerable interest to historical researchers and deserve mention.

In order to use it to your full advantage, it is important to determine the basic scheme of organization in any particular reference room, since there are important variations from library to library. In some, for example, all the atlases will be found together, regardless of the part of the world or time period they cover. Maybe all the biographical materials will be grouped together without regard to geographic region or historical era. Other libraries will aggregate their reference materials on much the same system as the books in the stacks. Often there will be a combination of these two systems. Once you understand the layout, you will quickly discover a number of valuable and often fascinating reference tools. As you do, be sure to jot down the title and call number of each (or its location in the reference room) on a card. And don't hesitate to ask a reference librarian for help—both in finding relevant reference works and in using them.

Reference works can of course be located through the subject headings of the library catalog. But this is a place where shelf brows-

³ The URL is: http://library.CCSU.ctstateu.edu/~history/world_history/feudalism.html

ing is apt to be particularly effective, especially if the materials in the reference room have the same call number ranges as the books in the stacks on the same topics. If, for example, your topic is some aspect of the Spanish Civil War, you will notice that many of the call numbers of the books you have found start with DP (assuming that your library uses the Library of Congress classification system). DP is the classification for Spanish history. If you go to the DPs in the reference room, you will possibly discover a highly useful *Historical Dictionary of the Spanish Civil War, 1936–1939*.⁴ This volume provides a wealth of information on the major and minor figures of that conflict, plus descriptions of major parties, campaigns, and battles. There is a similar reference work on the Vietnam War, with entries for all the battles, campaigns, and major persons involved, plus a detailed chronology of events.⁵ Those working in ancient history will find the nearly 1,200 pages of entries in *The New Century Classical Handbook* invaluable.⁶ The reference room holds a great diversity of materials of interest to historians, such as biographical dictionaries of every conceivable kind, encyclopedias (both general and specialized), atlases, almanacs, and official guides to various countries. Indexes to book reviews, such as the *Book Review Index* and the *Index to Book Reviews in Historical Periodicals*, are also likely to prove serviceable. The best way to find out what is available in your library's reference room is to take some time to go on an exploratory journey around it.

The materials cited above are only a small sample of the riches that lie waiting in the reference room. Whatever kind of paper you are writing and whatever its topic, there are bound to be reference materials of vital importance to you. Used intelligently in harness with your primary and secondary sources, they will both deepen your understanding and lighten your labors. Keep the holdings of the reference room in mind as we move through the next two chapters, on the writing of a historiographic essay and writing a research paper.

⁴ Edited by James W. Cortada (London: Greenwood Press, 1982). This is an example of a “split footnote,” one in which part of the information regarding a publication—in this case the title—is given in the text, with the rest of the data in the footnote.

⁵ *The Vietnam War: An Almanac*. Edited by John S. Bowman, with an introduction by Fox Butterfield (New York: World Almanac Publications, 1985).

⁶ Edited by Catherine B. Avery (New York: Appleton-Century-Croft, 1962).