

# SWO 310 Library Handout

Librarian Contact Information: Logan Rath, [lrath@brockport.edu](mailto:lrath@brockport.edu)

## Start by Planning Your Search

Great results start from great keywords. Remember to break down your case study into keywords. Keep only the important words or phrases. Then, use

## Be Picky About Your Results

- If you're using advanced search, place one search term or phrase on each line.
- If you're using a single search box type the word AND between each of your terms
- Limit to **peer-reviewed articles published within the last 10 years.**

## Search Multiple Places

- **Library Search** (<https://brockport.edu/library>) contains most of our library's journals.
- The **Social Work databases** (<https://library.brockport.edu/socialwork>) are more focused because they're a specific collection of journals.
- **Google Scholar** (<https://scholar.google.com>) has a lot of content, but you often have to track down the full text. **You should never pay for an article.** We can get it for you for free through Interlibrary loan.
  - Use the Article Lookup by Citation link on the home page. If we don't have the full text, you can sign in and request the article.

## Save the Citations, not the Links

Each database works a little differently. If you have the article's information, we can always find it again. You can also use the database's **permalink** or **email function** to save your articles.

## APA Help – Use our Template

We have a template on our website at <https://library.brockport.edu/citing/apa> that will set your paper up for you! No more figuring out margins, spacing or how to put page numbers on the document.

## APA Help – Double Check & Fix Database Citations

Databases will provide automatic citations. These are usually not capitalized correctly and sometimes are missing information. If you decide to use them, be sure to double check the information against APA Style or the Excelsior OWL. If you want to use a citation generator, the one we recommend is by Scribbr (<https://www.scribbr.com/apa-citation-generator/>)

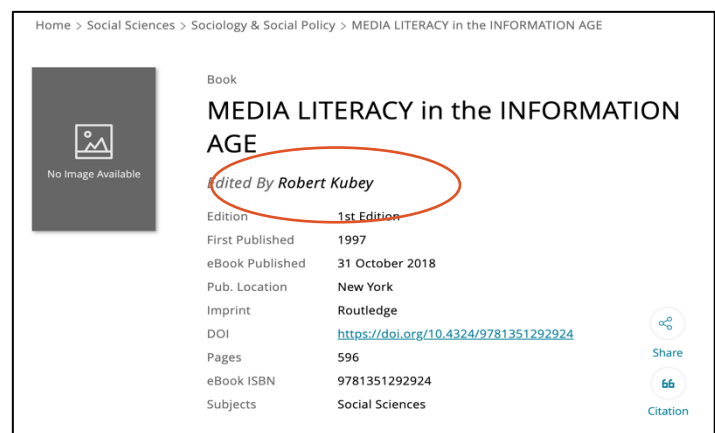
## APA Help –References List Tips

1. Re-order any saved citations so that they are in alphabetical order going down the page.
2. Remove any background coloring. (Use the paint bucket or highlighter icons if necessary).
3. Change the font to Times New Roman, size 12 (or whatever your professor wants).
4. Add the word References centered and in bold at the top of the page.
5. Double space your list (highlight it all and press CTRL+2 (or command+2 for Mac))
6. Add a hanging indent (highlight it all and press CTRL+T (or command+T on Mac))
7. Remove any leading spaces so that the names all line up.

The references below are taken directly from three databases. I've identified them with yellow highlight. For the missing information, I went back to the permalink and included a screenshot of the correct information after the reference. The next page has the correct citations.

## References

- Al-Abdullatif, A. M., & Gameil, A. A. (2020). Exploring Students' Knowledge and Practice of Digital Citizenship in Higher Education. *International Journal of Emerging Technologies in Learning*, 15(19), 122–142. <https://doi-org.brockport.idm.oclc.org/10.3991/ijet.v15i19.15611>
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- Gregory, & Bean, T. W. (2021). Trades-Based Literacy: Community College Faculty's Exploration of Disciplinary Literacy. *Journal of College Reading and Learning*, 51(1), 34–57. <https://doi.org/10.1080/10790195.2020.1791279>
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- Lombardi, Izzo, M. V., Gelbar, N., Murray, A., Buck, A., Johnson, V., Hsiao, J., Wei, Y., & Kowitt, J. (2017). Leveraging information technology literacy to enhance college and career readiness for secondary students with disabilities. *Journal of Vocational Rehabilitation*, 46(3), 389–397. <https://doi.org/10.3233/JVR-170875>

**Authors:** Lombardi, Allison<sup>a,\*</sup> | Izzo, Margo V.<sup>b</sup> | Gelbar, Nicholas<sup>c</sup> | Murray, Alexa<sup>b</sup> | Buck, Andrew<sup>b</sup> | Johnson, Victor<sup>b</sup> | Hsiao, Jay<sup>b</sup> | Wei, Yan<sup>d</sup> | Kowitt, Jennifer<sup>a</sup>

- Loveland, T. (2014). Incorporating disciplinary literacy in technology and engineering education. *Technology and Engineering Teacher*, 74(3), 8 [CHECK PAGE RANGE].

Full Text | Scholarly Journal  
**INCORPORATING disciplinary literacy IN TECHNOLOGY AND ENGINEERING EDUCATION**  
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- Al-Abdullatif, A. M., & Gameil, A. A. (2020). Exploring students' knowledge and practice of digital citizenship in higher education. *International Journal of Emerging Technologies in Learning*, 15(19), 122–142.  
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