

Organizational Communication

Online Guides

Library Resources for Organizational Communication

<http://www.fairfield.edu/documents/Library/co569.pdf>

Research Tools for Distance Learners

<http://www.fairfield.edu/x7978.xml>

Includes a "Troubleshooting Guide" for accessing databases from off-campus, and "Ask a Librarian" information.

Library Catalogs

ReQuest

<http://www.iconn.org/default.asp?lid=FAU&mode=g>

Online family of catalogs including most libraries in Connecticut (books and serials are separate).

DiMenna-Nyselius Library Catalog

<http://sirsi.fairfield.edu>

Find books, media materials, and more available at the library.

WorldCAT

<https://libdb.fairfield.edu/login?url=http://firstsearch.oclc.org/fsip?>

OCLC catalog of books, web resources, and other material worldwide.

Research Databases

Access each database below from the **Library Databases Menu** at

<http://library2.fairfield.edu/databases.php>.

Note: Once you click on your chosen database title, you will be prompted to login. Use your **StagWeb** username and password.

Communication Literature:

ComAbstracts

- Contains abstracts of articles published in the professional communications literature.
- Indexes about 50 Communications Journals
- Accessible from anywhere on campus and off campus.
- Abstracts with some full-text now available. To read full-text, download djvu reader for free.
- Use "and" to link words and "or" to find at least one word.
- Truncation is *. Example: communi* will produce *communication, communicator, community, etc.*

Expanded Academic ASAP

- Indexes thousands of periodicals, popular and scholarly, in all fields, including communication. Can limit to "refereed journals".
- Accessible from anywhere on and off-campus. Link from the library home page.
- 50% full-text. "View text" indicates full-text, "view abstract" or "view retrieval choices" indicates not full-text.
- Be aware of "subject" vs. "keyword" searching.
- "And" is assumed; can also use "or".
- Truncation is *. Example: *commun** will pick up *communication, communications, community, communicator, communicating.*

Related Fields of Study Literature:

- For sociology articles, including cross-cultural studies, try **Sociological Abstracts**, **Social Sciences Full Text** and **Social Sciences Citation Index**.
- For business topics, use **ABI/Inform Global** and **Business and Company Resource Center** for many full-text articles.
- For psychology articles use **PsycARTICLES** for full-text articles and **PsycINFO** for a more comprehensive index.
- For education related information, including higher education, try the comprehensive index **ERIC**.
- For newspaper articles and current event information use the News part of **LEXIS-NEXIS Academic Universe** or **ProQuest Newspapers**.

Getting the Articles

Journal Locator

<http://ds3us6us9g.search.serialssolutions.com/>

A tool that assists the researcher in identifying which full-text databases reference specific journals. Use to find a journal in print or online, if available.

Interlibrary Loan

<http://www.fairfield.edu/x7852.xml>

Registered Library users can fill out Interlibrary Loan requests online. Additionally, paper Interlibrary Loan requests can always be submitted with the Interlibrary Services Department or at the Library Reference desk. **Note:** there is no delivery service for digital or hard copies, so be prepared to pick up materials at the DiMenna Nyselius Library if you decide to submit an interlibrary loan request. You will be notified by email when your materials arrive. Books generally take up to two weeks, whereas articles usually arrive within 3–5 business days.

APA Style

Publication Manual of the American Psychological Association

BF76.7 .P83 2001

Full, accurate, and up-to-date APA style information. One copy is behind Reference Desk, one copy is on Permanent Reserve, two copies are in the Circulating collection.

Style Manual for Communication Studies

P96.A68 S89 2002

Updated Printing with 2002 APA Guidelines. n Reference Collection.

APA Citation Style

<http://www.fairfield.edu/documents/Library/apa.pdf>

A quick guide to APA style on the DiMenna-Nyselius Library website. This is a quick web guide that does not contain all relevant APA guidelines.

APA Research Style Crib Sheet

<http://www.bized.net/ba612/apa-crib.htm>

A guide to APA style created by Russell A. Dewey, PhD of Georgia Southern University. This is a quick web guide that does not contain all relevant APA guidelines.