



## INTRODUCING SHAKE LIBRARY: A RESEARCH GUIDE

Shake Library, Vincennes University

<http://www.vinu.edu> (Click on Majors and Academics, then Libraries)

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<http://rking.vinu.edu/ref.htm> (Updated 10/09)

VINCENNES UNIVERSITY'S CURTIS G. SHAKE LIBRARY is a modern academic facility that contains a wide array of research materials, including approximately 100,000 book titles (both circulating and those in the Reference Collection), almost 600 periodical subscriptions, electronic and printed indexes, and a variety of electronic reference tools (including a World Wide Web-based reference network). In addition, the library is equipped with numerous PCs that provide the researcher with word-processing and other software as well as Internet access. If assistance is needed, please contact a librarian. Vincennes University's Library home page address is <http://www.vinu.edu> , (click **Majors and Academics**, then **Libraries**).

### INFORMATION PATHWAYS

- Find Books: VU WEBCAT online catalog (Books, Music, Videos, Ebooks, more)
- Find Articles: Electronic Periodical Databases (EBSCOhost INSPIRE, NewsBank, more).
- Reference Databases (Credo Reference ebook collection, Britannica Online, more)
- Library Reference Collection

The library's home page (accessed at <http://www.vinu.edu> , then click **Majors and Academics**, then the **Libraries** link) should be your starting point for library research. There you will find access to books, periodical articles, and much more information.

The home page is arranged into categories to help you conduct your research: **Find Books** (use the WebCat catalog to locate books, ebooks, videos, music CDs, periodicals the library subscribes to, and other materials), **Find Articles** (locate published newspaper, magazine and journal articles in library subscription databases, and other electronic resources such as online encyclopedias).

The library also contains many books in the **Reference Collection** (#IV, detailed below).

**Note: Off-Campus Access** to most subscription databases (see #II Find Articles and #III Reference Databases below) is available to students with MY VU accounts. To log on to MY VU go to <http://myvu.vinu.edu>. After logging on to MY VU, click VU Libraries. At this point the database page should appear and most databases should allow access. Some users have problems accessing some databases, usually due to the user's computer security settings. For more information about off-campus access problems, click on the library's **Distance Education** link.

## I. FIND BOOKS: WEBCAT (ONLINE CATALOG)

WEBCAT is VU's computerized catalog of books, ebooks, videotapes, music CDs, periodicals subscribed to by the library, and some useful web sites. WEBCAT is available in the library and through the World Wide Web (access the Vincennes University home page at <http://www.vinu.edu>, then click **Majors and Academics**, then click **Libraries**, then click Find Books, then WebCat).

**The Basic Search** screen (the default screen you see when you access WebCat), which allows searching the WebCat database by the following menu choices:

- Author Browse
- Title
- Subject
- Call Number Browse
- Keyword
- Journal Title

**The Advanced Search** screen allows you to do **keyword** searching and **field** searching (restricting to titles, subjects, etc.) of the WebCat database.

The Find Books page also is a starting point to search other library catalogs (such as the Knox County Public Library, Indiana, Purdue, or Indiana State universities, among others).

**Interlibrary Loan (ILL):** Students, faculty and staff who need materials borrowed from other institutions should request an ILL form from a librarian or you can complete an ILL form by accessing the Interlibrary Loan link on the library's web page. There is no charge for this service. Also, use WorldCat on the Find Books page to find and request items from other libraries.

## HOW TO LOCATE LIBRARY VIDEOTAPES/DVDS/CDS

Videotapes, DVDs and music CDs are listed in WebCat and can be located by using the **Command Search Keyword** feature of **Simple Searching**, and selecting **Videotapes** or **Sound Recording** under the **Quick Limit** feature below the search blank. For instance, the call number for the videotape *West Side Story* is VC 1216. To view the tape in the library, copy down this call number and ask the person at the Lending Service Desk to check out the videotape to you. An example of a music CD, *The London Muddy Waters Sessions* is listed as CDM 290. To check the CD out of the library, copy down the number or numbers of the CDs you want and present them to the person at the Lending Services Desk for checkout.

## ELECTRONIC BOOK COLLECTIONS

The library has numerous electronic reference books and other ebooks listed in WebCat. Ebooks are also listed under the **VU Libraries Electronic Book Collections** under the **Find Books** page, as below:

- **ABC - CLIO** - History and social science reference books.
- **AccessScience** -- Online version of the highly acclaimed McGraw-Hill Encyclopedia of Science & Technology.
- **Credo Reference** - Collection of reference books.
- **Encyclopedia Britannica Online** - Online version of the famous encyclopedia.
- **Gale Virtual Reference Library** - Collection of reference books.
- **Contemporary Authors** - Provides complete biographical and bibliographical information and references on more than 120,000 U.S. and international authors.
- **Opposing Viewpoints Resource Center** - Different viewpoints, pro and con, on many topics.
- **Oxford Digital Reference Shelf** - Collection of reference books.
- **R2 Library** - Collection of health/nursing books.
- **VU NetLibrary** Collection - Access to over 9,200 electronic books.

These books are in electronic format and can be read online. Ebooks are searchable and information can be usually copied and pasted to a student's word processing program for quoting or note-taking purposes.

## II. FIND ARTICLES

Shake Library offers researchers many choices of electronic databases for use in locating articles on specific topics in periodical literature (newspapers, journals, magazines, etc.). Any on-campus PC with web access

should allow you to connect to most (if not all) of these databases. See instructions above (page 1) for off-campus access using your MYVU account. After accessing online databases, use the help information available with each database to become familiar with its search options. Some databases may not work from some off-campus locations.

## 1. VU LIBRARY SEARCH (FEDERATED SEARCH ENGINE): SEARCH MULTIPLE DATABASES FOR ARTICLES AND BOOKS

**VU Library Search**, which is Shake Library's **Federated Search Engine**, can help you find your way through a confusing array of different electronic databases. This is a good tool to use when you don't know which database to search for a particular topic, or would like to save time by searching numerous databases simultaneously. VU Library Search is found at the top of the **Find Books and Find Articles** web pages.

### Directions:

- Go to <http://www.vnu.edu>, select **Majors and Academics**, then **Libraries**, then Find Books or Find Articles (the federal search engine is at the top of both pages).
- Once the **VU Library Search** page appears, type your search terms in the search engine, select the **category** you want (such as Health/Medicine), click **Search**, and only the appropriate databases will be searched.
- **Discover books, too!** You can also click the box labeled **Include Library Catalog in Search** to find books in the Shake Library book collection.

## 2. EBSCOHOST (INSPIRE), AN INDIANA DATABASE PROVIDER

**EBSCOhost (INSPIRE)** contains many databases for you to search. Most are full-text, some are citation-only. Below are several full-text databases that are very useful reference tools for college students. Additional databases are available as well, such as ERIC, MEDLINE, etc.

**Academic Search Premier:** Access to information from a wide range of academic areas, including social sciences, humanities, education, general science, multi-cultural and general reference (over 4,500 full text journals).

**Business Source Premier:** Business news from the most popular national and international financial, banking, and industry publications. Covers international business, economics, management, operations, finance, accounting and labor (over 3,400 titles full text).

**CINAHL:** Cumulative Index to Nursing and Allied Health Literature. Comprehensive source of full text for nursing & allied health journals, providing full text for more than 560 journals indexed in CINAHL. Of those, nearly 400 have cover-to-cover indexing in CINAHL. With more than 600,000 full-text articles dating back to 1937, CINAHL Plus with Full Text is the definitive research tool for all areas of nursing and allied health literature.

**Masterfile Premier:** Coverage of general interest magazines (over 1,730 full text titles, plus Magill Book Reviews).

## 3. LEXIS/NEXIS ACADEMIC

Lexis/Nexis Academic provides a suite of databases covering news, business, legal research, medical information and general reference sources. This is especially useful for finding legal information (such as court cases and federal and state statutes) and business information (such as company financial data).

## 4. NEWSBANK

**America's Newspapers** (various dates) - The electronic editions of record for over 800 valuable local, regional, and national U.S. newspapers--all in one easy-to-search database. Each paper provides unique coverage of local and regional news, including companies, politics, sports, industries, cultural activities, and people in the community. Paid ads are excluded. Highlights include *The New York Times* and 47 Indiana newspapers, including the *Vincennes Sun-Commercial* and the *Indianapolis Star*.

## 5. SIRS KNOWLEDGE SOURCE

SIRS contains at least three databases (Researcher, for general reference; Government Reporter, for government information; Renaissance, for humanities research) that provide thousands of full-text articles on numerous topics of interest to college students and faculty.

## 6. PROQUEST CAREER AND TECHNICAL EDUCATION

One of the best databases to use to search for full text of articles covering general research, vocational/technical education, nursing, psychology and social science. Databases include Career and Technical Education, Criminal Justice Periodicals, Nursing and Allied Health Source, and the Proquest Research Library (including Psychology and Social Science Modules).

## 7. DOES THE LIBRARY HAVE THE MAGAZINE I NEED? FIND PERIODICAL TITLES (BOTH PRINT AND ONLINE)

This resource provides a searchable listing of all periodical titles available through the library. This includes all title holdings in the **library's physical collections (recent issues, bound, and microform)** as well as **online electronic issues made available through database vendors** like *EBSCOhost*, *ProQuest*, and *LexisNexis Academic Universe*. You can search by title, subject, or keywords. This is an excellent tool to use to see what publications are available in specific subject areas.

Go the VU home page at <http://www.vinu.edu>, select **Majors and Academics**, then **Libraries**, then **Find Periodical Titles**. To browse periodicals by subject category, select the subject and then click search, or use Find Periodicals by Title to find a specific title.

# III. REFERENCE DATABASES

## 1. ENCYCLOPAEDIA BRITANNICA ONLINE

Encyclopaedia Britannica Online is the Web version of the Encyclopaedia Britannica. This important library research tool offers a fully searchable collection of authoritative references, including links to several thousand Web pages, and Merriam-Webster's Collegiate Dictionary.

## 2. OXFORD MUSIC ONLINE

Formerly called Grove Music Online, this is the definitive reference for researching musical topics.

## 3. BIOGRAPHY RESOURCE CENTER

This important database allows full-text searching of many biographical reference books published by Gale Research, plus many periodicals. If you are researching a person, check this database first.

## **4. FACTS.COM**

FACTS.com brings together complete content from the *Facts On File World News Digest* since 1940 and selected content from other core reference databases to answer questions about events, issues, statistics and people of the last 20 years. The databases include *Issues and Controversies*, *Today's Science*, *The World Almanac*, and *The World Almanac Encyclopedia*.

## **5. OPPOSING VIEWPOINTS RESOURCE CENTER**

This resource provides numerous articles that argue different points of view about many different topics and issues. Excellent for writing assignments.

## **6. LITERATURE RESOURCE CENTER**

The Literature Resource Center provides access to biographies, bibliographies, and critical analyses of authors from every age and literary discipline. Combining Gale Group's core literary databases in a single online service, the Literature Resource Center covers more than 120,000 novelists, poets, essayists, journalists, and other writers, with in-depth coverage of 2,500 of the most-studied authors.

## **7. CREDO REFERENCE**

Collection of about 300 electronic reference books (encyclopedias, dictionaries, etc.) in most disciplines.

## **8. ACCESSSCIENCE**

Online version of the highly acclaimed McGraw-Hill Encyclopedia of Science & Technology.

## **9. ARTSTOR**

ARTstor is a digital library of nearly one million images in the areas of art, architecture, the humanities, and social sciences with a set of tools to view, present, and manage images for research and pedagogical purposes.

# **IV. THE LIBRARY REFERENCE COLLECTION**

There are many different types of reference books and electronic sources that focus on unique areas of inquiry. All academic areas have their own voluminous reference literature. Included in this guide are merely a few major research sources to help you get started.

## **A. LEGAL FORMS DATABASE**

**PREMISE** – Legal Forms available on the PC network as you enter the library to the left.

## **B. STANDARD ENCYCLOPEDIAS**

A standard encyclopedia is often the best place in which to begin research on a topic. Its range of coverage is all general knowledge. Most encyclopedias have comprehensive indexes which will locate all the information in the set on a particular subject. Articles in an encyclopedia often have bibliographies (lists of sources from which the article was taken) which give the researcher more ideas.

*Encyclopedia Americana* (Ref. 031 A512b)  
*Encyclopaedia Britannica* (Ref. 030 W927w) -- See Reference Databases on library web page for online version.  
*World Book Encyclopedia* (Ref. 030 W927w)

## C. SUBJECT ENCYCLOPEDIAS

In addition to general encyclopedias that cover the whole field of knowledge, there are many encyclopedias which concentrate on specific subjects. Below are just a few.

*The Dictionary of Art* (Ref. 703 D554a)  
*Encyclopedia of American Forest and Conservation History* (Ref. 333.75 D263e)  
*Encyclopedia of Banking and Finance* (Ref. 332 M966e)  
*Encyclopedia of Bioethics* (Ref. 174.2 R347e)  
*Encyclopedia of Crime and Justice* (Ref. 364.03 K11e)  
*Encyclopedia of Educational Research* (Ref. 370.7 E56e)  
*Encyclopedia of Occultism and Parapsychology* (Ref. 133 S547e)  
*The Encyclopedia of Philosophy* (Ref. 103 E56e)  
*Encyclopedia of Psychology* (Ref. 150.3 C826e)  
*Encyclopedia of Religion* (Ref. 200 E56)  
*Encyclopedia of Social Work* (Ref. 360.3 L967e)  
*Encyclopedia of the American Constitution* (Ref. 342.73 E56)  
*Encyclopedia of World Art* (Ref. 703 E56e)  
*West's Encyclopedia of American Law* (Ref. 340.73 G946g)  
*International Encyclopedia of Population* (Ref. 304.6 I61i)  
*International Encyclopedia of the Social Sciences* (Ref. 303 I61i)  
*McGraw-Hill Encyclopedia of Science & Technology* (Ref. 503 M147m)  
*The New Grove Dictionary of Music and Musicians* (Ref. 780.3 G884g)

## D. ALMANACS & STATISTICAL SOURCES

Almanacs are volumes (often annual) of current and retrospective information. They are useful in tracking down answers for questions concerning current or historical facts. Almanacs provide statistical information on a wide variety of subjects.

*County and City Data Book* (Ref. 312.4 U58c--Shelved at Lending Services Desk)  
*Historical Statistics of the United States: Colonial Times to 1970* (Ref. 317.3 Un58h)  
*Statistical Abstract of the United States* (Ref. 317 U58s)  
*Statesman's Year-Book* (Ref. 305 S797s)  
*The World Almanac* (Ref. 317.3 W917w)

## E. CURRENT EVENTS & PRO/CON

Some of these publications provide the user with up-to-date information about current events in the U.S. and internationally. There are several publications that present divergent viewpoints concerning contemporary issues (useful for writing argumentation papers).

*CQ Researcher* (Ref. 070.442 C749e) - Depth research reports on numerous newsworthy topics.  
*Editorials on File* (Ref. 018 E23e) - Compilation of newspaper editorials.  
*Facts on File* (Ref. 320.9 F143f) - Weekly new digest.  
Opposing Viewpoints series. (Type "opposing viewpoints" in WEBCAT's Simple Search screen (select Exact Title search) to find numerous books--both circulating and reference--on different subjects. Also try "taking sides" and "ideas in conflict series" for more books about diverse viewpoints.)

## F. BIOGRAPHICAL SOURCES

These references provide information about men and women of distinction or notoriety. Remember to use the Biography Resource Center (mentioned above) via the library's home page (<http://www.vinu.edu>, then click **Majors and Academics**, then click **Libraries**, then Find Articles).

*American National Biography*. 24 vols. (Ref. 920 A512b)

*Contemporary Black Biography* (Ref. 920.0092 C761c)

*Current Biography* (Ref. 920 A615a)

*Dictionary of American Biography* (Ref. 920 D554d)

*Dictionary of American Negro Biography* (Ref. 920.009 D545)

*Dictionary of National Biography* (Ref. 920 D554n) - United Kingdom biography.

*Dictionary of Scientific Biography* (Ref. 925 G481d)

*Dictionary of World Biography* (Ref. 920.02 D554w)

*Great Lives from History* (Ref. 920.009 G786). - Series covers different periods.

*The McGraw-Hill Encyclopedia of World Biography* (Ref. 920 M147m)

*Who's Who Among Black Americans* (Ref. 920.073 W628wh)

*Who's Who in America* (Ref. 920.073 W628w)

*World Authors: 1985-1990* (Ref. 928 W149w)

## IV. THE INTERNET: USING GOOGLE

SEARCH ENGINES - If you do not already have a Web address you would like to access, you need to learn how to use a search engine to search the contents of the Web. There are thousands of search engines, but Google.com is one of the most well-known and largest. Google has some useful features researchers should be aware of.

Search Examples - These commands are common to most search engines (but not all):

### **volcanoes pacific**

Explanation: This search calls up WWW sites that contain both words somewhere in the same page. Google will automatically include the **and** command.

### **"weather forecast"**

Explanation: Using quote marks finds the words weather and forecast only if they appear beside one another in the same order.

### **Two Useful Google Search Tips:**

Title Searching: Type in search bar: **allintitle: volcanoes** to retrieve web pages with the word **volcanoes** in page title only.

Domain Searching: Use the **Advanced Search** link, then type .edu (or .com or .org, etc.) on the Search Within a Site or Domain blank to retrieve only education (for instance) domain pages.

# V. CITING ELECTRONIC SOURCES (MLA STYLE) Updated 4/09

Compiled by Vincennes University Librarians and English Dept. Faculty, based on the new, 2009 MLA suggestions in *MLA Style Manual and Guide to Scholarly Publishing* (3<sup>rd</sup> ed.), and at the Owl writing site at Purdue University, <http://owl.english.purdue.edu/owl/resource/557/15/>. The MLA style web site is at <http://www.mla.org>. For APA citation format see <http://www.apastyle.org/electref.html>.

## VU LIBRARY DATABASES AND WORLD WIDE WEB SITES

### WEB PAGES (Citing information found only on the Web.)

Totenberg, Nina. "Roberts' Answers Frustrate Senate Democrats." *NPR*. Natl. Public Radio. 15 Sept. 2005. Web. 16 Sept. 2005.

**Note: Use web addresses (URLs) only when the information cited is potentially difficult to find. Example:**

Eaves, Morris, Robert Essick, and Joseph Viscomi, eds. *The William Blake Archive*. Lib. of Cong., 28 Sept. 2007. Web. 20 Nov. 2007. <http://www.blakearchive.org/blake/>.

### WORK CITED ON WEB THAT ALSO IS A PRINT PUBLICATION

Child, L. Maria, ed. *The Freedmen's Book*. Boston, 1866. *Google Book Search*. Web. 12 Mar. 2007.

### SCHOLARLY JOURNAL FOUND ON THE WEB (NOT IN A LIBRARY DATABASE)

**Note: You can choose to use *n. pag.* If no page numbers are given.**

Shehan, Constance L., and Amanda B. Moras. "Deconstructing Laundry: Gendered Technologies and the Reluctant Redesign of Household Labor." *Michigan Family Review* 11 (2006): n. pag. Web. 8 Nov. 2007.

## PERIODICAL PUBLICATION IN AN ONLINE LIBRARY DATABASE

### EBSCOhost Articles

Taylor, Phil. "Taking Wing." *Sports Illustrated* 12 Jan. 1998: 48. *Academic Search Premier*. EBSCO. Web. 22 Apr. 2009.

### NEWSBANK (AMERICA'S NEWSPAPERS)

**Note: You can choose to use *n. pag.* If no page numbers are given.**

Peter, Jenny. "Both Sides Attend Railroad Open House." *Vincennes Sun-Commercial* 19 Sept. 2007: n. pag. *America's Newspapers*. NewsBank. Web. 22 Apr. 2009.

### PROQUEST

Lefemine, Pat. "Pick Your Poison." *Bowhunter* Oct./Nov. 2005: 136. *Proquest*. Web. 15 Sept. 2005.

### LEXIS-NEXIS ACADEMIC

Wildstrom, Stephen H. "A Big Boost for Net Privacy." *Business Week* 5 Apr. 1999: 23. *Lexis-Nexis Academic*. Web. 22 Apr. 2009.

### SIRS KNOWLEDGE SOURCE

Frick, Robert. "Investing in Medical Miracles." *Kiplinger's Personal Finance* Feb. 1999: 80-87. *SIRS Researcher*. *SIRS Knowledge Source*. Web. 22 Apr. 2009.

## ENCYCLOPAEDIA BRITANNICA ONLINE

"Skyscraper." *Encyclopædia Britannica Online*. Encyclopædia Britannica, 2009. Web. 16 Apr. 2009.

## OXFORD MUSIC ONLINE

Oliver, Paul. "Blues." *Grove Music Online*. Oxford Music Online. Web. 11 Jan. 2001.

## FACTS.COM

"Safe Drinking Water Act Signed." *Facts On File World News Digest*. 22 Aug. 1996. *FACTS.com*. Web. 11 May 2001.

## OPPOSING VIEWPOINTS RESOURCE CENTER

Maynard, Rebecca. "Teen Pregnancy is a Serious Problem." *Opposing Viewpoints: Teenage Sexuality*. Ed. Tamara L. Roloff. San Diego: Greenhaven, 2001. *Opposing Viewpoints Resource Center*. Gale. Web. 15 Dec. 2003.

## CREDO REFERENCE

"Bothy Band." *Brewer's Dictionary of Irish Phrase and Fable*. 2004. *CredoReference*. Web. 5 Nov. 2007.

## LITERATURE RESOURCE CENTER -BOOK CITATION

Eisinger, Chester E. "Herzog: Overview." *Reference Guide to American Literature*, 3rd ed. Detroit: St. James, 1994. *Literature Resource Center*. Gale. Web. 10 Mar. 2002.

## LITERATURE RESOURCE CENTER - JOURNAL CITATION

Shy, Todd. "The Prospect of Too Much Freedom: Saul Bellow's Management of Abundance." *Saul Bellow Journal* 20.2 (Fall 2004): 51. *Literature Resource Center*. Gale. Web. 22 Apr. 2009.

## BIOGRAPHY RESOURCE CENTER

"Andy Warhol." *Contemporary Authors Online*. *Biography Resource Center*. Gale. 2008. Web. 3 Aug. 2008.

## ACCESSSCIENCE

Burke, Kevin. "Earth Science." 26 Feb. 2002. *AccessScience@McGraw Hill*. Web. 3 Aug. 2008.

## LITFINDER

"Jack Kerouac." *LitFinder*. Detroit: Gale, 2007. Web. 3 Aug. 2008.

## HOMELAND SECURITY DIGITAL LIBRARY

Poole, James A. "Challenge of Netwar for the Operational Commander." *Naval War College. Defense Technical Information Center*. 6 March 1996. *Homeland Security Digital Library*. Web. 3 Aug. 2008.

## ELECTRONIC BOOKS (EBOOKS)

### NETLIBRARY

Leyden-Rubenstein, Lori A. *The Stress Management Handbook*. New Canaan: Keats, 1998. *NetLibrary*. Web. 17 Jan. 2001.

### ABC-CLIO HISTORY REFERENCE ONLINE

Talmon-Heller, Daniella. "Jihad." *The Crusades*. Ed. Alan Murray V. Santa Barbara: ABC-CLIO, 2006. N. pag. *History Reference Online*. ABC-CLIO. Web. 16 Apr. 2009.

## GALE VIRTUAL REFERENCE LIBRARY

Olick, Jeffrey K., and Shannon Latkin Anderson. "Holocaust, The." *International Encyclopedia of the Social Sciences*. Ed. William Darity, Jr. 2nd ed. Detroit: Macmillan Reference USA, 2008. *Gale Virtual Reference Library*. Gale. Web. 16 Apr. 2009.

## OXFORD DIGITAL REFERENCE SHELF

Brower, Robert W. "Pizza." *The Oxford Encyclopedia of Food and Drink in America*. Ed. Andrew F. Smith. *Oxford University Press*, 2004, 2005. Web. 17 April 2009.

## R2 DIGITAL LIBRARY (NURSING, ALLIED HEALTH)

Rettig, Lance A., and Mark Ritter. "Baseball Injuries." *Sports Medicine & Rehabilitation*. Eds. Ralph Buschbacher, Nathan Prahlow, and Dave Shashank. 2<sup>nd</sup> ed. Lippincott Williams & Wilkins, 2009. *R2 OnLine Library*. Web. 17 April 2009.

## SCHOLARLY WEB SITE

Nesbit, E[dith]. *Ballads and Lyrics of Socialism*. London, 1908. *Victorian Women Writers Project*. Ed. Perry Willett. Web. 22 Apr. 2009.

## IN-TEXT CITATIONS

Instead of footnote or endnote, the author's last name is placed in parenthesis within the body of the text.

**Example in text:** Medieval Europe was a place both of "raids, pillages, slavery, and extortion" and of "traveling merchants, monetary exchange, towns if not cities, and active markets in grain" (Townsend 10).

The above refers to a source in the works cited page that follows the end of your work, as the example below shows:

Townsend, Robert M. *The Medieval Village Economy*. Princeton: Princeton UP, 1993. Print.

If you are using more than one work by the same author, place the author's last name and a shortened version of the title in parentheses.

**Examples:** (Frick, "Investing in")  
(Frick, "Searching for")  
(Frick, "Preparing Students")