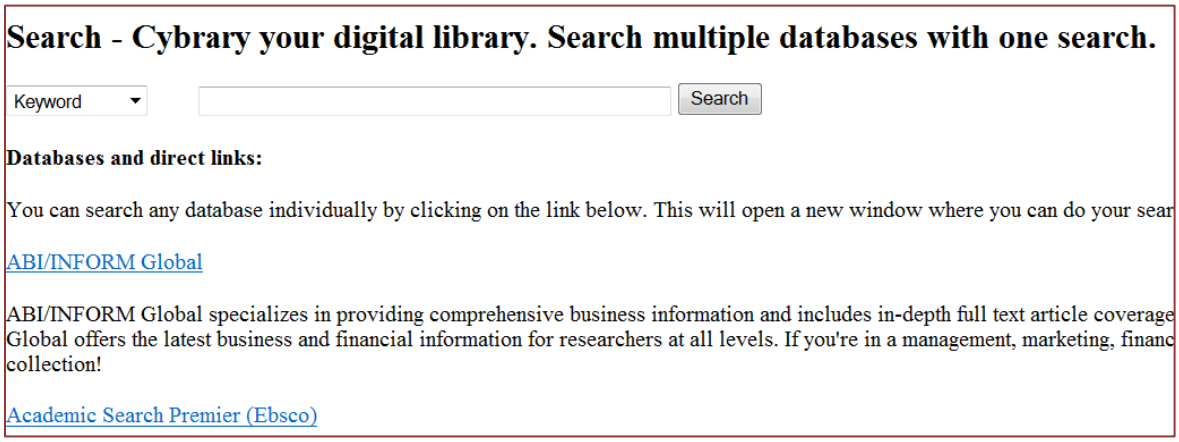
Criminal Justice Studies Library Research Guide

Using Multiple Databases

Finding Articles Using Cybary

- To begin, click **Find Articles & Books** on the library homepage.

- This will open a new window with a search box at the top of the page and a list of the library databases.



- Type your keyword(s) into the search box at the top of the page.

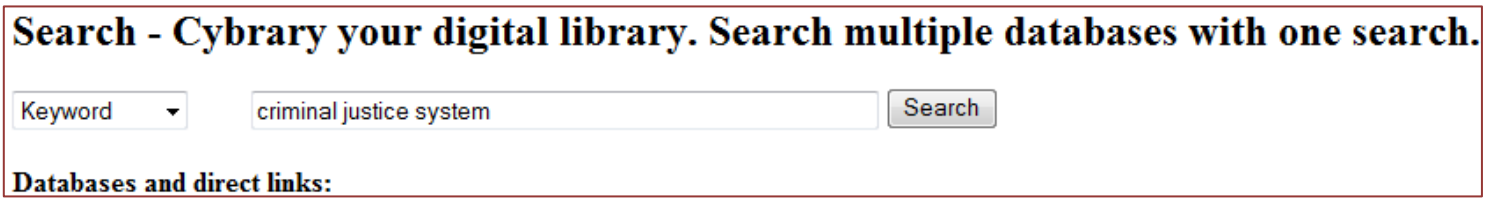
What is a keyword?

keyword is a term or phrase related to the topic you are researching. To develop keywords, think of the core ideas of your topic.

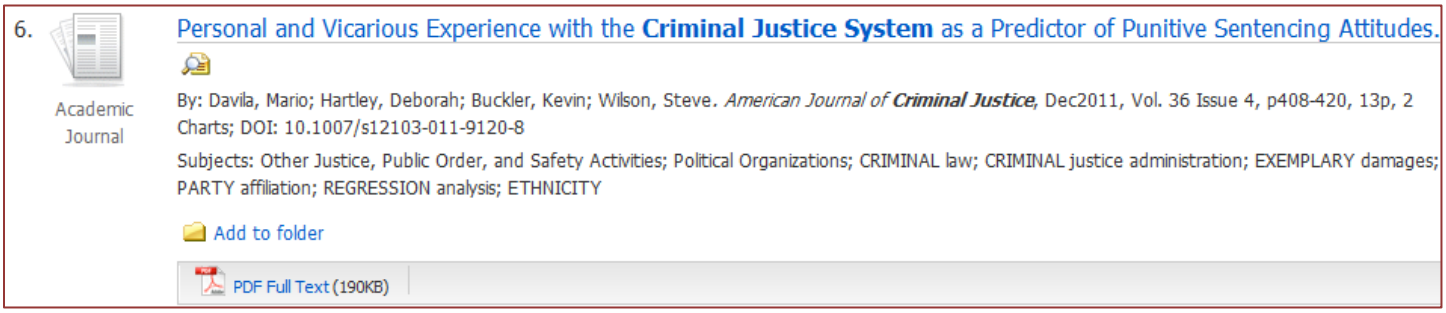
- Some keywords related to your topic may be:

Criminal Justice System
Juvenile Delinquency
Civil Rights AND Police
Community Policing

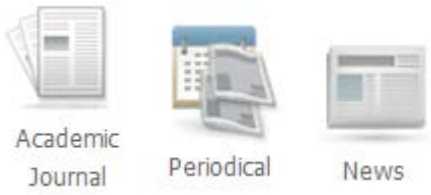
- When you have your keyword(s) in place, click **Search**.



- Results will load in a new window.



- You'll see an icon next to each result stating what type of resource it is.



- When looking through articles, an easy way to see if an article will be useful is to view the abstract, which will give you a summary of the article.

- You can view an article's abstract by hovering your cursor over the magnifying glass icon to the right of an article's title.

- Then, if the article seems worthwhile, click the link for full text.

What is HTML and PDF?

/hen pulling up results you may find that some off the full text in PDF and some in HTML. Some articles offer both.

HTML stands for *HyperText Markup Language*. The item will appear similar to a web page. Some formatting may be lost and usually these do not include images.

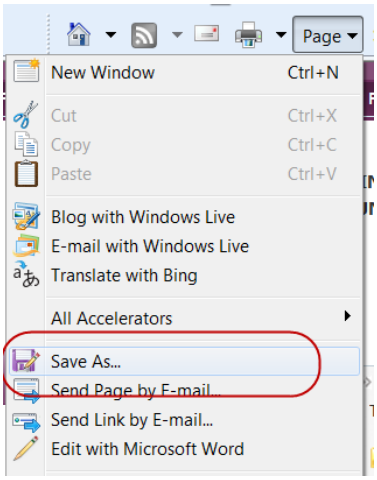
PDF stands for *Portable Document Format*. A PDF format looks like a photograph was taken of the original and scanned. It will have the same margin and font and include images if there were any in the original item.

ometimes there is no choice. The publishers of the content have opted to make their materials available in only one format. If you do have a choice, it's up to you which you prefer!

- Once you are in the full text, you will see icons to print, save, or email your article.

- If the item is a PDF, you may see the link to download:

- If the item is an HTML, you may opt to save it by going to Page at the top of your screen and selecting **Save As** from the drop down list:



- If you are saving the article, be sure it is being saved to your computer. If you are not asked where on your computer you want to save the item then it will not have saved properly. Use one of the other options. Saving it as a bookmark in your browser will not work.

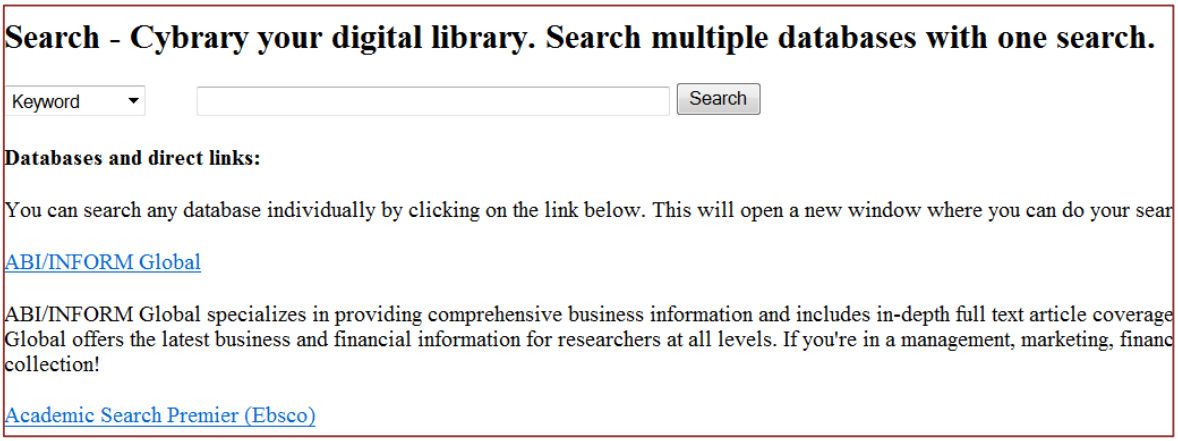
- You can try additional searches by adding or changing your keywords in the boxes at the top of the page.

Using Individual Databases

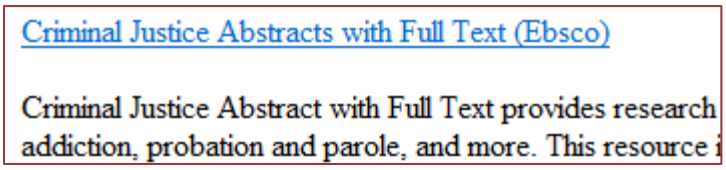
Finding Articles Using Individual Databases

- Click **Find Articles & Books** on the library homepage.

- This will open a new window with a search box at the top of the page and an alphabetical list of the library databases.



- Look for **Criminal Justice Abstracts with Full Text** in this list. Click the name to open the database.



- Once you are inside **Criminal Justice Abstracts with Full Text**, you can type your keyword (s) in the boxes at the top of the page.

What is a keyword?

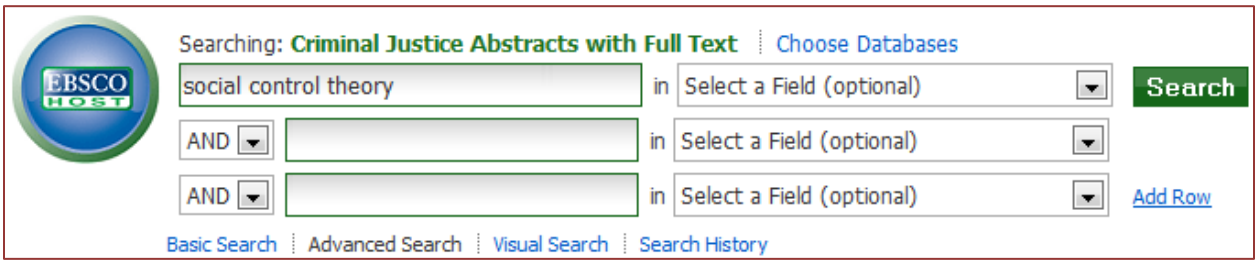
keyword is a term or phrase related to the topic you are researching. To develop keywords, think of the core ideas of your topic.

- Some keywords related to your topic may be:

Criminal Justice System
Civil Rights AND Police
Sentencing Guidelines
Social Control Theory
Social Control AND Theory

- Each term before and after the AND in a new search box.

- When you have your keyword(s) in place, click **Search**.



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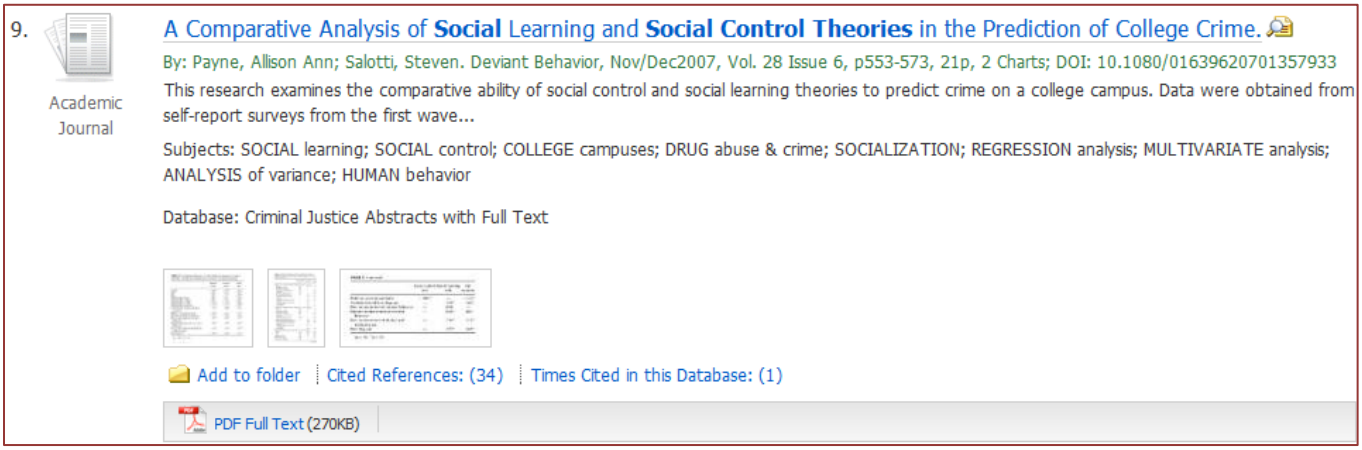

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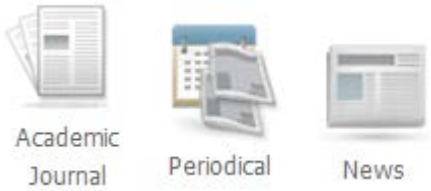

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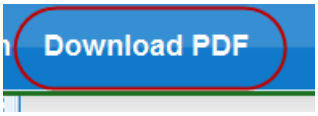

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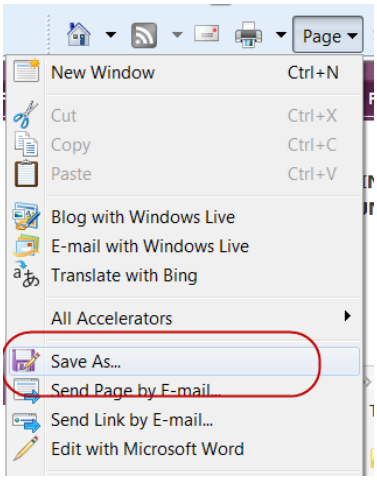

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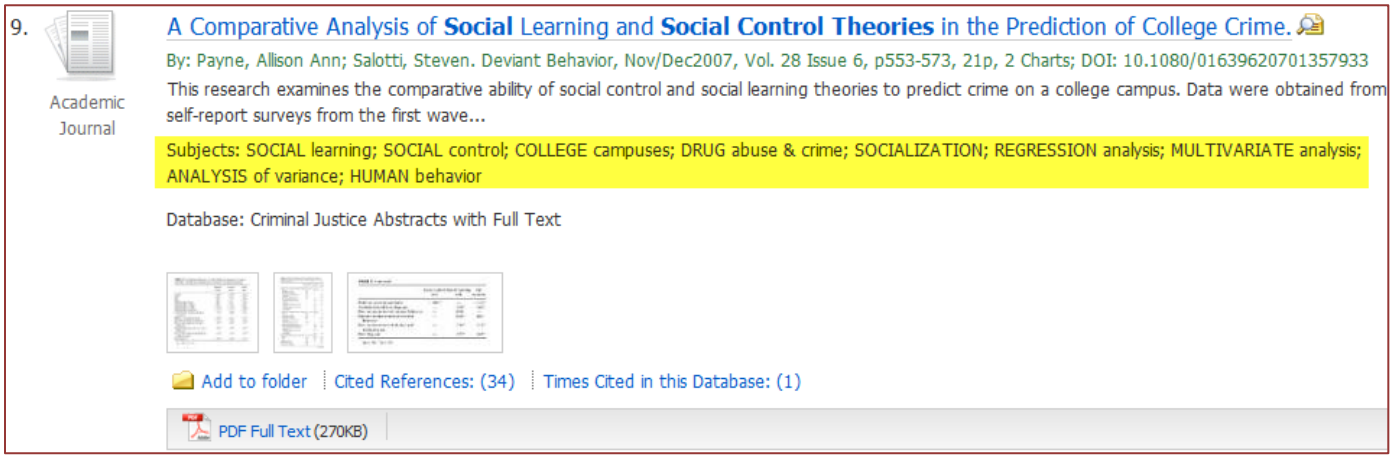
- You can try additional searches by adding or changing your keywords in the boxes at the top of the page.

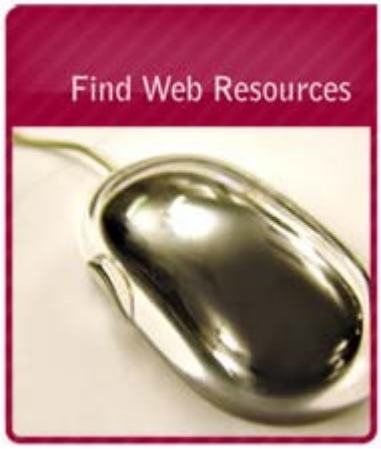
- A good place to find some additional keyword suggestions is in the Subjects field underneath the article information in your results.



Using Web Resources

Finding Information Using Web Resources

- Click **Find Web Resources** on the library page.

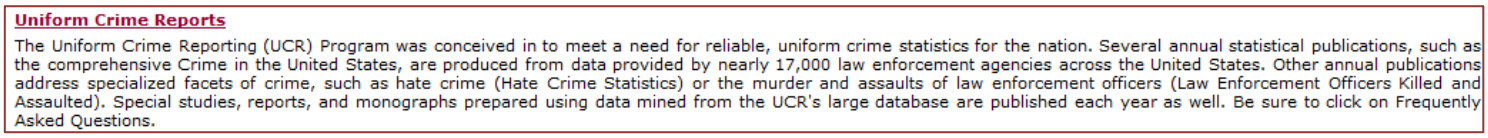


- Here are some keywords related to Criminal Justice Topics:

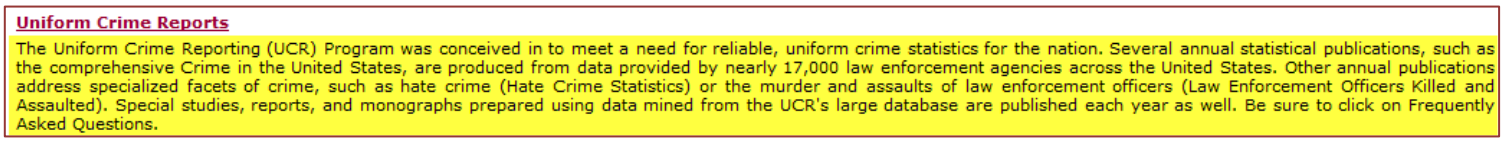
Crime Statistics
Crime Measuring
Criminal Justice
Juvenile Delinquency

- In the search box enter ***Crime Statistics***. Click the **Find Web Resources** button.

- To view a link, click its **title**.



- A description of the web resource is below the title. Additional steps may be required to get to the actual resource. The steps are given in the resource description.



Library Contact

- Librarians are available most quickly via the **e-mail** links on the library page or directly at librarian@ctuonline.edu

- You can contact us through the school's instant messaging system. Hours when librarians are available are posted on the right side of the library homepage.

- You can also **call us** at our toll-free number: (866) 813-1836 Ext. 13721.