

# RESEARCH HANDBOOK

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LIBRARY RESOURCES FOR RESEARCH

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PUBLIC AND INTERNATIONAL AFFAIRS

Prepared by Department faculty

Department of Public & International Affairs  
George Mason University  
Revised 1995 Edition

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**CHAPTER I**  
**WRITING A RESEARCH PAPER**

*What are research and writing?*

Research is the process we use to learn about issues, find answers to questions, and gather information to help solve complex problems. Writing is the process we use to organize and record our thoughts and communicate our ideas to others. Unfortunately, these statements suggest that the processes are separate and distinct. In reality, both processes are highly cognitive activities that build one upon the other. That is, we *think* as we *write* and because writing leads us to see previously unknown connections, we also learn as we write. For instance:

writing about a recent political conflict involving two North African countries, you begin to wonder about the economic implications of the situation, something you had not considered during your initial research. A review of recent trade and economic statistics confirms your suspicion and provides greater depth to your analysis.

*Why are research and writing important?*

Developing good research and writing skills benefits you throughout your academic and professional life. Compiling pertinent information on a subject and conveying that information to others is a highly valued skill. Whether it takes the form of a memo, a report, or a multi-media presentation, your ability to find and communicate information will help you in all future endeavors.

*Why a guide for students of public and international affairs?*

Different disciplines approach research and writing differently. Within a particular field, it is important to know what qualifies as appropriate research and what method is most effective in communicating your results.<sup>1</sup> The fields of public and international affairs have adopted many of the conventions used by others in the social sciences. This is reflected in the data sources used, the literature cited, the style of documentation preferred, and so on.

This guide points out the resources and editorial styles commonly used by scholars in public and international affairs. We realize that within the department assignments and expectations will vary from class to class, instructor to instructor. This guide is simply a base upon which to build your skills and understanding; it does not supersede the preferences or specific guidelines set by your instructor. If you need additional help, we recommend you consult one of the guides or manuals mentioned throughout this text, or confer with your instructor, a reference librarian or one of the Writing Center specialists.

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<sup>1</sup> Donald Zimmerman and Dawn Rodrigues, *Research and Writing in the Disciplines* (Fort Worth: Harcourt Brace Jovanovich, 1992), 16.

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## BASIC STEPS TO PREPARING A RESEARCH REPORT

- I. SELECT A TOPIC FOR YOUR RESEARCH
    - A. Pick a topic that interests you or is relevant to the research assignment.
    - B. Discuss the idea with your instructor to make sure it is appropriate.
  - II. FIND BACKGROUND INFORMATION
    - A. Use general or subject specific information sources to get an overview of your topic.
    - B. Check dictionaries for the meanings of unfamiliar words, atlases for the locations of foreign countries, and so on.
    - C. Use biographical sources, almanacs, and other handbooks to find additional background information on your topic.
  - III. COMPILE A WORKING BIBLIOGRAPHY
    - A. Use XPAC and CATS to find books and government documents related to your topic.
    - B. Use print and electronic periodical indexes to locate articles appropriate for your research.
    - C. Find published bibliographies listing important or authoritative works in the field.
  - IV. REDEFINE YOUR TOPIC IF NECESSARY
    - A. Based on the information you have found, broaden or narrow the scope of your research.
    - B. Consult with your professor to make sure the topic is still appropriate for the assignment.
  - V. READ AND TAKE NOTES
    - A. Evaluate the information you find by noting things like the author's reputation, the publisher's political bias, and so on.
    - B. Carefully record all pertinent bibliographic information.
  - VI. WRITE A FIRST DRAFT
  - VII. REVISE THE PAPER
    - A. Ensure that the paper is coherent and well-organized.
    - B. Take a draft to the Writing Center on Campus for assistance.
    - C. Ask other students or family members to critique the paper.
  - VIII. EDIT THE PAPER
    - A. Check for proper spelling and grammar.
  - IV. DOCUMENT SOURCES AND FORMAT THE FINAL DRAFT
    - A. Choose a citation style and follow it consistently.
    - B. Check the document's overall layout for visual presentation that is clear and easy to read.
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## WRITING

This section provides a brief overview of the writing process. It is organized in the sequence a writer typically approaches a research paper - outlining the paper, writing a first draft, revising the draft, editing the draft, and finally documenting your sources and formatting the final product. Not everyone follows such a sequence, and that's fine. This chapter is simply designed to help you recognize the different elements of a research report and provide some guidance in approaching the various tasks involved.

### STRUCTURE OF REPORT

The key to a good report is a coherent document. The first paragraph or page should introduce the topic. What is the question you are interested in? Why is it important? The body of the paper should answer the question you are asked at the outset and the conclusion should return to the initial question and summarize what you have learned. Note the emphasis on a coherent argument, on introducing, developing and concluding on the same subject.

### DRAFTING THE REPORT

There are any number of techniques writers use to organize their thoughts and the information they've found and begin drafting a report. What works best is purely a matter of personal preference. Throughout this guide we emphasize the tangled nature of research and writing. If we were to make a suggestion, it would be to merge the two processes whenever possible. As your research progresses, take notes, fill in your outline, write sections of the report, and rewrite others.<sup>2</sup> The important thing to remember is that this is just a draft. By definition, it is not perfect. Perfection comes with revising and editing. You will also think and learn during the writing process. By the end of the first draft you may find you have followed a somewhat different line of thought than you introduced earlier, that is fine, if your research took you in a new direction. But go back and rewrite your initial section so the report is coherent, and so that your introduction tells the reader where you are going.

### REVISING THE REPORT

Almost every book written on the subject of writing describes the process as a craft, something that involves time, attention to detail, and years of practice to master. "...writers, like other craftspeople, should be prepared to cut, discard and reshape their materials."<sup>3</sup> Reshaping is fundamental to revising. Different from editing, revising looks at the paper from a broad structural perspective:

Are the initial questions answered? Are the research methods and source materials thoroughly . . . . . explained?

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<sup>2</sup> Zimmerman and Rodrigues, 34-35.

<sup>3</sup> William Giles Campbell, Stephen Vaughn Ballou, and Carole Slade, Form and Style: Theses, Reports, Term Papers (Boston: Houghton Mifflin, 1990), 22.

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Is the paper well organized, does it flow in a logical manner? Does each paragraph begin with a topic sentence that tells the reader where you are going and provides a transition ?

Do any paragraphs or sentences need to be rewritten, shifted or removed?<sup>4</sup>

### EDITING THE REPORT

Once a draft has been revised, it is ready to be thoroughly edited. Unlike paper as a whole, editing focuses on the more narrow grammatical and stylistic details:

Is each sentence clear and concise?

Are verb tenses consistent?

Is every word spelled correctly?

### A NOTE ON JUDGING SOURCES

In the information jungle, not all sources are alike -- or equally credible. In the information jungle, readers must keep an eye out for biases, mistakes, and even deliberate lies.

Good scholars carefully examine information they read or hear. The first step is determining whether a statement is presented by its author as fact

### DOCUMENTING YOUR PAPER

In documenting the sources you use in preparing your papers you should do three things:

use a method that allows the interested reader to **actually find** the cited work;

use one style and use it **consistently** and,

**document all references to works you use** in your papers.

There are several widely used methods for documenting your sources. We will show you examples here of two popular methods, the "parenthetical references" method and the "numbered references" system.

The parenthetical references method provides brief clear citations to the author and publication year of of a source work in parentheses in the text itself and then an alphabetical list of references at the end.

The numbered references system places small numbers next to the author's name, quotation, or idea and then directs readers to numbered footnotes at the end of the paper.

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<sup>4</sup> Zimmerman and Rodrigues, 171-173.

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Each of these two methods are described in more detail in the American Political Science Association publication called The Political Science Student Writer's Manual by Gregory Scott and Stephen Garrison or The Chicago Manual of Style available in the bookstore. Your instructor may request that you use one of these methods. In the absence of instructions to the contrary, you can use either, as long as you use it consistently.

#### PARENTHETICAL REFERENCES SYSTEM

The Parenthetical References method style uses references to the author of your source in parentheses in the text and then an alphabetical listing of the authors and their works under the heading **Bibliography** at the end of the paper. With this style you need only type out the full citations once. In the text you refer to the author(s) and the year of the work, and also the page number if you make a direct quotation or refer to a particular idea,.

Examples of several ways to put references into the text include:

1. Citing **books or articles** by one author:

Wilson (1989, Ch. 13) explains why deregulation is necessary for better public management.

or

Wilson (1989) and Downs (1967) show how the lack of a market for services affect public management.

or

The reinvention movement was inspired by analyses critical of public management (Wilson, 1989; Downs, 1967).

2. Citing **quotations or paraphrases** of specific parts of a source with page numbers:

Wilson (1989) uses the FBI as an example of an organization with a strong leader in which a "personnel system was put in place... that gave Hoover almost unlimited authority to hire and fire, promote and demote" (p. 97).

or

The FBI is an example of an organization with a strong leader in which a "personnel system was put in place... that gave Hoover almost unlimited authority to hire and fire, promote and demote (Wilson, 1989, p. 97).

or

Wilson examines closely the role that a strong leadership plays in a culture of service (Wilson, 1989, pp. 95-104).

3. If there are two or three authors list them all (for example, March and Olson, 1988).

4. If there are **more than three authors**, you may shorten the reference to the first author et al. (Morgan et al., 1966)]. Note that et al. is the Latin phrase for et alii, meaning "and others", so we put a period after al. to show it's an abbreviation.

5. If the **author is unknown** use the first few words of the title in place of the author citation in the text. For example:

The UFO reported by the crew of a Japan Air Lines flight remains a mystery. Radar tapes did not confirm the presence of another craft

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("Strange Encounters," 1987).

6. If a corporation or **government agency** is the author list them as you would any other author. A congressional debate might be referred to the in Congressional Record, for example Blah, blah blah (Cong. Rec. 1991, 74, pt.6:4335) tells us the year, the volume, the part and the page. If an agency or committee name is too long to keep using, use an acronym after the first full reference. For example, (National Institute of Mental Health, [NIMH], 1992) and later (NIMH, 1992). If you want to provoke your instructor into giving you a low grade, try using acronyms without ever telling what they mean, e.g. PSB, SAAFER, or one of our favorites, the indecipherable Navy slang WesPacSinJac.

7. Citations to newspaper articles should be given in full in the text, and to not need to list it again under references at the end. For example, In a 10 May article called "Clinton reverses Stand," written by Andrew Lewis in the *Washington Post*, described the shifts in administration policy about the use of ground troops.

The complete list of works cited are listed alphabetically by author and placed at the end of your paper under the heading "Bibliography".

#### Bibliography

[examples of citations of books]

Downs, Anthony. 1967. *Inside Bureaucracy*. Boston: Little-Brown.  
March, James and Johan Olson. 1988. Rediscovering Institutions. New York: Random House.

[example of journal citation]

Maynard-Moody, Stephen, Donald Stull and James Mitchell. 1986. "Reorganization as Status Drama." Public Administration Review, 46, 301-310.

[example of magazine]

"Strange Encounters Plague our Airways." 1987. UFO Outlook, April. pp 12-14.

[example of a newspaper]

Tollart, D.L. 1990. "Whatever Happened to Liberalism." Washington Post. 20 June pp. 1, 14-15.

[example of government document]

U.S. Department of State. (1994). Report to Congress on voting Practices in the United Nations. Washington, DC: U.S. Government Printing Office.

[example of article in edited collection]

Versar, J.L. 1993. "Varieties of Environmental Ideology." In Earthworks, ed. W. Bear. Minneapolis: University of Minnesota Press.

#### NUMBERED REFERENCES SYSTEM

In the Numbered References system you insert a number, in superscript, if possible, next to the text in your paper where you refer to the source. The number is again listed at the bottom of the page or at the end of the paper as Footnotes or as Endnotes, respectively. The numbers should run consecutively and placed whenever possible at the end of a

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sentence. One number can be used to refer to more than one source. Combine all the references under that numbered note in your Footnotes or Endnotes section. The Footnote or Endnote section should be done in the following way:

For a book:

1. Anthony Downs, Inside Bureaucracy (Boston: Little-Brown, 1967), 44-47.

For two or more authors:

1. James March and Johan Olson, Rediscovering Institutions (New York: Random House, 1989) .

For a chapter in a book:

1. John Rawls, "Justice as Fairness," in Communitarianism, ed. Markate Daly (Belmont, CA:Wadsworth, 1994), 71-78.

For a journal article:

1. Stephen Maynard-Moody, Donald Stull and James Mitchell, "Reorganization as Status Drama," Public Administration Review, 46 (1986): 301-310.

For a government document:

1. House, Report on Government Efficiency as Perceived by the Public, 103d Cong., 2d sess., 1993, H. Doc. 225, 12.

At the end of the paper or after the Endnotes comes the Bibliography where all the works are cited again, along with other works you might have used for background but do not refer to directly. All works are listed alphabetically. The form of the bibliographic reference differs slightly from that used in the footnote or endnote.

#### Bibliography

For a book:

1. Downs, Anthony. Inside Bureaucracy. Boston: Little-Brown, 1967.

For two or more authors:

1. March, James and Johan Olson. Rediscovering Institutions. New York: Random House, 1989.

For a chapter in a book:

1. Rawls, John. "Justice as Fairness." in Communitarianism. Ed. Markate Daly, 71-78. Belmont, CA: Wadsworth, 1994.

For a journal article:

1. Maynard-Moody, Stephen, Donald Stull, and James Mitchell, "Reorganization as Status Drama." Public Administration Review 46 (1986): 301-310.

For a government document

1. House. Report on Government Efficiency as Perceived by the Public. 103d Cong., 2d sess., 1993. H. Doc. 225.12.

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**PROVIDING A TITLE PAGE FOR YOUR PAPER**

Include a title page as a cover for your paper. A typical title page has the following format:

Liberation Theology: A Movement at Odds with its Followers

By Fred Angles

Contemporary Political Ideologies  
Govt 421

Professor Carly Marks  
George Mason University  
April 7, 1995

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## **AN ABSTRACT FOR YOUR PAPER**

Often you will be expected to provide an abstract with your paper. An abstract is a brief summary of the contents of the paper: the question posed, the evidence examined and the conclusions drawn. The abstract is best written after you finish the paper. Good abstracts are difficult to write and you will probably need to revise yours several times.

The abstract should be written in one paragraph in 150 words or less. You may often encounter abstracts at the beginning of papers in journals or in on-line searches where they are useful aides in determining the usefulness of the paper for you. The abstract may appear on the title page or on the page following.

## **FORMATTING THE REPORT**

One of the final tasks of the writing process involves formatting the report. By format we are referring to the report's physical appearance. Make sure the report visually well-organized and easy to follow.

Are section headings consistent?

Are print fonts easy to read?

Are margins and spacing appropriate?

Does the report include a title page, table of contents, appendixes (if applicable)?<sup>5</sup>

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<sup>5</sup> Zimmerman and Rodrigues, 197.

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## CHAPTER II

### LIBRARY RESEARCH

This chapter provides a brief overview of the research process. It is organized in the order one might choose to research a particular topic: finding general information first, followed by books and articles, and finally uncovering more specialized materials, such as government documents, statistics or other data. In reality, research rarely follows such a logical progression, because, as we mentioned, research and writing are cognitive activities - we think as we write. Questions that require further investigation may arise only after you begin writing. (This is a clue not to leave all your writing to the night before the paper is due.) One suggestion is to take careful notes, even writing sections of the paper as you conduct your research. This makes drafting the paper easier and allows for a contingency trip to the library if necessary.

#### FINDING GENERAL INFORMATION

The Reference Room of Fenwick Library is filled with traditional reference sources like dictionaries, encyclopedias and subject bibliographies.<sup>6</sup> Students are often advised to steer clear from these types of sources for fear their paper will be a regurgitation of the *Encyclopedia Britannica*. While this is certainly a legitimate concern, such objections have caused students to bypass many valuable and scholarly reference resources. These books contain a wealth of factual, biographical and statistical information that can be used to support additional research, provide background information on individuals and organizations, or lead to more information sources.

Subject guides are often an excellent place to start your research, particularly if you are covering a topic that is new to you. In American government, for example, publishers like Congressional Quarterly (CQ) produce several guides, including:

<i>CQ's Guide to Congress</i> . . . . .	Ref JK 1021 .C565
<i>CQ's Guide to the Presidency</i> . . . . .	Ref JK 516 .G63
<i>CQ's Guide to U.S. Elections</i> . . . . .	Ref JK 1967 .C662

If your research involves a country with which you are unfamiliar, country studies published by Europa provide useful overviews. Examples include:

<i>Africa South of the Sahara</i> . . . . .	Ref DT 351 .A4
<i>Eastern Europe and the Commonwealth of Independent States</i> . . . . .	Ref DS 244 .E225
<i>Far East and Australia</i> . . . . .	Ref DS 1 .F3
<i>Middle East and North Africa</i> . . . . .	Ref DS 49 .M5
<i>South America, Central America and the Caribbean</i> . . . . .	Ref F 1401 .S68

Many other areas of study have similar sources, but keep in mind these are only starting points in your research.

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<sup>6</sup> Subject bibliographies are published lists of works on a particular subject. They may be comprehensive or selective, that is, they may list every book, article and essay ever written on a topic, or they may list only certain types of sources such as letters, diaries, or other primary source materials.

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## SELECTED LIST OF GENERAL REFERENCE SOURCES

Like the main circulating collection, these volumes are arranged according to the Library of Congress Classification System, meaning they are organized by subject. On individual shelves around the room, special series and sources are separated from the rest of the collection. Biographical sources are located on shelves across from the photocopiers, book review indexes are found on shelves across from the elevators, and atlases are on special stands just inside Government Documents. To the right as you enter the room are shelves of print indexes used to find journal articles and other sources of information.

### Almanacs

*Almanac of American Politics* . . . . . Ref JK 1012 .A44  
*World Almanac of U.S. Politics* . . . . . Ref JK 6 .W67  
*Washington Almanac* . . . . . Ref JK 271 .H23

### Biographical Sources

*American Political Scientists* . . . . . Ref JA 61 .A525  
*Biography and Genealogy Master Index* . . . . . Ref CT 213 .B56  
*Biography Index* (Also on XLibris) . . . . . Ref CT 213 .B56  
*International Who's Who* . . . . . Ref CT 120 .I5  
*Who's Who in American Politics* . . . . . Ref E 176 .W5

### Dictionaries

*American Political Dictionary* . . . . . Ref JK 9 .P55 1985  
*Crime Dictionary* . . . . . Ref HV 6025 .D43  
*International Relations Dictionary* . . . . . Ref JX 1995 .A4595  
*Public Policy Dictionary* . . . . . Ref H 97 .K78 1987

### Directories

*Congressional Yellow Book* . . . . . Ref JK 1011 .U5 (Ref Desk)  
*Current World Leaders* . . . . . Ref D 839 .C875  
*Federal Yellow Book* . . . . . Ref JK 6 .F45 (Ref Desk)  
*Encyclopedia of Associations* . . . . . Ref AS 22 .E5 (Ref Desk)  
*State Yellow Book* . . . . . Ref JK 2403 .S77 (Ref Desk)

### Encyclopedias

*Encyclopedia of World Crime* . . . . . Ref HV 6017 .N37  
*Encyclopedia of Policy Studies* . . . . . Ref H 97 .E6 1994  
*International Encyclopedia of the Social Sciences* . . . . . Ref H 41 .I6  
*Encyclopedia of American Foreign Policy* . . . . . Ref JX 1407 .E53

### Handbooks

*Handbook of Political Theory and Policy Studies* . . . . . Ref JA 71 .H314  
*U.S Government Manual* . . . . . Ref JK 404 .U5  
*World Factbook* . . . . . Ref G 122 .U56a

### Review Sources

*Book Review Digest* . . . . . Ref Z1219 .B6  
*Book Review Index* (Also on XLibris) . . . . . Ref Z1219 .B62  
*Social Science Citation Index* (Also on Reference microcomputer) . . . . . Ref Z1219 .S63

## FINDING BOOKS

While books may seem an obvious source for information, many students avoid them because they do not feel they have the time to read a book given their time constraints. Yet, books often contain extremely useful chapters or passages that take no longer to read and absorb than most journal articles. Still, finding appropriate books and book chapters

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requires a fundamental understanding of the way the library is organized and the strengths and weaknesses of its finding aids.

XLibris is George Mason University's online information system. It is a collection of databases which include both library catalogs and periodical indexes. It is an important system with which to become familiar.

**George Mason University  
XLIBRIS  
DATABASE SELECTION MENU**

On this terminal, you may search the databases listed below. Choose a database by entering its four letter label. You may change databases at any time by typing **CHO** (CHOOSE) and the four letter label.

<b>XPAC</b>	XPAC (GMU Holdings)
<b>ALAD</b>	Selection Menu for the WRLC Libraries Catalog and periodical index databases
<b>PERI</b>	Selection Menu for periodical index databases and WRLC Libraries Catalog
<b>VIVA</b>	The Virtual Library of Virginia

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**HELp**            Select a database label from above            <F8> **FORward**  
                  **NEWS** (Library System News)

**Database Selection:** \_\_\_

This screen is the main menu for the XLibris system. From this screen, you can select the database you wish to search by entering the corresponding four letter label: XPAC, ALAD, PERI or VIVA. (Because the system is continually expanding, there may be additional options not shown here.) There are currently four databases on XLibris you can use to find books, as well as other materials: XPAC, CATS (under PERI or ALAD) and UVACAT and VCUCAT (under VIVA).

**XPAC** represents the database containing records of books, manuscripts, serials, audiovisual materials, and federal government documents held by GMU libraries. The GMU Library System includes the following libraries:  
Fenwick Library  
George Mason University Law Library  
Arlington Campus Library  
Prince William Campus Library

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Institute for Humane Studies Harper Library  
Entrepreneurship Center Library

Please note that only Fenwick has a circulating collection. To use books from other GMU libraries, you must either make a request through interlibrary loan or make an appointment to visit the library in person.

**CATS** is the database containing records of materials from the following D.C. metropolitan area university libraries:

American University	(AU)
Catholic University	(CU)
Gallaudet University	(GA)
George Mason University	(GM)
George Mason Univ. Law	(LL)
George Washington Univ.	(GW)
Marymount University	(MU)
University of D.C.	(DC)

**VIVA** represents the Virtual Library of Virginia. This project, sponsored by the state of Virginia, will eventually link all of the academic libraries of the state and provide access to a wide array of cooperatively developed information sources. VIVA currently contains the online catalogs for the University of Virginia and Virginia Commonwealth University.

UVACAT	University of Virginia
VCUCAT	Virginia Commonwealth University

All of the databases on the XLibris system are searched using the same basic set of commands. These include:

title	(t=)
author	(a=)
subject	(s=)
keyword	(k=)
call number	(c=)

You can use these databases as you would a regular card catalog to search by title, author, and subject, but the real advantage of the computerized system involves the ability to search by keywords.

#### **KEYWORD SEARCHING**

We begin with keyword searching because it is often the most useful command if you are not searching for a specific author or title. Keyword is a powerful and sophisticated search option that, unlike title, author, and subject, searches the entire bibliographic record. It uses boolean operators (and, or and not), to link terms, names, or phrases to either broaden or narrow a search.

**and** narrows a search by combining terms. For example, typing k=boogie and woogie retrieves records containing both terms. [Both terms must be present for the record to be retrieved.]

**or** broadens a search by retrieving either term specified. For example, typing k=boogie or woogie retrieves records containing either term. [Only one of the terms must be

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present for the record to be retrieved.]

**not** narrows a search by excluding specified terms. For example, typing `k=boogie not woogie` retrieves records with the word boogie but not records with the word woogie. [If a record contains the word boogie and the word woogie, it will not be retrieved.]

**NOTE:** Use the NOT operator with caution! It is easy to exclude useful records unintentionally.

If you want to combine concepts using more than one boolean or positional operator, it is necessary to put parentheses around each set of commands. This indicates the order in which the search terms will be processed. For example, if you want to find articles on the economy of the former Czechoslovakia, your search statement might look like the following: **`k=(czechoslovakia or slovakia or czech republic) and economy`**).

With keyword it is possible to truncate words to pick up any variant endings using the question mark (?) as a truncation symbol. For example:

`crim?` retrieves crime, criminal, and criminate, but may also retrieve crimp or crimson.)

`democra?2` retrieves democracy or democrats, but does not retrieve democratic.

Keyword also offers a number of ways you can limit your search by telling the system to look for keywords in certain fields, including title, author, subject, publication date, citation source, language, and more. Here are just a few examples:

`title k=global economy.ti.` <return> retrieves records with the phrase global economy in the title.

`author k=seidman.au. and gilmour.au.`  
<return> retrieves works authored by Harold Seidman and Robert Gilmour.

`serials k=africa.su. and s.fmt.` <return> retrieves serial format records, including journals, magazines, and newsletters on the topic of Africa.

`location k=criminology.su. and gm.loc.`  
<return> retrieves records of books and journals on the subject of criminal justice located at George Mason campus libraries.

#### **SUBJECT SEARCHING**

Many find subject searching on XLibris to be a frustrating endeavor. Much of the problem stems from the confusing use of the word "subject." When libraries use the term subject, they are referring to the specific subject heading(s) assigned to a record during cataloging.

When searching by subject, it is necessary to type the subject heading exactly as it appears in the record. Unfortunately, subject headings

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are not always obvious. For instance, the subject heading used for books on environmental issues of the Third World is: ***s=Human Ecology--developing countries.***

To determine the proper subject heading to use, it is necessary to consult the four-volume *Library of Congress Subject Headings*. A copy of the set is available in the Reference Room.

#### **LIBRARY OF CONGRESS CLASSIFICATION SYSTEM**

The libraries of George Mason use the Library of Congress (LC) Subject Classification System. The LC scheme divides all of human knowledge into twenty broad subject areas. Each book is assigned a unique number, (known as the "call number") which determines where it is shelved. LC numbers are shelved alphabetically by the letter (or letters) on the top line:

D	DA	G	GA
---	----	---	----

then in numerical order by the number on the second line:

D	D	DA	DA	G	GA
104	1051	105	150.6	100	201

then in alphabetical and decimal order by the third line. The third line of the Library of Congress number is always arranged as if the number following the letter were a decimal so .A82 comes before .A9 since .82 is a smaller number than .90.

D	D	D	D	DA	DA	G	G	GA	GA
104	104	105.1	1051	150	150.6	100	100	201	201.5
.A4	.A45	.F7	.F7	.B3	.B3	.B32	.B4	.A3	.C5

#### **CALL NUMBER BROWSING**

While there are numerous benefits to having electronic access to a library's collection, keep in mind that a library's catalog does two things: 1) it lists the library's holdings which tell you whether or not a specific titles is owned by the library, and 2) it serves as a subject index pointing to the location where the books on a particular subject are shelved. There is a growing tendency to rely on computers to tell us everything we need to know. The truth is online catalogs tell us little more than card catalogs did. Until you actually pick up a book, scan the table of contents, and thumb through a few pages, it is almost impossible to judge the book's possible worth. A time-honored and effective research technique, browsing the shelves also opens up the opportunity of finding other relevant books whose titles may be easily dismissed when searching the catalog. <sup>7</sup>

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<sup>7</sup> Thomas Mann, *Library Research Models* (New York: Oxford University Press, 1993), 15.

Library of Congress Classification of Books  
(Condensed to Focus on Political Science and Related Fields)<sup>8</sup>

<p>A General Works            AE Encyclopedias            AI Indexes            AY Almanacs</p> <p>B Philosophy/Psychology/Religion            Confederate              B-BD Philosophy              BF Psychology            America and Latin              BL-BX Religion</p> <p>C History: Related Fields            Australia, and Oceania              CC Archaeology              CT Biography</p> <p>Immigration            D History: (Except America)            International</p> <p>E History: America (General)            and United States (General)</p> <p>F History: United States (Local)            and North America (except United            States), Central and South America</p> <p>G Geography/Anthropology/Recreation            G-GF Geography            GN Anthropology            GV Recreation</p> <p>H Social Sciences            HA Statistics            HB Economics (General)            HJ Public Finance            HM Sociology (General)            HN Social History, Social            Problems, and Social Reforms            HT Communities, Classes, and            Races            HV Social Pathology, Social            and Public Welfare, and            Criminology</p>	<p>J Political Science            JA General Works            JB Political Theory            JF Constitutional History and            Administration            JK United States and              States of America            JL British, north              America            JN Europe            JQ Asia, Africa,              JS Local Government            JV Colonies and Colonization            Emigration and</p> <p>JX International Law and            Relations</p> <p>K Law            KF Law of the United States</p> <p>L Education</p> <p>M Music</p> <p>N Fine Arts</p> <p>P Languages and Literature</p> <p>Q Science</p> <p>R Medicine</p> <p>S Agriculture</p> <p>T Technology</p> <p>U Military Science</p>
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<sup>8</sup> Roger C. Lowery and Sue A. Cody, *Political Science: Illustrated Search Strategy and Sources* (Ann Arbor, Mich.: Pierian Press, 1993), 26.

Search Request: K=(NAFTA OR NORTH AMERICAN FREE TRADE) (GMU Holdings)  
BOOK - Record 23 of 108 Entries Found Brief View

-----  
**TITLE:** Assessing NAFTA : a trinational analysis

**AUTHOR(S):** Globerman, Steven.

**OTHER AUTHOR(S):** Walker, Michael, 1945-

**PUBLISHER/DATE:** Vancouver, B.C. : Fraser Institute, 1993

-----  
**LOCATION:** **CALL NUMBER** **STATUS**  
FENWICK Main Stacks HF1766 .A8 1993 Charged,  
Due 08/08/94

-----  
**START** over **LONG** view **<F6>** **NEXT**  
record  
**HELp** **INDex** **<F5>** **PREVIOUS** record

**NEXT COMMAND:** \_\_\_

This is the **BRIEF VIEW** of an XPAC record. It shows you basic bibliographic information including the full title, author(s), publisher, and place and date of publication. The location and call number of the book are also given to help you locate the book in the library. The status field indicates whether or not the book has already been checked out or "charged" to another patron. Fenwick's circulating collection of books are shelved on the 3rd, 4th and 5th floors. This area is referred to as the "Main Stacks."

#### **INTERLIBRARY LOAN/DOCUMENT ACQUISITION AND DELIVERY**

If Fenwick does not have a book you need, it is possible to request the book from another library. Interlibrary loan is a service available to all George Mason University students free of charge, however it is important to keep the following things in mind:

It can often take several weeks to receive items from other libraries, so plan your research accordingly and request items early in the semester.

Up to ten requests per week will be processed for each student.

If you need a book that is owned by Fenwick, but currently checked out, you can request the book through interlibrary loan if it is owned by a library within the Washington Research Library Consortium.

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If the book is NOT held by one of the consortium libraries, the item cannot be requested through interlibrary loan. Check at the Circulation Desk to see if the book can be recalled.

## FINDING PERIODICALS

A periodical can be many things. It may be a magazine, a journal, or a newspaper. It may come out once a week, once a month or four times a year. It may come in paper, microfiche, microfilm or computer-scanned image. An important distinction we want to make, is the difference between general interest magazines, professional magazines, and scholarly journals.

### JOURNALS V. MAGAZINES

Like most of us, you are probably familiar with magazines such as *Time*, *Newsweek*, and *U.S. News and World Report*. These are considered general interest magazines because they appeal to a wide audience. Their articles provide an overview of a topic or current event, give us insight into current public opinion, and introduce us to key people involved in issues. However, it is important to realize that these articles are written with little or no documentation of the research methods or sources used. As a rule, the articles are written by journalists who simply describe what has taken place. While writers may add commentary and analysis, their work is rarely supported by a proven body of research.

Professional magazines, such as *Foreign Affairs*, *CQ Weekly Report*, and the *U.N. Chronicle*, often appear similar in format to general interest magazines, but their content is directed more toward practitioners and specialists. The focus is more narrow with articles written by field specialists or experts whose comments and analysis typically carry greater weight and credibility. Still, articles from professional magazines are rarely documented, and unlike scholarly journals, they are not subjected to a rigorous process known as "blind peer-review."

The authors of scholarly articles carefully document their sources using notes and bibliographies. Before being published, articles are sent to experts in the field who critique the research presented. The process is blind in the sense that the panel judges the work without knowledge of the author's identity or affiliation. Journals such as *American Politics Quarterly*, *Journal of International Affairs*, or *Criminal Justice and Behavior* are considered scholarly. (For a list of scholarly journals see Appendix A.)

Instructors will often specify which type of articles are acceptable for a given assignment. More often than not, you will be asked to use articles from scholarly journals, although many instructors accept articles from professional or specialized magazines. If you are unsure as to whether a periodical is scholarly, here are a few rules of thumb:

Scholarly journals are usually published quarterly, rather than weekly or monthly.

Articles in scholarly journals contain extensive notes and a large bibliography.

Scholarly journals are often indexed in specialized subject indexes.

Although scholarly literature is often preferred, newspaper and magazine

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articles can serve other research objectives. The popular media plays an influential role in domestic and international affairs. The impact of media coverage is often an important element in the analysis of political issues and events. By tracking magazine and newspaper coverage of a topic, you can gain a perspective on public opinion as well as other issues or events that coincide and may have influenced certain actions or decisions. Obviously, if an issue or event is very current, newspapers and magazines may be the only source of information available.<sup>9</sup>

#### **PERIODICAL INDEXES ON XLIBRIS**

An important tool in locating periodicals is the periodical index. Periodical indexes come in either electronic or print form and provide subject access to articles from journals, magazines, and newspapers. Some include abstracts or brief summaries of articles, while others simply give standard bibliographic information - title, author, journal title, volume, issue and pages.

**PERI**, part of the XLibris system, provides access to a collection of electronic periodical indexes. These indexes cover topics in humanities, social sciences, business, education, science and current affairs.

- GENL** A multi-subject periodical index containing citations and abstracts to journal and magazine articles. If the article is available in full-text, it will be noted on the screen and can be requested from the terminal and paid for and picked-up at the Circulation Desk.
- PAST** A collection of periodical indexes published by the H.W. Wilson Company covering the decade from 1983 to 1993.
- PAPR** An index of articles from approximately 30 major regional, national and international newspapers including the *Washington Post*, *Wall Street Journal*, *New York Times*, and the *Christian Science Monitor*. Coverage is from 1989 to the present.
- BIOG** An index to articles about people; the electronic version of *Biography Index*.
- LEGL** An index to legal periodical literature, such as law review articles.
- ABII** A periodical index devoted to business and economic issues on both the national and international level.
- ERIC** An index produced by the Educational Resources Information Center containing citations to and abstract of journal articles and documents from the following

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<sup>9</sup> Lowery and Cody, 35-36.

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indexes:

Resources in Education Index (ED)  
Current Index to Journals in Education (EJ)

**EDLI** A combination of an education index and an index to library literature.

**REVI** An index to book reviews; the electronic version of the *Book Review Index*.

**ESAY** An index to literary essays; the electronic version of *Essay and General Literature Index*.

**ASAB** A science-oriented index combining two more H.W. Wilson indexes:  
Applied Science & Technology Index (AS)  
Biological & Agricultural Index (BA)

The databases in PERI are searched using the same basic methods employed in XPAC and CATS, however, there are some important differences. Because the periodical records often include abstracts or more detailed subject descriptors, it is often a good idea to limit a keyword search to specific fields, or to search by subject. (These subject descriptors are typically those of the database producer, not the Library of Congress.)

Search Request: K=(NAFTA OR NORTH AMERICAN FREE TRADE PAC (GMU Holdings)  
GENL record Long View

**TITLE:** NAFTA's repercussions : Is green trade possible?

**AUTHOR:** Magraw, Daniel.; Charnovitz, Steve.

**SOURCE:** Environment Mar 1994, v36n2, p. 14-20+ (14 pages)

**SUBJECT DESCRIPTORS:**

Environmental protection  
Trade policy  
Free trade

**SPECIAL FEATURES:**

p. 14-20+ : Photograph, Map Includes References.

**ABSTRACT:** The environmental aspects of NAFTA are unprecedented  
in the...

--- Page 1 of 2 ---

<b>START</b> over	<b>HOLDings</b>	<b>PRInt</b>	<b>&lt;F8&gt;</b>
<b>FOR</b> ward page			
<b>HELp</b>	<b>BRI</b> ef view		<b>&lt;F6&gt; NEXt</b> record
<b>OTHer</b> options	<b>IND</b> ex		<b>&lt;F5&gt; PRE</b> vious

record

Held by library -- type HOL for holding information.

**NEXT COMMAND:** \_\_

The record shown here is a typical record found in the periodical indexes GENL. The XLibris system has an online holdings component enabling users to determine whether the library owns the journal cited in the record. Typing "hol" produces an alphabetical list of all the libraries in the WRLC with subscriptions to the journal indexed. This means that AU or American University is often the first library shown. It is often necessary to **PRESS <return>** or **<F8>** to page through the list until you find a George Mason Library.

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Search Request: K=NAFTA OR NORTH AMERICAN FREE TRADE - Present / Multi-s  
GENL record -- 8 of 138 Found Holdings Detail

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**TITLE:** NAFTA's repercussions :  
**SOURCE:** Environment Mar 1994, v36n2, p. 14-20+ (14 pages)

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----- LOCATION 9 -----

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**LOCATION** Environment  
**CALL NUMBER** GM: FENWICK Per/Micro (Non-Circulating)  
**STATUS** No call number  
Check shelf

**LIBRARY HAS:** Latest issues at Per/Micro Desk  
**LIBRARY HAS:** v.28 (1986)-

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**START** over **VIEW** record **PRINT** **<F8>** FORWARD page  
**HELP** **BRIEF** view **<F7>** BACK page  
**OTHER** options **INDEX** **<F6>** NEXT record  
**<F5>** PREVIOUS record

**NEXT COMMAND:** \_\_

---

At the top of the screen, you'll find the citation to the article, including the title, journal, date, volume and page numbers.

The journal *Environment* is located in the Periodical/Microforms section of Fenwick Library.

The library has the journal in print or hard copy. (If the journal is in microfiche or microfilm, it will be indicated on the record.)

The library's holdings begin with volume 28 (1986), and continue to the present.

Latest issues of the print version are kept behind the Per/Micro Desk.

No call number or status is given because the journals are in alphabetical order and cannot be checked out.

#### DOC DIRECT

Two of the indexes under PERI, GENL and ABII, offer a new service called "DOC DIRECT." These databases are tied to a CD-ROM "image" system containing the full-text of many of the articles indexed. The service allows you to request a printout of the document from your terminal. The printout is queued to a laser printer, (you can choose Fenwick or another WRLC library if it is more convenient), where it can be picked up and paid for in minutes.

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## CD-ROM/LAN WORKSTATIONS

In the Reference Room, you'll find a cluster of computer terminals with yellow and white signs above them. (You'll also see more dedicated XLibris terminals with blue signs.) The terminals with **white** signs posted above them are CD-ROM workstations. A CD-ROM workstation consists of a computer terminal attached to a compact disc player. A single workstation may have two or more different databases from which to choose.

CD-ROM's contain vast amounts of bibliographic and informational data on a "read only" optical disc, (similar in appearance to CDs found in record stores). Attached to a computer, it is possible to search, retrieve, and download or print records without costly connect charges. The library maintains a number of CD-ROM databases covering a variety of subjects including business, literature, medicine, computer science, and more.

Most of the CD-ROM databases housed in Reference are menu-driven and easy to use once one becomes familiar with the design. Several companies produce many databases, so acquainting yourself with one may actually acquaint you with several others.

LAN Workstations are computer terminals within a "local" geographic area that have been networked or linked using advanced communication technology. Fenwick Library networks several CD-ROM databases so they may be accessed by more than one person at a time. In the Reference Room, LAN terminals are identified by the **yellow** sign.

### **SELECT LIST OF CD-ROMS FOR PUBLIC AND INTERNATIONAL AFFAIRS:**

#### Reference Microcomputer:

*CIS Congressional Masterfile*  
Coverage: 1983 - Present  
*F.B.I.S. (Foreign Broadcast Information Service)*  
Coverage: 1978 - Present  
*Social Science Citation Index*  
Coverage: 1990 - Present

#### LAN Microcomputer:

*America History of Life*  
Coverage:  
*Econlit (Economic Literature)*  
Coverage: 1969 - Present  
*Marcive CAT/PAC (Monthly Catalog on CD-ROM)*  
Coverage: 1976 - Present  
*P.A.I.S. (Public Affairs Information Service International)*  
Coverage: 1972 - Present  
*Washington Post Ondisc (Full-text)*  
Coverage: 1990 - Present  
*Sociofile (Sociological Abstracts)*  
Coverage: 1974 - Present

No.	Records	Request
#1 2321		CONGRESSIONAL
#2 616		INVESTIGATIONS
#3	5	CONGRESSIONAL INVESTIGATIONS

-----  
 -----  
**FIND:** \_\_

Type search then Enter ( ). To see records use Show (F4). To Print use (F6).

The screen shown above displays the results of a search request on congressional investigations in P.A.I.S. P.A.I.S. is a SilverPlatter product, a popular publisher of bibliographic CD-ROMs. You'll notice that the system searches each term separately before uniting them again in the proper order. From here you can continue to revise your search, enter a new one, or view your results.

1 of 1

Marked in

Search: #33

Accession Number: 93-0300443

Title: The study of congressional investigations: research strategies.

Author: Johnson, -Loch-K.; and-others

Source: Cong-and-Presidency; 19:137-56 Autumn 1992

Publication Year: 1992

Note: Media coverage, public opinion, level of office involved, and other factors influencing whether and how a congressional investigation of the executive branch is conducted.

Descriptors: Government-investigations-United-States;

United-States-Congress-Powers-and-duties;

Corruption-political-United-States;

Executive-legislative-relations-United-States

Language: E; English

Supplementary Information: bibl(s) chart(s)

Publication Type: P; Periodical

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This is a typical record found in *P.A.I.S.* It contains a full bibliographic citation, a brief note describing the article, and additional information such as language. *P.A.I.S.*, like most CD-ROM databases, has other more sophisticated search capabilities, and offers a useful mark and print/download feature.

#### **ONLINE DATABASES**

So far we've talked about XLibris, GMU's mainframe system and CD-ROM databases. The library also has access to a number of commercial online databases. An online database or retrieval system uses a computer terminal to communicate with a larger database system. This remote database system is where bibliographic or full-text records are processed and stored.

The most useful system for research in public and international affairs is LEXIS/NEXIS. Access to LEXIS/NEXIS is free to students, but because of contract restrictions, the system can only be used for specific class assignments. For this reason, you must be signed on to the system by one of the librarians working the Reference Desk who will ask what class the assignment is for and the nature of your research.

LEXIS refers to the legal portion of the system which provides access to an extensive array of legal and governmental information. NEXIS refers to the news-oriented portion of the system. Full-text transcripts from newspapers, radio, and some television broadcasts are uploaded daily. Information sources from around the world, in English as well as some native languages, is also available.

Unfortunately, the sheer size and complexity of LEXIS/NEXIS make searching it challenging, and often frustrating. Don't hesitate to ask for assistance from one of the librarians.

#### **PRINT INDEXES**

Not all indexes have an electronic counterpart, and even those that do, are limited in their time coverage. Unique indexes, like the *Left Index*, (which indexes journals with a liberal or progressive slant), and those covering earlier time periods, like the *Reader's Guide to Periodical Literature* or the *New York Times Index*, are still valuable sources for citations. In Fenwick, print indexes are located on shelves to the right as you enter the Reference Room.

#### **SELECT LIST OF PRINT INDEXES FOR PUBLIC AND INTERNATIONAL AFFAIRS:**

##### *ABC Pol Sci*

Coverage: 1969 - Present  
Location: Ref Indexes JA 71 .A2

##### *CIS Index and Abstracts*

Coverage: 1970 - Present  
Location: Ref Indexes KF 49 .C62

##### *Criminal Justice Abstracts*

Coverage: 1968 - Present  
Location: Ref Indexes HV 6001 .C67

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*Current Law Index*  
Coverage: 1980 - Present  
Location: Ref Indexes K 33 .C87

*Left Index*  
Coverage: 1988 - Present  
Location: Ref Indexes HX 1 .L34

*New York Times Index*  
Coverage: 18  
Location: Ref Indexes

*P.A.I.S. (Public Affairs Information Service International)*  
Coverage: 1915 - Present  
Location: Ref Indexes H 1 .P845

*Sage Public Administration Abstracts*  
Coverage: 1980 - Present  
Location: Ref Indexes JA 1 .S27

*Selected Rand Abstracts*  
Coverage: 1964 - Present  
Location: Ref Indexes AS 36 .R284

*Social Science Index*  
Coverage: 1974 - Present  
Location: Ref Indexes A 13 .S62

*United States Political Science Documents*  
Coverage: 1975 - Present  
Location: Ref Indexes H 9 .U6

Because many of the indexes, both print and electronic, are independently produced, they do not reflect the holdings of GMU libraries, that is, Fenwick may not have every article found in these indexes. Once you have collected your article citations, it is necessary to check the *Periodical Holdings List* or XPAC to determine whether the library subscribes to a particular journal. Once you have established that the library subscribes to the journal, you can head to Wing A, the area referred to as PER/MICRO to find the article. Periodical/Microforms is the area where you will find most periodicals. (Government periodicals are located in Government Documents.) The service desk and sorting shelves are located directly in front of you as you enter the area. To your left as you face the desk, are the current newspaper shelves. Also to the left, along the west wall, is the library's collection of Rand Corporation documents. To your right are microform reader/printers. These machines make it possible to read and photocopy articles from microfiche and microfilm. Also to the right, against the east wall, are orange-colored shelves which hold current, (the last year or so), "unbound" journal issues.

Bound periodicals (paper copies bound together in book form) are shelved throughout the center of the first floor and the mezzanine level directly above. These volumes are shelved alphabetically by title. Articles such as "A," "An," and "The" are ignored when they begin a title, but not when they appear in the middle of the title. Periodicals with a title consisting of initials or an acronym will be filed at the beginning of the first letter of the title. For example, a periodical entitled *ACA Review* will be shelved near the start of the A's, not after

Abbey Newsletter.

### FINDING GOVERNMENT DOCUMENTS

Government publications vary in content from detailed economic statistics to advice on traveling abroad. Overall, they are an important source for information not found elsewhere. Fenwick Library has been a selective depository for federal government documents since 1960. We collect approximately 45% of all the U.S. government publishes. Fenwick is also a depository for Virginia documents.

#### GOVERNMENT DOCUMENTS ON XLIBRIS

Fenwick's collection of federal documents are included on the XLibris system, so depending on the topic, a typical subject, keyword, or title search in XPAC will retrieve government publications.

The following is a typical record for a government publication found in XPAC:

BOOK - Record 1	XPAC (GMU Holdings)		
	Brief View		
-----			
	----- <b>TITLE:</b>		
	After the cold war : living with lower defense spending : summary		
<b>PUBLISHER/DATE:</b>	Washington, D.C.: Congress of the U.S., Office of Technology Assessment, <1992>		
-----			
<b>LOCATION</b>	<b>CALL NUMBER</b>	<b>STATUS</b>	
FENWICK Documents Shelf	Y3 .T 22/2:2 C 67/sum		Check
-----			
			Page 1 of 1
<b>START</b> over	<b>LONG</b> view	<F6> <b>NEXT</b> record	
<b>HELP</b>	<b>INDEX</b>	<F7> <b>PREVIOUS</b> record	
<b>OTHER</b> options			
<b>NEXT COMMAND:</b> ___			

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We'd like to point out some of the important differences between government document records and most of the other records you will find on XLibris.

#### Call Number

The call number on a government document is not like that found on books and other materials. Government documents are organized according to the *Superintendent of Documents Classification System*, commonly referred to as "SuDoc". The system is similar to others in that it is simply an alpha-numeric code that is shelved in ascending alphabetical and numerical order. That is,

**A1 precedes A2, and**

**C12.33F4 precedes C12.33F7.**

However, the scheme is arranged according to provenance or place of origin, rather than subject. As a result, all publications authored by the Department of Defense are found under the letter "D," yet documents on the issue of national security may be located under "S" for State Department, "Y4" for the Senate Committee on Foreign Affairs, and so on.

#### Status

The status field on a government document record will often read "Check Shelf." The circulation of documents varies and is left to the discretion of the Circulation Staff. If you find a document you would like to check out, ask at the Circulation Desk.

#### Microforms

Much of what the government publishes is distributed to depository libraries in "micro" format, usually microfiche. The records on XPAC will indicate if a document is in microform under LOCATION. The library's collection of government microfiche is housed in cabinets in the small room at the far end of the Department.

#### Access

In addition to XLibris, the library maintains a number of print and electronic indexes with which to find government publications. These will also help you find the SuDoc number associated with a particular document if the citation you have does not include it. Examples of indexes to government documents are the *Monthly Catalog*, *Congressional Masterfile* and *Marcive* highlighted in the previous section.

While an XPAC record will indicate if an item is in microform, a citation from another database will not. Always check both the shelves and the microfiche cabinets to determine whether Fenwick has a particular item. If you need help in locating a specific document or finding general government information, please ask at the Reference Desk.

Federal Government has recently made great strides in making

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information available in electronic form, both on CD-ROM and through the Internet. Many of these databases will be discussed in the section titled *Finding Quantitative Information*.

**SELECTED LIST OF IMPORTANT GOVERNMENT DOCUMENTS:**

**Statutes at Large. 69th Congress- . (Gov Doc KF50 .U6)**

The Statutes at Large is a chronological arrangement of the full-text of the laws passed by each session of Congress. Because its order is by public law number, a subject index is provided.

**United States Code 1988 ed. - (Gov Doc KF62 1976 .A2)**

Because of the difficulty in finding law arranged chronologically, all public laws are codified, or arranged under 50 broad "subject" titles in the U.S. Code. Subject access is provided by index volumes shelved with the set. New editions of the Code are published every six year. In the interim, cumulative supplements keep the Code up-to-date.

**United States Reports. (Gov. Doc. Ref. KF101.2 .S8)**

The *United States Reports* (cited as US) contains the official text of the written decisions of the U.S. Supreme Court. The decisions appear first in "slip" form, then in bound advance sheets, and finally in a single bound volume.

**Federal Register (Gov Doc AE Z.106: ) v.18-v.49 (1953-1976) Mfilm;**  
v.50- (1977-) Mfiche. Most recent editions in print.

The *Federal Register* chronicles the daily activity of most federal agencies. It is published each weekday and contains the following sections:

**Proposed rules**  
**Notices**  
**Notices of Sunshine Act meetings.**  
**Presidential documents**  
**Rules and regulations**

**Code of Federal Regulations (Gov Doc KF70 .A3C6)**

Similar to the *U.S. Code*, the *Code of Federal Regulations* (CFR) compiles Federal Register documents by agency and subject in a 50 title set. Each quarter of each year the government republishes approximately one-fourth of the CFR. The set includes a one-volume index arranged by agency and subject. (The index volume is kept behind the Reference Desk KF70 .A3C6.)

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## CHAPTER III

### QUANTITATIVE RESEARCH (Secondary Sources)

By quantitative research we are referring to everything from population and trade statistics to polling and election results. Uncovering such data can be a challenge. Tables are often tucked inside publications and databases whose titles offer no clue to their actual contents. This limits the extent one can rely on finding aids like XLibris and begins to test one's imagination and resolve. Fortunately, indexes and other resources do exist and are available in the library to assist you in your search.

#### STATISTICS

Governments, both domestic and international, are by far the largest producers of quantitative data, although organizations and associations also produce valuable data on more specialized subjects. Three index/abstract services put out by the *Congressional Information Service (CIS)* are extremely useful in locating statistics from both governmental or nongovernmental sources:

##### *American Statistics Index*

Coverage: 1973 - Present  
Location: Index Ref HA Z0Z .A69

ASI indexes statistical data compiled and published by the U.S. Government. Fenwick receives the "non-depository" data on microfiche. This means data not available to depository libraries is found in PER/MICRO, under the call number provided above. If the data is depository, it is available in Government Documents. CIS provides the "SuDoc" number in the abstract entry of the two volume set.

##### *Index to International Statistics*

Coverage: 1983 - Present  
Location: Index Ref HA 17 .I535

IIS indexes statistical data on foreign countries compiled by U.S. and foreign governments and international organizations. Fenwick has the accompanying data on microfiche from 1990 to the present in

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PER/MICRO.

*Statistical Reference Index*

Coverage: 1980 - Present

Location: Reference Room Indexes REF HA 217 .S83x

SRI indexes statistical data compiled by sources "other than the U.S. government"<sup>10</sup> These include private organizations, such as business and trade associations, independent research centers, as well as state and local governments.

Many U.S. government departments and agencies have a bureau devoted to compiling and publishing statistical data, such as the Bureau of Census, the Bureau of Labor Statistics and the Bureau of Economic Analysis. If you think the data you want has been published by the U.S. Government, the best place to start your search is with the *Statistical Abstract*.

**Statistical Abstract of the United States.** REF C 3.134/ (Reference Desk) (Gov Doc Microcomputer)

This unique compendium pulls together a wide array of social, economic and comparative U.S. and international statistics. The footnotes that accompany each table lead the researcher to the original publication or agency where further information can be obtained.

As we mentioned, there is an increasing trend toward the distribution of government data in electronic format. Two examples of this trend are the *National Trade Data Bank* (NTDB) and the *National Economic, Social, and Economic Data Bank* (NESE). These databases are available on the Fenwick Library local area network. NTDB is also available via the Internet, with NESE soon to follow. The following list includes data sets available on these databases.

**SELECTED LIST OF U.S. AND INTERNATIONAL STATISTICAL COMPILATIONS**

**U.S.**

*Book of the States.* Ref JK 2403 .B6 (Reference Desk)

An annual publication providing reference information on U.S. states, including comparative statistics on state governments, state constitutions, legislative activities and state officials.

*County and City Data Book.* Ref C3. 134/2: (Reference Desk); (Government Microcomputer)

A compilation of statistical information for counties and cities for such topics as population, income, agriculture, government, federal funds, etc.

*Current Business Statistics* (NESE)

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<sup>10</sup> *Statistical Reference Index.* (Washington, D.C.: Congressional Information Service, 1992). Subtitle.

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A section of the *Survey of Current Business* referred to as the "blue sheets" providing data on the current state of business in the U.S.

*Digest of Education Statistics* ED 1.113: (Government Documents); (NESE)

An annual compilation of education statistics.

*Economic Report of the President*. Pr 41.9: (Government Documents); (NESE); (Reference Desk)

An annual report presenting an overview of the nation's economy and including pertinent economic data.

*Gross State Product*. (NESE)

A collection of data on the state counterpart to the Nation's GDP.

*Handbook of Economic Statistics*. PrEx 3.10/7-5: (Government Documents); (NTDB)

A compilation of statistics gathered by the CIA on the economies of Communist and selected Non-Communist countries.

*Handbook of Labor Statistics*. L 2.3/5: (Government Documents)

Statistics compiled by the Bureau of Labor Statistics provide an overview of the country's labor force.

*Health United States*. Ref RA 407.3 U57a (Reference); (NESE)

An annual report providing statistical data on health care resources, utilization of health care resources, and expenditures on health care.

*Historical Tables from the Budget of the U.S. Government* (NESE)

A compilation of summary receipts, outlays, and surplus or deficit data for the U.S. from 1789 through 1999.

*Municipal Year Book*. Ref JS 301 .M8 (Reference)

An annual publication providing comparative statistics on urban governmental activities from financial reform to crime prevention.

*Personal Income by Source and Earnings*. (NESE)

A compilation of estimates of personal income listed by type of income and earnings listed by major industrial sector.

*State and Metropolitan Area Data Book*. Ref C 3.134/5: (Reference Desk); (Government Documents)

A collection of statistical data organized for cities and states.

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*Survey of Current Business.* Ref HC 101 .A13 (Reference)

A monthly publication providing statistics on U.S. business, including the consumer price index, etc.

*Uniform Crime Reports for the United States.* J 1.14/7: (Government Documents)

A compilation of statistics on crime, criminals, law enforcement, and police.

*U.S. Industrial Outlook.* Ref C61.34: (Reference Desk); (Government Documents); (NTDB)

An annual publication providing data on major industrial sectors in the U.S.

**International:**

*Demographic Yearbook.* Ref HA 17 .D4

An annual publication published by the United Nations supplying demographic data on the countries of the world.

*International Labor Statistics.* (NTDB)

A compilation of statistics on labor force, unemployment, manufacturing productivity, labor costs, consumer price indexes, work stoppages, and capital investment ratios for all countries.

*International Price Indexes.* (NTDB)

A compilation of measures of price changes in the foreign trade sector of the U.S. economy.

*Market Research Reports.* (NTDB)

A series of reports providing up-to-date information and data on selected products in selected countries including import statistics and market characteristics.

*Monthly Bulletin of Statistics.* Ref HC 57 .U6 M6

A United Nations publication presenting current economic statistics for most countries and territories. Many of its tables are reprinted in the *Statistical Yearbook*.

*Total Mid-Year Population and Projections to 2050* (NTDB)

An electronic version of the International Census prepared by the Census Bureau. It includes demographic data on every country beginning in 1950 and projecting to 2050.

*World Development Outlook.* Ref HC 59.7 .W659

A World Bank publication providing data on health-related

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policies and economic development.

*World Economic Outlook.* Ref HC 59 .W645

A series published by the IMF providing a wide range of economic indicators.

*World Tables.* Ref HC 59 .W669

An annual compilation of economic data including gross domestic product, gross savings and investment by country.

#### **CENSUS INFORMATION**

You probably think of the Census Bureau as those folks who send you an interview form every ten years asking how many bathrooms you have. In reality, the Census Bureau publishes a wealth of valuable data in a variety of formats. A growing amount of data is now published in electronic format and available on a microcomputer in Government Documents. While the census of population is by far the best known, it is only one of several censuses taken. Others include:

##### **Census of Agriculture**

Reports include statistics on the number of farms, farm characteristics, livestock, poultry, livestock and poultry products, crops and irrigation.

##### **Census of Government**

Reports include statistics on annual federal expenditures, annual financial statistics for state and local government, annual finances of employee retirement systems of state and local governments, annual public employment, quarterly summary of federal, state and local tax revenue, quarterly finances of selected employee-retirement systems, quarterly federal assistance awards.

##### **Census of Manufacturing and Mineral Industries**

Reports include employment, payrolls and worker-hours; inventories, capital expenditures, cost of materials, resales, fuels, electricity, contract work, ownership and control and products shipped. Statistics are based on "establishments" - the single physical locations where a manufacturing activity takes place. Types of manufacturing include everything from food products to rubber and plastic.

##### **Census of Business - Retail and Trade**

Reports include kind of business, sales, payroll, employment, legal form of organization, sales by merchandise category, and other specialized data.

##### **Census of Business - Service Industries**

Reports include number of establishments, receipts, payroll, and employment by kind of business.

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## Census of Foreign Trade

Export statistics track the physical movement of merchandise from the United States and Puerto Rico to foreign countries. Import statistics show the physical movement of both government and other merchandise into any U.S. customs territory. Statistics include commodities for foreign aid, military sales, and agricultural assistance.

### SELECTED LIST OF 1990 CENSUS INFORMATION ON CD-ROM<sup>11</sup>

<u>FILE</u>	<u>SUBJECTS</u>
P.L. 94-171	Total population; population 18 years and over; total and 18 years and over population of Hispanic origin; total population by race and by Hispanic origin; total housing units. (This is the first data tabulated; it is used to determine apportionment and redistricting for the U.S. Congress.)
STF1A	Age, sex, race, Hispanic origin, marital status, household relationships, units in housing, value, rent, number of rooms, tenure, and vacancy characteristics.
STF3A	Place of birth, education, ancestry, migration, language spoken at home, disability, journey to work, occupation, industry and class of worker, income in 1989, year moved into residence, number of bedrooms, plumbing and kitchen facilities, telephone, heating fuel, year structure built, condominium status.
Congressional Districts of the 103rd Congress	Same data found in STF3A, but divided geographically by Congressional District.
TIGER/Line	Digital map for 1990 census geographic areas, basic map features (streets, rivers, railroads, etc.) and their names, address ranges, and zip codes (in 345 metropolitan areas), in the form of 12 record types.
Census/EEO	Detailed occupation and educational attainment data by age, cross-tabulated by sex, race, and Hispanic origin.

### PUBLIC OPINION AND ELECTION DATA

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<sup>11</sup> For further information on Census Bureau publications and products, see the *Census Catalog and Guide*, (Washington, D.C.: U.S. Government Printing Office, 1994).

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Polling and election results are often the basis for or a factor of research in public and international affairs. The following sources provide data on public opinion and elections in the U.S.

**SELECT LIST OF RESOURCES WITH POLLING AND ELECTION DATA**

*American Enterprise*. Washington, D.C.: American Enterprise Institute  
Coverage: 1978 - Present  
Location: Per/Micro (Alphabetical Order)

*American Public Opinion Index*  
Coverage: 1981 - Present  
Location: Reference Room Ref HM 261 .A463

*America Votes*  
Coverage: 1956 - Present  
Location: Reference Room Ref JK 1967 .A8

*Gallup Poll*  
Coverage: 1972 - Present  
Location: Reference Room Ref HN 90 .P8 G3

*Insight (on CD-ROM)*  
Coverage: 1986 - Present  
Location: Reference Room Microcomputer

*Public Perspective*. Washington, D.C.: American Enterprise Institute  
Coverage: 1990 - Present  
Location: Per/Micro (Alphabetical Order)

*Roper Center Public Opinion Online*  
Coverage: 1936 - Present  
Location: Lexis/Nexis Terminal (Reference Desk) LIBRARY: NEWS;

FILE: RPOLL

The Inter-university Consortium for Political and Social Research is an organization devoted to the collection of pertinent social and political data. While a full description of the programs and data sets available from the Consortium goes beyond the scope of this guide, it is an important source of quantitative information with which to be aware, particularly as more of the Consortium's valuable archive becomes accessible via the Internet. A guide to the Consortium's resources is available in Fenwick Library.<sup>12</sup>

**CONCLUSION**

Conducting research in the field of public and international affairs can be fascinating and rewarding. Sharing your work with others enriches your experience and strengthens the field. As you work to develop your research and writing skills, remember that you are surrounded by experienced scholars, librarians and writing specialists who are willing

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<sup>12</sup> Inter-university Consortium for Political and Social Research, *Guide to Resources and Services*, 1993-1994. (Ann Arbor, Mich.: ICPSR, 1994).

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to help. Never hesitate to ask for assistance.

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## APPENDIX A

### SELECTED JOURNALS IN PUBLIC & INTERNATIONAL AFFAIRS

Administration and Society. v.1- . 1969.

Administrative Science Quarterly. v.1- . 1956.

American Academy of Political Science, Annals. v.1- . 1890- .

American Bar Association Journal. v.1 - . 19

American Journal of Political Science. v.1- . 1957- .

American Political Science Review. v.1- . 1906- .

American Politics Quarterly. v.1- . 1973.

Armed Forces and Society. v.1- . 1974- .

British Journal of International Studies. v.1- . 1977- .

British Journal of Political Science. v.1- . 1971- .

Brookings Review. v.1- . 1983- .

Bureaucrat. v.1- . 1972- .

Campaign Insight. v.1- . 1970- .

Canadian Journal of Political Science. v.1- . 1968- .

Canadian Journal of Public Administration. v.1- . 1975- .

Canadian Public Policy. v.1- . 1975- .

Commentary. v.1- . 1945- .

Comparative Political Studies. v.1- . 1968- .

Comparative Politics. v.1- . 1968- .

Comparative Strategy. v.1- . 1978- .

Current History. v.1- . 19

Critical Inquiry. v.1- . 1974- .

Daedalus. v.1- . 1846- .

Dissent. v.1- . 1954- .

Ethics and International Relations. v.1- 19

Fletcher Review. v.1- 19

Foreign Affairs. v.1- . 1922- .

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Foreign Policy. v.1- . 1970- .  
Harvard Law Review. v.1- .  
International Affairs. v.1- . 1922- .  
International Journal of Politics. v.1- . 1970- .  
International Journal of Public Administration. v.1- .  
International Relations. v.1- . 1969- .  
International Security. v.1- . 1976- .  
International Studies. v.1- . 1959- .  
Journal of Conflict Resolution. v.1- . 1957- .  
Journal of Criminal Justice. v.1- . 19  
Journal of Democracy. v.1- 1992- .  
Journal of International Affairs. v.1- . 1947- .  
Journal of Policy Analysis and Management. v.1- . 1981- .  
Journal of Politics. v.1- . 1981- .  
Journal of Public Policy. v.1- . 1981- .  
Journal of Strategic Studies. v.1- . 1978- .  
Law and Society Review. v.1- . 19  
Legislative Studies Quarterly. v.1- . 1976- .  
Middle Eastern Studies. v.1- . 19  
National Interest. v.1- . 19  
Orbis. v.1- . 1957- .  
Policy Studies Journal. v.1- . 1972- .  
Political Science. v.1- . 1949- .  
Political Science Quarterly. v.1- . 1886- .  
Political Theory. v.1- . 1973- .  
Polity. v.1- . 1968- .  
Presidential Studies. v.1- . 19  
Public Administration. v.1- . 1923- .  
Public Administration Review. v.1- . 1940- .  
Public Opinion Quarterly. v.- .

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Public Policy. v.1- . 1940- .  
Publius: The Journal of Federalism. v.1- . 1971- .  
SAIS Review. v.1- . 19  
Social Science Quarterly. v.1- . 1929- .  
Western Political Quarterly. v.- . 19  
Wilson Quarterly. v.1- . 1978- .  
World Policy Journal. v.1- . 1984- .  
World Politics. v.1- 1948- .  
Yale Law Journal. v.1- . 19

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## APPENDIX B

### INTERNET RESOURCES IN PUBLIC AND INTERNATIONAL AFFAIRS

The following are World Wide Web Universal Resource Locator (URL) addresses.

American Political Science Association Gopher  
gopher://apsa.trenton.edu/

American Politics Gopher (Northwestern University)  
gopher://toby.scott.nwu.edu

Budget (US)  
gopher://sunsite.unc.edu:70/11/.pub/academic/political-science/us-budget-1993-by-section

California Online Voter Guide  
gopher://yana.kn.pacbell.com:70/11/.voter

CapWeb: A Guide to the U.S. Congress  
http://policy.net/capweb/congress.html

Census Bureau Home Page  
http://www.census.gov/

Code of Federal Regulations  
http://www.pls.com:8001/d2/kelli/httpd/htdocs/his/4.GBM

Communities in Economic Transition (US Department of Agriculture Extension Service -- ESUSDA)  
gopher://esusda.gov/11/initiatives/cet

Community Idea-Net (University of North Carolina)  
gopher://calypso-2.oit.unc.edu:70/11/sunsite.d/politics.d/ideanet.d

Congressional Elections  
gopher://una.hh.lib.umich.edu/11/socsci/poliscilaw/uslegi/condir95

Congressional Gopher (University of Maryland)  
gopher://info.umd.edu:901/11/info/government/us/congress

Congressional Record  
gopher://wgate.house.gov:70/7waissrc%3A/USHOUSE\_cong\_record\_104-1

Constitution (US)  
gopher://info.Umd.edu:901/1/Info/government/us/constitution

Department of State Foreign Affairs Network (DOSFAN)  
gopher://dosfan.lib.uic.edu

EGIS (electronic government information service)  
gopher://eryx.syr.edu

Environmental Voting Records (House and Senate)  
http://www.econet.apc.org/lcv/scorecard.html

Federal Agencies on the Internet  
http://www.law.vill.edu/Fed-Agency/fedwebloc.html

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Federal Agency and Related Gopher sites

<http://www.einet.net/Gj/federal.html>

Federal Agencies and Commissions

[http://www.whitehouse.gov/White\\_House/Independent\\_Agencies/html/independent\\_links.html](http://www.whitehouse.gov/White_House/Independent_Agencies/html/independent_links.html)

Federal Government Documents Law Web (Doc-Law)

<http://192.104.1.208/Web/washlaw/index2.Htm>

Federal Information News Syndicate (FINS)

[gopher://gopher.inform.umd.edu/11/Educational\\_Resources/AcademicResourcesByTopic/Computers\\_and\\_Society/Fins\\_Information\\_Age](gopher://gopher.inform.umd.edu/11/Educational_Resources/AcademicResourcesByTopic/Computers_and_Society/Fins_Information_Age)

Federal Register

<http://www.pls.com:8001/d2/kelli/httpd/htdocs/his/7.GBM>  
full-text via the U.S. House of Representatives Internet Law Library;  
includes daily Table of Contents & Cummulative Indexes at:  
<gopher://gopher.nara.gov:70/11/register/toc>  
includes links to the Code of Federal Regulations at:  
<http://www.pls.com:8001/d2/kelli/httpd/htdocs/his/4.GBM>  
and Presidential Documents at:  
<http://www.pls.com:8001/d2/kelli/httpd/htdocs/his/13.GBM>

Fedworld WWW Site

<http://www.fedworld.gov>

Financenet

<http://www.financenet.gov/>  
<gopher://gopher.financenet.gov/1>

Foreign Government Information

<gopher://link.tsl.texas.gov/11/.dir/sjintgov.dir>  
<gopher://una.hh.lib.umich.edu/11/socsci/poliscilaw/foreign>  
<gopher://library.berkeley.edu/11/resdbs/gove/foreign>  
<gopher://gsusgi2.gsu.edu/11/Departments/rgc>

Foreign Policy (University of Illinois -- Chicago)

<gopher://dosfan.lib.uic.edu/1D-1%3a2366%3a8General%20Foreign%20Policy>

General Accounting Office

<gopher://vega.lib.ncsu.edu/11/library/disciplines/government/gao-reports>

Government Access Gopher (Jim Warren Gopher)

<gopher://gopher.path.net:8102/1>

Government Information Locator Service (GILS)

<http://info.er.usgs.gov/gils/index.html>

GPO Access (via Financenet)

<gopher://pula.financenet.gov/11/docs/fed/central/gps>  
(Gateway to sites providing access to the Government Printing Office's  
full-text database of Federal Register, Congressional Record, and Enrolled  
Bills since the 103d Congress; for legislation also see the Thomas service  
from the Library of Congress at: <http://thomas.loc.gov>)

Health Care Reform

<gopher://gopher.mcg.edu:70/1D-1%3A642%3AHealth%20Care%20Reform>

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House of Representatives Internet Law Library  
<http://www.pls.com:8001/>

House of Representatives Web Server  
<http://www.house.gov>

Human Rights Report (1994)  
[gopher://gopher.VOA.GOV/11/pub/documents/human\\_rights\\_94](gopher://gopher.VOA.GOV/11/pub/documents/human_rights_94)

Independent Federal Agencies and Commissions  
[http://www.whitehouse.gov/White\\_House/Independent\\_Agencies/html/independent\\_links.html](http://www.whitehouse.gov/White_House/Independent_Agencies/html/independent_links.html)

Information Infrastructure (Federal Information News Syndicate)  
[gopher://gopher.inform.umd.edu/11/Educational\\_Resources/AcademicResourcesByTopic/Computers\\_and\\_Society/Fins\\_Information\\_Age](gopher://gopher.inform.umd.edu/11/Educational_Resources/AcademicResourcesByTopic/Computers_and_Society/Fins_Information_Age)

Information Law and Policy  
<http://www.commerce.com/cnw/ilp/ilp.html>

International Governmental Organizations  
<http://www.lib.virginia.edu/govdocs/int.html>

International Organizations (via NATO Gopher)  
[gopher://gopher.nato.int/11/Other\\_International](gopher://gopher.nato.int/11/Other_International)

Kennedy Home Page (Senator Ted Kennedy)  
<http://www.ai.mit.edu/projects/iipkennedy/homepage.html>

Legislation: full-text sources (summary list)  
<http://thomas.loc.gov/home/c103query.html>  
<http://www.pls.com:8001/d2/kelli/httpd/htdocs/his/12.GBM>  
<http://www.unipress.com/will-t-bill.html>  
<gopher://bell.com:70/11/Legislation>  
[gopher://calypso-2.oit.unc.edu:70/7waissrc%3A/ref.d/indexes.d/USHOUSE\\_house\\_bill\\_text\\_103rd.src](gopher://calypso-2.oit.unc.edu:70/7waissrc%3A/ref.d/indexes.d/USHOUSE_house_bill_text_103rd.src)  
<gopher://gopher.house.gov:70/1D-1%3A3983%3AHouse%20Bills>  
[gopher://liberty.uc.wlu.edu:70/7waissrc%3A/internet/indexsearches/inetsearches/new-wais-sources/USHOUSE\\_house\\_bill\\_text\\_103rd](gopher://liberty.uc.wlu.edu:70/7waissrc%3A/internet/indexsearches/inetsearches/new-wais-sources/USHOUSE_house_bill_text_103rd)  
<gopher://pula.financenet.gov/11/docs/fed/central/gps>  
[gopher://riceinfo.rice.edu:70/7waissrc%3A/USHOUSE\\_house\\_bill\\_text\\_104th](gopher://riceinfo.rice.edu:70/7waissrc%3A/USHOUSE_house_bill_text_104th)

Legislation via the Library of Congress  
<http://thomas.loc.gov>

Legislative Process Information - Bill Text  
[gopher://wgate.house.gov:70/7waissrc%3A/USHOUSE\\_house\\_bill\\_text\\_104th](gopher://wgate.house.gov:70/7waissrc%3A/USHOUSE_house_bill_text_104th)

Mother Jones Interactive  
<http://www.mojones.com>

National Archives and Records Administration Web Server  
<http://www.nara.gov>  
<gopher://gopher.nara.gov>

National Performance Review (Reinventing Government)  
[http://www.npr.gov/npr/htm\\_npr/repts\\_of\\_npr.html](http://www.npr.gov/npr/htm_npr/repts_of_npr.html)

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National Public Radio (NPR)  
gopher://www.npr.org:80/hGET%20  
gopher://gopher.npr.org:70/11/NPR%20/Online

National Trade Databank (NTDB)/National Economic, Social and Environmental  
Data Bank (NESE)  
http://www.stat-usa.gov  
gopher://gopher.stat-usa.gov  
ftp://ftp.usa-stat.gov

NATO Data (North Atlantic Treaty Organization)  
gopher://gopher.nato.int/11/natodata

NII Gopher (National Information Infrastructure)  
gopher://ntiaunix1.ntia.doc.gov:70/11s/newitems

Peace and Conflict Resolution Studies (United States Institute of Peace)  
gopher://gopher.igc.apc.org:7001/1

PeaceNet (Institute for Global Communications)  
gopher://gopher.igc.apc.org/11/peace

Policy Net (Issue Dynamics, Inc.)  
http://policy.net/

Political Behavior and Public Opinion (University of California at San Diego,  
Social Sciences Data Collection)  
http://ssdc.ucsd.edu/ssdc/mass.html

Presidential Documents  
http://www.pls.com:8001/d2/kelli/httpd/htdocs/his/13.GBM  
full-text via the U.S. House of Representatives Internet Law Library;  
includes links to the Federal Register at:  
http://www.pls.com:8001/d2/kelli/httpd/htdocs/his/7.GBM  
and Code of Federal Regulations at:  
http://www.pls.com:8001/d2/kelli/httpd/htdocs/his/4.GBM

Presidential Libraries (Stanford University)  
http://akebono.stanford.edu/yahoo/Reference/Libraries/Presidential\_Librarie  
s/

President's Cabinet  
http://www.whitehouse.gov/White\_House/Cabinet/html/cabinet\_links.html

Public Administration, Government (Bath University -- UK)  
gopher://ukoln.bath.ac.uk:7070/11/Link/Tree/Government

RAND Corporation Home Page  
http://www.rand.org/

State Department Information and Publications (Univ of Illinois -- Chicago)  
gopher://dosfan.lib.uic.edu/1D-1%3a2366%3a8General%20Foreign%20Policy

State Government (Texas State Electronic Library)  
gopher://link.tsl.texas.gov/11/.dir/sjstategov.dir

State Laws  
http://www.pls.com:8001/d2/kelli/httpd/htdocs/his/17.GBM

Supreme Court Decisions (US)

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<http://www.law.cornell.edu/supct>  
[gopher://info.umd.edu:901/11/inforM/Educational\\_Resources/Government/United\\_States/SupremeCt](gopher://info.umd.edu:901/11/inforM/Educational_Resources/Government/United_States/SupremeCt)  
[gopher://tcsul.texshare.utexas.edu:70/11/library\\_services](gopher://tcsul.texshare.utexas.edu:70/11/library_services)

Thomas -- Legislative Information on the Internet (Library of Congress)  
<http://thomas.loc.gov>

Treaties and Foreign Policy (University of Illinois -- Chicago)  
<gopher://dosfan.lib.uic.edu/1D%2D1%3A2372%3A6Treaties%09%2BApplication%2Fgopher%2Dmenu%20En%5FUS>  
<gopher://dosfan.lib.uic.edu/1D%2D1%3A2366%3A8General%20Foreign%20Policy%09%2BApplication%2Fgopher%2Dmenu%20En%5FUS>

Treaties & International Law  
<http://www.pls.com:8001/d2/kelli/httpd/htdocs/his/89.GBM>

United Nations  
<http://www.undcp.or.at/unlinks.html>  
<http://www.who.ch/others/UNWebGophers.html>

USAID Gopher (U.S. Agency for International Development)  
<gopher://gopher.info.usaid.gov:70/1>

U.S. Budget  
<gopher://sunsite.unc.edu:70/11/.pub/academic/political-science/us-budget-1993-by-section>

U.S. Code (U.S. House of Representatives Internet Law Library)  
<http://www.pls.com:8001/d2/kelli/httpd/htdocs/his/16.GBM>  
for keyword searching of the entire US Code point to:  
<http://www.pls.com:8001/his/usc.html>

U.S. House of Representatives Internet Law Library  
<http://www.pls.com:8001/>  
Code of Federal Regulations at:  
<http://www.pls.com:8001/d2/kelli/httpd/htdocs/his/4.GBM>  
Congressional Legislation at:  
<http://www.pls.com:8001/d2/kelli/httpd/htdocs/his/12.GBM>  
Federal Register at:  
<http://www.pls.com:8001/d2/kelli/httpd/htdocs/his/7.GBM>  
Hearings (selected) at:  
<http://www.pls.com:8001/d2/kelli/httpd/htdocs/his/10.GBM>  
Presidential Documents at:  
<http://www.pls.com:8001/d2/kelli/httpd/htdocs/his/13.GBM>  
State Laws at:  
<http://www.pls.com:8001/d2/kelli/httpd/htdocs/his/17.GBM>  
Treaties & International Law at:  
<http://www.pls.com:8001/d2/kelli/httpd/htdocs/his/89.GBM>  
U.S. Federal laws at:  
<http://www.pls.com:8001/d2/kelli/httpd/htdocs/his/2.GBM>

U.S. Institute of Peace (USIP) Web Server  
<http://witloof.sjsu.edu/peace/conflict.html>

U.S. Legal Documents (Washington College of Law Web server)  
<http://sray.wcl.american.edu/htm/Uslegal.htm>

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Vote Smart Project (hosted by OCLC)  
<http://www.oclc.org/VoteSmart/lwv/lwvhome.htm>

Vote Smart Project (via Northeastern University)  
<gopher://chaos.dac.neu.edu/11/pvs-data>

Voting Records on Peace, Justice and Global Security Issues  
<gopher://gopher.igc.apc.org/00/peace/peaceaction>

Voting Scores for Members of the U.S. Congress, 1945-1982  
<http://ssdc.ucsd.edu/ssdc/leg.html>

White House Information  
<gopher://tamuts.Tamu.edu:70/11/.dir/president.dir>  
<http://www.whitehouse.gov>

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