
To find circulating books, as well as electronic books and U.S. government online documents, on wide-ranging topics using your key words or ideas:

- Go to the Kean University Library’s home page located at http://library.kean.edu.
- Click Books, E-books, Videos, & More to access the Kean Catalog.
- Type your key words in the search box underneath Find This:
- Limit your search results to particular types of records (such as, Main Collection books, Reference Collection books, or U.S. Government Online Document) by selecting an option from the Limit Your Search menu.
- Click Search.
- Evaluate your search results.
- Make note of the Library Location designation for any titles of interest. A designation of Main Collection means that the book is a circulating title, while Reference Collection means that the book does not circulate. A designation of U.S. Government Online Document or Electronic Resource means that the item is available online; you may access the material online by clicking the title, then clicking the hyperlink next to the words Linked Resource.
- Make note of the call number and status for any Main Collection titles of interest. When a Main Collection book’s Status is Available, this means that the book is not checked out. Circulating titles are located in the Main Collection on the second and third floors of the Kean University Library.

Reference Books

Listed below are select reference titles provided for quick look-up by call number in the Reference Collection (located on the first floor of the Library) or in the Reference Collection Annex (located on the second floor of the Library). The first column displays the reference call number. The second column displays the corresponding title.

<table>
<thead>
<tr>
<th>Call Numbers</th>
<th>Reference Titles</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ref BL 41 .H325 2007 – Annex (2nd floor)</td>
<td>Handbook of Ancient Religions</td>
</tr>
<tr>
<td>Ref BL 65 .H78 H8595 2005</td>
<td>Human Rights and the World’s Major Religions</td>
</tr>
<tr>
<td>Ref BL 80.3 .W67 2006</td>
<td>Worldmark Encyclopedia of Religious Practices</td>
</tr>
<tr>
<td>Ref DS 405 .E556 2005</td>
<td>Encyclopedia of India</td>
</tr>
<tr>
<td>Ref HM 756.E53 2003</td>
<td>Encyclopedia of Community: From the Village to the Virtual World</td>
</tr>
<tr>
<td>Ref HN 57 .S624 2006</td>
<td>Social Issues in America: An Encyclopedia</td>
</tr>
<tr>
<td>Ref HQ 16 .E52 2007</td>
<td>Encyclopedia of Sex and Gender</td>
</tr>
<tr>
<td>Ref HQ 515 .H3356 2005</td>
<td>Handbook of World Families</td>
</tr>
<tr>
<td>Ref HQ 767.84 .E53 2003</td>
<td>Encyclopedia of Children and Childhood: In History and Society</td>
</tr>
<tr>
<td>Ref HQ 1115 .E43 2001</td>
<td>Encyclopedia of Women and Gender: Sex Similarities and Differences and the Impact of Society on Gender</td>
</tr>
</tbody>
</table>
E-Reference Books

Listed below are select reference titles (encyclopedias, handbooks, and dictionaries) available as e-books through the databases listed in the column on the right.

**Electronic (E-book) Reference Titles**

<table>
<thead>
<tr>
<th>Reference Titles</th>
<th>E-book Available through the Database Listed Below*</th>
</tr>
</thead>
<tbody>
<tr>
<td>Encyclopaedia Judaica</td>
<td>Gale Virtual Reference Library</td>
</tr>
<tr>
<td>Encyclopedia of Genocide and Crimes against Humanity</td>
<td>Gale Virtual Reference Library</td>
</tr>
<tr>
<td>Encyclopedia of Global Religion</td>
<td>SAGE eReference</td>
</tr>
<tr>
<td>Encyclopedia of Politics and Religion</td>
<td>CQ Press Electronic Library</td>
</tr>
<tr>
<td>Encyclopedia of Race, Ethnicity, and Society</td>
<td>SAGE eReference</td>
</tr>
<tr>
<td>Encyclopedia of Religion in America</td>
<td>CQ Press Electronic Library</td>
</tr>
<tr>
<td>Encyclopedia of Women and Gender</td>
<td>Ebook Library</td>
</tr>
<tr>
<td>Encyclopedia of Women in Today’s World</td>
<td>SAGE eReference</td>
</tr>
<tr>
<td>Handbook of World Families (2005 edition)</td>
<td>SAGE eReference</td>
</tr>
</tbody>
</table>

*Please refer to the Research Databases section below for additional information.

### Research Databases

To start using the Library’s electronic databases to search for articles on certain topics using your key words, go to the Library’s home page ([http://library.kean.edu](http://library.kean.edu)). Click Articles & More to access the Databases. The databases are organized in two different lists. In one list the databases are listed alphabetically, and in the other list the databases are listed by subject or format. Brief directions are provided on the next pages to help you navigate these electronic databases.

**Note:** When you are off-campus, you will need to log in with your Kean Google username and password after you click on a database name.

#### Gale Virtual Reference Library

To search *Gale Virtual Reference Library* for encyclopedia and other reference book articles using your key terms:

- Click the letter G on the Jump to menu.
- Click *Gale Virtual Reference Library* (Gale Cengage Learning).
- Type your key terms in the basic search box.
- Use the “and” operator to combine terms and retrieve items that contain all of the terms. Use double quotes (""") to retrieve items that contain specific phrases. Use the asterisk (*) as a truncation symbol after a word root to retrieve articles with the word root and all of its possible word endings. For example, type: *marriage and India*
- Click the magnifying glass icon to run the search.
- Result: The first 20 retrieved article titles will be displayed. Examine retrieved items. Click either the View Text or PDF link immediately below the item to view the full-text article.
- E-mail an article from the View Text option by clicking E-mail toward the top-left corner of the screen.
**Sage Knowledge**

To search *Sage Knowledge* for encyclopedia and other reference book articles using your key terms:

- Click the letter S on the Jump to menu.
- Click *Sage Knowledge*.
- Type your key terms in the search box. For example, type: **sati* or suttee*.
- Click the magnifying glass icon to run the search.
- The results list will include links to reference books (labeled as *Encyclopedia, Handbook, or Dictionary*) and to articles (labeled as *Encyclopedia Entry* or *Handbook Chapter*). Click an article title to view a full-text encyclopedia entry or handbook chapter. Click a link to an encyclopedia or handbook to browse the entire e-book.
- E-mail an article by clicking the share icon toward the top right corner of the screen.

**CountryWatch**

To search *CountryWatch* for information, including historical, cultural, and political information, about the countries of the world:

- Click the letter C on the Jump to menu.
- Click *CountryWatch*.
- Select a country from the drop-down menu located under the heading *Quick Links: Select a country* on the left-hand side of your screen and proceed.

**EBSCOhost Research Databases**

To search the *EBSCOhost Research Databases* for scholarly articles using your key terms:

- Click the letter E on the Jump to menu.
- Click *EBSCOhost Research Databases (EBSCOhost)*.
- Click *EBSCOhost Web*.
- Select databases pertinent to your research topic, such as *Academic Search Premier, Biography Reference Bank, Historical Abstracts, Humanities International Complete, and/or SocINDEX with Full Text*.
- Click *Continue*.
- Type your key terms in the search box.
- Use the “and” operator to combine terms and retrieve items that contain all of the terms. Use the “or” operator to retrieve one or more of the grouped terms (not necessarily all of the grouped terms). Use the asterisk (*) as a truncation symbol after a word root to retrieve articles with the word root and all of its possible word endings. For instance, type: **(child marriage* or child bride*) and India**
- Limit your results to articles reviewed or judged by scholars in the field (in other words, scholarly or peer reviewed articles) by selecting *Scholarly (Peer Reviewed) Journals* under the *Limit your results* heading.
- Click *Search*.
- Result: The first 10 retrieved article titles will be displayed. If the full-text article is available online for a specific item, you will see one or more of the following links immediately below the item: *HTML Full Text, PDF Full Text, or Linked Full Text*. Click one of these links to view the full-text article.
- E-mail the article you are currently viewing by clicking *E-mail* (envelope icon) located on the right-hand side of your screen.

- If full-text link options are not present, click *Full Text Finder* (when present) to check the availability of full-text for the article in other Kean University Library databases.


Ethnic NewsWatch

To search Ethnic NewsWatch for scholarly articles using your key terms:

✓ Click the letter E on the Jump to menu.
✓ Click Ethnic NewsWatch (ProQuest).
✓ Type your key terms in the search box.
✓ Use the “and” operator to combine terms and retrieve items that contain all of the terms. Use the “or” operator to retrieve one or more of the grouped terms (not necessarily all of the grouped terms). Use the asterisk (*) as a truncation symbol after a word root to retrieve articles with the word root and all of its possible word endings. For instance, type:
  
  hindu* and widow*

✓ Limit your results to articles reviewed or judged by scholars in the field (in other words, scholarly or peer reviewed articles) by selecting Scholarly journals.
✓ Click the search button.
✓ Result: The first 20 retrieved article titles will be displayed. If the full-text article is available online for a specific item, you will see a Full text link, a Full text - PDF link, or both immediately below the item. Click one of these links to view the full-text article.
✓ E-mail the article you are viewing by clicking Email located at the top left-hand side of your screen.
✓ If full-text link options are not present, click Email (when present) to check the availability of full-text for the article in other Kean University Library databases.

GenderWatch

To search GenderWatch for scholarly articles using your key terms:

✓ Click the letter G on the Jump to menu.
✓ Click GenderWatch (ProQuest).
✓ Type your key terms in the search box.
✓ Use the “and” operator to combine terms and retrieve items that contain all of the terms. Use the “or” operator to retrieve one or more of the grouped terms (not necessarily all of the grouped terms). Use the asterisk (*) as a truncation symbol after a word root to retrieve articles with the word root and all of its possible word endings. For instance, type:
  
  sati* or suttee*

✓ Limit your results to articles reviewed or judged by scholars in the field (in other words, scholarly or peer reviewed articles) by selecting Scholarly journals.
✓ Click the search button.
✓ Result: The first 20 retrieved article titles will be displayed. If the full-text article is available online for a specific item, you will see a Full text link, a Full text - PDF link, or both immediately below the item. Click one of these links to view the full-text article.
✓ E-mail the article you are viewing by clicking Email located at the top left-hand side of your screen.
✓ If full-text link options are not present, click Email (when present) to check the availability of full-text for the article in other Kean University Library databases.
Project MUSE

To search Project MUSE for scholarly articles:
 ✓ Click the letter P on the Jump to menu.
 ✓ Click Project MUSE.
 ✓ Type your key terms in the Article Search box.
 ✓ Use double quotes (“””) to retrieve items that contain specific phrases. Use the “and” operator to combine terms and retrieve items that contain all of the terms. Use the “or” operator to retrieve one or more of the grouped terms (not necessarily all of the grouped terms). Use the asterisk (*) as a truncation symbol after a word root to retrieve articles with the word root and all of its possible word endings. For example, type: Ghandi* and widow*
 ✓ Click Search.
 ✓ Result: The first 10 retrieved citations will be displayed. If the full-text article is available online for a specific item, you will see an HTML Version link or a PDF Version link immediately below the article citation. Click one of these links to view the full-text article.
 ✓ E-mail the article you are currently viewing by going back to the results page and clicking the checkbox to the left of the article’s citation. Click Saved Marked Results, click Close Window, then click View Saved Results toward the top right-hand corner of the screen. Select E-mail next to the heading Export marked results to. Click Export and proceed.

JSTOR

To search JSTOR for scholarly articles:
 ✓ Click the letter J on the Jump to menu.
 ✓ Click JSTOR.
 ✓ Click Search to access the Advanced Search form.
 ✓ Type your key terms in the first and second search boxes.
 ✓ Use the “AND” operator to combine terms and retrieve items that contain all of the terms. Use the “OR” operator to retrieve one or more of the grouped terms (not necessarily all of the grouped terms). Use double quotes (“””) to retrieve items that contain specific phrases. Use the asterisk (*) as a truncation symbol after a word root to retrieve articles with the word root and all of its possible word endings. For example, type: hindu* AND widow*
 ✓ Click Search.
 ✓ Result: the first 25 retrieved citations will be displayed. Click PDF to view the full-text article.
 ✓ E-mail selected article citations by clicking Email Citations at the top of the results list. From the Citation Format drop-down menu select printer-friendly, fill out the rest of the email form, and click Send.

Click the Research Guides button on the Library’s home page (http://library.kean.edu/) to access a collection of subject-specific guides, including:

http://libguides.kean.edu/countrystudies

http://libguides.kean.edu/ethnicstudies

Copyright © 2016, Kean University Library
Originally compiled by Linda Cifelli and Caroline Geck.
Updated by Linda Cifelli, October 5, 2016.