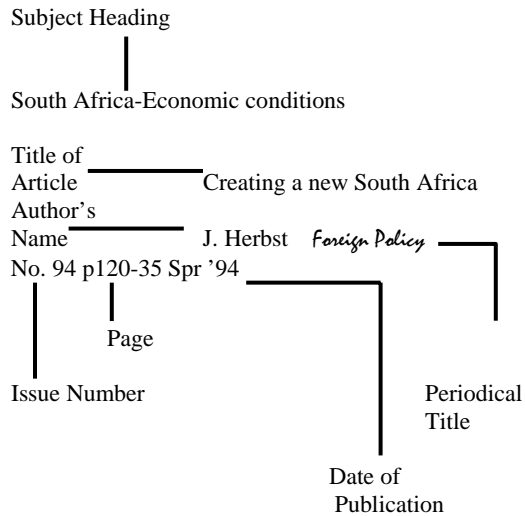


HOW DO I READ A PRINTED INDEX ENTRY?

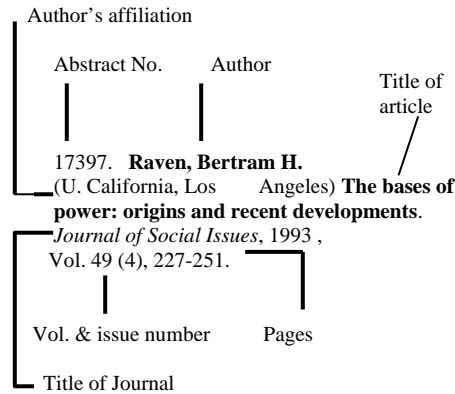
For an article on economic conditions in South Africa, you will find the following entry in Social Sciences Index April 1994/March 1995.



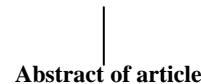
As you can see this article on South Africa by J. Herbst is to be found in the spring 1994 issue of **Foreign Policy** on pages 120-35. This issue is also no. 94 of **Foreign Policy**.

HOW DO I READ A PRINTED ABSTRACT ENTRY?

In addition to giving all the information contained in indexes, an abstract entry also provides a brief summary to the article.



Traces the history and background of the analysis of the basis of power, beginning with its origins in the works of K. Lewin and his followers. The original J.R. French and H.B. Raven (1959) bases of power model has gone through significant developments. A more comprehensive model is present that reviews the following: Motivations of the influencing agent; and assessment of available power bases in terms of potential effectiveness, time perspective, personal preferences, values and norms; implementation of the power strategies and other power related topics. The model is examined in terms of its applicability to various settings including hospital infection control, confrontation between political figures, conflict resolution and negotiation, and supervisor – subordinate relationship.



The above article on the origin and bases of power was written by Bertram Raven and appears in the **Journal of Social Issues** Vol. 49, no. 4 on pages 227-251.

Do not hesitate to consult a librarian if you need further assistance.

PERIODICALS

WHAT IS A PERIODICAL?

A periodical is a publication which appears at regular intervals, e.g. weekly, monthly or quarterly. It normally contains articles submitted by several contributors. Typical examples are: bulletins, journals and newsletters. It may be in electronic, printed or other formats.

WHY ARE PERIODICAL ARTICLES IMPORTANT?

1. The information is current
2. Articles are short and can be read quickly.
3. Articles may often be the only source of information on a particular topic.

WHERE ARE PERIODICALS LOCATED?

Periodicals are to be found in the Main Library and the Medical and Science Branch Libraries according to the discipline they cover.

- Humanities & Social Sciences **Main Library, 1st Floor**
- Clinical Medicine Microbiology, Nursing, Public Health, Surgery **Medical Branch Library 1st Floor**
- Pure and Applied Sciences (including Preclinical Medicine) **Science Branch Library, 2nd Floor**

HOW DO I FIND A PERIODICAL ARTICLE (if I have a reference)?

1. If the reference is on your **reading list** you should consult the Online Public Access Catalogue (OPAC) to find out if the article is in the RBC Collection.
2. **If it is**, complete the appropriate form and request it from RBC.
3. **If it is not**, check the OPAC/Card Catalogue to see if the library has the periodical in which the article appears.
4. Note the call number and location such as: *Current year in Gallery*.
5. Look for the issue of the periodical you need at the location indicated on the record.
6. If the Library does not subscribe to the periodical, consult a librarian for further assistance.

HOW DO I FIND A PERIODICAL ARTICLE (if I do not have a reference)?

Periodical articles may be traced using **online databases** or **printed abstracts & indexes**.

Online Databases

If you do not have a specific reference, use a computer in MERIC to search the appropriate database (s) for articles on your topics. *Databases* provide access to full texts or abstracts of articles.

If only an abstract is available for the reference you have selected, check the OPAC/Periodicals Catalogue to see if the Library has the periodical.

If the Library does not subscribe to the Periodical, consult a librarian for further assistance.

Printed Abstracts & Indexes

Indexes and abstracts provide subject access, and in some cases author access to information contained in periodicals.

HOW DO I CHOOSE THE RIGHT PERIODICAL INDEX OR ABSTRACT?

• General

These cover periodicals with broad subject interest, e.g. Readers Guide to Periodicals Literature or Humanities Index.

• Specialized

These cover periodicals in a particular discipline, e.g. Psychological Abstracts, Chemical Abstracts and Index Medicus.

Some periodicals such as Caribbean Quarterly, Jamaica Journal and the Gleaner have their own indexes.

Search the OPAC by subject to identify an index or abstract in your discipline e.g. s/social sciences; s/education

WHERE ARE PERIODICAL INDEXES AND ABSTRACTS LOCATED IN THE LIBRARY?

The OPAC will indicate the call number and location of the particular index or abstract. However, most are located in the Periodicals Sections.

HOW DO I USE THE PERIODICAL INDEX OR ABSTRACT?

Indexes and abstracts are arranged in different ways therefore you should read the explanatory introduction when you use them for the first time.