

SEARCH STRATEGY:

1. **SELECT A GENERAL TOPIC AREA** - Start by examining reference works. Encyclopedias, specialized encyclopedias, if available, and handbooks often have good overview articles and helpful outlines. This will help you get an idea of the scope of your topic and some background information.
2. **NARROW YOUR TOPIC** - Select a few specific aspects of your topic that you might use for your assignment.
3. **LOCATE BOOK LITERATURE** - Using the Library of Congress Subject Headings, determine the correct headings to use to locate books on your topic. Make a list of correct headings and related headings. Using these headings search by SUBJECT in the LAHC Library Online Book Catalog.
Select relevant book and write down their call numbers. Locate these books in the Library stacks.
Check the Table of Contents and Index of each book to determine if it is appropriate for your report.
4. **REVIEW** - By now you should have a better idea of the nature of your topic. Analyze your progress. Consider whether you should narrow or expand your topic. If you haven't found much material, remember there are other sources to consult.
5. **CONSULT PERIODICAL INDEXING SERVICES** - The Library has both online and print indexing services. The online services have many articles available in full text. You may either print these from the library search station or e-mail them to yourself.
6. **LOCATE ARTICLES** - For those articles not available in full-text online, consult the [LAHC Periodical Holdings List](#) to see if the Library has the journals in which the articles appear.
Request the specific issues by title and date at the Periodicals Counter.
7. **CONSIDER ADDITIONAL SOURCES** - If you need additional information, such as statistics, biographies, dates, etc. ask the Reference Librarian for assistance. The Librarian can also suggest Internet sources that may be of value for your assignment.
8. **COMPILE A BIBLIOGRAPHY** - Be sure to make bibliographic notes for the publications you consult so that you will be able to write the bibliography (also called "Works Cited"). Select and follow a format from a style manual.