

DECODING BIBLIOGRAPHIC CITATIONS

In order to physically locate articles, books, etc. cited in periodical databases, reference lists, catalogs, etc., you need to decide if the bibliographic information you have is for a book, a part of a book, a periodical article, a paper presented at a conference, a dissertation, or something else.

In the examples below, the parts of the citation highlighted by "NOTE:" are clues to what type of material it is, and will help you determine where to look for the item.

Periodical Articles

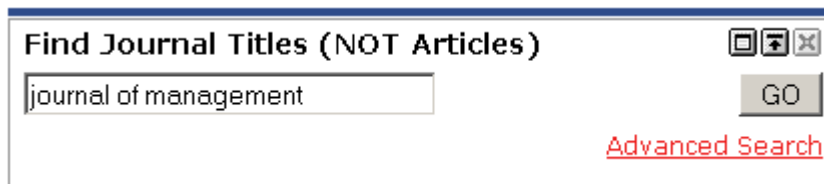
Example:

[Effects of Perceived Skill Dissimilarity and Task Interdependence on Helping in Work Teams](#)
[Van der Vegt, Gerben S;](#) [Van de Vliert, Evert](#), *Journal of Management*. Vol 31(1), Feb 2005, pp. 73-89

NOTE: **Title of the Periodical:** *Journal of Management*
 Publication Date: Feb. 2005
 Volume and Issue Numbers: 31(1)
 Pages: 73-89

Locate: Via the Library's tab in BLink (<http://blink.bethel.edu>):

1. Locate the **Find Journal Titles (NOT Articles)** channel
2. Enter a search for the journal title in the search box
3. Click on **GO**



Find Journal Titles (NOT Articles) ☐ ☒ ☒

[Advanced Search](#)

4. If it is full text in a database, Click on the title link and place a search for the article within the database

Journal of management (0149-2063) [Look up Article](#) [More full text options](#)
from 09/01/1975 to present in [SAGE Management & Organization Studies](#)
from 09/01/1975 to 11/30/2001 in [EBSCO MegaFILE](#)

5. If the journal is available in the Bethel University Library in print, microfiche, or microfilm, you will need to:
- Locate the appropriate paper/print issue, microfiche sheet, or roll of microfilm
 - Make a copy of the article

from 1936-1968; 1977 to 1987 in [Bethel University Microfilm Drawers](#)
 from 1969-1976; 1987 to present in [Bethel University Print Journals](#)
 from 1987 to 2003 in [Bethel University Microfiche Drawers](#)

Books

Example:

[Communicating successfully in groups: A practical guide for the workplace](#)
 Reid, Marie; Hammersley, Richard, Philadelphia, PA, US: Routledge/Taylor & Francis Group. (2000). x, 202 pp.

NOTE: **Publisher:** Routledge/Taylor & Francis Group
 Place of Publication: Philadelphia, PA

Locate: Search CLICnet (online library catalog) by title or author:

Example: **Title:** Communicating successfully in groups
 Author: Reid, Marie

If it is not held in the Bethel University Library:
 Check to see if it is held at another CLIC consortium
 library and request the item via CLICnet

**Request
Item**

If it is not in CLICnet:

1. Click on **University Article & Non CLIC Book Requests**
2. Click on **ILLiad** and logon to ILLiad
3. Click on **Request a Book**
4. Fill out the form displayed and
Click on **Submit Request**

Parts of Books

Example:

[Intuitive team decision making](#)
[Kline, Dee Ann](#), Montgomery, Henry (ED); Lipshitz, Raanan (ED); et al. (2005).
 How professionals make decisions. Expertise: Research and applications (pp.
 171-182). Mahwah, NJ, US: Lawrence Erlbaum Associates, Publishers. ix, 423
 pp.

NOTE: **ED, eds:** Editors of the entire book:
 Montgomery, Henry
In: May say "In" before the title of the book in
 which this chapter is found
Page Numbers: pp. 171-182 (page numbers of the
 chapter)
Publisher: Lawrence Erlbaum Associates
Place of Publication: Mahwah, NJ

Locate: Search CLICnet (online library catalog) by title or editor:

Example: **Title:** How professionals make decisions
 Editor: Montgomery, Henry

If it is not held in the Bethel University Library:
 Check to see if it is held at another CLIC
 consortium library and request the item via
 CLICnet

**Request
Item**

If it is not in CLICnet:

1. Click on **University Article & Non
CLIC Book Requests**
2. Click on **ILLiad** and logon to ILLiad
3. Click on **Request a Book Chapter**
4. Fill out the form displayed and
Click on **Submit Request**



If it is not in CLICnet:

1. Click on **University Article & Non CLIC Book Requests**
2. Click on **ILLiad** and logon to ILLiad
3. Click on **Request a Conference Paper**
4. Fill out the form displayed and Click on **Submit Request**



Thesis/Dissertation

Example:

[Organizational ethics and maintaining an ethical environment through employee involvement](#)

Author: Tousa, Julie Ann Degree: M.A. Institution: University of Nevada, Las Vegas 0506 Year: 2004 [See more details for locating this item](#)

[Transformational, transactional and laissez-faire leadership: An investigation of Bass's \(1985\) theory in the hospital administrative environment](#)

Author: Spinelli, Robert J. Degree: D.B.A. Institution: Nova Southeastern University 1191 Year: 2004 [See more details for locating this item](#)

[Effects of perceived merchandise quality and service quality on consumer shopping behavior in the Internet apparel retailing environment](#)

Author: Kim, Jihyun Degree: Ph.D. Institution: Iowa State University 0097 Year: 2004 [See more details for locating this item](#)

NOTE: **Name of Institution awarding degree:**
 Iowa State University
Degree Awarded: Ph.D.

Locate: If it is not held in the Bethel University Library:
 Check to see if it is held at another CLIC consortium
 library and request the item via CLICnet

**Request
Item**

If it is not in CLICnet:

1. Click on **University Article & Non CLIC Book Requests**
2. Click on **ILLiad** and logon to ILLiad
3. Click on **Request a Thesis**
4. Fill out the form displayed and Click on **Submit Request**



ERIC Documents (Education Resources Information Center)

Example:

Volunteer Development. Practice Application Brief.
Kerka, Sandra, Report: No-26; 4p. 2003
 ... their performance and potential. A model for volunteer *management* and development is GEMS (Generate, Educate, Mobilize, Sustain). Discussion of volunteer development can be organized around the 4 steps and 18 phases of the spiral GEMS model, ...
Accession Number: ED475111 ←

NOTE: ED (ERIC Document) followed by a number

Locate: If it is not full text in the ERIC database, check the Bethel University Library Microfiche Drawers

ERIC [Look up Article](#) [More full text options](#)
 in [Bethel University Microfiche Drawers](#)

If it is not held in the Bethel University Library:

1. Click on **University Article & Non CLIC Book Requests**
2. Click on **ILLiad** and logon to ILLiad
3. Click on **Request an ERIC Document**
4. Fill out the form displayed and Click on **Submit Request**

