
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. The first column displays the reference call number. The second column displays the corresponding title.

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<tr>
<th>Call Numbers</th>
<th>Reference Titles</th>
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<tr>
<td>Ref KF 4118 .A39 2005</td>
<td>American Public School Law</td>
</tr>
<tr>
<td>Ref LA 222 .P73 2007</td>
<td>Praeger Handbook of American High Schools</td>
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<tr>
<td>Ref LB 15 .E47 2003</td>
<td>Encyclopedia of Education</td>
</tr>
<tr>
<td>Ref LB 15 .E473 2005</td>
<td>Encyclopedia of Education and Human Development</td>
</tr>
<tr>
<td>Ref LB 1028 .E63 2008</td>
<td>Encyclopedia of Information Technology Curriculum Integration</td>
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<tr>
<td>Ref LB 1028 .H355 2008</td>
<td>Handbook of Research on Educational Communications and Technology</td>
</tr>
<tr>
<td>Ref LB 1028 .H36 2006</td>
<td>Handbook of Research on Literacy in Technology at the K-12 Level</td>
</tr>
<tr>
<td>Ref LB 1050 .E63 2008</td>
<td>Encyclopedia of Educational Psychology</td>
</tr>
<tr>
<td>Ref LB 1555 .H97 2005</td>
<td>Elementary Education</td>
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<td>Ref LB 1590 .C735 2004</td>
<td>Critical Thinking and Learning</td>
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<tr>
<td>Ref LB 1707 .H36 2007</td>
<td>Handbook of Teacher Education</td>
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<tr>
<td>Ref LB 2805 .E527 2006</td>
<td>Encyclopedia of Educational Leadership and Administration</td>
</tr>
<tr>
<td>Ref LB 2805 .S262 2005</td>
<td>Sage Handbook of Educational Leadership</td>
</tr>
<tr>
<td>Ref LB 2806 .S24 2008</td>
<td>SAGE Handbook of Curriculum and Instruction</td>
</tr>
<tr>
<td>Ref LB 2824 .H36 2008</td>
<td>Handbook of Research in Education Finance and Policy</td>
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<td>Ref LC 1099 .H34 2004</td>
<td>Handbook of Research on Multicultural Education</td>
</tr>
<tr>
<td>Ref LC 5131 .P7 2006</td>
<td>Praeger Handbook of Urban Education</td>
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</table>
Periodicals

Provided below is a list of select journals available in electronic format through the Library’s databases. To check holdings information for these titles and numerous other journals, go to the Library’s Periodicals List available from the Library’s home page (http://library.kean.edu) by clicking Periodicals List and then clicking Periodicals List again.

| American School Board Journal | Educational Leadership and Administration |
| British Journal of Educational Studies | Educational Technology Research and Development |
| Education and Urban Society | Journal of Educational Psychology |
| Educational Administration Quarterly | Journal of Youth and Adolescence |
| Educational Leadership | Principal |

Electronic 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). 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 be asked to enter your Kean Library bar code after you click on a database name. Your bar code is located on the back of your Kean University photo ID card.]

**EBSCOhost**

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.
- Click EBSCOhost Web.
- Select databases pertinent to your research topic, such as Academic Search Premier, Education Research Complete, ERIC, Professional Development Collection; and/or Teacher Reference Center.
- 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 example, type: (fund* or financ* or expend*) and (special ed* or special need*) and outcom*
- 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.
- Limit your results further by selecting some additional limiters under the Limit your results heading. You will see additional limit categories depending upon the databases you initially selected. For instance, under Special Limiters for ERIC, you can select Documents or Journal Articles from the Journal or Document menu.
- 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, Full Text from ERIC, 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 the TOUR button to check the availability of full-text for the article in other Kean University Library databases.

**Please note:**

EBSCOhost also provides access to content appropriate for children (useful for preparing lesson plans). After clicking the letter E on the Jump to menu, click EBSCOhost Primary/Secondary Grade Level Resources for access to:

- MAS Ultra
- Middle Search Plus
- Primary Search
**ProQuest: Education**

NEW: This database enables simultaneous searching of three education databases: **ERIC, Physical Education Index, and ProQuest Education Journals.**

To search *ProQuest: Education* (includes **ERIC, Physical Education Index, and ProQuest Education Journals**) for scholarly articles using your key terms:

- Click the letter *P* on the *Jump to* menu.
- Click *ProQuest: Education.*
- 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:
  
  *(remedia* or interven*) and basic* and read* and comprehen* and high school*

- 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 *Find a copy,* then click *TOUR* to check the availability of full-text for the article in other Kean University Library databases.

**ProQuest Research Databases**

NOTE: This database enables simultaneous searching of all ProQuest databases, including **ERIC, ProQuest Education Journals, ProQuest Psychology Journals, ProQuest Dissertations & Theses, ProQuest Social Science Journals, and many more.**

To search *ProQuest Research Databases* for scholarly articles from multidisciplinary journals:

- Click the letter *P* on the *Jump to* menu.
- Click *ProQuest Research Databases.*
- 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:
  
  *high stakes test* and *special need*

- 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 *Find a copy,* then click *TOUR* to check the availability of full-text for the article in other Kean University Library databases.
SAGE Journals Online

To search SAGE Journals Online for scholarly articles using your key terms:

✓ Click the letter S on the Jump to menu.
✓ Click SAGE Journals Online.
✓ Type your key terms in the box next to Search All Journals.
✓ 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:

   high stakes test* and special need*

✓ Click Go.
✓ Result: The first 10 retrieved citations will be displayed. For any item that shows the message Article Available on the left-hand side of the screen, click the Full Text (PDF) link immediately below the item to view the full-text article.
✓ E-mail the full-text article you are viewing by clicking E-mail this article to a colleague on the right-hand side of your screen.
✓ If you do not see the Article Available message, search for the journal in the Periodicals List to check the availability of full-text for the article in other Kean University Library databases.

ScienceDirect

To search ScienceDirect for scholarly articles using your key terms:

✓ Click the letter S on the Jump to menu.
✓ Click ScienceDirect (Elsevier).
✓ Click the Search button to access the 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 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:

   First Search Box: inclus*
   Second Search Box: classroom* or educat* or learn*

✓ Click Search.
✓ Result: The first 100 retrieved article titles will be displayed. If the full-text article is available online for a specific item, you will see a PDF link below the item. Click PDF to view the full-text article.
✓ E-mail the full-text article by clicking the title from the results list, then click E-mail Article.
To search ProQuest Dissertations & Theses (PQDT) using your key terms:

- Click the letter P on the Jump to menu.
- Click ProQuest Dissertations & Theses (PQDT) (ProQuest).
- Click the Advanced search option.
- Type your key terms in the first, second, and/or third 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 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:
  
  First Search Box: peer*
  Second Search Box: feedback* or assess* or edit* or revis* or critiq*
  Third Search Box: student writing*

- Click the search button.
- Result: The first 20 retrieved dissertation or thesis titles will be displayed. If full-text is available online, you will see a Preview - PDF link, a Full text - PDF link, or a combination of theses links immediately below the item. Click one of these links to view the full-text.
- E-mail the document you are viewing by clicking Email located at the top left-hand side of your screen.

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

- Click the letter S on the Jump to menu.
- Click Sage eReference.
- Type your key terms in the Basic Search box. For example, type: no child left behind
- Click Search.
- Result: The first 10 retrieved article titles will be displayed. Examine retrieved items. Click the title to view the full-text article.
- E-mail an article by clicking EMAIL at the top of the left hand column.

To search Education Index Retrospective (WilsonWeb) for bibliographic information about articles published in English-language periodicals and yearbooks between 1929 and 1983:

- Click the letter E on the Jump to menu.
- Click Education Index Retrospective (WilsonWeb).
- Type your key terms in the first, second, and/or third boxes adjacent to Find.
- 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:
  
  First search box: early read*
  Second search box: instruct* or lesson*

- Click Start.
- Result: The first 10 retrieved article citations will be displayed.
- E-mail an article citation by clicking the article title, than clicking the Email button.
- Click the TOUR button to check the availability of full-text for the article in other Kean University Library databases.
Internet Resources

Association for Supervision & Curriculum Development
http://www.ascd.org

ChildStats.gov
http://www.childstats.gov

Institute for Educational Leadership
http://www.iel.org

National Association of Elementary School Principals
http://www.naesp.org

National Association of Secondary School Principals
http://nasspcms.principals.org

National Center for Education Statistics
http://nces.ed.gov

New Jersey Association for Supervision & Curriculum Development
http://www.njascd.org

New Jersey Core Curriculum Content Standards
http://www.state.nj.us/education/cccs

New Jersey Department of Education
http://www.state.nj.us/education/index.html

New Jersey Preschool Teaching and Learning Standards
http://www.state.nj.us/education/cccs/2009/PreSchool.doc

Professional Standards and Learning
http://www.state.nj.us/education/profdev/profstand

U.S. Department of Education
http://www.ed.gov

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/education

http://libguides.kean.edu/earlychildhood

http://libguides.kean.edu/specialeducation

http://libguides.kean.edu/familystudies

For help with database searching strategies, take one of the Library’s database searching tutorials, such as:

http://library.kean.edu/instruction/ProQuestEducationJournals.html

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