

FIND DOCUMENTS ON THE WEB

Web versions of this and all other Guides are available at <http://www.sciarc.edu/v5/aboutarch/lrg.php> and <http://sciportal.sciarc.edu> Submit questions and suggestions to the library manager directly at kevin@sciarc.edu

NOTE

The Web is the most useful innovation in independent learning since the mass production of books. It is also the most dangerous time-waster ever devised. The speed and richness of the Web unhinges people. They spend hours on the Web finding everything except what they intended to find. Researchers who demonstrate impeccably systematic habits with print and older electronic media forget how to research when they log on. It doesn't have to be this way! The same 6 rules apply for research on the Web as well as everywhere else:

1. Schedule sufficient time to be thorough & take notes.
2. Use reference materials to clarify your topic, determine keywords & survey its literature.
3. Use indexes to locate specific documents.
4. Study each document for its content & its citations.
5. Evaluate the documents.
6. Update your notebook with the exact names of the documents you use and where you found them

ACCESS

AT SCI-ARC

All public workstations have Internet access; no password is required. Please don't monopolize a workstation! Often they have unique software, or are reserved for classes. The internet is the same wherever you access it from.

INTERNET SERVICE PROVIDERS

C-NET Internet Access, http://reviews.cnet.com/Internet_access/2001-6536_7-0.html?tag=midnav (Locate providers)
The List Definitive ISP Buyer's Guide, <http://thelist.internet.com/>

SEARCH ENGINES

GENERAL ADVICE

1. Use more than one search engine. Searching the same keyword on different engines will yield different results.
2. Use keywords that are specific. Use the most unusual word or name. Beware homographs: a keyword search for "architecture" produces results mostly about computer design.
3. If there are no results, try a more general keyword. If there is nothing about a neighborhood, try for the town.
4. If keyword searches produce too many or not enough results, use a directory.

LEARN ABOUT SEARCH ENGINES

How do search engines work? <http://www.lib.berkeley.edu/TeachingLib/Guides/Internet/SearchEngines.html#How>
Search Engine Showdown, <http://searchengineshowdown.com/>
Search Engines in Review, <http://www.blueangels.net/> (Analysis from the point of view of Web masters)

RECOMMENDED SEARCH ENGINES

Ez2Find, <http://www.ez2find.com/> (Searches other search engines; includes useful Language selector)
Google, <http://www.google.com> (Largest. Results appear in ranked by number of links. Useful directories)
Metacrawler, <http://www.metacrawler.com> (Searches other search engines; but presents results selectively)
Vivisimo, <http://www.vivisimo.com> (Conveniently organizes results by type)
Yahoo, <http://www.yahoo.com> (A welcome human touch is evident in Yahoo Picks, <http://picks.yahoo.com/picks/>)

WHAT ARE OTHER PEOPLE SEARCHING FOR?

Metaspy, <http://www.metaspy.com/info.metac.spy/metaspy/filtered.htm>
Yahoo Buzz Index, <http://buzz.yahoo.com/>

EVALUATION

Evaluation is essential with any kind of document, but especially with documents found on the Web, where editing and fact-checking have become optional. With each site you need to consider its

ACCOUNTABILITY. Is the person responsible identified? Is there a way to respond?

CURRENCY. When was it last updated? Do the links function?

PARTISANSHIP. What biases are apparent?

PROFESSIONALISM. Is the site edited? fact-checked? peer reviewed? (Though professionalism does not by itself guarantee anything).

FIND OUT WHO OWNS A WEBSITE

Allwhois.com, <http://www.allwhois.com/>

Whois.net, <http://www.whois.net/>

FIND OUT WHAT OTHER WEBSITES LINK TO A SITE

Google Advanced, http://www.google.com/advanced_search?hl=en (Look under "Page-Specific Search" and "Links")

FIND AN E-MAIL ADDRESS

Mesa, <http://mesa.rrzn.uni-hannover.de/>

Yahoo, <http://people.yahoo.com/>

PROTECT YOURSELF AGAINST THE CHARGE OF PLAGIARISM

If you use ideas or words or images or work of any kind without crediting the person who made them, you are committing PLAGIARISM. The principle of always crediting sources applies to all words, images, sounds and other data. The notion that just because something is on the Web it is available for appropriation, or that appropriation is a positive thing is a misguided artifact of the print era.

Because electronic documents can be copied and manipulated so easily it is possible to forget where your work ends and someone else's work begins. Keep track of your electronic sources to prevent mix ups. For more information see

The Chicago Manual of Style, 14th edition, Reference-Z253.U69 1993 (Chapters 15 and 16, "Documentation")

"How To Credit Sources, *Kapke Library Guide* number 19

The MLA Style Manual and Guide to Scholarly Publishing, 2nd, Reference-PN147.G444 1998 (Chapter 6, "Documentation")

HOW TO CITE WEB DOCUMENTS (HUMANITIES STYLE)

EMAIL

Identify the date the e-mail was received.

In notes: (Number) Michael Rotondi, "Your Works," E-mail to A. Betsky, 1 April, 1998.

In bibliographies: Rotondi, Michael. "Your Works." E-mail to A. Betsky. 1 April, 1998.

FORUM

Identify the date it was posted and the date you accessed it.

In notes: (Number) Michael Rotondi, "About Your Works," Online posting, 29 March, 1998, SCI-Arc Archipeligo News, 1 April, 1998. <<<http://www.sciarc.edu>

In bibliographies: Rotondi, Michael. "About Your Works." Online posting. 29 March, 1998. SCI-Arc Archipeligo News. 1 April, 1998. <<<http://www.sciarc.edu>

WEB SITE

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In notes: (Number) RoTo-Cam, A. Betsky, San Francisco Museum of Modern Art, 1 April, 1998, <<<http://www.sfmoma.org>.

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