

## Highlights:

- Resources to help students properly cite sources are available
- Take advantage of special PC and software discounts
- Check out the Opposing Viewpoints Resource Center

## Inside this issue:

Citation Help	1
Did you know?	2
Technology & Citations	2
Additional Reference Assistance	2
Database of the Month	3
eLibrary Tips	4

## Welcome to 2010 !



*The weather outside might be frightful, but what a wonderful time to explore the online library!*

## Citation Help to the Rescue at the eLibrary!

Why do you need to know how to write proper citations?

How can you make sure that you are formatting your citations correctly?

Whenever one uses information from another source either directly or indirectly in a written document, report, or research paper, a proper citation must be employed to give the original author the credit for the work. The use of proper citations demonstrates the knowledge of and skills in citation style and formatting.

If you don't know how to format your citations, there are a lot of resources available to you in the NECB eLibrary and in your online courses.

The Virtual Reference Shelf on the NECB eLibrary Home Page provides excellent MLA and APA reference guides in PDF format. These are produced by EasyBib.

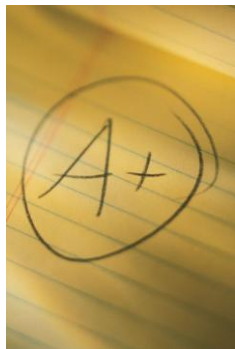
Citation Guides can also be found inside your online courses. If your course is in the Epic learning management system, go to the last

week of your course and look in the Resources section. Under "Helpful Documents" you will find a Citation Guide, as well as, an MLA Style Guide and an APA Style Guide.

If your course is in the eCollege learning management system, you will find similar documents in the DocShare section of the course.

If you are still struggling with formatting a citation, send your questions via email to the NECB Librarian, Jeff Cronin at [librarian@necb.edu](mailto:librarian@necb.edu).





Proper citations can help you earn that good grade!

---

NECB students qualify for student discounts on PCs, Macs, Windows 7, and Microsoft Office!



Help is available both day and night.

## Did you know?

At NECB, depending on the course, students are required to use either MLA (Modern Language Association) or APA (American Psychological Association) formatting when citing sources in their papers and threaded discussions.

MLA is commonly used in the humanities and APA is used in the social sciences. If you are unsure of which format to

use, ask your instructor.

Did you know that besides these two leading citation styles there are hundreds more?

For example, *EndNote*, the popular software program for publishing and managing bibliographies, provides information on over 3,700 bibliographic styles! Some styles are limited to a particular journal while

others are used in specific disciplines such as AMA (American Medical Association) for medical journals, IEEE (Institute of Electrical and Electronics Engineers) for engineering, and ACS (American Chemical Society) for publications in chemistry.

## Technology & Citations

Have you upgraded to Microsoft Office 2007? If so, then you may have discovered that Microsoft Word will format your citations for you in whatever format you chose! Just look under the "References" tab at the top of the screen, and then look at the section called "Citations & Bibliography".

If you haven't upgraded yet but would like to, make sure you check out the special discounts that you can take advantage of because you are an NECB student. Go to [www.necb.edu](http://www.necb.edu) and then click on Student Services.

There you will find instructions on how to purchase discounted

laptops and software. For example, you can upgrade to Windows 7 for only \$29.99! You can also install Microsoft Office 2007 for only \$59.99! In order to take advantage of these great software discounts, you must set up an NECB email address by following the instructions on the screen.

## Additional Reference Assistance Available

Are you aware that additional reference assistance is available at the NECB eLibrary for both faculty and students?

As a student or faculty member of a Massachusetts college, you have access to the Boston Public Library's reference assistance, 7 days a week, 24 hours a

day, from experienced reference librarians who can help you with your research needs. Just go to the Student Resources section on the right side of the NECB eLibrary Home Screen and click on "Chat with an Online Librarian."

How does it work? You will communicate with the librarian using chat

software. Just type in your question and wait for a reference librarian to read your question and formulate an answer.

At the end of the session you will receive a transcript via e-mail. This will include the written record of the chat conversation plus the URL's of all sites visited.

## Database of the Month!

### Opposing Viewpoints Resource Center.

*Opposing Viewpoints Resource Center* is our database of the month that we hope you will explore. It is a terrific full-text database that covers a wide range of contemporary social issues that could be of use to students.

Topics covered range from Corporate Social Responsibility to Endangered Species, Stem Cell Research to Gun Control.

Drawing on acclaimed series published by

Greenhaven Press and other Gale publications, *Opposing Viewpoints Resource Center* brings together all the information that is needed to help you fully understand an issue.

In this database you will find:

- **pro and con viewpoint articles,**
- reference articles that provide context,
- full-text magazines,
- academic journals,
- newspapers,
- primary source

documents,

- government and organizational statistics,
- multimedia, including images and podcasts,
- links to hand-selected web sites,
- and more!

If you have never looked at this database, then there is no better time than now! Just go to your NECB online course and click on the Library link. Once you are at the NECB eLibrary, look under General Education Resources and click on "Opposing Viewpoints".



Do your research and make a stronger argument!

Opposing Viewpoints Resource Center **YES!** **YOU DECIDE** **NO!!**

## Sampling of Topics Covered in the Database of the Month

Have we caught your interest?

Here is just a sampling of the topics covered in the "Opposing Viewpoints" database:

- Business Schools Should Integrate Social Responsibility Across the Curriculum.
- A Credible Green Strategy Begins with Real Personal and Organizational Change.
- Family-Friendly Policies Help Working Mothers.
- The Founding Fathers Considered Corporations Oppressive.
- Free Trade Helps Working Americans.
- The Earth Liberation Front Engages in Domestic Terrorism.
- Corporations Are Engaging in Phony Environmentalism.
- Oil Drilling Should Be Allowed in the Arctic National Wildlife Refuge.
- Buying Green Products Is an Inadequate Environmental Remedy.
- Environmental Activism Restricts Individual Freedom.

**Coming soon!**

**Library Research Webinars**

*Have questions?  
Want to learn more?*

*Watch your emails for an invitation to join one of these terrific webinars conducted by the NECB librarian, Jeff Cronin.*

## New England College of Business and Finance

10 High Street  
Boston, MA 02110

CAMPUS PHONE:  
(617) 951-2350  
(888) 696-6323

CAMPUS FAX:  
(617) 951-2533

ENROLLMENT:  
(800) 997-1673

*The eLibrary Newsletter is  
produced monthly by:*

*Author:* Jeff Cronin  
*Publisher:* Paula Bramante

We're on the Web!

See us at:  
[www.necb.edu](http://www.necb.edu)

## Tips for Students

The NECB eLibrary contains invaluable resources that will assist you with your assignments. It will be well worth your time to explore its many offerings. To get you started this is how it is organized:

**Databases** – There are over 24! These databases are grouped under the headings of either “General Education Resources” or “Business Resources” so that you can more easily identify the databases that will best suit your needs. If you mouseover any one of these titles such as “Contemporary Literary Criticism” a popup will appear that concisely describes the type of content that can be found in these databases.

**Virtual Reference Shelf** – Are you looking for an online dictionary, almanac, thesaurus, or encyclopedia? This is the

place to visit! Do you need some statistics for your paper? Check out *Statistical Abstract of the United States* – the best one-stop source for data on a wide range of topics.

**APA and MLA Citation Guides** – These are excellent reference guides that provide clear and concise instructions on how to properly cite using MLA and APA citation styles. They are produced by EasyBib in PDF format. Please print them out – it will make the task of citing substantially easier.

**Subject Guides** – There are 22 guides created by the NECB librarian covering subjects taught at the college. Each subject guide contains a list of databases recommended for research in the subject as well as a selected list of web resources.

**Reference Assistance** – Located in the “Student

Resources” section of the eLibrary website. As a student at a Massachusetts college, you have access to the Boston Public Library’s reference assistance, 7 days a week, 24 hours a day, from experienced reference librarians who can help you with your research needs. Just go to the Student Resources section of the NECB eLibrary and click on “Chat with an Online Librarian.” If you’re still stuck with your research and you aren’t able to get the assistance you need from the Online Librarian service, reference assistance is available from the NECB Librarian, Jeff Cronin. He will attempt to respond to your questions as quickly as possible. To contact the NECB Librarian, send an email inquiry with your name, the name of your course, your instructor’s name, and your specific question to:

[librarian@necb.edu](mailto:librarian@necb.edu) .

## ***About New England College of Business and Finance...***

New England College of Business and Finance (NECB) is committed to providing students a high quality, well designed and supported online learning environment.

Whether your goal is to learn more about the world of business or finance, or you want to pursue an Associate’s, Bachelor’s or Master’s degree, you have come to the right place.

To learn more about the College and our unique online learning courses and degree programs, please visit our website at [www.necb.edu](http://www.necb.edu) .