

## DOCUMENT RESUME

ED 376 861

IR 055 362

AUTHOR Lankard, Bettina A.  
TITLE Your Guide to ERIC.  
INSTITUTION ERIC Clearinghouse on Adult, Career, and Vocational Education, Columbus, Ohio.  
SPONS AGENCY Office of Educational Research and Improvement (ED), Washington, DC.  
PUB DATE 94  
CONTRACT RR93002001  
NOTE 199p.  
AVAILABLE FROM Publications, Center on Education and Training for Employment, 1900 Kenny Road, Columbus, OH 43210-1090 (\$30--includes Quick Search Cards; \$5--Set of Quick Search Cards; add \$3.50 minimum shipping and handling; orders of under \$10 must be prepaid).  
PUB TYPE Guides - Non-Classroom Use (055) -- Information Analyses - ERIC Clearinghouse Products (071)  
EDRS PRICE MF01/PC08 Plus Postage.  
DESCRIPTORS \*Databases; Educational Objectives; Evaluation Methods; \*Instructional Materials; \*Online Searching; Online Systems; Printed Materials; Programmed Instructional Materials; Reference Materials; \*Search Strategies; Selection; Teaching Guides  
IDENTIFIERS DIALOG OnDisc; \*ERIC; SilverPlatter ERIC

## ABSTRACT

This ERIC curriculum package is intended to help people use the ERIC database, and may be used in a workshop setting under the guidance of a trainer or independently by individuals who want to learn about the ERIC system and how they can search the database and use its contents and services. The package consists of the following parts: (1) a self-instructional guide with four learning modules; (2) a set of transparencies for each module; (3) appendices (a list of ERIC Network Components, an ERIC Reproduction Release form, a list of ERIC Publication Types, an EDRS Document Order form, a list of Internet Access Points to ERIC, Evaluation Quiz Answer Keys); and (4) a set of Quick Search Cards, with step-by-step instructions for searching ERIC on Dialog OnDisc and SilverPlatter. The four modules are entitled "Introduction to ERIC," "How Documents Are Selected," "How to Search ERIC," and "How to Access ERIC Print Materials and Other Services." Each module contains a performance objective, a list of required materials, an instructional strategy, and an evaluation statement. There are also short questions to help trainees focus on pertinent information, exercises to help trainees develop the skills identified in the module, and a summary evaluation quiz. Also included are the following supplemental materials: ERIC Ready References--Search Aids, Document Delivery, What Kinds of Documents Are in the ERIC Database (RIE), Journals Currently Covered by "Current Index to Journals in Education," and ERIC at a Glance; Product Summary: ERIC on CD-ROM; and "All about ERIC," a 38-page publication providing a detailed overview of ERIC. (MAS)

- ☐ This document has been reproduced as received from the person or organization originating it.
- ☐ Minor changes have been made to improve reproduction quality.

• Points of view or opinions stated in this document do not necessarily represent official OERI position or policy.

# *Your Guide to*



Clearinghouse on Adult, Career,  
and Vocational Education



CENTER ON EDUCATION  
AND TRAINING FOR EMPLOYMENT  
THE OHIO STATE UNIVERSITY

BEST COPY AVAILABLE

**Your Guide**

**to**

**ERIC**

**by**

**Bettina A. Lankard**

**ERIC Clearinghouse on Adult, Career, and Vocational Education  
Center on Education and Training for Employment  
The Ohio State University  
1900 Kenny Road  
Columbus, Ohio 43210-1090**

**1994**

## **FUNDING INFORMATION**

**Project Title:** ERIC Clearinghouse on Adult, Career, and Vocational Education

**Contract Number:** RR93002001

**Act under Which Administered:** 41 USC 252 (15) and P.L. 92-318

**Source of Contract:** Office of Educational Research and Improvement  
U.S. Department of Education  
Washington, DC 20208

**Contractor:** Center on Education and Training for Employment  
The Ohio State University  
Columbus, Ohio 43210-1090

**Executive Director:** Ray D. Ryan

**Disclaimer:** This publication was prepared pursuant to a contract with the Office of Educational Research and Improvement, U.S. Department of Education. Contractors undertaking such projects under government sponsorship are encouraged to express freely their judgment in professional and technical matters. Points of view or opinions do not, therefore, necessarily represent official U.S. Department of Education position or policy.

**Discrimination Prohibited:** Title VI of the Civil Rights Act of 1964 states: "No person in the United States shall, on the grounds of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance." Title IX of the Education Amendments of 1971 states: "No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving federal financial assistance." The ERIC Clearinghouse project, like every program or activity receiving financial assistance from the U.S. Department of Education, must be operated in compliance with these laws.

## TABLE OF CONTENTS

Foreword .....	iv
Use of the Curriculum Package .....	1
Lesson Overview: A Brief Description of the Modules .....	3
Lesson One: Introduction to ERIC .....	5
Lesson Two: How Documents Are Selected .....	17
Lesson Three: How to Search ERIC .....	27
Lesson Four: How to Access ERIC Print Materials and Other Services .....	37
Appendices .....	43
A. The ERIC Clearinghouses	
B. Reproduction Release Form	
C. ERIC Publication/Document Types	
D. ERIC Document Reproduction Service Form	
E. Connections to ERIC via the Internet	
F. Evaluation Quiz Answer Keys	

## FOREWORD

The Educational Resources Information Center Clearinghouse on Adult, Career, and Vocational Education (ERIC/ACVE) is 1 of 16 clearinghouses in a national information system that is funded by the Office of Educational Research and Improvement, U.S. Department of Education. This guide and the accompanying *QuickSearch Cards* are products of a special project designed to fulfill one of the functions of the clearinghouse—helping people use the ERIC database.

The guide was written by Bettina A. Lankard, Program Associate at the Center on Education and Training for Employment (CETE), who serves as ERIC/ACVE's career education specialist. The *QuickSearch Cards* were prepared by Judith O. Wagner, ERIC/ACVE's Associate Director for Dissemination.

ERIC/ACVE would like to thank the following people for their critical review of these products before publication: Bernadette Knoblauch, Associate Director for User Services and Publications, ERIC Clearinghouse on Disabilities and Gifted Education; Lynn Smarte, Director, ACCESS ERIC; Dawn Puglisi, consultant; and Paula Kurth, Program Associate, CETE. Sandra Kerka edited the manuscript, and Janet Ray served as word processor operator.

Ray D. Ryan  
Executive Director  
Center on Education and Training  
for Employment

## USE OF THE CURRICULUM PACKAGE

This ERIC curriculum package, specifically designed for ERIC users and ERIC trainers, may be used in a workshop setting under the guidance of a trainer or independently by individuals who want to learn about the ERIC system and how they can search the database and use its products and services. The complete package consists of these parts:

- This self-instructional guide with four learning modules
- A set of transparencies for each module
- Relevant ERIC publications, such as brochures and ready references
- A set of *QuickSearch Cards*, with step-by-step instructions for searching ERIC on Dialog OnDisc and SilverPlatter

Each module in the package contains a performance objective, a list of required materials (most of which are enclosed), an instructional strategy, and an evaluation statement. Within each module is information relevant to the objective, short questions to help trainees focus on pertinent information, exercises to help trainees develop the skills identified in the objective, and a summary evaluation quiz with a corresponding answer key in Appendix F. Trainees should successfully complete one module before proceeding to the next.

The guide offers an introduction to the ERIC system, including the purpose of ERIC, types of materials in its database, selection criteria, major publications and products, and user services. It explains how and why individuals use ERIC and offers strategies for searching ERIC and accessing products and services. This guide, along with the materials contained in the package, provides professionals and first-time users with the information they need to get the most out of the ERIC database and system.

Of additional benefit to users of this package is the video "ERIC: In Action," which presents an overview of ERIC as a primary source of educational information. This 15-minute video covers four major topics: basic structure, major benefits, key index features, and options for locating materials. Although the video is not included in this package, it is available for purchase through ACCESS ERIC and the ERIC Clearinghouse on Information and Technology. See Appendix A for addresses.

## **LESSON OVERVIEW**

### **A BRIEF DESCRIPTION OF THE MODULES**

**Lesson One: Introduction to ERIC** is designed to help the trainee understand the ERIC system and its products and services. It covers the following topics:

- The ERIC System
- Purpose of ERIC
- Materials in the Database
- Database Development
- Outreach and Dissemination Services
  - Database Searching
  - Document Delivery
  - Reference and Referral
  - Partner Networking
- ERIC Publications and User Products

**Lesson Two: How Documents Are Selected** is designed to help the trainee understand the types of documents sought by ERIC, the criteria used to select them, and the process of submitting documents to ERIC. It leads the trainee to perform the following tasks:

- Identify Documents Suitable for ERIC
- Determine If the Document Meets the Established Criteria for Selection
- Submit Suitable Documents to an ERIC Clearinghouse

**Lesson Three: How to Search ERIC** is designed to help the trainee conduct an ERIC search. It leads the trainee to perform the following tasks:

- Select the Type of ERIC Search to Conduct
- Choose Appropriate Descriptors
- Follow Proven Search Strategies

**Lesson Four: How to Access ERIC Print Materials and Other Services** is designed to help the trainee obtain ERIC materials and services. It leads the trainee to perform the following tasks:

- Obtain Copies of Documents and Journal Articles
- Obtain Other Information and/or Services from ERIC



## LESSON ONE: INTRODUCTION TO ERIC

### OBJECTIVE:

The trainee will be able to demonstrate understanding of the ERIC system and its products and services by completing the exercises in each section of this lesson.

### REQUIRED MATERIALS:

#### Provided:

Transparency Packet for Lesson One  
*ERIC at a Glance*, Ready Reference #19  
*What Kinds of Documents Are in the ERIC Database*, Ready Reference #16  
*Journals Currently Covered by CIJE*, Ready Reference #17  
*Document Delivery*, Ready Reference #14  
*ERIC Search Aids*, Ready Reference #13

#### Other:

*Resources in Education* (most recent)  
*Current Index to Journals in Education* (most recent)  
*Directory of ERIC Information Service Providers*

### INSTRUCTIONAL STRATEGY:

Present the information noted in each of the sections highlighted in bold and underlined. Use transparencies in the Lesson One Transparency Packet to augment your presentation.

At the conclusion of your presentation for each section, have trainees answer the questions for that section.

Give trainees an opportunity to demonstrate their knowledge by having them complete the activities in each section.

### EVALUATION:

At the conclusion of this lesson have trainees complete the Evaluation Quiz at the end of Lesson One.

## INTRODUCTION TO ERIC

### WHAT IS ERIC?

- An educational information system
- An information system supported by the U.S. Department of Education, Office of Educational Research and Improvement
- A system that consists of the ERIC Program Office (OERI), ACCESS ERIC, the ERIC Document Reproduction Service (EDRS), the ERIC Processing and Reference Facility, Oryx Press, 16 subject-oriented clearinghouses, and additional adjunct clearinghouses.

### The ERIC System (Transparency #1.1)

The Educational Resources Information Center (ERIC) is a national information system designed to provide users with ready access to an extensive body of education-related literature. Established in 1966, ERIC is supported by the U.S. Department of Education, Office of Educational Research and Improvement (OERI). The ERIC system consists of the ERIC Program Office (OERI), ACCESS ERIC, the ERIC Document Reproduction Service (EDRS), the ERIC Processing and Reference Facility, Oryx Press, 16 subject-oriented clearinghouses, and additional adjunct clearinghouses. (*Transparencies #1.2 to #1.5, Ready Reference #19, and Appendix A*)

The ERIC database, the world's largest and most comprehensive source of education information, contains more than 800,000 abstracts of documents and journal articles on all aspects of education. You can access the ERIC database online via commercial vendors and public networks, on Compact Disc, Read Only Memory (CD-ROM), or through the printed abstract journals, *Resources in Education* and *Current Index to Journals in Education*. Updates to the database are made monthly, except for the CD-ROM, which is updated quarterly. (*Transparency #1.6*)

ERIC collections can be found in hundreds of institutions and agencies throughout the world, and ERIC searches can be conducted at many locations, including the ERIC clearinghouses, university libraries, state libraries, and many large public libraries. You can find the location of microfiche collections near you by calling ACCESS ERIC at (800) LET-ERIC.

*Exercise: Identify three locations where you would be able to conduct your own ERIC search and at least one source you could contact to have a search done for you.*

### WHAT ARE THREE MAJOR FUNCTIONS OF ERIC?

- Building and maintaining a database of educational materials
- Producing major publications
- Providing user products and services

### WHAT KINDS OF MATERIALS ARE FOUND IN ERIC?

- Curriculum
- State-of-the-art papers
- Research reports
- Teaching guides
- Project descriptions
- Bibliographies
- Practice applications
- Literature reviews
- Program evaluations

### Purpose of ERIC (Transparency #1.7)

The main purpose of ERIC is to identify, collect, and disseminate "fugitive" documents—documents that are not readily available from commercial sources. ERIC does this by building and maintaining a database of appropriate educational materials including journal literature and making the materials available in microfiche and/or paper copy and through library collections and interlibrary loan. ERIC also produces major publications and provides a variety of user products and services to help the education community—researchers, teachers, administrators, school boards, students, and parents—keep informed about current education-related issues.

*Exercise: List at least three reasons for using ERIC.*

### Materials in the Database (Transparency #1.8)

Educational materials found in ERIC include curricula, research reports, state-of-the-art papers, literature reviews, bibliographies, teaching guides, practice applications, and program evaluations, as well as education-related journal articles. ERIC covers all areas of education—elementary and early childhood education; higher education; information technology; community colleges; educational management; counseling and student services; disabilities and gifted education; languages and linguistics; social studies/social science education; teaching and teacher education; assessment and evaluation; reading, English, and communication skills; rural education and small schools; urban education; science, mathematics, and environmental education; and adult, career, and vocational education. What is not found in ERIC are nonprint audiovisual materials, large numbers of dissertations, and comprehensive statistics. (See Ready References #16 and #17.)

*Exercise: Identify the subject area of greatest interest to you and list the specific type of educational materials you would like to investigate.*

## WHAT MAKES A DOCUMENT SUITABLE FOR ERIC?

- Relevance
- Timeliness
- Scholarly contribution
- Applicability

### Database Development (Transparency #1.9)

The primary function of an ERIC clearinghouse is to contribute to the development and maintenance of the ERIC database. This requires a comprehensive program to identify and acquire high quality educational materials in sufficient quantity to ensure continuous development of the database. Documents are acquired from organizations that regularly submit their publications for inclusion in ERIC, through clearinghouse requests, and through individual submissions of research reports, conference papers, and other education-related work.

Acceptance of submitted documents is not automatic. As documents are acquired, they are screened by subject specialists using established criteria, such as contribution to the literature; relevance; innovativeness; timeliness; effectiveness of presentation; authority of the author, source, or sponsor; responsiveness to current priorities; and applicability to a broad audience. Because ERIC seeks to provide a total information system, including document availability, reproducibility standards are of prime importance as well. Through the screening process, the documents of highest quality and greatest worth are selected for entry into the database and then cataloged, indexed, and abstracted by clearinghouse staff in preparation for announcement in *Resources in Education* (RIE) and on the computer tapes. Database development also includes the acquisition, selection, and processing of journal articles for *Current Index to Journals in Education* (CIJE).

ERIC invites all of its users to consider submitting education-related works for inclusion in the database. Knowing the selection criteria can guide users in submitting documents suitable for ERIC.

*Exercise: List educational documents you have authored or used that might be suitable for selection in ERIC. Describe why each document has potential for selection by noting the criteria it meets.*

## WHAT ARE SOME FACTS ABOUT OUTREACH AND DISSEMINATION SERVICES?

- The outreach and dissemination program includes a search service, a document delivery service, a referral service, and a partner networking service.
- Manual searches are time consuming.
- Computer searches are effective when you are looking for new terms/ideas that may not have been indexed.
- Computer searches may be conducted through many public and commercial networks by individuals who have a computer and modem.
- Individuals may contract with any of the clearinghouses to have a search conducted for them.

## Outreach and Dissemination Services

ERIC services include database searching, document delivery, reference, referral, and partner networking.

### Database Searching (Transparency #1.10. Product Summary: ERIC on CD-ROM)

ERIC offers individuals the opportunity to conduct their own searches of the database, with or without assistance, or to contract with a search service to have one conducted for them. Access to the ERIC database is provided at most university libraries, state departments of education, state libraries, teacher centers, and through the Internet.

The ERIC database can be searched by computer or by using the printed indexes—*Resources in Education* (RIE), which contains document literature, and *Current Index to Journals in Education* (CIJE), which contains the journal literature. Computer searches are particularly appealing because they are fast, comprehensive, and have the capability to pick up any term or phrase in the title or abstract, which may be important if you are looking for new terms/ideas that may not have been indexed. However, computer searches may be expensive and may retrieve irrelevant material.

Individuals who wish to conduct their own computer searches may do so using CD-ROM at many university, state, and public libraries. Those who have their own computers and modems can access ERIC through many public and commercial networks, including the Internet, CompuServe, America Online, and America Tomorrow. Details can be obtained by calling (800) LET-ERIC.

For those who wish to contract for their own searches, following are the online and CD-ROM vendors through which ERIC can be searched:

### *Online Vendors*

BRS  
8000 Westpark Drive  
McLean, VA 22102-9980  
Toll Free: (800) 955-0906  
Telephone: (703) 442-0900  
FAX: (703) 893-4632

Data-Star/Dialog  
114 Jermyn Street, Plaza Suite  
London SW1Y 6HJ, England  
Telephone: +44 71-930-7646  
FAX: +44 71-930-2581

Dialog Information Services  
3460 Hillview Avenue  
Palo Alto, CA 94304  
Toll Free: (800) 334-2564  
Telephone: (415) 858-2700  
FAX: (415) 858-7069

GTE Educational Network Services  
5525 MacArthur Boulevard, Suite 320  
Irving, TX 75038  
Toll Free: (800) 927-3000  
Telephone: (214) 518-8500  
FAX: (214) 751-0964

OCLC (Online Computer Library Center)  
6565 Frantz Road  
Dublin, OH 43017-0702  
Toll Free: (800) 848-5878  
Telephone: (614) 764-6000  
FAX: (614) 764-6096

#### *CD-ROM Vendors*

Dialog Information Services  
(address above)

EBSCO Publishers  
83 Pine Street, P.O. Box 2250  
Peabody, MA 01960-7250  
Toll Free: (800) 653-2726  
Telephone: (508) 535-8500  
FAX: (508) 535-8523

National Information Services Corporation (NISC)  
3100 St. Paul Street, Wyman Towers, Suite 6  
Baltimore, MD 21218  
Telephone: (410) 243-0797  
FAX: (410) 243-0982

Oryx Press  
4041 North Central Avenue, Suite 700  
Phoenix, AZ 85012-3397  
Toll Free: (800) 279-ORYX  
Telephone: (602) 265-2651  
FAX: (800) 279-4663; (602) 265-6250

SilverPlatter Information, Inc.  
100 River Ridge Drive  
Norwood, MA 02062-5026  
Toll Free: (800) 343-0064  
Telephone: (617) 769-2599  
FAX: (617) 769-8763

#### WHAT IS ERIC'S REFERENCE AND REFERRAL SERVICE?

- Question answering
- Referral to information sources
- Provision of relevant publications
- Technical assistance from ERIC staff

Manual searches can also be done, but they are time consuming and will retrieve only documents indexed with major descriptors. Manual searches are particularly effective for looking up new materials on a single topic as they may lead to unexpected discoveries that would not appear in a computer search.

#### Document Delivery (See Ready Reference #14)

Microfiche and paper copies of most ERIC documents are available from—

ERIC Document Reproduction Service (EDRS)  
7420 Fullerton Road, Suite 110  
Springfield, VA 22153-2852  
Toll Free: (800) 443-3742  
Telephone: (703) 440-1400  
FAX: (703) 440-1408

Copies of most journal articles announced in ERIC can be found in library periodical collections or purchased from—

UMI Article Clearinghouse  
300 North Zeeb Road, P.O. Box 1346  
Ann Arbor, MI 48106-1346  
Toll Free: (800) 521-0600 Ext. 2786  
Telephone: (313) 761-4700  
FAX: (313) 386-6362

#### Reference and Referral

ERIC offers free referral services through its network of clearinghouses, ACCESS ERIC, and AskERIC, an Internet-based question-answering service developed by the ERIC Clearinghouse on Information and Technology. You can send questions about any aspect of education, such as teaching and learning, information technology, or educational administration, to [askeric@ericir.syr.edu](mailto:askeric@ericir.syr.edu).

ERIC clearinghouse staff are always available to answer questions, refer users to appropriate information sources, suggest relevant publications, and provide technical assistance by giving workshops on the use of the ERIC system. Subject-specific questions and requests should be directed to the



## WHY ARE ERIC PARTNERS AN ASSET TO ERIC?

- They facilitate the exchange of education information between ERIC and its constituents.
- They promote ERIC among existing as well as new audiences.
- They broaden the dissemination and use of ERIC.
- They encourage joint projects, such as workshops and conferences.

particular ERIC clearinghouse most closely associated with the subject matter involved.

## Partner Networking

In addition to serving users and ERIC information service providers, ERIC has developed a constantly growing network of partners composed of education-related organizations and constituent groups.

Partners facilitate the exchange of education information between ERIC and its constituents. They also broaden the dissemination and use of ERIC information within the education community by—

- promoting ERIC among existing as well as new audiences;
- disseminating ERIC information to constituents through their newsletters and journals;
- enhancing the ERIC database by submitting documents; and
- encouraging joint projects such as workshops and conferences.

In turn, partners enjoy many benefits from the clearinghouse with which they are associated including the following:

- VIP service, featuring quick turnaround in handling requests
- Free or discounted ERIC-produced publications
- Advance notice of materials distributed by the ERIC system
- Technical assistance and support

Any agency or organization with a constituency interested in education and willing to distribute ERIC information may become a partner by contacting ACCESS ERIC at (800) LET-ERIC or any ERIC clearinghouse.

*Exercise: List the outreach and dissemination services that are attractive to you and note the reasons why you would like to use them.*



## WHAT PUBLICATIONS ARE PRODUCED BY ERIC?

- Papers on key topics
- Minibibliographies
- Packaged searches
- ERIC Digests and other publications that review, synthesize, and analyze existing literature
- Information brochures

### ERIC Publications and User Products (Transparency #1.11)

Each year, the various ERIC clearinghouses identify critical issues within their scope areas and select topics for major publications. Authorities in the field are commissioned to write the manuscripts, which include information analysis papers, compilations, or practitioner-oriented monographs. These publications are designed to provide information on high priority topics to meet the needs of a variety of audiences—researchers, practitioners, policymakers, the press, and the general public.

In addition to the major publications, each clearinghouse produces products—minibibliographies, packaged searches, and other publications that review, synthesize, and analyze existing literature. ERIC Digests, two-page research syntheses, are among the ERIC system's most popular offerings. ERIC Digests provide information on research findings and practice applications, frequently in a question/answer format; overviews of emerging topics; updates of areas; and synopses of review and synthesis papers. (*Transparency #1.12*)

Many clearinghouses also produce an information brochure about their products and services, an acquisition brochure, and a publications list. Some clearinghouses produce newsletters or information bulletins that include news of the ERIC system, summaries of major publications, and information about services and products.

ERIC produces numerous products designed to help users access and use the information in the ERIC database. (*Transparency #1.13* and Ready Reference #13.) These include the following:

- **Abstract journals.** ERIC produces two monthly abstract journals that are the print version of the database. *Resources in Education* (RIE), which announces current education-related documents, can be obtained from the U.S. Government Printing Office (GPO) (202-783-3238). *Current Index to Journals in Education* (CIJE), which announces education-

## WHAT TOOLS CAN HELP YOU USE THE DATABASE?

- *Thesaurus of ERIC Descriptors*
- RIE and CIJE
- *ERIC Identifier Authority List*

## WHERE CAN SYSTEMWIDE ERIC PUBLICATIONS BE OBTAINED?

- ACCESS ERIC
- ERIC FACILITY
- ORYX PRESS

related journal articles, is available through Oryx Press (800-279-ORYX).

- *Thesaurus of ERIC Descriptors*. The complete list of index terms used by the ERIC system, with cross-references and rotated and hierarchical displays, is available from Oryx Press. This publication is very helpful in developing a database search strategy.
- *Directory of ERIC Information Service Providers*. This directory lists the address, telephone number, and ERIC collection status for more than 1,000 organizations that offer ERIC access to users. It is available from ACCESS ERIC.
- *ERIC Users' Interchange*. This free newsletter, published twice a year, provides technical information on database searching, recent ERIC database developments, and other user aids to libraries, education media centers, and other places the ERIC database is searched. Subscriptions are offered by ACCESS ERIC.
- *ERIC Identifier Authority List*. This list of searchable key words not found in the Thesaurus is available from the ERIC Facility. It includes geographic locations, proper names, program names, and terms not represented by descriptors.
- *ERIC database tapes*. Institutions interested in computer tapes of the ERIC database for programming their own search interface may purchase them from the ERIC Facility.

Systemwide ERIC publications, that can be obtained from ACCESS ERIC (800-LET-ERIC) include the following:

- *All about ERIC*. This handy reference booklet provides detailed descriptions of each component in the ERIC system and its products and services, along with information on how to access them.
- *The ERIC Review*. This journal keeps practitioners informed of important ERIC and education-related developments.
- *Parent-teacher brochures*. These free publications synthesize and summarize significant findings of recent educational research on topics of interest to parents and educators.

**Exercise:** Review the list of ERIC publications and note any you would like to obtain.

## EVALUATION QUIZ

Check the correct answer(s) to each of the following statements:

1. The ERIC database contains abstracts of . . .
  - bibliographies and biographies
  - document search reports
  - documents and journal articles
2. ERIC documents are available in . . .
  - microfiche and paper copy
  - video and paper copy
  - audiotape and microfiche
3. Journal articles referenced in the ERIC database are available . . .
  - in microfiche and paper copy
  - through journal reprint services and interlibrary loan
  - at your local bookstore
4. ERIC products and services include . . .
  - research summaries
  - bibliographies
  - reference services
  - conference planning
  - referral services
  - commercial publication services
  - computer programming services
  - computer searches
  - document reproduction
5. Three types of ERIC users are . . .
  - medical students, physicians, and pharmacy personnel
  - educational researchers, practitioners, policymakers
  - market analysts, statistical analysts, financial planners

6. Which of the following statements are true?

- T F The outreach and dissemination program includes a search service, a referral service, a question-answering service, a document delivery service, technical assistance, and partner networking.
- T F Manual searches are quick and easy.
- T F Computer searches are effective when you are looking for new terms/ideas that may not have been indexed.
- T F Computer searches may retrieve irrelevant material.
- T F ERIC services are all expensive to obtain.
- T F Individuals with computers and modems can access ERIC through public and commercial computer networks.
- T F *Resources in Education* and *Current Index to Journals in Education* are two printed indexes in ERIC.
- T F ERIC documents are available in microfiche and paper copies.

7. Three types of products offered by the ERIC clearinghouse include . . .

- ERIC Digests, major publications, and commercially produced manuals.
- ERIC Digests, major publications, and brochures.
- teacher's guides, major publications, and statistical reports.

8. Match each user product with its appropriate description.

- \_\_\_ *ERIC Digests*
- \_\_\_ Packaged searches
- \_\_\_ *Thesaurus of ERIC Descriptors*
- \_\_\_ *All about ERIC*
- \_\_\_ Informational brochures
- \_\_\_ Information bulletins
- \_\_\_ *The ERIC Review*

- a. Publications that contain ERIC clearinghouse information
- b. A publication that contains a complete list of index terms for database searching
- c. A journal for practitioners
- d. Publications on research findings and their practical applications
- e. Searches on topics of interest to many users
- f. A reference book about the ERIC system, its products, and services
- g. News of the ERIC system

## LESSON TWO: HOW DOCUMENTS ARE SELECTED

### OBJECTIVE:

The trainee will be able to identify documents suitable for ERIC, note which of these documents meet established selection criteria, and submit appropriate documents to ERIC by completing the designated exercises in each section of this lesson.

### REQUIRED MATERIALS:

Provided:

Transparency Packet for Lesson Two

***ERIC Publication Types***, Ready Reference #2

Other:

Stack of documents

### INSTRUCTIONAL STRATEGY:

Present the information noted in each of the sections highlighted in bold and underlined. Use transparencies in the Lesson Two Transparency Packet to augment your presentation.

At the conclusion of your presentation for each section, have trainees answer the questions for that section.

Give trainees an opportunity to demonstrate their skill in assessing the types and qualities of documents suitable for inclusion in ERIC.

### EVALUATION:

At the conclusion of this lesson, have trainees complete the Evaluation Quiz at the end of Lesson Two.

## HOW DOCUMENTS ARE SELECTED

### WHAT ARE SOME TYPES OF DOCUMENTS SUITABLE FOR ERIC?

- Research reports
- Program descriptions and evaluations
- Annotated bibliographies
- Curriculum guides
- Conference papers
- Conference proceedings
- Instructional materials
- Lesson plans and teaching guides
- Essays, position papers
- Resource guides

### Identify Documents Suitable for ERIC

*Resources in Education* (RIE) and *Current Index to Journals in Education* (CIJE) constitute the ERIC database. Obtaining comprehensive information in each clearinghouse's scope area is a prime function of ERIC.

Individuals may voluntarily submit documents that they believe suitable to a clearinghouse's scope of work. ERIC partners and other organizations, agencies, state departments of education, professional associations, and university departments or school systems can also submit documents.

The types of documents sought for the ERIC database include the following (see Ready Reference #2):

- Research reports
- Program descriptions and evaluations
- Annotated bibliographies
- Curriculum guides
- Conference papers
- Conference proceedings
- Instructional materials
- Lesson plans and teaching guides
- Essays, position papers
- Resource guides

*Exercise: Select one document from the stack of sample documents or consider a document of your own. Determine whether or not the type of document you selected is suitable for ERIC. Discuss the issue with other workshop participants as you analyze the information and move to a decision.*

*If you determine that the type of document you selected is suitable for ERIC, continue with this lesson.*

*if you decide that the document is not suitable for ERIC, review other documents in the stack until you find one that is.*

## WHAT CRITERIA ARE USED TO SELECT DOCUMENTS?

- Suitability and responsiveness to current priorities
- Contribution to knowledge
- Relevance
- Innovative or new application of knowledge
- Effectiveness of presentation
- Responsiveness to current priorities
- Timeliness
- Authority of author, source, or sponsor
- Applicability to a broad audience
- Sensitivity to minority, ethnic, and gender concerns
- Balance on controversial issues
- Reproducibility
- Legibility

## Determine If the Document Meets the Established Criteria for Selection (Transparency #2.1)

Because ERIC is a selective database, subject specialists assess the appropriateness of documents for entry into RIE. The two primary criteria considered when assessing the appropriateness of a document are the needs of ERIC's wide audiences and whether the document fits the subject areas covered by the appropriate clearinghouse. Consider the following list of selection criteria as you decide whether to submit a document to ERIC.

- Suitability to the clearinghouse's scope of work

There are 16 ERIC clearinghouses, each focusing on a specific area of education. A list of these clearinghouses appears in Appendix A.

Documents submitted to a clearinghouse that are outside its scope, but of suitable quality, will be transferred to the appropriate clearinghouse. Documents deemed unsuitable will **not** be processed or transferred to other clearinghouses.

- Contribution to knowledge; significance

Documents should be based on well-designed experiments or orderly collections of data. Research reports, for example, are examined in terms of stated objectives; hypotheses tested; and methodology, conclusions, and recommendations.

- Relevance

Relevance is defined as the extent to which the document deals with issues that are current and of contemporary interest to the educational community.

- Innovativeness or new application of knowledge

This criterion refers to applicability of knowledge or methods to new areas or new problems.

- Effectiveness of presentation; thoroughness of reporting

Documents are rejected if they are poorly written, misuse the technical devices of their presentations, fail to provide sufficient infor-

mation to judge or follow up on the adequacy of their work, or offer conclusions that are not supported by data.

- Responsiveness to current priorities

Educational priorities are established by the governments and institutions responsible for the conduct of education. Priorities may be established at the national, regional, state, local, or professional level. Documents dealing with high priority issues are given special consideration.

- Timeliness

The document should be current in terms of the work being done in the area with which it is concerned.

- Authority of author, source, or sponsor
- Applicability to a broad audience
- Sensitivity to minority, ethnic, and gender concerns
- Balance on controversial issues
- Reproducibility
- Legibility

Because ERIC seeks to provide a total information system, including document availability as well as announcement and abstracting, reproducibility standards for RIE documents are of prime importance. If a document does not meet legibility and reproducibility standards, the processing staff will request a better copy before determining that the document must be rejected.

*Exercise: Review the document you selected to submit to ERIC. Assess the document against each of the criteria specified to determine if it has potential to pass the screening process for selection. Use the Selective Criteria Checklist on the next page to record your assessments.*



## SELECTION CRITERIA CHECKLIST

<u>YES</u>	<u>NO</u>	<u>Selection Criteria</u>
—	—	Suitability to the clearinghouse's scope of work
—	—	Contribution to knowledge
—	—	Relevance
—	—	Innovativeness or new application of knowledge
—	—	Effectiveness and thoroughness of reporting
—	—	Responsiveness to current priorities
—	—	Timeliness
—	—	Authority of author, source, or sponsor
—	—	Applicability to a broad audience
—	—	Sensitivity to minority, ethnic, and gender concerns
—	—	Balance on controversial issues
—	—	Reproducibility
—	—	Legibility

WHAT ARE SOME ADVANTAGES  
TO SUBMITTING DOCUMENTS  
TO ERIC?

- Free publicity
- Wide dissemination
- Quick retrievability

**Submit Suitable Documents to an ERIC Clearinghouse (Transparency #2.2)**

There are several advantages to submitting materials to ERIC. These include free publicity, wide dissemination, quick retrievability via online database search services, and the fact that ERIC documents never go out of print. ERIC sends a complimentary microfiche to each contributor when the document is announced in RIE.

Individuals who wish to submit documents to ERIC must follow these steps:

1. Identify the appropriate clearinghouse based on the relevance of the document to the clearinghouse's given educational area or scope.
2. Prepare one legible copy of the document. Documents should be easy to read with clear, dark type on white or light background. They may be typeset, typewritten, photocopied, or otherwise duplicated. Standard 8-1/2" x 11" paper is preferred. Very small type, light dot-matrix type, and dark colored paper do not reproduce well.
3. Complete a Reproduction Release Form. (A copy of this form appears in Appendix B.) The Reproduction Release Form gives ERIC permission to reproduce and disseminate the document, but does not preclude the author selling the publication or having it published elsewhere.
4. Mail the document and completed Reproduction Release Form to the appropriate ERIC clearinghouse, to the attention of the Acquisitions Coordinator. If you are unsure which clearinghouse is appropriate, mail the document and form to the ERIC Processing and Reference Facility.

*Exercise: Assume that you determined the document you assessed against the selection criteria meets those criteria. Complete the Reproduction Release form on the next page.*



**U.S. DEPARTMENT OF EDUCATION**  
Office of Educational Research and Improvement (OERI)  
Educational Resources Information Center (ERIC)



**REPRODUCTION RELEASE**  
(Specific Document)

**I. DOCUMENT IDENTIFICATION:**

Title:	
Author(s):	
Corporate Source:	Publication Date:

**II. REPRODUCTION RELEASE:**

In order to disseminate as widely as possible timely and significant materials of interest to the educational community, documents announced in the monthly abstract journal of the ERIC system, *Resources in Education* (RIE), are usually made available to users in microfiche, reproduced paper copy, and electronic/optical media, and sold through the ERIC Document Reproduction Service (EDRS) or other ERIC vendors. Credit is given to the source of each document, and, if reproduction release is granted, one of the following notices is affixed to the document.

If permission is granted to reproduce the identified document, please CHECK ONE of the following options and sign the release below.



← Sample sticker to be affixed to document

Sample sticker to be affixed to document →



**Check here**

Permitting  
microfiche  
(4" x 6" film),  
paper copy,  
electronic, and  
optical media  
reproduction.

"PERMISSION TO REPRODUCE THIS  
MATERIAL HAS BEEN GRANTED BY

\_\_\_\_\_  
Sample  
\_\_\_\_\_

TO THE EDUCATIONAL RESOURCES  
INFORMATION CENTER (ERIC)"

**Level 1**

"PERMISSION TO REPRODUCE THIS  
MATERIAL IN OTHER THAN PAPER  
COPY HAS BEEN GRANTED BY

\_\_\_\_\_  
Sample  
\_\_\_\_\_

TO THE EDUCATIONAL RESOURCES  
INFORMATION CENTER (ERIC)"

**Level 2**

**or here**

Permitting  
reproduction  
in other than  
paper copy.

**Sign Here, Please**

Documents will be processed as indicated provided reproduction quality permits. If permission to reproduce is granted, but neither box is checked, documents will be processed at Level 1.

"I hereby grant to the Educational Resources Information Center (ERIC) nonexclusive permission to reproduce this document as indicated above. Reproduction from the ERIC microfiche or electronic/optical media by persons other than ERIC employees and its system contractors requires permission from the copyright holder. Exception is made for non-profit reproduction by libraries and other service agencies to satisfy information needs of educators in response to discrete inquiries."	
Signature:	Position:
Printed Name:	Organization:
Address:	Telephone Number: (      )
	Date:

### III. DOCUMENT AVAILABILITY INFORMATION (FROM NON-ERIC SOURCE):

If permission to reproduce is not granted to ERIC, or, if you wish ERIC to cite the availability of the document from another source, please provide the following information regarding the availability of the document. (ERIC will not announce a document unless it is publicly available, and a dependable source can be specified. Contributors should also be aware that ERIC selection criteria are significantly more stringent for documents that cannot be made available through EDRS.)

Publisher/Distributor:	
Address:	
Price Per Copy:	Quantity Price:

### IV. REFERRAL OF ERIC TO COPYRIGHT/REPRODUCTION RIGHTS HOLDER:

If the right to grant reproduction release is held by someone other than the addressee, please provide the appropriate name and address:

Name and address of current copyright/reproduction rights holder:
Name:
Address:

### V. WHERE TO SEND THIS FORM:

Send this form to the following ERIC Clearinghouse:
---

If you are making an unsolicited contribution to ERIC, you may return this form (and the document being contributed) to:

ERIC Facility  
1301 Piccard Drive, Suite 300  
Rockville, Maryland 20850-4305  
Telephone: (301) 258-5500

## EVALUATION QUIZ

Select the correct conclusions for the following sentences:

1. *Resources in Education* (RIE) indexes and abstracts . . .  
☐ journals in education.  
☐ documents in education.
2. *Current Index to Journals in Education* (CIJE) indexes and abstracts . . .  
☐ journals in education.  
☐ documents in education.
3. When submitting a document to an ERIC Clearinghouse, you should make sure it is . . .  
☐ approved by subject specialists.  
☐ accompanied by a letter explaining why it is appropriate for ERIC.  
☐ suitable to that clearinghouse's scope of work.
4. When you submit a document to ERIC, you must also enclose . . .  
☐ an abstract of the document.  
☐ a signed Reproduction Release Form.  
☐ the names of two subject specialists to review the document against the established criteria for selection.

## LESSON THREE: HOW TO SEARCH ERIC

### OBJECTIVE:

The trainee will be able to choose appropriate ERIC descriptors and conduct (or have conducted) a manual or computer search of the ERIC database.

### REQUIRED MATERIALS:

Provided:

Transparency Packet for Lesson Three

QuickSearch Cards

*ERIC Search Aids*, Ready Reference #13

### INSTRUCTIONAL STRATEGY:

Present the information highlighted in bold and underlined. Use the transparencies in the Lesson Three Transparency Packet to reinforce the content of your presentation.

At the conclusion of your presentation for each section, have trainees answer the questions for that section.

Give trainees an opportunity to demonstrate their skill in searching ERIC (or in ordering a search) by completing the activities at the end of this lesson.

### EVALUATION:

At the conclusion of this lesson, have trainees complete the Evaluation Quiz at the end of Lesson Three.

## HOW TO SEARCH ERIC

### WHAT INFORMATION IS ON THE QUICKSEARCH CARDS?

- Step-by-step instruction for searching Dialog OnDisc ERIC and SilverPlatter
- Using the Thesaurus
- Searching by Document Type

### WHAT IS NECESSARY WHEN CONDUCTING THE FOLLOWING SEARCHES?

- Online search  
Requires having a contract with a vendor
- Manual search  
Requires access to abstract journals, RIE and CIJE
- CD-ROM search  
Requires using a computer and compact disc

### Select the Type of ERIC Search to Conduct (Transparency #3.1)

If you choose to have a professional searcher conduct your search, be sure you have a clear idea of what you want from the search. Typically, the searcher will ask questions to clarify the topic and determine any limitations on it. Some searchers will request a list of key words or descriptors to help them develop the search strategy. Others will just ask what is desired and develop the strategy from their own notes. Either way, it is important that the person making the request knows exactly what he or she wants as an outcome. Of the individuals who wish to conduct their own searches, some may access ERIC and other databases through their home or office computers.

(See the QuickSearch Cards included in this package. These cards contain step-by-step instructions for searching ERIC on Dialog OnDisc ERIC and SilverPlatter.)

**Internet.** For those who have full Internet service, connection for a search can be made to the university computer systems providing Internet access to ERIC resources—Harvard University, Auburn University, the University of Saskatchewan, State University System of Florida, and the University of North Carolina at Chapel Hill. Directions for connecting to each of the universities to search ERIC via the Internet are provided in Appendix E.

**Online searches.** This option requires time, expertise, equipment—a modem as well as computer, the corresponding telecommunications software, and a contract with one of the database vendors.

**Manual searches.** A manual search can be done at any library or center that subscribes to RIE and CIJE. To search ERIC manually requires the following steps:

1. Obtain monthly and cumulative issues of RIE and CIJE.
2. Look in the index under the descriptors identified for the search.
3. Read the titles (and abstracts) to find subject-relevant information.

**CD-ROM searches.** CD-ROM searches can be done at most university libraries. The library offering this search service will have directions on the information retrieval system for searching the ERIC database. Most university libraries have this technology.

**Choose Appropriate Descriptors** (*Transparency #3.2*)

**WHAT ARE ERIC DESCRIPTORS?**

- Subject index terms

Whether you are searching ERIC directly or having someone else search it for you, any search of the ERIC database requires identification of ERIC descriptors (subject index terms). The following steps describe how to choose appropriate descriptors for a given ERIC search.

1. Describe the topic you wish to investigate and summarize your description in sentence and paragraph form. Underline words and phrases that identify the key aspects of the topic.
2. Identify the subtopics of the information you wish to investigate—educational level, type of material desired, teaching method, and so forth. These subtopics will help to limit the search. For example, for the topic "computer-assisted instruction" (CAI) you could limit the search by looking only at CAI in postsecondary institutions, CAI implementation strategies, or CAI in science. The list of subtopics should specify the scope and limitations of the search.
3. Translate your topic and subtopics into ERIC descriptors (subject index terms). To do this consult the *Thesaurus of ERIC Descriptors*.



---

## SAMPLE ENTRY

### Social Studies

### Descriptor

Jul 1966

ADD DATE - date descriptor first used.

CIE: 3,578 RIE: 5,347

POSTING NOTE - number of times descriptor used in CIE and RIE.

SN Social studies consist of adaptations of knowledge from the social sciences for teaching purposes at the elementary and secondary levels of education

SN - SCOPE NOTE - brief statements of intended usage of descriptor. Useful when trying to decide among descriptors.

UF Social Studies Units (1966 1980)\*

UF - USE FOR - these terms are synonyms that are not used by ERIC.

NT Civics

NT - NARROWER TERM - terms with more specific meanings than the descriptor. Use the narrowest term appropriate to your need.

BT Curriculum  
Social Sciences

BT - BROADER TERM - terms whose meaning encompasses the descriptor, and more. Use if the first search retrieves too few citations.

RT Anthropology  
Controversial Issues (Course Content)  
Cultural Education  
Current Events  
Economics  
Geography  
History  
Locational Skills (Social Skills)  
Political Science  
Social Problems  
Social Science Research  
U.S. Government (Course)  
World Affairs

RT - RELATED TERM - terms that are synonyms for the descriptor. It is sometimes a good idea to use several RTs and combine them with OR when developing your search strategy.

---

*(Transparency #3.3)*

## WHY IS THE THESAURUS OF ERIC DESCRIPTORS USEFUL?

- It contains over 8,000 subject descriptors.
- It contains cross-references to all fields of education.
- It contains the descriptors used to index every document and journal article in the database.

## WHICH DEFINITIONS MATCH THE FOLLOWING DISPLAY TERMS?

SN  
UF  
NT  
BT  
RT

- a. a short note that describes the intended use of the descriptor
- b. a term whose meaning is broader than the descriptor
- c. a term that is related to the descriptor
- d. terms synonymous with the main term but not used by ERIC
- e. a term that is more specific or narrower than the descriptor

The Rotated Descriptor Display in the back of the Thesaurus may also be helpful. Also, read the introduction to the Thesaurus which contains information helpful to searches (e.g., ERIC indexing rules), and useful parts of the descriptor entry, such as the scope note and related and narrower terms.

The *Thesaurus of ERIC Descriptors* is the key to using the controlled vocabulary of the ERIC database. It contains over 8,000 subject descriptors and cross-references to all fields of education. These descriptors are used to index every document or journal article in the database.

4. Locate the descriptors you have identified in the Alphabetical Descriptor Display (the main part of the Thesaurus). Following is a sample entry for the topic "social studies." Note the information provided in this display for the descriptor.

- Read the Scope Notes (SN) for information on how ERIC uses the terms. A Scope Note (SN) is a brief statement of the intended usage of a descriptor. It may be used to clarify an ambiguous term or to restrict the usage of a term. Special indexing notes are often included. (See the description next to SN in the sample entry.)
- Note the Used For (UF) reference, which generally refers to terms synonymous with the main term but not used by ERIC. [For the sample entry, UF term is "social studies units" (1966 1980).]
- If the term you selected seems too broad, see if there is a Narrower Term (NT) that will fit. Always use the most specific, or narrowest, term that seems appropriate.
- If your search retrieves too few records, try again using a Broader Term (BT). Think of synonyms or related terms. You may choose to combine several of the Related Terms (RT) with your original term to

create a larger set; use the Boolean operator OR to connect similar descriptors.

5. Make a final list of the descriptors most likely to have been used in the indexing process to represent your topic.

*Exercise: Select a topic to investigate. List any subtopics relevant to the search you desire.*

*Use the Thesaurus of ERIC Descriptors to identify the descriptors you would use in conducting your search.*

*Find and record the ADD DATE, POSTING NOTE, SN, UF, NT, BT, and RT for the descriptor you select.*

*Determine any refinements or ways to limit or expand the search.*

### **Follow Proven Search Strategies**

#### **Search Using Subject Terms (Descriptors) with ANDs and ORs.**

Although the software used to search ERIC will depend on which system is used, all searching is based on Boolean logic: the computer creates sets of information based on the way you tell it to combine subject terms.

For example, to find out how computer networks can be used to improve high school students' writing, you could use the Thesaurus to find these subject descriptors: "computer networks," "high school students," and "writing skills."

If you want to find records that are indexed under all of these concepts, you would use the AND command to tell the computer to find the intersection of these three subsets.

If more information on this topic is needed, use the Thesaurus to locate additional relevant descriptors and add them to your concept sets by using the OR operator. When the OR command is used, documents and articles indexed with either descriptor are searched and combined in a set.

## WHAT OTHER WAYS CAN YOU SEARCH ERIC?

- By title
- By author
- By specific journal
- By audience
- By identifiers
- By publication or document type
- By year of publication

## Search by Title, Author, Specific Journal, or Audience (*Transparencies #3.4 and #3.5*)

To locate journal articles or other publications on a particular education topic, searching by descriptors (subject terms) is usually the best approach. There are other ways to search ERIC, such as by title, author, or specific journals.

If you cannot locate instructions for searching ERIC by title, author, or the approaches listed here, ask a librarian for help or call an ERIC clearinghouse. (Note that the details of how you search ERIC will vary depending on the software system, so, whenever possible, it is best to get instructions from someone who knows the system you are using.)

## Search by Identifiers

Identifiers are searchable key words not found in the *Thesaurus of ERIC Descriptors*. They are often proper names or concepts not yet represented by approved descriptors. Identifiers are used to index geographic locations, personal names, test or program names, specific legislation, and so forth. Examples include: Curry Test of Critical Thinking, Gallaudet College DC, Japan United States Textbook Study Project, and Piaget (Jean).

## Search by Publication Type (also called Document Type)

In addition to being indexed according to descriptors and identifiers, ERIC documents are categorized by their form of publication. You may want to specify document types in your search strategy to locate particular kind of document, such as teaching guides, research/technical reports, tests/evaluation instruments, or books.

A complete list of ERIC publication/document types appears in the *Thesaurus of ERIC Descriptors*. (See Appendix C for this information.)

## Limit Search by Year of Publication

A search can be limited by the publication dates of documents and articles. For example, you may know before running your search that you want materials only from the last 5 or 10 years. The year of publication can be included as a limiting

factor in your original search strategy, or it can be used to modify a search if you find more abstracts than you need.

### **Conduct Free-Text Searching**

Free-text searching enables you to search for unique words and phrases found in titles or abstracts. This approach is useful if you do not know the best descriptor to use, or know that there is no indexing term for a concept. For example, you could search the phrase "Head Start" to locate information on that topic. (The results of this search would show you that "Project Head Start" is searchable as an identifier.)

*Exercise: Conduct a manual or CD-ROM computer search for the topic of "cultural influences" and modify with "classroom communication."*

*Find three documents and three journal articles relevant to the topic of interest. Highlight whether the abstracts are of documents (EDs) or journal articles (EJs). (Transparencies #3.6 and #3.7 are sample ED and EJ resumes.)*

## EVALUATION QUIZ

1. Select the five steps to follow in choosing a descriptor for a given search.
  - \_\_\_ Describe the topic you wish to investigate and list key words to describe it.
  - \_\_\_ Look up the rules for indexing in the *Thesaurus of ERIC Descriptors*
  - \_\_\_ Locate all documents identified with ED numbers.
  - \_\_\_ Identify subtopics of the information.
  - \_\_\_ Translate topics and subtopics into ERIC descriptors.
  - \_\_\_ List the descriptors alphabetically.
  - \_\_\_ Select descriptors that have been used over 3,000 times in RIE and CIJE.
  - \_\_\_ Locate descriptors in the alphabetical descriptor display.
  - \_\_\_ Make a final list of descriptors to use in the database search.
  
2. Find the descriptor Teacher Evaluation in the Alphabetical Descriptor Display in the Thesaurus. Copy the information for the following:
  - Scope Note (SN)
  - Use For (UF)
  - Narrower Term (NT)
  - Broader Term (BT)
  - Related Term (RT)
  
3. Conduct a manual or CD-ROM search for documents and journal articles on TOTAL QUALITY MANAGEMENT in Postsecondary Institutions/Community Colleges following these steps:
  - a. Locate the abstracts of five relevant documents and journal articles.
  - b. Copy the abstracts.
  - c. Note the ED or EJ number for each.
  - d. Highlight the author's name for the document or journal article.
  - e. Identify the type of document or name of journal noted in the abstract.

## **LESSON FOUR: HOW TO ACCESS ERIC PRINT MATERIALS AND OTHER SERVICES**

### **OBJECTIVE:**

The trainee will be able to obtain copies of documents and journal articles found in the ERIC database and consult ERIC Clearinghouse staff for information and/or services.

### **REQUIRED MATERIALS:**

Transparency packet for Lesson Four

### **INSTRUCTIONAL STRATEGY:**

Present the information highlighted in bold and underlined. Use the transparencies in Lesson Four Transparency Packet to reinforce the content of your presentation.

At the conclusion of your presentation for each section, have trainees answer the questions for that section.

Give trainees an opportunity to demonstrate their skill in obtaining copies of documents and journal articles described in the ERIC database and information from ERIC Clearinghouse staff by completing the activities at the end of this lesson.

### **EVALUATION:**

At the conclusion of this lesson, have trainees complete the Evaluation Quiz at the end of Lesson Four.

## HOW TO ACCESS ERIC PRINT MATERIALS AND OTHER SERVICES

### WHAT ARE ED- AND EJ-MARKED ITEMS?

ED items: documents

EJ items: journal articles

### Obtain Copies of Documents and Journal Articles (Transparencies #4.1 and #4.2)

The materials described in the ERIC database have either an "ED" or an "EJ" number.

Those identified with "ED" followed by six digits are documents. You can get the full text of most EDs by going to a library or other site with an ERIC microfiche collection. Over 1,000 libraries throughout the world subscribe to this collection. To locate the ERIC collection in your area, call any ERIC component. Most libraries or facilities having microfiche collections will have other ERIC services such as microfiche reproduction and searching.

Microfiche and paper copies of most ED items may be ordered from ERIC Document Reproduction Services (EDRS) in Alexandria, VA; phone (800) 443-ERIC. (Or, you may use the order form that is included in Appendix D.) Orders may also be placed directly with the producer (if one is listed in the "Availability" field of the ERIC database record). Many ERIC information service providers also have a reproduction service.

Items identified with "EJ" followed by six digits are articles from education journals. You can get many of these journals at research or university libraries or by requesting them through interlibrary loan. Reprints are also available from several article reproduction services, including—

- University Microfilms International (UMI)  
(800) 521-0600 ext. 2786
- Institute for Scientific Information (ISI)  
(800) 523-1850

EJ items are not available on microfiche or by ordering from EDRS.

**Exercise:** Discuss with other trainees which local libraries or other sites have an ERIC microfiche collection. Make a note of these.

Complete the EDRS document order form in Appendix D for one of the documents you identified.



## WHERE CAN YOU OBTAIN ERIC SERVICES?

- ACCESS ERIC
- ERIC Document Reproduction Service (EDRS)
- ERIC Processing and Reference Facility
- AskERIC on the Internet
- AskERIC on Commercial Networks
- ERIC Clearinghouses
- University libraries

## Obtain Other Information and/or Services from ERIC (Transparencies #4.3 to #4.5)

ERIC provides many services that are accessible by telephone using a toll-free number:

### **ACCESS ERIC (800) LET-ERIC**

- Answers questions about ERIC and its products and services
- Helps you locate a place to do an ERIC database search
- Refers you to appropriate sources for education information
- Produces systemwide publications
- Provides ERIC information on commercial computer networks

### **ERIC Document Reproduction Service (EDRS) (800) 443-ERIC**

- Offers the full text of most ERIC documents in microfiche and paper copy
- Provides ERIC microfiche collections to more than 1,000 institutions
- Produces specialized microfiche collections

### **ERIC Processing and Reference Facility (800) 799-ERIC**

- Coordinates database building and maintenance
- Provides machine-readable tapes of the ERIC database and *ERIC Digests Online*
- Publishes the *ERIC Identifier Authority List*

---

**AskERIC on the Internet at  
askeric@ericir.syr.edu (Transparencies #4.6)**

This service is a free Internet-based question-answering and education reference and referral service. It is available to anyone looking for education-related materials or information. Within 48 hours, you will receive a response that may include the full text of ERIC Digests, a mini-search of the ERIC database, or referrals to resource organizations. (See Appendix E.)

The ASKERIC Gopher also includes an electronic library of lesson plans, ERIC publications, reference tools, and access to other Gopher sites.

**AskERIC on Commercial Networks  
(800) LET-ERIC (Transparency #4.7)**

This service provides ERIC information ranging from full-text brochures and ERIC Digests to prepared database searches. It is available on various commercial networks, including—

- America Online
- America Tomorrow
- CompuServe
- GTE Educational Network Services

**Obtain Technical Assistance (Transparencies #4.8 and #4.9)**

ERIC clearinghouse staff are always ready to inform and train users on the ERIC system. Arrangements can be made to enlist ERIC staff to conduct workshops on any aspect of ERIC. ERIC also maintains booths at many professional conferences where staff are ready to answer questions and provide help. Clearinghouse staff also make presentations and offer workshops at meetings of many education-related organizations.

*Exercise: List questions you would like answered by ERIC clearinghouse staff.*

## EVALUATION QUIZ

1. Describe in one paragraph how you would obtain copies of documents and journal articles (in person or through orders).
2. List services you plan to use and explain how those services will be useful to you.

# ERIC QuickSearch Card

## ERIC Publication Types

Code	Publication Type
010	BOOKS
020	COLLECTED WORKS
021	— General
022	— Conference Proceedings
022	— Serials
030	CREATIVE WORKS (Literature, Drama, Fine Arts)
040	DISSERTATIONS/THESES
041	— Undetermined
042	— Doctoral Dissertations
043	— Masters Theses
043	— Practicum Papers
050	GUIDES
051	— General
052	— Classroom Use
052	— Instructional Materials (for Learner)
055	— Teaching Guides
055	— Nonclassroom Use (for administrative and support staff, teachers, parents, clergy, researchers, counselors, or others in nonclassroom situations)
060	HISTORICAL MATERIALS
070	INFORMATION ANALYSES (state-of-the-art papers, research summaries, reviews of the literature)
071	— ERIC Information Analysis Product
072	— Book/Product Reviews
073	— ERIC Digests (Selected) in Full Text
080	JOURNAL ARTICLES
090	LEGAL/LEGISLATIVE/REGULATORY MATERIALS
100	AUDIOVISUAL/NONPRINT MATERIALS
101	— Computer Programs
102	— Machine-Readable Data Files
110	STATISTICAL DATA
120	VIEWPOINTS (Position Papers, Opinion Papers, Essays)
130	REFERENCE MATERIALS
131	— General
132	— Bibliographies/Annotated Bibliographies
133	— Directories/Catalogs
133	— Geographic Materials/Maps
134	— Vocabularies/Classifications/Dictionaries
140	REPORTS
141	— General
142	— Descriptive (i.e., Project Descriptions)
142	— Evaluative/Feasibility
143	— Research/Technical
150	SPEECHES, CONFERENCE PAPERS
160	TESTS, EVALUATION INSTRUMENTS
170	TRANSLATIONS
171	— Multilingual/Bilingual Materials



Clearinghouse on Adult, Career,  
and Vocational Education

## ERIC QuickSearch Card

The ERIC database contains many types of publications. Each document and journal article in the database is assigned a Publication Type Code that is searchable online and on CD-ROM. Combine the publication type with your subject matter terms to limit your results.

### **DIALOG (Online or CD-ROM Command Search)\***

Access using the prefix **DT=** followed by the appropriate Publication Type Code

Example: **DT=143** and vocational education

This will retrieve research and technical reports in vocational education.

\*For CD-ROM Easy Menu Search, use Document Type search option

### **BRS (Online only)**

Access using the Publication Type Code followed by **.pt.**

Example: **052.pt.** and adult-literacy

This will retrieve teaching guides in adult literacy.

### **SilverPlatter (CD-ROM only)**

Access using the Publication Type Code followed by **in dt**

Example: **120 in dt** and career-change

This will retrieve viewpoints and opinion papers regarding career change.



Clearinghouse on Adult, Career,  
& Vocational Education

Center on Education and Training for Employment, The Ohio State University  
1900 Kenny Road • Columbus, OH 43210 • 614-292-4353 • 800-848-4815 • Fax. 614-292-1260

# ERIC QuickSearch Card

## Sample Citations Using Dialog Field Labels

### Document Citation

AN ED345021  
 CH CE061053  
 TI Illinois Tech Prep Planning Strategies.  
 CS Illinois Univ., Urbana. Dept. of Vocational and Technical Education.  
 PY Aug 1991  
 NT 117p.; For a related document, see CE 061 054.  
 SP Illinois State Board of Education, Springfield. Dept. of Adult, Vocational and Technical Education.  
 AV EDRS Price - MF01/PC05 Plus Postage.  
 DT Document Type: NON-CLASSROOM MATERIAL (055)  
 JA RIEOCT92  
 GL State  
 TA Practitioners  
 AB This tech prep planning handbook is based on the research conducted at the Office of Community College Research and Leadership, University of Illinois at Urbana-Champaign. The study involved information gathering procedures at each of the 17 tech prep pilot sites about their planning activities. Seven sections are included: (1) tech prep in Illinois; (2) applying the tech prep planning process; (3) involving key groups in planning tech prep; (4) developing the components of tech prep—local policies, staff development, articulated curriculum, curriculum development, written agreements, guidance and counseling, marketing, and business/industry collaboration; (5) putting tech prep into action; (6) evaluating the tech prep plan; and (7) four appendices—contributors, words of advice, 1990-1991 Tech Prep Initiatives' Profiles, and 15 suggested resources. (NLA)  
 DE \*Articulation (Education); Curriculum Development; Educational Cooperation; \*Educational Planning; High Schools; Program Evaluation; \*Program Guides; Program Implementation; \*School Business Relationship; Two Year Colleges; Vocational Education  
 ID Illinois; \*Tech Prep

### Journal Citation

AN EJ434094  
 CH CE523103  
 TI Invited Papers on the Carl D. Perkins Vocational and Applied Technology Education Act.  
 AU Anderson-Yates, Marcia; And Others  
 JN Journal of Studies in Technical Careers, v51 n4 p277-305 Nov 1991  
 DT JOURNAL ARTICLE (080); POSITION PAPER (120)  
 JA CIJMAR92  
 AB Includes "A New Vocational Education Act" (Anderson-Yates, Washburn); "Program Evaluation and Improvement under Perkins 1990" (Stadt); "The U.S. Department of Education's Perspective of Postsecondary Technical Training Needs" (Brand); and "The Tech Prep/Associate Degree Program" (Parnell). (JOW)  
 DE \*Educational Change; \*Federal Legislation; Futures (of Society); Postsecondary Education; Program Evaluation; Program Improvement; \*School District Autonomy; Secondary Education; Special Needs Students; \*Technical Education; \*Vocational Education  
 ID \*Carl D Perkins Voc and Appl Techn Educ Act 1990; \*Tech Prep



Clearinghouse on Adult, Career,  
& Vocational Education

Center on Education and Training for Employment, The Ohio State University  
 1900 Kenny Road • Columbus, OH 43210 • 614-292-4353 • 800-848-4815 • Fax. 614-292-1260

# ERIC QuickSearch Card

## Field Labels

	Dialog	BRS	SilverPlatter
ERIC Accession Number	AN=ED123456	.AN.	in AN
Clearinghouse Accession Number	AN=CE123456	.CH.	in CHN
Clearinghouse Prefix	CH=	.CH.	in CH
Title	/TI	.TI.	in TI
Author	AU=	.AU.	in AU
Publication Date	PY=	.YR.	in PY
Journal Citation	JN=	.SO.	in JN
Publication Type	DT=	.PT.	in DT
Abstract/Annotation	/AB	.AB.	in AB
Institution (Preparing)	CS=	.IN.	in CS
Sponsoring Agency	SP=	.SN.	in SP
Descriptor	/DE; /maj	.MJ.(major); .MN. (minor)	in DE; DEM (major)
Identifier	/ID; /maj	.ID.	in ID; IDM (major)



Clearinghouse on Adult, Career,  
and Vocational Education

# ERIC QuickSearch Card

## Search Steps

- |                                  |   |
|----------------------------------|---|
| <b>Develop search strategy</b>   | Know exactly what you are looking for. Be as specific as possible. Use the <i>Thesaurus of ERIC Descriptors</i> or the <i>ERIC Identifier Authority List</i> to select terms that describe your topic. Separate your topic into concepts such as vocational education, adult literacy, secondary education; translate those concepts into ERIC descriptors; limit as necessary. Sometimes, condensing your search question into a single written sentence helps to clarify the topic and simplify the strategy. |
| <b>Begin your search</b>         | Log on to the system and begin a new search.  |
| <b>Enter search terms</b>        | Separately type the terms selected for each concept using the <b>OR</b> operator. When all concepts are selected, use the <b>AND</b> operator to combine them.  |
| <b>Limit your search</b>         | Limit the output by year, by document type, by major descriptor, or by foreign language.  |
| <b>Display results</b>           | To ensure that the materials that you have retrieved are relevant, look at some of the citations.   |
| <b>Print or download results</b> | Select citations that are relevant and either download the results to a diskette or print them.   |



Clearinghouse on Adult, Career,  
& Vocational Education

Center on Education and Training for Employment, The Ohio State University  
1900 Kenny Road • Columbus, OH 43210 • 614-292-4353 • 800-848-4815 • Fax 614-292-1260



# ERIC QuickSearch Card

## Frequently Used Commands

Command	Dialog	BRS	SilverPlatter
Select terms	ss vocational education ss adults/df ss adult/de	vocational-education.mj. adults.mj,mn. adult.de.	vocational-education adults- in de adult in de
Combine	ss s1 or s3 ss s5 and s7	1 and 3 2 or 4	#1 and #3 #6 or #7
by language by accession number to major descriptor to language	l3/eng l5/ed123456-ed999999 l6/maj la=german (combine with appropriate set)	..l/1 lg=eng job-skills.mj. sp.lg. (combine)	la=spanish job-skills in dem spanish in la (combine either)
Print Offline	p6/5/all p7/7/1,3,5-7	..po 1 all/doc-1- 10/id=smith,john	N/A
Print Online	t6/5/all t4/3/1,5,9-11	..p 2 an,au,ti/doc=1-10	menu command



Clearinghouse on Adult, Career,  
and Vocational Education

# ERIC QuickSearch Card

## Using the ERIC Thesaurus on Dialog Ondisc ERIC

All documents and journal articles in the ERIC database are assigned standardized terms from the *Thesaurus of ERIC Descriptors* to assist in locating relevant material. Searching by descriptor allows you to conduct a more precise search. In addition to descriptors, ERIC also uses identifiers to index materials. Identifiers are key words not found in the thesaurus. They are often proper names or concepts not yet represented by approved descriptors. Identifiers are used to index geographic locations, personal names, test or program names, legislation, and so forth. They are listed in the *ERIC Identifier Authority List (IAL)*. If you do not have a print copy of the thesaurus or IAL, and are searching ERIC on CD-ROM, you can easily locate appropriate terms.

### SELECT:

Begin a new search

### SEARCH OPTIONS, select:

ERIC subject headings

Type your term

A list of terms appears that includes the word or phrase you typed, the number of records containing that term, and the number of related terms. Any term with related terms and/or a large number of postings will be a descriptor or an identifier. Press F10 when you have selected all relevant terms.

### Major ERIC subject headings

An additional option is to select Major ERIC subject headings. When you type a term, the number of records in which it appears as a major descriptor or identifier will be given. If the term is not a descriptor, the number will be zero.

Major subject headings will identify only those records in which your topic is the major focus of the document or journal article. You will retrieve fewer citations but they will be more precise.

### Minor ERIC subject headings

Terms that are not usually majored include the mandatory educational level descriptors such as ELEMENTARY EDUCATION, SECONDARY EDUCATION, or ADULT EDUCATION; terms that identify document types or parts of the document such as CURRICULUM GUIDES, TABLES (DATA), or QUESTIONNAIRES; or the term FOREIGN COUNTRIES, which is used to designate material that is about or from a country outside of the United States. These will be majored only if they are the primary focus of the document.



Clearinghouse on Adult, Career,  
& Vocational Education

Center on Education and Training for Employment, The Ohio State University  
1900 Kenny Road • Columbus, OH 43210 • 614-292-4353 • 800-848-4815 • Fax. 614-292-1260

# ERIC QuickSearch Card

## Using the ERIC Thesaurus on SilverPlatter

All documents and journal articles in the ERIC database are assigned standardized terms from the *Thesaurus of ERIC Descriptors* to assist in locating relevant material. Searching by descriptor allows you to conduct a more precise search. In addition to descriptors, ERIC also uses identifiers to index materials. Identifiers are key words not found in the thesaurus. They are often proper names or concepts not yet represented by approved descriptors. Identifiers are used to index geographic locations, personal names, test or program names, legislation, and so forth. They are listed in the *ERIC Identifier Authority List* (IAL). If you do not have a print copy of the thesaurus or IAL, and are searching ERIC on CD-ROM, you can easily locate appropriate terms.

If you know the descriptor or identifier you want to search:

### FIND:

For Descriptors:

Enter with hyphens separating words:  
**VOCATIONAL-EDUCATION**

If the descriptor has only one word:  
**ADULTS IN DE** (descriptor)

To select major terms:  
**PROFESSIONAL-DEVELOPMENT IN DEM** (descriptor, major)

For Identifiers:

**CAREER-RESOURCE-CENTERS IN IDM** (identifier, major)

*If you don't know the terms you want to select, choose F9. (You can also press ESC and a menu command will appear. Select T for Thesaurus.) You will be asked to type a word or phrase and a list of terms will appear. Select from that list.*



Clearinghouse on Adult, Career,  
and Vocational Education

# ERIC QuickSearch Card

## Searching ERIC on Dialog OnDisc ERIC

### *DIALOG Easy Menu Search*

Select: **Begin a new search**

Search Options:

#### **ERIC Subject Headings**

Type your term

A list of terms appears that includes the word or phrase you typed, the number of records containing the term, and the number of related terms. Any term with related terms or a large number of postings will be a descriptor or identifier. Press **F10** when you have selected all relevant terms.

#### **Limit with additional concepts**

Select **ERIC Subject Headings**, **Publication Year**, **Document Type**, or another limiting option. When you have typed the delimiter, again press **F10**. Depending upon the number of citations remaining, you may want to limit further or display results.

#### **Display results**

You can choose how much of a citation you want to see—all of it, titles only, authors and titles, or the other options listed.

#### **Mark records**

Press **F7** to mark those records that you want to print or download.

#### **Print/Transfer results**

Press **F8** either to print or transfer to diskette the citations you have chosen. You will be asked which of the records you want. If you select transfer, be sure to include the correct computer drive in your filename: **a:filename**. Should you decide to transfer the records, you can then call them up on a word processor and manipulate them as needed.



Clearinghouse on Adult, Career,  
& Vocational Education

Center on Education and Training for Employment, The Ohio State University  
1900 Kenny Road • Columbus, OH 43210 • 614-292-4353 • 800-848-4815 • Fax. 614-292-1260

# ERIC QuickSearch Card

## Searching ERIC on SilverPlatter

**FIND:** Type the terms you want to search. If you are using ERIC descriptors or identifiers, separate words in a phrase with a hyphen, e.g., **vocational-education**. If you are searching a single word descriptor, you can put a hyphen at the end, e.g., **adults-**, or add a field label, e.g., **disabilities in dem**. You will retrieve those documents or journal articles indexed with that descriptor. Adding **dem** limits the search to those items indexed with a major descriptor.

Enter all possible terms for a single concept, separating them with the Boolean operator **OR**, e.g., **career-education OR career-awareness OR career-guidance**.

When all terms have been entered, combine the concepts with the Boolean operator **AND**, e.g., **#5 AND secondary-education**, or **#5 AND #8**.



Clearinghouse on Adult, Career,  
and Vocational Education

**Appendix A**  
**The ERIC Clearinghouses**



## NETWORK COMPONENTS

---

The ERIC network of organizations is comprised of the following major components:

- **ERIC Program Office**

The central funding and monitoring unit within the U.S. Department of Education, Office of Educational Research and Improvement (OERI). Responsible for overall management of the ERIC network.

Educational Resources Information Center (ERIC)  
Office of Educational Research and Improvement (OERI)  
U.S. Department of Education  
555 New Jersey Avenue, NW  
Washington, DC 20208-5720

Telephone: 202-219-2289  
FAX: 202-219-1817  
Internet: eric@inet.ed.gov

- **ERIC Clearinghouses**

Sixteen contractors from the academic and not-for-profit sectors, each responsible for collecting the significant educational literature within their particular scope of interest area (e.g., career education), selecting the highest quality and most relevant material, processing (i.e., cataloging, indexing, abstracting) the selected items for input to the database, and also for synthesizing the literature and providing information analysis products (e.g., Digests) and various user services. (See list on p. 2-3.)

- **Adjunct ERIC Clearinghouses**

Various organizations that cooperate with ERIC Clearinghouses at no cost to ERIC to cover a particular specialized area of education in which they have a special interest, e.g., consumer education. (See list on p. 4.)

- **ERIC Support Components**

Four components providing various specialized technical services in support of the ERIC Program Office, ERIC Clearinghouses, and each other: e.g., centralized database management and abstract journal production, document delivery and micrographics, outreach and user services, and commercial publishing (*Current Index to Journals in Education* (CJIE) and *ERIC Thesaurus*). (See list on p.4.)

## ERIC Clearinghouse on ADULT, CAREER, AND VOCATIONAL EDUCATION (CE)

Ohio State University  
Center on Education and Training for Employment  
1900 Kenny Road  
Columbus, Ohio 43210-1090  
Telephone: 614-292-4353; 800: 800-848-4815  
FAX: 614-292-1260  
Internet: ericacve@magnus.acs.ohio-state.edu

All levels of adult and continuing education from basic literacy training through professional skill upgrading. The focus is upon factors contributing to the purposeful learning of adults in a variety of life situations usually related to adult roles (e.g., occupation, family, leisure time, citizenship, organizational relationships, retirement, and so forth). Includes input from Adjunct ERIC Clearinghouse on Consumer Education.

## ERIC Clearinghouse on ASSESSMENT AND EVALUATION (TM)

Catholic University of America  
210 O'Boyle Hall  
Washington, DC 20064-4035  
Telephone: 202-319-5120; 800: 800-464-ERIC (3742)  
FAX: 202-319-6692  
Internet: eric\_ae@cua.edu

All aspects of tests and other measurement devices. The design and methodology of research, measurement, and evaluation. The evaluation of programs and projects. The application of tests, measurement, and evaluation devices/instrumentation in education projects and programs. Includes input from Adjunct ERIC Clearinghouse for the Test Collection.

## ERIC Clearinghouse for COMMUNITY COLLEGES (JC)

University of California at Los Angeles (UCLA)  
3051 Moore Hall  
405 Hilgard Avenue  
Los Angeles, California 90024-1564  
Telephone: 310-825-3931; 800: 800-832-8256  
FAX: 310-206-8095  
Internet: eeh3usc@mvs.oac.ucla.edu

Development, administration, and evaluation of two-year public and private community and junior colleges, technical institutes, and two-year branch university campuses. Two-year college students, faculty, staff, curricula, programs, support services, libraries, and community services. Linkages between two-year colleges and business/industrial/community organizations. Articulation of two-year colleges with secondary and four-year postsecondary institutions.

## ERIC Clearinghouse on COUNSELING AND STUDENT SERVICES (CG)

University of North Carolina at Greensboro  
School of Education  
101 Park Building  
Greensboro, North Carolina 27412-5001  
Telephone: 910-334-4114; 800: 800-414-9769  
FAX: 910-334-4116  
Internet: ericass@iris.uncg.edu

Preparation, practice, and supervision of counselors at all educational levels and in all settings. Theoretical development of counseling and guidance, including the nature of relevant human characteristics. Use and results of personnel practices and procedures. Group process (counseling, therapy, dynamics) and case work.

## ERIC Clearinghouse on DISABILITIES AND GIFTED EDUCATION (EC)

Council for Exceptional Children (CEC)  
1920 Association Drive  
Reston, Virginia 22091-1569  
Telephone: 703-264-9474; 800: 800-328-0272  
FAX: 703-264-9494  
Internet: ericcec@inet.ed.gov

All aspects of the education and development of persons (of all ages) who have disabilities or who are gifted, including the delivery of all types of education-related services to these groups. Includes prevention, identification and assessment, intervention, and enrichment for these groups, in both regular and special education settings.

## ERIC Clearinghouse on EDUCATIONAL MANAGEMENT (EA)

University of Oregon  
1787 Agate Street  
Eugene, Oregon 97403-5207  
Telephone: 503-346-5043; 800: 800-438-8841  
FAX: 503-346-2334  
Internet: ppiele@oregon.uoregon.edu

All aspects of the governance, leadership, administration, and structure of public and private educational organizations at the elementary and secondary levels, including the provision of physical facilities for their operation.

## ERIC Clearinghouse on ELEMENTARY AND EARLY CHILDHOOD EDUCATION (PS)

University of Illinois  
805 West Pennsylvania Avenue  
Urbana, Illinois 61801-4897  
Telephone: 217-333-1386; 800: 800-583-4135  
FAX: 217-333-3767  
Internet: ericeece@ux1.cso.uiuc.edu

All aspects of the physical, cognitive, social, emotional, educational, and cultural development of children, from birth through early adolescence. Among the topics covered are: prenatal and infant development and care; parent education; home and school relationships; learning theory research and practice related to children's development; preparation of early childhood teachers and caregivers; and educational programs and community service for children.

## ERIC Clearinghouse on HIGHER EDUCATION (HE)

George Washington University  
One Dupont Circle, N.W., Suite 630  
Washington, DC 20036-1183  
Telephone: 202-296-2597; 800: 800-773-ERIC (3742)  
FAX: 202-296-8379  
Internet: eriche@inet.ed.gov

All aspects of the conditions, programs, and problems at colleges and universities providing higher education (i.e., four-year degrees and beyond). This includes: governance and management; planning; finance; inter-institutional arrangements; business or industry programs leading to a degree; institutional research at the college/university level; Federal programs; legal issues and legislation; professional education (e.g., medicine, law, etc.) and professional continuing education.

## ERIC Clearinghouse on INFORMATION & TECHNOLOGY (IR)

Syracuse University  
Center for Science and Technology, 4th Floor, Room 194  
Syracuse, New York 13244-4100  
Telephone: 315-443-3640  
800: 800-464-9107  
FAX: 315-443-5448  
Internet: eric@ericir.syr.edu

AskERIC (Question-answering  
service via Internet):  
askeric@ericir.syr.edu  
Telephone: 315-443-9114



# ERIC CLEARINGHOUSES

Educational technology and library/information science at all academic levels and with all populations, including the preparation of professionals. The media and devices of educational communication, as they pertain to teaching and learning (in both conventional and distance education settings). The operation and management of libraries and information services. All aspects of information management and information technology related to education.

## **ERIC Clearinghouse on LANGUAGES AND LINGUISTICS (FL)** **Center for Applied Linguistics (CAL)**

1118 22nd Street, N.W.  
Washington, DC 20037-0037  
Telephone: 202-429-9292; 800: 800-276-9834  
FAX: 202-659-5641  
Internet: [eric@cal.org](mailto:eric@cal.org)

Languages and language sciences. All aspects of second language instruction and learning in all commonly and uncommonly taught languages, including English as a second language. Bilingualism and bilingual education. Cultural education in the context of second language learning, including intercultural communication, study abroad, and international educational exchange. All areas of linguistics, including theoretical and applied linguistics, sociolinguistics, and psycholinguistics. Includes input from Adjunct ERIC Clearinghouse on ESL Literacy Education.

## **ERIC Clearinghouse on READING, ENGLISH, AND COMMUNICATION (CS)**

Indiana University  
Smith Research Center, Suite 150  
2805 East 10th Street  
Bloomington, Indiana 47408-2698  
Telephone: 812-855-5847; 800: 800-759-4723  
FAX: 812-855-4220  
Internet: [ericcs@ucs.indiana.edu](mailto:ericcs@ucs.indiana.edu)

Reading and writing, English (as a first language), and communications skills (verbal and nonverbal), kindergarten through college. Includes family or intergenerational literacy. Research and instructional development in reading, writing, speaking, and listening. Identification, diagnosis, and remediation of reading problems. Speech communication (including forensics), mass communication (including journalism), interpersonal and small group interaction, oral interpretation, rhetorical and communication theory, and theater/drama. Preparation of instructional staff and related personnel in all the above areas.

## **ERIC Clearinghouse on RURAL EDUCATION AND SMALL SCHOOLS (RC)**

Appalachia Educational Laboratory (AEL)  
1031 Quarrier Street, P.O. Box 1348  
Charleston, West Virginia 25325-1348  
Telephone: 304-347-0465; 800: 800-624-9120  
FAX: 304-347-0487  
Internet: [u56d9@wvnm.vwnet.edu](mailto:u56d9@wvnm.vwnet.edu)

Curriculum and instructional programs and research/evaluation efforts that address the education of students in rural schools or districts, small schools wherever located, and schools of districts wherever located that serve American Indian and Alaskan natives, Mexican Americans, and migrants, or that have programs related to outdoor education. Includes the cultural, ethnic, linguistic, economic, and social conditions that affect these educational institutions and groups. Preparation programs, including related services, that train education professionals to work in such contexts.

## **ERIC Clearinghouse for SCIENCE, MATHEMATICS, AND ENVIRONMENTAL EDUCATION (SE)**

Ohio State University

1929 Kenny Road  
Columbus, Ohio 43210-1080  
Telephone: 614-292-6717; 800: 800-276-0462  
FAX: 614-292-0263  
Internet: [ericse@osu.edu](mailto:ericse@osu.edu)

Science, mathematics, engineering/technology, and environmental education at all levels. The following topics when focused on any of the above broad scope areas: applications of learning theory; curriculum and instructional materials; teachers and teacher education; educational programs and projects; research and evaluative studies; applications of educational technology and media.

## **ERIC Clearinghouse for SOCIAL STUDIES/ SOCIAL SCIENCE EDUCATION (SO)**

Indiana University  
Social Studies Development Center  
2805 East 10th Street, Suite 120  
Bloomington, Indiana 47408-2698  
Telephone: 812-855-3838; 800: 800-266-3815  
FAX: 812-855-0455  
Internet: [ericso@ucs.indiana.edu](mailto:ericso@ucs.indiana.edu)

All aspects of Social Studies and Social Science Education, including values education (and the social aspects of environmental education and sex education), international education, comparative education, and cross-cultural studies in all subject areas (K-12). Ethnic heritage, gender equity, aging, and social bias/discrimination topics. Also covered are music, art, and architecture as related to the fine arts. Includes input from Adjunct ERIC Clearinghouses for U.S.-Japan Studies, Art Education, and Law-Related Education.

## **ERIC Clearinghouse on TEACHING AND TEACHER EDUCATION (SP)**

American Association of Colleges for Teacher Education (AACTE)  
One Dupont Circle, N.W., Suite 610  
Washington, DC 20036-1186  
Telephone: 202-293-2450; 800: 800-822-9229  
FAX: 202-457-8095  
Internet: [ericsp@inet.ed.gov](mailto:ericsp@inet.ed.gov)

School personnel at all levels. Teacher recruitment, selection, licensing, certification, training, preservice and inservice preparation, evaluation, retention, and retirement. The theory, philosophy, and practice of teaching. Organization, administration, finance, and legal issues relating to teacher education programs and institutions. All aspects of health, physical, recreation, and dance education. Includes input from Adjunct ERIC Clearinghouse on Clinical Schools.

## **ERIC Clearinghouse on URBAN EDUCATION (UD)**

Teachers College, Columbia University  
Institute for Urban and Minority Education  
Main Hall, Room 303, Box 40  
525 West 120th Street  
New York, New York 10027-9998  
Telephone: 212-678-3433; 800: 800-601-4868  
FAX: 212-678-4048  
Internet: [eric-cue@columbia.edu](mailto:eric-cue@columbia.edu)

The educational characteristics experiences of the diverse racial, ethnic, social class, and linguistic populations in urban (and suburban) schools. Curriculum and instruction of students from these populations and the organization of their schools. The relationship of urban schools to their communities. The social and economic conditions that affect the education of urban populations, with particular attention to factors that place urban students at risk educationally, and ways that public and private sector policies can improve these conditions.

## ADJUNCT ERIC CLEARINGHOUSES

### Adjunct ERIC Clearinghouse for Art Education

Indiana University  
Social Studies Development Center  
2805 East 10th Street, Suite 120  
Bloomington, Indiana 47408-2373  
Telephone: 812-855-3838  
Fax: 812-855-0455  
Internet: —

### Adjunct ERIC Clearinghouse on Chapter 1 (Compensatory Education)

Chapter 1 Technical Assistance Center  
PRC Inc.  
2601 Fortune Circle East  
One Park Fletcher Building, Suite 300-A  
Indianapolis, Indiana 46241-2237  
Telephone: 317-244-8160; 800: 800-456-2380  
Fax: 317-244-7386  
Internet: prcinc@delphi.com

### Adjunct ERIC Clearinghouse on Clinical Schools

American Association of Colleges for Teacher Education  
(AACTE)  
One Dupont Circle, NW, Suite 610  
Washington, DC 20036-1186  
Telephone: 202-293-2450; 800: 800-822-9229  
Fax: 202-457-8095  
Internet: iabdalha@inet.ed.gov

### Adjunct ERIC Clearinghouse on Consumer Education

National Institute for Consumer Education (NICE)  
207 Rackham Building, West Circle Drive  
Eastern Michigan University  
Ypsilanti, Michigan 48197-2237  
Telephone: 313-487-2292; 800: 800-336-6423  
Fax: 313-487-7153  
Internet: cse\_bonner@emuvax.emich.edu

### Adjunct ERIC Clearinghouse for ESL Literacy Education

National Clearinghouse for Literacy Education (NCLE)  
Center for Applied Linguistics (CAL)  
1118 22nd Street, NW  
Washington, DC 20037-0037  
Telephone: 202-429-9292, Ext. 200  
Fax: 202-659-5641  
Internet: ncle@cal.org

### Adjunct ERIC Clearinghouse for Law-Related Education

Indiana University  
Social Studies Development Center  
2805 East 10th Street, Suite 120  
Bloomington, Indiana 47408-2373  
Telephone: 812-855-3838  
Fax: 812-855-0455  
Internet: patrick@ucs.indiana.edu

### Adjunct ERIC Clearinghouse for the Test Collection

Educational Testing Service (ETS)  
ETS Test Collection  
Rosedale and Carter Roads  
Princeton, New Jersey 08541  
Telephone: 609-734-5737  
Fax: 609-683-7186  
Internet: mhalpern@rosedale.org

### Adjunct ERIC Clearinghouse for United States-Japan Studies

Indiana University  
Social Studies Development Center  
3805 East 10th Street, Suite 120  
Bloomington, Indiana 47408-2698  
Telephone: 812-855-3838  
Fax: 812-855-0455  
Internet: eabrooks@ucs.indiana.edu

## ERIC SUPPORT COMPONENTS

### CENTRALIZED DATABASE MANAGEMENT (And Abstract Journal Production)

#### ERIC Processing and Reference Facility

Computer Sciences Corporation  
Systems Engineering Division  
1301 Piccard Drive, Suite 300  
Rockville, Maryland 20850-4305  
Telephone: 301-258-5500  
800: 800-799-ERIC (3742)  
FAX: 301-948-3695  
Internet: ericfac@inet.ed.gov

### OUTREACH AND USER SERVICES

#### ACCESS ERIC

Aspen Systems Corporation  
1600 Research Boulevard  
Rockville, Maryland 20850-3172  
Telephone: 301-251-5506  
800: 800-LET-ERIC (538-3742)  
FAX: 301-251-5767  
Internet: acceric@inet.ed.gov

### DOCUMENT DELIVERY AND MICROGRAPHICS

#### ERIC Document Reproduction Service (EDRS)

7420 Fullerton Road, Suite 110  
Springfield, Virginia 22153-2852  
Telephone: 703-440-1400  
800: 800-443-ERIC (3742)  
FAX: 703-440-1408  
Internet: edrs@gwuvm.gwu.edu

### CJIE AND THESAURUS PUBLISHING

#### Oryx Press

4041 North Central Avenue at Indian School  
Suite 700  
Phoenix, Arizona 85012-3397  
Telephone: 602-265-2651  
800: 800-279-ORYX (6799)  
FAX: 800-279-4663; 602-265-6250  
Internet: info@oryxpress.com

**Appendix B**  
**Reproduction Release Form**



U.S. DEPARTMENT OF EDUCATION  
Office of Educational Research and Improvement (OERI)  
Educational Resources Information Center (ERIC)



**REPRODUCTION RELEASE**  
(Specific Document)

**I. DOCUMENT IDENTIFICATION:**

Title:	
Author(s):	
Corporate Source:	Publication Date:

**II. REPRODUCTION RELEASE:**

In order to disseminate as widely as possible timely and significant materials of interest to the educational community, documents announced in the monthly abstract journal of the ERIC system, *Resources in Education* (RIE), are usually made available to users in microfiche, reproduced paper copy, and electronic/optical media, and sold through the ERIC Document Reproduction Service (EDRS) or other ERIC vendors. Credit is given to the source of each document, and, if reproduction release is granted, one of the following notices is affixed to the document.

If permission is granted to reproduce the identified document, please CHECK ONE of the following options and sign the release below.



Sample sticker to be affixed to document

Sample sticker to be affixed to document



**Check here**

Permitting  
microfiche  
(4" x 6" film),  
paper copy,  
electronic, and  
optical media  
reproduction.

"PERMISSION TO REPRODUCE THIS  
MATERIAL HAS BEEN GRANTED BY

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
Sample

TO THE EDUCATIONAL RESOURCES  
INFORMATION CENTER (ERIC)"

**Level 1**

"PERMISSION TO REPRODUCE THIS  
MATERIAL IN OTHER THAN PAPER  
COPY HAS BEEN GRANTED BY

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
Sample

TO THE EDUCATIONAL RESOURCES  
INFORMATION CENTER (ERIC)"

**Level 2**

**or here**

Permitting  
reproduction  
in other than  
paper copy.

**Sign Here, Please**

Documents will be processed as indicated provided reproduction quality permits. If permission to reproduce is granted, but neither box is checked, documents will be processed at Level 1.

"I hereby grant to the Educational Resources Information Center (ERIC) nonexclusive permission to reproduce this document as indicated above. Reproduction from the ERIC microfiche or electronic/optical media by persons other than ERIC employees and its system contractors requires permission from the copyright holder. Exception is made for non-profit reproduction by libraries and other service agencies to satisfy information needs of educators in response to discrete inquiries."	
Signature:	Position:
Printed Name:	Organization:
Address:	Telephone Number: (      )
	Date:

### III. DOCUMENT AVAILABILITY INFORMATION (FROM NON-ERIC SOURCE):

If permission to reproduce is not granted to ERIC, or, if you wish ERIC to cite the availability of the document from another source, please provide the following information regarding the availability of the document. (ERIC will not announce a document unless it is publicly available, and a dependable source can be specified. Contributors should also be aware that ERIC selection criteria are significantly more stringent for documents that cannot be made available through EDRS.)

Publisher/Distributor:	
Address:	
Price Per Copy:	Quantity Price:

### IV. REFERRAL OF ERIC TO COPYRIGHT/REPRODUCTION RIGHTS HOLDER:

If the right to grant reproduction release is held by someone other than the addressee, please provide the appropriate name and address:

Name and address of current copyright/reproduction rights holder:
Name:
Address:

### V. WHERE TO SEND THIS FORM:

Send this form to the following ERIC Clearinghouse:
---

If you are making an unsolicited contribution to ERIC, you may return this form (and the document being contributed) to:

ERIC Facility  
1301 Piccard Drive, Suite 300  
Rockville, Maryland 20850-4305  
Telephone: (301) 258-5500

## **Appendix C**

### **ERIC Publication/Document Types**

# ERIC PUBLICATION TYPES

## CODE PUBLICATION TYPE

### 010 BOOKS

#### COLLECTED WORKS

- 020 — General
- 021 — Conference Proceedings
- 022 — Serials

### 030 CREATIVE WORKS (Literature, Drama, Fine Arts)

#### DISSERTATIONS/THESES

- 040 — Undetermined
- 041 — Doctoral Dissertations
- 042 — Masters Theses
- 043 — Practicum Papers

#### GUIDES

- 050 — General (use more specific code, if possible)
- Classroom Use
- 051 — Instructional Materials (For Learner)
- 052 — Teaching Guides (For Teacher)
- 055 — Non-Classroom Use (For Administrative and Support Staff, and for Teachers, Parents, Clergy, Researchers, Counselors, etc.)

### 060 HISTORICAL MATERIALS

### 070 INFORMATION ANALYSES (State-of-the-Art Papers, Research Summaries, Literature Reviews, etc.)

- 071 — ERIC Information Analysis Products (IAPs)
- 072 — Book/Product Reviews
- 073 — ERIC Digests (Selected) in Full Text
- 074 — Non-ERIC Digests (Selected) in Full Text

## CODE PUBLICATION TYPE

### 080 JOURNAL ARTICLES

### 090 LEGAL/LEGISLATIVE/REGULATORY MATERIALS

### 100 AUDIOVISUAL/NON-PRINT MATERIALS

- 101 — Computer Programs
- 102 — Machine-Readable Data Files (MRDFs)

### 110 STATISTICAL DATA (Numerical, Quantitative, etc.)

### 120 VIEWPOINTS (Opinion Papers, Position Papers, Essays, etc.)

#### REFERENCE MATERIALS

- 130 — General (use more specific code, if possible)
- 131 — Bibliographies/Annotated Bibliographies
- 132 — Directories/Catalogs
- 133 — Geographic Materials/Maps
- 134 — Vocabularies/Classifications/Dictionaries

#### REPORTS

- 140 — General (use more specific code, if possible)
- 141 — Descriptive (i.e., Project Descriptions)
- 142 — Evaluative/Feasibility
- 143 — Research/Technical

### 150 SPEECHES, CONFERENCE PAPERS

### 160 TESTS, EVALUATION INSTRUMENTS

### 170 TRANSLATIONS

- 171 — Multilingual/Bilingual Materials

## **Appendix D**

### **ERIC Document Reproduction Service Form**





## SHIPPING INFORMATION

Please consult appropriate rate chart.  
UPS will not deliver to a P.O. Box address.

**DOMESTIC: ALL ORDERS ARE SHIPPED AS FOLLOWS, UNLESS OTHERWISE SPECIFIED:**

- All Paper Copy (PC) orders are shipped via UPS
- All Microfiche (MF) orders over 81 microfiche are shipped via UPS
- All Microfiche (MF) orders under 81 microfiche are shipped via USPS 1<sup>st</sup> Class

UPS rates as shown are based on the Zone furthest from Springfield, VA. Your shipping charges should not exceed these rates.

**PLEASE NOTE: SHIPPING COSTS CAN CHANGE WITHOUT NOTICE**

UPS RATE CHART				
Shipping Charges should not exceed the following:				
1 lb. 81-160 MF or 1-75 PC (Pages) \$3.96	2 lbs. 161-330 MF or 76-150 PC (Pages) \$4.64	3 lbs. 331-500 MF or 151-225 PC (Pages) \$5.06	4 lbs. 501-670 MF or 226-300 PC (Pages) \$5.37	5 lbs. 671-840 MF or 301-375 PC (Pages) \$5.61
6 lbs. 841-1010 MF or 376-450 PC (Pages) \$5.76	7 lbs. 1011-1180 MF or 451-525 PC (Pages) \$6.01	8 lbs. 1181-1350 MF or 526-600 PC (Pages) \$6.42	9 lbs. 1351-1520 MF or 601-675 PC (Pages) \$6.88	10 lbs. 1521-1690 MF or 676-750 PC (Pages) \$7.34

USPS FIRST CLASS RATE CHART						
Shipping charges should not exceed the following:						
1-7 Microfiche \$ .62	8-19 Microfiche \$ .90	20-30 Microfiche \$ 1.18	31-42 Microfiche \$ 1.45	43-54 Microfiche \$ 1.73	55-67 Microfiche \$ 2.00	68-80 Microfiche \$ 2.28

### INTERNATIONAL:

- Based on International Postage Rates in effect
- Allow 160 Microfiche or 75 Paper Copy pages per pound
- Specify exact mail classification desired

## DEPOSIT ACCOUNTS

Customers who have a continuing need for ERIC Documents may wish to open a Deposit Account as follows:

- **Domestic Customers**—By depositing a suggested minimum of \$200.00 or submitting an executed purchase order.
- **International Customers**—By depositing a minimum of \$500.00 in U.S. Dollars drawn on a U.S. Bank.

## STANDING ORDER SUBSCRIPTION ACCOUNTS

Subscription Orders for documents in the monthly issues of Resources in Education (RIE) are available on microfiche from EDRS. The microfiche are furnished on diazo film and without protective envelopes at \$0.130 per microfiche. If you prefer silver halide film, the cost is \$0.266 per microfiche, and each microfiche is inserted into an acid-free protective envelope. Prices are effective January 1, 1995 and are subject to change without notice. Shipping charges not included. A Standing Order Account may be opened by depositing \$2,500.00 or submitting an executed purchase order. All International Orders must be prepaid. The cost of each issue and shipping will be charged against the account. A monthly statement of the account will be furnished.

## BACK COLLECTIONS

Back collections of documents in all issues of RIE since 1966 are available on microfiche at a unit price of \$0.153 per microfiche. The collections are furnished on diazo film without envelopes. Prices are good through December 31, 1995, and do not include shipping charges and applicable taxes. For pricing information, write or call toll-free 1-800-443-ERIC.

## GENERAL INFORMATION

### 1. PAPER COPY (PC)

A Paper Copy is a xerographic reproduction, on paper, from microfiche of the original document. Each paper copy has a Vellum Bristol cover to identify and protect the document.

### 2. PAYMENT

The prices set forth herein do not include any sales, use, excise, or similar taxes that may apply to the sale of microfiche or paper copy to the customer. The cost of such taxes, if any, shall be borne by the customer.

Payment terms are **NET THIRTY (30) DAYS** by check or money order payable to EDRS in U.S. Dollars drawn on a U.S. Bank.

### 3. REPRODUCTION

Permission to further reproduce a copyrighted document provided hereunder must be obtained from the copyright holder, usually noted on the front or back of the title page of the copyrighted document.

### 4. CLAIMS POLICY

All sales are final. EDRS will replace products returned within 6 months of delivery due solely to reproduction defects or incompleteness caused by EDRS.

## **Appendix E**

### **Connections to ERIC via the INTERNET**

Like many things on the Internet, the sources offering ERIC access frequently change. If you have trouble accessing the sources listed here, contact AskERIC for an update on current providers.

ERIC Networker      ERIC Clearinghouse on Information & Technology  
5.0                              Syracuse University  
July 1994                      askeric@ericir.syr.edu

### INTERNET ACCESS POINTS TO ERIC

The following systems provide unrestricted Internet access to ERIC resources. For general information about ERIC, contact ACCESS ERIC, (800) LET-ERIC or acceric@inet.ed.gov

- I.    **The University of Saskatchewan Library System** offers the ERIC database from 1983 to the present. Searchable fields include author, title, descriptor, identifier, publication year, ERIC accession number, and journal title.
  1.    Telnet sklib.usask.ca (or 128.233.1.20)  
      At USERNAME prompt, enter SONIA
  3.    At main menu, select 4, "Educational Databases."
  4.    Select 1, "CIJE plus RIE: 1983-."
  5.    Type HELP to see a summary of search and display commands, field prefixes, and Boolean operators.  
      (Sample search statement to find documents with the descriptor television: f  
      d=television.)
  6.    To end the session, type Q (quit).  
      TIP: Type BEGINNER to see a system tutorial.
- II.   **Auburn University Libraries** offers the complete ERIC database, 1966 to the latest quarter. Searchable fields include title, author, subject heading (descriptor), and keyword. (Note: requires TN3270.)
  1.    TN3270 auducacd.duc.auburn.edu (or 131.204.2.13)
  2.    At the opening screen, tab to APPLICATION, and enter 01
  3.    At the main menu, type ERIC
  4.    Follow screen instructions to search.
  5.    To end the session, type STOP  
      TIP: The keyword search field allows use of Boolean operators, truncation, nesting, and other special search features. Type EXP K for a complete explanation.
- III.   **Harvard University** offers the ERIC database, 1989 to the present. Searchable fields include author, title, subject, keyword, ERIC accession number. (Note: requires TN3270.)
  1.    TN3270 hollis.harvard.edu 23
  2.    At the opening screen, type HOLLIS (press ENTER).
  3.    Type CHOOSE ER (press ENTER).
  4.    To exit ERIC, type QUIT
  5.    Type EXIT HOLLIS to leave HOLLIS.

6. To exit from TN3270 telnet mode hit "c" key while holding down control key; at the TN3270> prompt type CLOSE  
TIP: Type HELP followed by a command. For example: HELP keyword for information on keyword searching; HELP au for information on author searching.
- IV. **The State University System of Florida** offers the ERIC database from 1967 to the present. Searchable fields include author, title, subject, and keyword. (Note: requires TN3270.)
  1. TN3270 nervm.nerdc.ufl.edu 23
  2. At the opening screen press ENTER.
  3. Type DIAL VTAM (press ENTER).
  4. Type NERLUIS FCLSKY (press ENTER).
  5. Select 19.
  6. To end the session type STOP (press ENTER) select 30 to get back to MAIN MENU; select 30 to EXIT LUIS and SIGN OFF.
  7. To exit from TN3270 telnet mode, hit "c" key while holding down control key; at the TN3270> prompt type CLOSE
- V. **The University of North Carolina, Chapel Hill**, through its laUNCHpad system, hosts a searchable, full-text file of over 1060 ERIC Digests. (ERIC Digests are short reports on current education topics written by each of the 16 ERIC Clearinghouses.)
  1. Telnet bbs.oit.unc.edu (or 152.2.22.80)
  2. At the login prompt, type LAUNCH
  3. Enter your first and last name as directed. (Remember how you enter your name for future sessions.)
  4. Enter a password of your choice (and remember it). Note: If your password is rejected, read the instructions in the introduction to define another one.
  5. At the main menu, select 4, "Topical Document Search (WAIS)."
  6. Move through the list to ERIC Digests (138 or 139 as of this writing). Hit ENTER to select the file.
  7. Type one or more keywords and hit ENTER to start the search. Results will be displayed by title in a ranked order based on occurrences of the keyword.
  8. Highlight a title and hit ENTER to see the full text.
  9. To end the WAIS session, type Q (quit).  
To exit laUNCHpad, type Q again.

TIP: Type ? to see a list of all commands.

This publication was prepared with funding from the Office of Educational Research and Improvement, U.S. Department of Education, under contract RI93002009. The opinions expressed in this report do not necessarily reflect the positions or policies of OERI or ED.

**Appendix F**  
**Evaluation Quiz Answer Keys**

## EVALUATION QUIZ ANSWER KEYS

### Lesson One

1. documents and journal articles
2. microfiche and paper copy
3. through journal reprint services and interlibrary loan
4. research summaries  
bibliographies  
reference services  
referral services  
computer searches  
document reproduction
5. educational researchers, practitioners, policymakers
6. T  
F  
T  
T  
F  
T  
T  
T
7. ERIC Digests, major publications, and brochures
8. d ERIC Digests  
e Packaged searches  
b *Thesaurus of ERIC Descriptors*  
f *All about ERIC*  
a Informational brochures  
g Information bulletins  
c *The ERIC Review*

### Lesson Two

1. documents in education.
2. journals in education.
3. suitable to that clearinghouse's scope of work.
4. a signed Reproduction Release Form.

### Lesson Three

#### 1. The Five Steps in Choosing a Descriptor:

Describe the topic you wish to investigate and list key words to describe it.  
Identify subtopics of the information.  
Translate topics and subtopics into ERIC descriptors.  
Locate descriptors in the alphabetical descriptor display.  
Make a final list of descriptors to use in the database search.

#### 2. Definitions:

Scope Note (SN):	brief statements of intended usage of the descriptor
Use For (UF):	terms that are synonyms to the descriptor but not used by ERIC
Narrower Term (NT):	terms with more specific meanings than the descriptor
Broader Term (BT):	terms whose meaning encompasses the descriptor, and more
Related Term (RT):	terms that are synonyms for the descriptor

#### 3. Performance:

Located abstracts of five relevant documents and journal articles.  
Copied the abstracts.  
Noted the ED or EJ number for each.  
Highlighted the author's name on the abstract.  
Identified the type of document or name of journal noted in the abstract.

### Lesson Four

1. I would obtain copies of documents in microfiche or in paper copy from ERIC Document Reproduction Service (EDRS) in Alexandria, Virginia, or through the microfiche reproduction and search service offered by libraries or facilities having microfiche collections. I would obtain copies of journal articles through research or university libraries or by requesting them through interlibrary loan or a reproduction service, such as University Microfilms International (UMI) (800) 732-0616.
2. Personal Essay



## **Supplemental Materials**

**ERIC SEARCH AIDS****ACCESS POINTS TO ERIC: UPDATE 1992 - ERIC DIGEST**

By Nancy R. Preston. September 1992. ERIC Clearinghouse on Information and Technology, Syracuse University, Syracuse, NY 13244-4100. Telephone: 800/464-9107. Free. Summarizes the points of access to the ERIC system, including: (1) Commercial Online Services; (2) CD-ROM; (3) Locally Mounted Systems and Internet; (4) Printed Indexes; (5) ERIC Digests Online; and (6) ACCESS ERIC.

**ACCESSING ERIC WITH YOUR MICROCOMPUTER: UPDATE - ERIC DIGEST**

By Jane Klausmeier Janis. December 1988. ERIC Clearinghouse on Information and Technology, Syracuse University, Syracuse, NY 13244-4100. Telephone: 800/464-9107. Free. Describes software, hardware, and telephone line components necessary to access online vendors. (Also available as ED-306 944 from the ERIC Document Reproduction Service.)

**ALL ABOUT ERIC**

ACCESS ERIC, 1600 Research Blvd., Rockville, MD 20850-3172. Telephone: 800/LET-ERIC. Free booklet. Describes what ERIC is, and why and how to use it. Details the ERIC components.

**CURRENT INDEX TO JOURNALS IN EDUCATION (CIJE)**

Monthly; semiannual cumulations. The Oryx Press, 4041 North Central at Indian School Rd., Phoenix, AZ 85012-3397. Telephone: 800/279-ORYX. Monthly subscription: \$235.00 (North America), \$270.00 (elsewhere). Semiannual cumulations: \$235.00 (North America), \$270.00 (elsewhere). Monthly subscription with semiannual cumulations: \$440.00 (North America), \$520.00 (elsewhere). (Oryx Press offers several other ERIC products and tools; call for details.)

**DIRECTORY OF ERIC INFORMATION SERVICE PROVIDERS**

January 1992. ACCESS ERIC, 1600 Research Blvd., Rockville, MD 20850-3172. Telephone: 800/LET-ERIC. Free. Lists 1,002 organizations that provide computerized searches of the ERIC database, that have sizable collections of ERIC microfiche, and/or that subscribe to and collect the various ERIC publications. Many of these organizations are open to the general public. (The directory is also available online through GTE Education Services, GTE Place, P.O. Box 619810, D/FW Airport, TX 75261-9810 -- 800/927-3000.)

*Prepared by the...*

ERIC Processing and Reference Facility, 1301 Piccard Drive, Suite 300, Rockville, Maryland 20850-4305

• Telephone: 301-258-5500 • FAX: 301-948-3695 • 800: 800-799-ERIC (3742) • Internet: [ericfac@inet.ed.gov](mailto:ericfac@inet.ed.gov)

### **ERIC IDENTIFIER AUTHORITY LIST**

March 1993 (working photocopy edition). ERIC Processing and Reference Facility, 1301 Piccard Drive, Suite 300, Rockville, MD 20850-4305. Telephone: 800/799-ERIC. ALPHABETICAL DISPLAY (\$40.00, U.S./\$50.00, non-U.S.; includes a free supplement, when available)--alphabetical list of the approximately 47,000 preferred Identifier forms with their postings. CATEGORY DISPLAY (\$35.00, U.S./\$45.00, non-U.S.)--a companion display that lists the Identifiers alphabetically within 20 broad categories (e.g., conferences, equipment, legislation, persons). Both displays appear in the 1992 hardback edition, available from The Oryx Press, 4041 North Central at Indian School Rd., Phoenix, AZ 85012-3397. Telephone: 800/279-ORYX. \$55.00 (North America) and \$66.00 (elsewhere).

### **ERIC NETWORKER**

ERIC Clearinghouse on Information and Technology, Syracuse University, Syracuse, NY 13244-4100. Telephone: 800/464-9107. Free. Series of information sheets for accessing ERIC on the Internet. Includes information on the question-answering "AskERIC" service for K-12 educators.

### **ERIC ON CD-ROM: UPDATE 1990 - ERIC DIGEST**

By Linda Schamber (updated by Nancy R. Preston). December 1990. ERIC Clearinghouse on Information and Technology, Syracuse University, Syracuse, NY 13244-4100. Telephone: 800/464-9107. Free. Discusses advantages and disadvantages of CD-ROM use in libraries and information centers and lists features and equipment requirements of three CD-ROM versions of the ERIC database -- Dialog OnDisc ERIC, OCLC Search CD450, and SilverPlatter ERIC. (Also available as ED-330 372 from the ERIC Document Reproduction Service.)

### **ERIC PROCESSING MANUAL**

ERIC Processing and Reference Facility, 1301 Piccard Drive, Suite 300, Rockville, MD 20850-4305. Telephone: 800/799-ERIC. \$75.00 (U.S.), \$95.00 (elsewhere). Subdivided by sections and appendices, which are available separately at \$7.50 each (foreign postage additional). Sections include: (1) Introduction (an overview of the ERIC system); (2) Acquisitions; (3) Selection; (4) Handling and Shipping; (5) Cataloging (includes descriptions of each field); (6) Abstracting/Annotating; (7) Indexing; (8) Vocabulary Development and Maintenance - Part 1, Descriptors and Part 2, Identifiers (\$7.50 each part); (9) Data Entry; (10) Database Changes (Post Publication). Also includes: Appendix A, ERIC Clearinghouse Scope of Interest Guide; Appendix B, Document Preparation (for Filming); Appendix C, ERIC Indexing Handbook (Clearinghouse Indexing Practices); Glossary of Terms (and Acronym List). (Also appears as ED-348 055 in the ERIC Microfiche Collection and is available from the ERIC Document Reproduction Service.)

### **ERIC READY REFERENCES (NUMBERS 1-19)**

ERIC Processing and Reference Facility, 1301 Piccard Drive, Suite 300, Rockville, MD 20850-4305. Telephone: 800/799-ERIC. Free. Ready reference sheets for understanding and using the ERIC database. #1 provides a year-by-year list of ERIC accession numbers for Resources in Education (RIE) and the Current Index to Journals in Education (CJIE). #2 provides a complete display of ERIC Publication Types and their codes. #3 displays sample RIE and CJIE records. #4 gives instructions on using the Thesaurus of ERIC Descriptors. #5 lists ERIC price codes. #6 gives a listing of ERIC Clearinghouses together with street addresses, e-mail addresses, telephone numbers, and brief scope notes describing the areas they cover. #7 is the "ERIC Fact Sheet," which lists some basic statistics pertaining to the ERIC system. #8 highlights ERIC's Target Audience data element, listing the audiences covered and describing how to access them online. #9 describes how to access and search the full-text ERIC Digests Online (EDO) database. #10A is a complete list of all ERIC Digests to date arranged by ERIC Clearinghouse. #10B is the same list arranged alphabetically by title. #11 provides useful statistics and access information for the ERIC Microfiche Collection. #12 is the ERIC Telephone Directory, which lists telephone

numbers of network components and database vendors under the function(s) (product or service) they provide. #13 is a list of the ERIC search aids with price and distribution information. #14 describes how to obtain the documents and journal articles cited in the database. #15 gives three levels of costs (beginning, intermediate, and complete) for building an ERIC collection and providing ERIC services. #16 displays the kinds of documents (ED accessions) in the database since 1980. #17A lists alphabetically by title, the journals currently covered by CJE. #17B is the same list arranged by ERIC Clearinghouse. #18 shows the field labels/tags in use by online & CD-ROM system vendors of the ERIC database. #19 graphically displays the ERIC system components.

### ERIC REVIEW

Three issues a year. ACCESS ERIC, 1600 Research Blvd., Rockville, MD 20850-3172. Telephone: 800/LET-ERIC. Free. Highlights important new education-related publications, programs, and resources; each issue also contains one or more indepth features.

### ERIC/RIE TITLE INDEX

ERIC Processing and Reference Facility, 1301 Piccard Drive, Suite 300, Rockville, MD 20850-4305. Telephone: 800/799-ERIC. 1966-76 cumulation: out-of-print. 1977-83 cumulation: \$30.00 (U.S.)/\$50.00 (non-U.S.); limited quantity available. 1984-89 cumulation: \$40.00 (U.S.)/\$60.00 (non-U.S.). 1990-92 cumulation: \$40.00 (U.S.)/\$50.00 (non-U.S.). 1993 quarterly supplements: \$40.00 (U.S.)/\$50.00 (non-U.S.). 1990-92 cumulation with 1993 quarterly supplements: \$80.00 (U.S.)/\$100.00 (non-U.S.).

### HOW TO PREPARE FOR A COMPUTER SEARCH OF ERIC. A NONTECHNICAL APPROACH

(Revised and Updated) by Marilyn R. Laubacher. May 1983. (ED-237 100 -- Microfiche \$1.18, Papercopy \$9.90). Available from the ERIC Document Reproduction Service, 7420 Fullerton Rd., Suite 110, Springfield, VA 22153-2852. Telephone: 800/443-ERIC. [The original 1975 edition (ED-110 096) was by Judith Yarborough.]

### INSTITUTIONAL SOURCE DIRECTORY

ERIC Processing and Reference Facility, 1301 Piccard Drive, Suite 300, Rockville, MD 20850-4305. Telephone: 800/799-ERIC. Alphabetical list of organizational and institutional names by which document citations in ERIC have been indexed in the Institution and Sponsoring Agency fields, together with the corresponding alphanumeric source codes that accompany the names. COMPLETE EDITION: March 1987 (latest), \$45.00 (U.S.) and \$55.00 (non-U.S.); a cumulative archival edition containing all names/codes established from 1966 to March 1987. TRUNCATED EDITION: current, annual, \$30.00 (U.S.) and \$40.00 (non-U.S.); covers names/codes established or used for indexing during the immediately preceding 5-year period.

### INTERCHANGE NEWSLETTER

Semiannually. ACCESS ERIC, 1600 Research Blvd., Rockville, MD 20850-3172. Telephone: 800/LET-ERIC. Free. The newsletter used by ACCESS ERIC to communicate with ERIC users.

### A POCKET GUIDE TO ERIC

ACCESS ERIC, 1600 Research Blvd., Rockville, MD 20850-3172. Telephone: 800/LET-ERIC. Free. A comprehensive summary of ERIC products and services. (Bulk quantities are available for classroom, seminar, or conference use.)

## RESOURCES IN EDUCATION (RIE)

Monthly, semiannual indexes. Superintendent of Documents, U.S. Government Printing Office (GPO), Washington, DC 20402-9371. Telephone: 202/783-3238. Annual subscription: \$73.00 (U.S.)/\$91.25 (non-U.S.). Semiannual indexes: \$30.00 (U.S.)/\$37.50 (non-U.S.).

## RIE ANNUAL CUMULATIONS

The Oryx Press, 4041 North Central at Indian School Rd., Phoenix, AZ 85012-3397. Telephone: 800/279-ORYX. Hardback. Each in three volumes, two of cumulated main entries (abstracts) and one of cumulated indexes. Abstracts: \$245.00 (North America); \$275.00 (elsewhere). Index: \$128.00 (North America); \$140.00 (elsewhere). Abstracts and Index: \$345.00 (North America); \$395.00 (elsewhere).

## SOURCE JOURNAL INDEX

Prepared by Oryx Press. Distributed by all components of the ERIC network. For assistance, contact the ERIC Processing and Reference Facility, 1301 Piccard Drive, Suite 300, Rockville, MD 20850-4305. Telephone: 800/799-ERIC. Free. A list of the journals indexed in CIJE. Each entry also includes publisher name and address, frequency, price, reprint availability, ERIC Clearinghouse covering the journal, and, whenever possible, the ISSN number. Arranged separately by journal title and by responsible ERIC Clearinghouse.

## SUBMITTING DOCUMENTS TO ERIC

ERIC Processing and Reference Facility, 1301 Piccard Drive, Suite 300, Rockville, MD 20850-4305. Telephone: 800/799-ERIC. Free. Brochure describing the ERIC system, the advantages of having documents in the ERIC database, the selection criteria employed by ERIC, and the addresses of the ERIC components to whom documents may be submitted.

## THESAURUS OF ERIC DESCRIPTORS

12th edition, 1990. The Oryx Press, 4041 North Central at Indian School Rd., Phoenix, AZ 85012-3397. Telephone: 800/279-ORYX. \$69.50 (North America) and \$83.40 (elsewhere). Hardback. A list of 9,991 vocabulary terms, of which 5,575 are main-entry Descriptors and 4,416 are non-indexable Use references and "dead" terms. New terms not appearing in previous editions include 282 Descriptors and 264 Use references. (Oryx Press offers several other ERIC products and tools; call for details.)

---

The "ERIC Search Aids" list is intended to provide descriptions of the most important tools that a frequent user of the ERIC database should consider obtaining. In addition to publication as a Ready Reference, this list is provided to all online and CD-ROM vendors of the ERIC database, and variations of it often appear in vendor documentation. If you have a favorite tool or guide that has proved helpful to you in working with the ERIC database, ERIC would like to learn of it and to consider it for addition to future editions of this list (see address on the bottom of the front page).

# How To Get DOCUMENTS Announced By ERIC

Two monthly abstract/index journals announce education-related Journal Articles and Documents collected by ERIC

***Current Index to Journals in Education (CIJE)***  
Announces journal articles

***Resources in Education (RIE)***  
Announces unpublished or limited distribution documents

These two publications are available in paper form and all the citations they announce are also contained in the ERIC database, which can be accessed online or through CD-ROM. Once you identify an item you want reproduced, your options depend on whether it is a journal article or a document. Journal articles (CIJE) are identified by an EJ number. Documents (RIE) are identified by an ED number.

## Documents (ED's) — Cited in RIE

There are three principal ways to obtain documents cited in ERIC's database:

- by ordering them from the ERIC Document Reproduction Service (EDRS);
- by finding the microfiche for the document in one of the many ERIC standing order microfiche collections located at major libraries around the country and the world;
- by ordering the document from its original source or other non-ERIC supplier noted in the ERIC citation.

### EDRS

Most documents announced in RIE can be ordered inexpensively from EDRS in either microfiche (\$1.23 per title) or reproduced paper copy (\$3.53 per 25 pages), plus postage. If you want to receive all documents on microfiche in regular monthly shipments, you can subscribe for about \$2,000 per year. Clearly identified orders are processed within 5 days. Orders can be placed via mail, telephone, FAX, or online vendor system. An EDRS order form can be found at the back of RIE. The EDRS address is: EDRS, 7420 Fullerton Road, Suite 110, Springfield, Virginia 22153-2852 • Telephone: 1-800-443-ERIC

### Standing Order Microfiche

Over 900 organizations, including most major universities, subscribe to ERIC's complete microfiche collection and are listed in the *Directory of ERIC Information Service Providers* (available from ACCESS ERIC), (800-LET-ERIC). Using the *Directory*, locate the ERIC microfiche collection geographically closest or most convenient to you. At most locations, you will be able to copy selected pages; at some locations you will be able to obtain a duplicate microfiche. This is probably the quickest way to view an ERIC document and has the advantage of permitting you to review a document before buying it.

### Original (Non-ERIC) Source

Some document preparers sell their product directly and, therefore, may not let ERIC reproduce it. About 5% of ERIC documents are available from their original sources (in addition to or in lieu of being available from EDRS). Full address and price information (when given) specifying such external availability is always in the ERIC citation.

## DOCUMENT DELIVERY

### How To Get *JOURNAL ARTICLES* Announced By ERIC

Two monthly abstract/index journals announce education-related Journal Articles and Documents collected by ERIC

#### *Current Index to Journals in Education (CIJE)*

Announces journal articles

#### *Resources in Education (RIE)*

Announces unpublished or limited distribution documents

These two publications are available in paper form and all the citations they announce are also contained in the ERIC database, which can be accessed online or through CD-ROM. Once you identify an item you want reproduced, your options depend on whether it is a journal article or a document. Journal articles (CIJE) are identified by an EJ number. Documents (RIE) are identified by an ED number.

### Journal Articles EJ's — Cited in CIJE

There are two principal ways to obtain journal articles cited in ERIC's database:

1. Find the specific journal at the closest university or research library. Major public libraries may also have them.
2. Call or write a journal article reprint service. Two such services are:

#### University Microfilms International (UMI)

Article Clearinghouse  
300 North Zeeb Road  
Ann Arbor, MI 48106  
Telephone: (800) 521-0600 x 2786

#### Institute for Scientific Information (ISI)

Genuine Article Service  
3501 Market Street  
Philadelphia, PA 19104  
Telephone: (800) 523-1850, Option 5

Prepared by the...

ERIC Processing and Reference Facility  
1301 Piscard Drive, Suite 300  
Rockville, Maryland 20850-4305

Telephone: 301-258-5500  
FAX: 301-948-3696  
800: 800-799-ERIC (3742)  
Internet: [ericac@inet.ed.gov](mailto:ericac@inet.ed.gov)

See over for Documents



# WHAT KINDS OF DOCUMENTS ARE IN THE ERIC DATABASE (RIE)?

(January 1980 - September 1991)

Rank	PUBTYPE Code	Publication Type	Date Initiated	Accessions Coded by PUBTYPE	Percent of Accessions Carrying PUBTYPE
1	143	Research/Technical Reports	9/74	47,819	30.4
2	150	Conference Papers/Speeches (Single Papers)	9/74	45,439	28.9
3	141	Project/Program Descriptions	9/74	28,616	18.2
4	120	Opinion Papers/Essays	9/74	20,287	12.9
5	052	Teaching Guides (For Teacher)	7/79	17,762	11.3
6	055	Guides--Non Classroom (For Support Staff)	7/79	15,497	9.9
7	070	Information Analyses/State-of-the-Art Reports	9/74	12,750	8.1
8	142	Evaluative/Feasibility Reports	7/79	12,179	7.7
9	160	Tests, Measurement Instruments, Questionnaires	9/74	8,139	5.2
10	051	Instructional Materials (For Learner)	7/79	7,089	4.5
11	110	Numerical/Quantitative Data	9/74	6,449	4.1
12	131	Bibliographies	9/74	4,966	3.2
13	021	Conference Proceedings	9/74	4,448	2.8
14	090	Legal/Legislative/Regulatory Materials	9/74	4,126	2.6
15	022	Serials/Periodicals	7/79	3,825	2.4
16	010	Books	9/74	3,410	2.2
17	140	Reports--General	7/79	2,586	1.6
18	071	ERIC Information Analysis Products	6/80	2,536	1.6
19	020	Collected Works	7/79	2,100	1.3
20	132	Directories/Catalogs	9/74	2,046	1.3
21	060	Historical Materials	9/74	1,728	1.1
22	050	Guides--General	9/74	1,621	1.0
23	080	Journal Articles	9/74	1,266	.8
24	043	Practicum Papers	7/79	844	.5
25	042	Masters Theses	7/79	806	.5
26	073	ERIC Digests (Full Text)	10/88	698	.4
27	130	Reference Materials--General	7/79	625	.4
28	041	Doctoral Dissertations	7/79	466	.3
29	134	Vocabularies/Classifications	9/74	452	.3
30	171	Multilingual/Bilingual Materials	4/83	239	.15
31	030	Creative Works	7/79	193	.1
32	100	Audiovisual Materials	9/74	173	.1
33	170	Translations	7/79	122	.07
34	072	Book/Product Reviews	10/87	114	.07
35	101	Computer Programs	7/84	99	.06
36	102	Machine-Readable Data Files	10/87	79	.05
	133	Geographic Materials	9/74	24	.02
TOTAL USAGES				261,998	

NOTE: Number of RIE Accessions in this Period of Time = 157,204  
 $\frac{261,998}{157,204} = 1.7$  PUBTYPES per Accession



**Journals Currently  
Covered by  
Current Index to Journals in Education (CIJE)**  
(Including ISSN Number and Responsible ERIC Clearinghouse)

**ALPHABETICAL ARRANGEMENT**

	<u>Journal Name</u>	<u>ISSN NUMBER</u>	<u>CH</u>
1	ACA Bulletin (Association for Communication Administration)	ISSN-0360-0939	CS *
2	Academe	ISSN-0190-2946	HE
3	Academic Medicine	ISSN-1040-2446	HE
4	ACEHI Journal (Association of Canadian Educators of the Hearing Impaired)	ISSN-0382-7976	EC
5	Action in Teacher Education	ISSN-0162-6620	SP *
6	ADE Bulletin (Association of Departments of English)	ISSN-0001-0898	CS *
7	ADFL Bulletin (Association of Departments of Foreign Languages)	ISSN-0148-7639	FL *
8	Administrative Science Quarterly	ISSN-0001-8392	EA
9	Adolescence	ISSN-0001-8449	CG
10	Adult Basic Education	ISSN-1052-231X	CE *
11	Adult Education Quarterly	ISSN-0741-7136	CE *
12	Adult Learning	ISSN-1045-1595	CE
13	Adults Learning (England)	ISSN-0955-2308	CE
14	Advances in Physiological Education	ISSN-1043-4046	SE
15	Advancing the Consumer Interest	ISSN-1044-7385	CE
16	Ageing International	ISSN-0163-5158	CE
17	Agricultural Education Magazine	ISSN-0732-4677	CE
18	Akwe:kon Journal	ISSN-0897-2354	RC
19	Al-Arabiyya	ISSN-0889-8731	FL
20	ALAN Review (Assembly on Literature for Adolescents)	ISSN-0882-2840	CS *
21	Alberta Journal of Educational Research	ISSN-0002-4805	RC *
22	Alternatives	ISSN-0001-6638	SE
23	AMATYC Review (American Mathematical Association of Two-Year Colleges)	ISSN-0740-8404	SE
24	Amerasia Journal	ISSN-0044-7471	UD
25	American Annals of the Deaf	ISSN-0002-726X	EC
26	American Behavioral Scientist	ISSN-0002-7642	SO
27	American Biology Teacher	ISSN-0002-7685	SE *
28	American Educational Research Journal	ISSN-0002-8312	TM *
29	American Educator: The Professional Journal of the American Federation of Teachers	ISSN-0148-432X	UD *
30	American Historical Review	ISSN-0002-8762	SO
31	American Indian and Alaska Native Mental Health Research	ISSN-0893-5394	RC
32	American Indian Culture and Research Journal	ISSN-0161-6463	RC
33	American Indian Journal	---	RC
34	American Indian Library Newsletter	---	RC
35	American Indian Magazine	---	RC
36	American Indian Quarterly	ISSN-0095-182X	RC
37	American Journal of Distance Education	ISSN-0892-3647	IR
38	American Journal of Education	ISSN-0195-6744	UD *
39	American Journal of Pharmaceutical Education	ISSN-0002-9459	HE
40	American Journal of Public Health	ISSN-0090-0036	UD
41	American Journal of Sociology	ISSN-0002-9602	SO
42	American Journal on Mental Retardation	ISSN-0895-8017	EC *
43	American Libraries	ISSN-0002-9769	IR
44	American Mathematical Monthly	ISSN-0002-9890	SE

ISSN = International Standard Serial Number

CH: Two-character prefix identifying responsible ERIC Clearinghouse (see list in back).

\* Comprehensive Coverage (all articles). Unstarred journals are covered selectively.

Information in parentheses explains acronym appearing in journal title, or provides acronym by which journal is conveniently known.

45	American Psychologist	ISSN-0003-066X	UD
46	American Scholar	ISSN-0003-0937	HE
47	American School Board Journal	ISSN-0003-0953	EA *
48	American Sociological Review	ISSN-0003-1224	UD
49	American Sociologist	ISSN-0003-1232	SO
50	American Speech	ISSN-0003-1283	FL
51	Annals of Dyslexia	ISSN-0736-9387	EC
52	Annual Review of Applied Linguistics	ISSN-0267-1905	FL *
53	Annual Review of Information and Science Technology (ARIST)	ISSN-0066-4200	IR *
54	Anthropology and Education Quarterly	ISSN-0161-7761	UD *
55	Appalachia	ISSN-0003-6595	RC
56	Appalachian Journal	---	RC
57	Applied Language Learning	ISSN-1041-679X	FL
58	Applied Linguistics	ISSN-0142-6001	FL
59	Applied Measurement in Education	ISSN-0895-7347	TM *
60	Applied Psycholinguistics	ISSN-0047-4045	FL
61	Applied Psychological Measurement	ISSN-0146-6216	TM *
62	Argumentation and Advocacy	ISSN-1051-1431	CS *
63	Arithmetic Teacher	ISSN-0004-136X	SE *
64	Art Education	ISSN-0004-3125	SO
65	Arts and Learning Research	---	SO
66	Asian and Pacific Migration Journal	---	UD
67	Assessment and Evaluation in Higher Education	ISSN-0260-2938	HE
68	Athletic Training	ISSN-0160-8320	SP
69	Australia and New Zealand Journal of Developmental Disabilities	ISSN-0726-3864	EC
70	Australian Art Education	ISSN-1032-1942	SO
71	Australian Journal of Adult and Community Education	ISSN-1035-0462	CE
72	Australian Journal of Education	ISSN-0004-9441	HE
73	Australian Journal of Environmental Education	ISSN-0814-0626	SE
74	Australian Mathematics Teacher	ISSN-0045-0685	SE
75	Australian Review of Applied Linguistics	ISSN-0155-0646	FL
76	Australian Science Teachers Journal	ISSN-0045-0855	SE
77	Australian Universities' Review	ISSN-0818-8068	HE
78	AWARENESS: The Journal of the Colorado Association for Counseling and Development	---	CG
79	AWIS Magazine (Association for Women in Science)	ISSN-0160-256X	SE
80	Aztlan: A Journal of Chicano Studies	ISSN-0005-2604	RC
81	B.C. Journal of Special Education (British Columbia)	ISSN-0704-7509	EC *
82	Babel: Journal of the Australian Modern Language Teachers' Associations	ISSN-0005-3503	FL
83	Behavioral & Social Sciences Librarian	ISSN-0163-9269	IR
84	Behavioral Disorders	ISSN-0198-7249	EC *
85	Bilingual Research Journal: The Journal of the National Association for Bilingual Education	---	RC *
86	Bilingual Review	ISSN-0094-5366	FL
87	Biochemical Education	ISSN-0307-4412	SE
88	Bioscience	ISSN-0006-3568	SE
89	Black Issues in Higher Education	ISSN-0742-0277	HE
90	Black Scholar	ISSN-0006-4246	UD
91	Book Report	ISSN-0731-4388	IR
92	British Educational Research Journal	ISSN-0141-1926	SO
93	British Journal of Educational Technology	ISSN-0007-1013	IR
94	British Journal of Language Teaching	ISSN-0144-0888	FL *
95	British Journal of Special Education	ISSN-0952-3383	EC *
96	Bulletin of the American Society for Information Science	ISSN-0095-4403	IR
97	Bulletin of the Association for Business Communication	ISSN-8756-1972	CS *
98	Bulletin of the Council for Research in Music Education	ISSN-0010-9894	SO
99	Bulletin of the International Bureau of Education	ISSN-0303-3899	IR
100	Business Education Forum	ISSN-0007-6678	CE
101	Business Officer	ISSN-0147-877X	HE
102	Buzzworm	ISSN-0898-2996	SE

ISSN = International Standard Serial Number

CH: Two-character prefix identifying responsible ERIC Clearinghouse (see list in back).

★ = Comprehensive Coverage (all articles). Unstarred journals are covered selectively.

Information in parentheses explains acronym appearing in journal title, or provides acronym by which journal is conveniently known.

104	CALICO Journal (Computer Assisted Language & Instruction Consortium)	ISSN-0742-7778	FL	
105	Camping Magazine	ISSN-0740-4131	RC	★
106	Campus Activities Programming	ISSN-0098-1664	HE	
107	Canadian Home Economics Journal	ISSN-0008-3763	CE	
108	Canadian Journal of Counselling	ISSN-0828-3893	CG	
109	Canadian Journal of Education	ISSN-0380-2361	TM	
110	Canadian Journal of Educational Communication	ISSN-0710-4340	IR	
111	Canadian Journal of Higher Education	ISSN-0316-1218	HE	
112	Canadian Journal of Information and Library Science	ISSN-0008-4352	IR	
113	Canadian Journal of Native Education	ISSN-0710-1481	RC	★
114	Canadian Journal of Special Education	ISSN-0827-3391	EC	★
115	Canadian Journal of University Continuing Education	ISSN-0318-9090	CE	
116	Canadian Journal on Aging	ISSN-0714-9808	CE	
117	Canadian Modern Language Review	ISSN-0008-4506	FL	★
118	Canadian Review of Art Education: Research and Issues	ISSN-0384-1839	SO	
119	Canadian Social Studies	ISSN-1191-162X	SO	★
120	Canadian Vocational Journal	ISSN-0045-5520	CE	
121	Career Development for Exceptional Individuals	ISSN-0885-7288	EC	★
122	Career Development Quarterly	ISSN-0889-4019	CG	★
123	Career Planning and Adult Development Journal	ISSN-0736-1920	CE	
124	Catholic Library World	ISSN-0008-820X	IR	
125	CAUSE/EFFECT	ISSN-0164-534X	HE	
126	CD-ROM Professional	ISSN-1049-0833	IR	
127	CEA Forum (College English Association)	ISSN-0007-8034	CS	
128	Change	ISSN-0009-1383	HE	
129	Chemecology	ISSN-0738-7776	SE	
130	Chemical Engineering Education	ISSN-0009-2479	SE	
131	Child Abuse and Neglect: The International Journal	ISSN-0145-2134	EC	★
132	Child Care Information Exchange	ISSN-0164-8527	PS	
133	Child Development	ISSN-0009-3920	PS	★
134	Child Study Journal	ISSN-0009-4005	PS	★
135	Child Welfare	ISSN-0009-4021	PS	★
136	Childhood Education	ISSN-0009-4056	PS	
137	Children Today	ISSN-0361-4336	PS	
138	Children's Literature in Education	ISSN-0045-6713	CS	
139	Chinese Education & Society	ISSN-1061-1932	SO	
140	Chinese University Education Journal	---	SO	
141	Chronicle of Higher Education	ISSN-0009-5982	HE	
142	Clearing	---	SE	
143	Cognitive Psychology	ISSN-0010-0285	TM	
144	College and Research Libraries	ISSN-0010-0870	IR	★
145	College and University	ISSN-0010-0889	HE	
146	College Board Review	ISSN-0010-0951	HE	
147	College Composition and Communication	ISSN-0010-096X	CS	★
148	College English	ISSN-0010-0994	CS	★
149	College ESL (English as a Second Language)	---	FL	
150	College Mathematics Journal	ISSN-0746-8342	SE	
151	College Teaching	ISSN-8756-7555	HE	
152	Collegiate Microcomputer	ISSN-0731-4213	IR	
153	Communication Education	ISSN-0363-4523	CS	
154	Communication Monographs	ISSN-0363-7751	CS	
155	Communication Quarterly	ISSN-0146-3373	CS	
156	Communication Research	ISSN-0093-6502	CS	
157	Communication Studies	ISSN-0008-9575	CS	
158	Communication: Journalism Education Today (CJET)	ISSN-0010-3535	CS	★
159	Community & Junior College Libraries	ISSN-0276-3915	JC	★
160	Community College Journal	ISSN-0884-7169	JC	
161	Community College Journal of Research and Practice	ISSN-1066-8926	JC	★
162	Community College Review	ISSN-0091-5521	JC	★
163	Community Development Journal	ISSN-0010-3802	CE	
164	Community Education Journal	ISSN-0045-7736	CE	
	Community/Junior College Quarterly	---	JC	★

ISSN = International Standard Serial Number

CH: Two-character prefix identifying responsible ERIC Clearinghouse (see list in back).

Comprehensive Coverage (all articles). Unstarred journals are covered selectively.

Information in parentheses explains acronym appearing in journal title, or provides acronym by which journal is conveniently known.

165	Community Review	ISSN-0163-8475	JC	★
166	Community Services Catalyst	ISSN-0739-9227	JC	
167	Comparative Education	ISSN-0305-0068	RC	★
168	Comparative Education Review	ISSN-0010-4086	RC	★
169	Composition Studies/Freshman English News	ISSN-0739-4713	CS	★
170	Computers and Composition	ISSN-8755-4615	CS	
171	Computers and Education	ISSN-0360-1315	IR	
172	Computers and the Humanities	ISSN-0010-4817	SO	
173	Computers in Human Behavior	ISSN-0747-5632	IR	
174	Computers in Libraries	ISSN-1041-7915	IR	
175	Computers in the Schools	ISSN-0738-0569	IR	
176	Computing Teacher	ISSN-0278-1923	IR	
177	Contemporary Education	ISSN-0010-7476	SP	
178	Contemporary Educational Psychology	ISSN-0361-476X	TM	
179	Continuing Higher Education Review	ISSN-0893-0384	CE	★
180	Controversies in Art and Culture	---	SO	
181	Convergence	ISSN-0010-8146	CE	
182	Councilor	ISSN-1056-0335	SO	
183	Counseling and Values	ISSN-0160-7960	CG	★
184	Counseling Psychologist	ISSN-0011-0000	CG	★
185	Counselor Education and Supervision	ISSN-0011-0035	CG	★
186	Crisis	ISSN-0011-1422	UD	
187	Critical Studies in Mass Communication	ISSN-0739-3180	CS	
188	CUPA Journal (College & University Personnel Association)	ISSN-1046-9508	HE	
189	Currents	ISSN-0748-478X	HE	
190	Dance: Current Selected Research	ISSN-0894-4849	SP	
191	Database	ISSN-0162-4105	IR	
192	Delta Pi Epsilon Journal	ISSN-0011-8052	CE	★
193	Design for Arts in Education	ISSN-0732-0973	SO	
194	Developmental Psychology	ISSN-0012-1649	PS	★
195	Diagnostique	ISSN-0737-2477	EC	★
196	Dimensions of Early Childhood	ISSN-0160-6425	PS	
197	Discourse Processes	ISSN-0163-853X	CS	
198	Distance Education	ISSN-0158-7919	IR	
199	Document Image Automation	ISSN-1054-9692	IR	
200	Drama/Theatre Teacher	ISSN-1046-5022	CS	★
201	Early Childhood Research Quarterly	ISSN-0885-2006	PS	★
202	Early Education and Development	ISSN-1040-9289	PS	★
203	Earth	---	SE	
204	Echoes: The Northern Maine Journal of Rural Culture	---	RC	
205	Economics	ISSN-0300-4287	SO	
206	Economics of Education Review	ISSN-0272-7757	EA	★
207	Education and Computing	ISSN-0167-9287	IR	
208	Education and Training in Mental Retardation	ISSN-0013-1237	EC	★
209	Education and Treatment of Children	ISSN-0748-8491	EC	★
210	Education and Urban Society	ISSN-0013-1245	UD	★
211	Education Canada	ISSN-0013-1253	RC	★
212	Education for Information	ISSN-0167-8329	IR	
213	Education in Science	ISSN-0013-1377	SE	
214	Education Libraries	ISSN-0148-1061	IR	
215	Educational Administration Quarterly	ISSN-0013-161X	EA	★
216	Educational and Psychological Measurement	ISSN-0013-1644	TM	★
217	Educational and Training Technology International	ISSN-0954-7304	IR	
218	Educational Evaluation and Policy Analysis	ISSN-0162-3737	TM	★
219	Educational Facility Planner	---	EA	
220	Educational Forum	ISSN-0013-1725	CE	★
221	Educational Foundations	ISSN-1047-8248	SP	
222	Educational Gerontology	ISSN-0360-1277	CE	
223	Educational Horizons	ISSN-0013-175X	CE	★
224	Educational Leadership	ISSN-0013-1784	EA	★

ISSN = International Standard Serial Number

CH: Two-character prefix identifying responsible ERIC Clearinghouse (see list in back).

★ = Comprehensive Coverage (all articles). Unstarred journals are covered selectively.

Information in parentheses explains acronym appearing in journal title, or provides acronym by which journal is conveniently known.

225	Educational Management & Administration	ISSN-9263-211X	EA	★
226	Educational Measurement: Issues and Practice	ISSN-0731-1745	TM	★
227	Educational Media and Technology Yearbook (EMTY)	ISSN-8755-2094	IR	★
228	Educational Media International	ISSN-0952-3987	IR	★
229	Educational Policy	ISSN-0895-9048	EA	★
230	Educational Psychology: An International Journal of Experimental Educational Psychology	ISSN-0144-3410	SO	
231	Educational Record	ISSN-0013-1873	HE	
232	Educational Research	ISSN-0013-1881	CE	★
233	Educational Research Quarterly	ISSN-0196-5042	TM	★
234	Educational Researcher	ISSN-0013-189X	UD	★
235	Educational Review	ISSN-0013-1911	CE	★
236	Educational Studies	ISSN-0305-5698	SO	
237	Educational Studies in Mathematics	ISSN-0013-1954	SE	★
238	Educational Technology	ISSN-0013-1962	IR	★
239	Educational Technology, Research and Development	ISSN-1042-1629	IR	★
240	Educational Theory	ISSN-0013-2004	SP	
241	EDUCOM Review	ISSN-1045-9146	IR	
242	Electronic Learning	ISSN-0278-3258	IR	
243	Electronic Library	ISSN-0264-0473	IR	
244	Elementary School Guidance and Counseling	ISSN-0013-5976	CG	★
245	Elementary School Journal	ISSN-0013-5984	PS	★
246	ELT Journal (English Language Teaching)	ISSN-0307-8337	FL	★
247	Emergency Librarian	ISSN-0315-8888	IR	★
248	Employee Relations	ISSN-0142-5455	CE	
249	English Education	ISSN-0007-8204	CS	★
250	English for Specific Purposes	ISSN-0889-4906	FL	★
251	English Journal	ISSN-0013-8274	CS	
252	English Language Teaching Journal	ISSN-0307-8337	FL	★
253	English Quarterly	ISSN-0013-8355	CS	★
254	English Teachers' Journal: Israel	ISSN-0333-553X	FL	
255	English Today	ISSN-0266-7084	FL	
256	Environmentalist	ISSN-0251-1088	SE	
257	Equity and Choice	ISSN-0882-3863	UD	★
258	Equity and Excellence in Education	ISSN-0894-0681	UD	★
259	ERS Spectrum (Educational Research Service)	ISSN-0740-7874	EA	★
260	European Education	ISSN-1056-4934	SO	
261	European Journal of Education	ISSN-0141-8211	HE	
262	European Journal of Engineering Education	ISSN-0304-3797	SE	
263	European Journal of Psychology of Education	ISSN-0256-2928	SO	
264	European Journal of Teacher Education	ISSN-0261-9768	SP	
265	Evaluation and Program Planning	ISSN-0149-7189	TM	
266	Evaluation and the Health Professions	ISSN-0163-2787	TM	
267	Evaluation Practice	ISSN-0886-1633	TM	
268	Evaluation Review	ISSN-0193-841X	TM	
269	Exceptional Children	ISSN-0014-4029	EC	★
270	Exceptional Parent	ISSN-0046-9157	EC	
271	Exceptionality: A Research Journal	ISSN-0936-2835	EC	★
272	Executive Educator	ISSN-0161-9500	EA	★
273	Family Psychologist	---	CG	
274	Family Relations	ISSN-0197-6664	CG	
275	Feminist Teacher	ISSN-0882-4843	SO	
276	Focus	ISSN-0015-5004	SE	
277	Focus on Exceptional Children	ISSN-0015-511X	EC	
278	Focus on Learning Problems in Mathematics	ISSN-0272-8893	SE	★
279	For the Learning of Mathematics	---	SE	
280	Foreign Language Annals	ISSN-0015-718X	FL	★
281	Forum for Reading	ISSN-0738-9523	CS	★
282	Francais dans le Monde	ISSN-0015-9395	FL	
283	French Review	ISSN-0016-111X	FL	
284	Future of Children	ISSN-1054-8289	UD	

ISSN = International Standard Serial Number

CH: Two-character prefix identifying responsible ERIC Clearinghouse (see list in back).

Comprehensive Coverage\* (all articles). Unstarred journals are covered selectively.

Information in parentheses explains acronym appearing in journal title, or provides acronym by which journal is conveniently known.



285	Garbage .....	ISSN-1044-3061	SE	
286	Generations .....	ISSN-0738-7806	CE	
287	Geographical Education .....	ISSN-0085-0969	SO	
288	Georgetown Journal of Languages and Linguistics .....	ISSN-1048-4205	FL	
289	Georgia Social Science Journal .....	---	SO	
290	Gerontologist .....	ISSN-0016-9013	CG	
291	Gifted Child Quarterly .....	ISSN-0016-9862	EC	★
292	Gifted Child Today .....	ISSN-0892-9580	EC	
293	Gifted Education International .....	ISSN-0261-4294	EC	
294	Government Information Quarterly .....	ISSN-0740-624X	IR	
295	Government Publications Review .....	ISSN-0277-9390	IR	
296	Grassroots Development .....	---	RC	
297	Great Plan Quarterly .....	---	RC	
298	Green Library Journal .....	---	SE	
299	Guidelines: A Periodical for Classroom Language Teachers .....	---	FL	
300	Hands On .....	---	RC	★
301	Harvard Business Review .....	ISSN-0017-8012	CE	
302	Harvard Educational Review .....	ISSN-0017-8055	CE	★
303	Health Education Quarterly .....	ISSN-0195-8402	CE	
304	Health Educator .....	ISSN-8756-5943	SP	
305	Health Values: The Journal of Health Behavior, Education & Promotion .....	ISSN-0147-0353	SP	
306	Heritage Education Quarterly .....	ISSN-0897-6775	SO	
307	Higher Education .....	ISSN-0018-1560	HE	
308	Higher Education Management .....	ISSN-1013-851X	HE	
309	Higher Education Research and Development .....	ISSN-0729-4360	HE	
310	Higher Education Review .....	ISSN-0018-1609	HE	
311	Hispania .....	ISSN-0018-2133	FL	
312	Hispanic Journal of Behavioral Sciences .....	ISSN-0739-9863	RC	
313	Hispanic Magazine .....	---	RC	
314	History Microcomputer Review .....	ISSN-0887-1078	SO	
315	History of Education .....	ISSN-0046-760X	SO	
316	History of Education Quarterly .....	ISSN-0018-2680	SO	
317	History Teacher .....	ISSN-0018-2745	SO	★
318	Home Economics Research Journal .....	ISSN-0046-7774	CE	
319	Human Communication Research .....	ISSN-0360-3989	CS	
320	Human Resource Development Quarterly .....	ISSN-1044-8044	CE	★
321	Human Services in the Rural Environment .....	ISSN-0193-9009	RC	
322	Humanities .....	ISSN-0018-7526	SO	
323	IALL Journal of Language Learning Technologies (International Association of Learning Laboratories) .....	ISSN-1050-0049	FL	
324	IDEAL .....	---	FL	
325	Illinois Libraries .....	ISSN-0019-2104	IR	
326	Illinois Schools Journal .....	ISSN-0019-2236	UD	
327	Impact of Science on Society .....	ISSN-0019-2872	SE	★
328	Industrial and Labor Relations Review .....	ISSN-0019-7939	CE	
329	Information Development .....	ISSN-0266-6669	IR	
330	Information Processing and Management .....	ISSN-0306-4573	IR	★
331	Information Services and Use .....	ISSN-0167-5265	IR	
332	Information Technology and Libraries .....	ISSN-0730-9295	IR	★
333	Innovative Higher Education .....	ISSN-0742-5627	HE	
334	Instructional Science .....	ISSN-0020-4277	IR	
335	Instructor .....	ISSN-1049-5851	SP	
336	Intelligence .....	ISSN-0160-2896	TM	
337	Interactive Learning International .....	ISSN-0748-5743	IR	★
338	Interchange .....	ISSN-0826-4805	SP	
339	International Environmental Affairs .....	ISSN-1041-4665	SE	
340	International Information and Library Review .....	ISSN-1057-2317	IR	
341	International Journal of Aging and Human Development .....	ISSN-0091-4150	CG	
342	International Journal of Applied Linguistics .....	ISSN-0802-6106	FL	
343	International Journal of Behavioral Development .....	ISSN-0165-0254	PS	★
344	International Journal of Disability, Development and Education .....	ISSN-0156-6535	EC	★

ISSN = International Standard Serial Number

CH: Two-character prefix identifying responsible ERIC Clearinghouse (see list in back).

★ = Comprehensive Coverage (all articles). Unstarred journals are covered selectively.

): Information in parentheses explains acronym appearing in journal title, or provides acronym by which journal is conveniently known.

346	International Journal of Early Childhood	ISSN-0020-7187	PS	★
347	International Journal of Educational Reform	ISSN-1056-7879	EA	★
348	International Journal of Educational Research	ISSN-0883-0355	TM	★
349	International Journal of Environmental Education and Information	ISSN-0144-9281	SE	
350	International Journal of Instructional Media	ISSN-0892-1815	IR	★
351	International Journal of Lifelong Education	ISSN-0260-1370	CE	★
352	International Journal of Rehabilitation Research	ISSN-0342-5282	EC	
353	International Journal of Science Education	ISSN-0950-0693	SE	★
354	International Journal of Social Education	ISSN-0889-0293	SO	
355	International Labour Review	ISSN-0020-7780	CE	
356	International Migration Review	ISSN-0197-9183	UD	
357	International Review of Education	ISSN-0149-6964	JC	★
358	International Studies Notes	ISSN-0094-7768	SO	
359	International Understanding at School	ISSN-0047-1240	SO	
360	International Yearbook of Educational and Training Technology	ISSN-0370-9732	IR	★
361	Internet Research	ISSN-1066-2243	IR	★
362	Intervention in School and Clinic	ISSN-0001-396X	EC	
363	IRAL (International Review of Applied Linguistics in Language Teaching)	ISSN-0019-042X	FL	★
364	Issues in Applied Linguistics	ISSN-1050-4273	FL	
365	Issues in Science and Technology	ISSN-0748-5492	SE	
	Italica	ISSN-0021-3020	FL	
366	Journal for Higher Education Management	---	HE	
367	Journal for Research in Mathematics Education	ISSN-0021-8251	SE	★
368	Journal for Specialists in Group Work	ISSN-0193-3922	CG	★
369	Journal for the Education of the Gifted	ISSN-0162-3532	EC	
370	Journal for Vocational Special Needs Education	ISSN-0195-7597	CE	★
371	Journal of Academic Librarianship	ISSN-0099-1333	IR	★
372	Journal of Addictions and Offender Counseling	ISSN-1055-3835	CG	★
373	Journal of Adolescence	ISSN-0140-1971	CG	
374	Journal of Adult Education	---	CE	
375	Journal of Advanced Composition	ISSN-0731-6755	CS	
376	Journal of Adventure Education and Outdoor Leadership	---	RC	★
377	Journal of Aesthetic Education	ISSN-0021-8510	SO	
378	Journal of Agricultural Education	ISSN-1042-0541	CE	★
379	Journal of Alcohol and Drug Education	ISSN-0090-1482	CG	★
380	Journal of Allied Health	ISSN-0090-7421	CE	
381	Journal of American College Health	ISSN-0744-8481	SP	
382	Journal of American History	ISSN-0021-8723	SO	
383	Journal of American Indian Education	ISSN-0021-8731	RC	★
384	Journal of Applied Behavior Analysis	ISSN-0021-8855	EC	
385	Journal of Applied Communication Research	ISSN-0090-9882	CS	
386	Journal of Applied Linguistics	---	FL	
387	Journal of Art and Design Education	ISSN-0260-9991	SO	
388	Journal of Asian Pacific Communication	ISSN-0957-6851	FL	
389	Journal of Autism and Developmental Disorders	ISSN-0162-3257	EC	
390	Journal of Basic Writing	ISSN-0147-1635	CS	★
391	Journal of Biocommunication	ISSN-0094-2499	SE	
392	Journal of Biological Education	ISSN-0021-9266	SE	
393	Journal of Black Studies	ISSN-0021-9347	UD	
394	Journal of Broadcasting and Electronic Media	ISSN-0883-8151	IR	
395	Journal of Business and Technical Communication	ISSN-1050-6519	CS	
396	Journal of Business Communication	ISSN-0021-9436	CS	
397	Journal of Career Development	ISSN-0894-8453	CE	★
398	Journal of Career Planning and Employment	ISSN-0884-5352	CG	
399	Journal of Chemical Education	ISSN-0021-9584	SE	
400	Journal of Child Language	ISSN-0305-0009	FL	
401	Journal of Childhood Communication Disorders	ISSN-0735-3170	EC	★
402	Journal of Chinese Linguistics	ISSN-0091-3723	FL	
403	Journal of Classroom Interaction	ISSN-0749-4025	SP	
404	Journal of Clinical Reading: Research and Programs	---	CS	★
	Journal of College Admission	ISSN-0734-6670	CG	

ISSN - International Standard Serial Number

CH: Two-character prefix identifying responsible ERIC Clearinghouse (see list in back).

Comprehensive Coverage (all articles). Unstarred journals are covered selectively.

Information in parentheses explains acronym appearing in journal title, or provides acronym by which journal is conveniently known.

406	Journal of College and University Law	ISSN-0093-8688	HE	
407	Journal of College Science Teaching	ISSN-0047-231X	SE	★
408	Journal of College Student Development	ISSN-0897-5264	CG	★
409	Journal of Communication	ISSN-0021-9916	CS	
410	Journal of Communication Disorders	ISSN-0021-9924	EC	
411	Journal of Computer Assisted Learning	ISSN-0266-4909	IR	
412	Journal of Computer-Based Instruction	ISSN-0098-597X	IR	
413	Journal of Computer Science Education	ISSN-1040-7553	SE	
414	Journal of Computers in Mathematics and Science Teaching	ISSN-0731-9258	SE	★
415	Journal of Computing in Childhood Education	ISSN-1043-1055	PS	★
416	Journal of Computing in Higher Education	ISSN-1042-1726	HE	
417	Journal of Computing in Teacher Education	ISSN-1040-2454	SP	
418	Journal of Consulting and Clinical Psychology	ISSN-0022-006X	CG	
419	Journal of Consumer Affairs	ISSN-0022-0078	CE	
420	Journal of Continuing Education in the Health Professions	ISSN-0894-1912	CE	★
421	Journal of Continuing Higher Education	ISSN-0737-7363	CE	★
422	Journal of Cooperative Education	ISSN-0022-0132	CE	★
423	Journal of Correctional Education	ISSN-0022-0159	CE	★
424	Journal of Counseling and Development	ISSN-0748-9633	CG	★
425	Journal of Counseling Psychology	ISSN-0022-0167	CG	★
426	Journal of Creative Behavior	ISSN-0022-0175	EC	
427	Journal of Cross-Cultural Psychology	ISSN-0022-0221	UD	
428	Journal of Curriculum and Supervision	ISSN-0882-1232	EA	★
429	Journal of Curriculum Studies	ISSN-0022-0272	SO	
430	Journal of Dental Education	ISSN-0022-0337	HE	
431	Journal of Developmental Education	ISSN-0894-3907	JC	
432	Journal of Documentation	ISSN-0022-0418	IR	
433	Journal of Drug Education	ISSN-0047-2379	CG	★
434	Journal of Early Intervention	ISSN-1053-8151	EC	★
435	Journal of East Asian Linguistics	---	FL	
436	Journal of Economic Education	ISSN-0022-0485	SO	★
437	Journal of Education	ISSN-0022-0574	UD	★
438	Journal of Education Finance	ISSN-0098-9495	EA	★
439	Journal of Education for Business	ISSN-0883-2323	CE	
440	Journal of Education for Library and Information Science	ISSN-0748-5786	IR	
441	Journal of Education for Teaching	ISSN-0260-7476	SP	
442	Journal of Education Policy	ISSN-0268-0939	EA	★
443	Journal of Educational Administration	ISSN-0957-8234	EA	★
444	Journal of Educational Computing Research	ISSN-0735-6331	IR	
445	Journal of Educational Issues of Language Minority Students	---	FL	
446	Journal of Educational Measurement	ISSN-0022-0655	TM	★
447	Journal of Educational Multimedia and Hypermedia	ISSN-1055-8896	IR	
448	Journal of Educational Psychology	ISSN-0022-0663	TM	★
449	Journal of Educational Research	ISSN-0022-0671	SP	★
450	Journal of Educational Statistics	ISSN-0362-9791	TM	★
451	Journal of Educational Technology Systems	ISSN-0047-2395	IR	
452	Journal of Educational Television	ISSN-0260-7417	IR	
453	Journal of Educational Thought/Revue de la Pensee Educative	ISSN-0022-0701	JC	★
454	Journal of Elementary Science Education	---	SE	★
455	Journal of Employment Counseling	ISSN-0022-0787	CG	★
456	Journal of Environmental Education	ISSN-0095-8964	SE	★
457	Journal of Environmental Health	ISSN-0022-0892	SE	
458	Journal of Epsilon Pi Tau	---	CE	★
459	Journal of European Industrial Training	ISSN-0309-0590	CE	
460	Journal of Experiential Education	ISSN-1053-8259	RC	★
461	Journal of Experimental Child Psychology	ISSN-0022-0965	PS	★
462	Journal of Experimental Education	ISSN-0022-0973	TM	
463	Journal of Extension	ISSN-0022-0140	CE	
464	Journal of Family Issues	ISSN-0192-513X	CG	
465	Journal of Film and Video	ISSN-0724-4671	CS	
466	Journal of General Education	ISSN-0021-3667	JC	
467	Journal of Geography	ISSN-0022-1341	SO	★

ISSN = International Standard Serial Number

CH: Two-character prefix identifying responsible ERIC Clearinghouse (see list in back).

= Comprehensive Coverage (all articles). Unstarred journals are covered selectively.

Information in parentheses explains acronym appearing in journal title, or provides acronym by which journal is conveniently known.



469	Journal of Geography in Higher Education	ISSN-0309-8265	SO
470	Journal of Geological Education	ISSN-0022-1368	SE
471	Journal of Health Care for the Poor and Underserved	ISSN-1049-2089	UD
472	Journal of Health Education	ISSN-1055-6699	SP
473	Journal of High School Science Research	ISSN-1057-6932	SE
474	Journal of Higher Education	ISSN-0022-1546	HE *
475	Journal of Home Economics	ISSN-0022-1570	CE
476	Journal of Human Resources	ISSN-0022-166X	CE
477	Journal of Humanistic Education and Development	ISSN-0735-6846	CG *
478	Journal of Industrial Teacher Education	ISSN-0022-1864	CE *
479	Journal of Instruction Delivery Systems	ISSN-0892-4872	IR
480	Journal of Intensive English Studies	ISSN-0899-885X	FL
481	Journal of Intergroup Relations	ISSN-0047-2492	UD
482	Journal of Law and Education	ISSN-0275-6072	EA *
483	Journal of Learning Disabilities	ISSN-0022-2194	EC *
484	Journal of Legal Education	ISSN-0022-2208	HE
485	Journal of Leisure Research	ISSN-0022-2216	SP
486	Journal of Library Administration	ISSN-0193-0826	IR
487	Journal of Linguistics	ISSN-0022-2267	FL
488	Journal of Marital and Family Therapy	ISSN-0194-472X	CG *
489	Journal of Marketing for Higher Education	ISSN-0884-1241	HE
490	Journal of Marriage and the Family	ISSN-0022-2445	CG
491	Journal of Mathematical Behavior	ISSN-0732-3123	SE *
492	Journal of Mental Health Counseling	ISSN-0193-1830	CG *
493	Journal of Moral Education	ISSN-0305-7240	SO *
494	Journal of Multi-cultural and Cross-cultural Research in Art Education	ISSN-0740-1833	SO
495	Journal of Multicultural Counseling and Development	ISSN-0883-8534	CG *
496	Journal of Multicultural Social Work	---	RC
497	Journal of Multilingual and Multicultural Development	ISSN-0143-4632	FL *
500	Journal of Natural Resources and Life Sciences Education	ISSN-0094-2391	SE
501	Journal of Negro Education	ISSN-0022-2984	UD *
502	Journal of Offender Rehabilitation	ISSN-1050-9674	CG *
503	Journal of Optometric Education	ISSN-0098-6917	HE
504	Journal of Outdoor Education	ISSN-0022-3336	RC *
505	Journal of Personnel Evaluation in Education	ISSN-0920-525X	TM *
506	Journal of Physical Education, Recreation and Dance	ISSN-0730-3084	SP
507	Journal of Planning Education and Research	---	EA
508	Journal of Postsecondary Education and Disability	---	HE
509	Journal of Professional Nursing	ISSN-8755-7223	CE
510	Journal of Reading	ISSN-0022-4103	CS *
511	Journal of Reading Behavior	ISSN-0022-4111	CS *
512	Journal of Research and Development in Education	ISSN-0022-426X	SP *
513	Journal of Research in Childhood Education	ISSN-0256-8543	PS *
514	Journal of Research in Education	---	UD
515	Journal of Research in Music Education	ISSN-0022-4292	SO
516	Journal of Research in Reading	ISSN-0141-0423	CS *
517	Journal of Research in Rural Education	ISSN-8756-0534	RC *
518	Journal of Research in Science Teaching	ISSN-0022-4308	SE *
519	Journal of Research on Computing in Education	ISSN-0888-6504	IR
520	Journal of Rural Community Psychology	ISSN-0276-2285	RC
521	Journal of Rural Studies	ISSN-0743-0167	RC
522	Journal of School Health	ISSN-0022-4391	SP
523	Journal of School Leadership	ISSN-1052-6846	EA *
524	Journal of School Psychology	ISSN-0022-4405	CG *
525	Journal of Science Education and Technology	ISSN-1059-0145	SE *
526	Journal of Science Math Education in Southeast Asia	ISSN-0126-7663	SE
527	Journal of Science Teacher Education	ISSN-1046-560X	SE *
528	Journal of Second Language Writing	ISSN-1060-3743	FL
529	Journal of Social Issues	ISSN-0022-4537	UD
530	Journal of Social Psychology	ISSN-0022-4545	SO
531	Journal of Social Studies Research	---	SO
532	Journal of Social Theory in Art Education	---	SO

ISSN = International Standard Serial Number

CH: Two-character prefix identifying responsible ERIC Clearinghouse (see list in back).

Comprehensive Coverage (all articles). Unstarred journals are covered selectively.

Information in parentheses explains acronym appearing in journal title, or provides acronym by which journal is conveniently known.

530	Journal of Social Work Education	ISSN-1043-7797	HE	
531	Journal of Special Education	ISSN-0022-4669	EC	*
532	Journal of Special Education Technology	---	EC	*
533	Journal of Speech and Hearing Research	ISSN-0022-4685	EC	
534	Journal of Staff Development	ISSN-0276-928X	SP	
535	Journal of Student Financial Aid	---	HE	
536	Journal of Studies in Technical Careers	ISSN-0163-3252	CE	*
537	Journal of Teacher Education	ISSN-0022-4871	SP	*
538	Journal of Teaching in Physical Education	ISSN-0273-5024	SP	
539	Journal of Teaching Writing	ISSN-0735-1259	CS	*
540	Journal of Technical Writing and Communication	ISSN-0047-2816	CS	
541	Journal of Tertiary Educational Administration	ISSN-1036-9708	HE	
542	Journal of the American Society for Information Science	ISSN-0002-8231	IR	*
543	Journal of the Association for Persons with Severe Handicaps (JASH)	ISSN-0274-9483	EC	
544	Journal of the Chinese Language Teachers Association	ISSN-0009-4595	FL	
545	Journal of the Community Development Society	ISSN-0010-3829	CE	
546	Journal of the Freshman Year Experience	ISSN-1053-203X	HE	
547	Journal of the Middle States Council for the Social Studies	ISSN-0739-8069	SO	
548	Journal of Urban and Cultural Studies	ISSN-1054-1802	UD	
549	Journal of Visual Impairment and Blindness	ISSN-0145-482X	EC	
550	Journal of Visual Literacy	ISSN-1051-144X	IR	
551	Journal of Vocational and Technical Education	ISSN-0010-3829	CE	
552	Journal of Vocational Behavior	ISSN-0001-8791	CE	*
553	Journal of Vocational Education Research	ISSN-0739-3369	CE	*
554	Journal of World History	ISSN-1045-6007	SO	
555	Journal of Youth and Adolescence	ISSN-0047-2891	TM	
556	Journal of Youth Services in Libraries	ISSN-0894-2498	IR	
557	Journalism Educator	ISSN-0022-5517	CS	*
558	Journalism Quarterly	ISSN-0196-3031	CS	
559	Kenya Journal of Education	---	SO	
560	Knowledge: Creation, Diffusion, Utilization	ISSN-0164-0259	IR	*
561	Labour Education	ISSN-0378-5467	CE	
562	Language	ISSN-0097-8507	FL	
563	Language Acquisition: A Journal of Developmental Linguistics	ISSN-1048-9223	FL	
564	Language and Cognitive Processes	ISSN-0169-0965	FL	
565	Language and Communication	ISSN-0271-5309	FL	
566	Language and Education	ISSN-0950-0782	FL	
567	Language Arts	ISSN-0360-9170	CS	*
568	Language Awareness	---	FL	
569	Language, Culture, and Curriculum	ISSN-0790-8318	FL	
570	Language in Society	ISSN-0047-4045	FL	
571	Language Learning	ISSN-0023-8333	FL	*
572	Language Problems and Language Planning	ISSN-0272-2690	FL	
573	Language Quarterly	---	FL	
574	Language Sciences	ISSN-0388-0001	FL	
575	Language, Speech, and Hearing Services in Schools	ISSN-0161-1461	EC	
576	Language Testing	ISSN-0265-5322	FL	
577	Language Variation and Change	ISSN-0954-3945	FL	
578	Learning	ISSN-0090-3167	SP	
579	Learning (Canada)	ISSN-0381-1387	CE	
580	Learning Disabilities Research and Practice	ISSN-0938-8982	EC	*
581	Learning Disability Quarterly	ISSN-0731-9487	EC	*
582	Liberal Education	ISSN-0024-1822	HE	
583	Library Administration & Management	ISSN-0888-4463	IR	*
584	Library and Information Science Research	ISSN-0740-8188	IR	*
585	Library Hi Tech	ISSN-0737-8831	IR	
586	Library Journal	ISSN-0363-0277	IR	
587	Library Quarterly	ISSN-0024-2519	IR	
588	Library Resources and Technical Services	ISSN-0024-2527	IR	

ISSN = International Standard Serial Number

C4: Two-character prefix identifying responsible ERIC Clearinghouse (see list in back).

= Comprehensive Coverage (all articles). Unstarred journals are covered selectively.

Information in parentheses explains acronym appearing in journal title, or provides acronym by which journal is conveniently known.

590	Library Software Review	ISSN-0742-5759	IR	
591	Library Trends	ISSN-0024-2594	IR	★
592	Linguistics and Education	ISSN-0898-5898	FL	
	Louisiana Social Studies Journal	---	SO	
593	Machine-Mediated Learning	ISSN-0732-6718	IR	
594	Management Communication Quarterly	ISSN-0893-3189	CS	
595	Management Education and Development	ISSN-0047-5688	CE	
596	Mathematics Education Research Journal	ISSN-1033-2170	SE	
597	Mathematics in School	ISSN-0305-7259	SE	
598	Mathematics Teacher	ISSN-0025-5769	SE	★
599	Measurement and Evaluation in Counseling and Development	ISSN-0748-1756	CG	★
600	Media and Methods	ISSN-0025-6897	IR	
601	Medical Teacher	ISSN-0142-159X	SE	
602	Mental Retardation	ISSN-0047-6765	EC	
603	Mercury	ISSN-0047-6773	SE	
604	Merrill-Palmer Quarterly	ISSN-0272-930X	PS	★
605	Michigan Social Studies Journal	---	SO	
606	Microcomputers for Information Management	ISSN-0742-2343	IR	
607	Microform Review	ISSN-0002-6530	IR	
608	Middle School Journal	ISSN-0094-0771	EA	★
609	Midwestern Educational Researcher	ISSN-1056-3997	RC	★
610	Migration World Magazine	ISSN-1058-5095	UD	
611	Modern Language Journal	ISSN-0026-7902	FL	★
612	Momentum	ISSN-0026-914X	JC	
613	Monographs of the Society for Research in Child Development	ISSN-0037-976X	PS	★
614	Monthly Labor Review	ISSN-0098-1818	CE	
615	Moral Education Forum	ISSN-0163-6480	SO	
616	Multivariate Behavioral Research	ISSN-0027-3171	TM	
617	Music Educators Journal	ISSN-0027-4321	SO	
619	NACADA Journal (National Academic Advising Association)	ISSN-0271-9517	HE	
620	NASPA Journal (National Association of Student Personnel Administrators)	ISSN-0027-6021	CG	★
621	NASSP Bulletin (National Association of Secondary School Principals)	ISSN-0192-6365	EA	★
622	National Forum: Phi Kappa Phi Journal	ISSN-0162-1831	HE	
623	National Parks	ISSN-0276-8186	SE	
624	National Strength and Conditioning Association Journal	ISSN-0744-0049	SP	
625	Native Peoples Magazine	---	RC	
626	Nature Study	ISSN-0028-0860	SE	
627	Negro Educational Review	---	UD	
628	Negro History Bulletin	ISSN-0028-2529	UD	
629	New Advocate	ISSN-0895-1381	CS	★
630	New Directions for Adult and Continuing Education	ISSN-0195-2242	CE	★
631	New Directions for Child Development	ISSN-0195-2269	PS	★
632	New Directions for Community Colleges	ISSN-0194-3081	JC	★
633	New Directions for Higher Education	ISSN-0271-0560	HE	★
634	New Directions for Institutional Research	ISSN-0271-0579	HE	
635	New Directions for Program Evaluation	ISSN-0164-7989	TM	
636	New Directions for Teaching and Learning	ISSN-0271-0633	HE	
637	New England Journal of History	---	SO	
638	New Ground	ISSN-1016-9075	SE	
639	New Perspectives	ISSN-0274-855X	UD	
640	New Zealand Journal of Geography	ISSN-0028-8292	SO	
641	North Central Association Quarterly	ISSN-1043-3511	JC	
642	Now and Then Magazine	---	RC	
643	Nursing and Health Care	ISSN-0276-5284	CE	
644	Nursing Outlook	ISSN-0029-6554	CE	
645	Obesity & Health	ISSN-1044-1522	SP	
646	Occupational Outlook Quarterly	ISSN-0199-4786	CE	
647	Occupational Therapy Journal of Research	ISSN-0276-1599	CE	
	OCSJ Review	ISSN-1050-2130	SO	

ISSN = International Standard Serial Number

CH: Two-character prefix identifying responsible ERIC Clearinghouse (see list in back).

Comprehensive Coverage (all articles). Unstarred journals are covered selectively.

Information in parentheses explains acronym appearing in journal title, or provides a synonym by which journal is conveniently known.

648	Ohio Journal of School Mathematics	---	SE
649	Ohio Reading Teacher	ISSN-0030-1035	CS *
650	Omega: Journal of Death and Dying	ISSN-0030-2228	CG
651	Online	ISSN-0146-5422	IR
652	Online Review	ISSN-0309-314X	IR
653	Open Learning	ISSN-0268-0513	IR
654	Open Letter	ISSN-1035-4727	FL
655	Organization of American Historians Magazine of History	ISSN-0882-228X	SO *
656	Our Planet	ISSN-1013-739X	SE
657	Outdoor Network Newsletter	---	RC
658	Oxford Review of Education	ISSN-0305-4985	SO
659	Paedagogica Historica	ISSN-0030-9230	SO
660	Parks and Recreation	ISSN-0031-2215	SP
661	Pathways to Outdoor Communication	ISSN-0010-650X	RC
662	Pathways: The Ontario Journal of Outdoor Education	---	RC *
663	Peabody Journal of Education	ISSN-0161-956X	SP *
664	Performance and Instruction	ISSN-0884-1985	IR
665	Performance Improvement Quarterly	ISSN-0898-5952	IR
666	Perspectives in Education and Deafness	ISSN-1051-6204	EC
667	Perspectives on Political Science	ISSN-1045-7097	SO
668	Phi Delta Kappan	ISSN-0031-7217	EA *
669	Phonology	ISSN-0952-6757	FL
670	Phylon	ISSN-0031-8906	UD
671	Physical Educator	ISSN-0031-8981	SP
672	Physician and Sportsmedicine	ISSN-0091-3847	SP
673	Physics Education	ISSN-0031-9120	SE
674	Physics Education (India)	ISSN-0970-5953	SE
675	Physics Teacher	ISSN-0031-921X	SE *
676	Planning and Changing	ISSN-0032-0684	EA
677	Planning for Higher Education	ISSN-0736-0983	HE
678	Policy Review	ISSN-0146-5945	UD
679	Polylingua	ISSN-1405-6716	FL
680	Population Education in Asia and the Pacific Newsletter and Forum	---	SE
681	Population Research and Policy Review	ISSN-0167-5923	SE
682	Pre-Text: A Journal of Rhetorical Theory	ISSN-0731-0714	CS
683	Preventing School Failure	ISSN-1045-988X	EC *
684	Primus	ISSN-1051-1970	SE
685	Principal	ISSN-0271-6062	EA *
686	Proceedings of the ASIS Annual Meeting (American Society for Information Science)	ISSN-0044-7870	IR *
687	Proceedings of the ASIS Mid-Year Meeting (American Society for information Science)	---	IR *
688	Prospects	ISSN-0033-1538	SO
689	PS: Political Science and Politics	ISSN-1049-0965	SO
690	Psychological Assessment	ISSN-1040-3590	TM
691	Psychological Review	ISSN-0033-259X	TM
692	Psychological Test Bulletin	ISSN-1031-7511	TM
693	Psychology in the Schools	ISSN-0033-3085	CG *
694	Psychology of Women Quarterly	ISSN-0361-6843	UD
695	Psychometrika	ISSN-0033-3123	TM
696	PTA Today (National Parent-Teacher Association)	ISSN-0195-2781	SP
697	Public Administration Review	ISSN-0033-3352	CE
698	Public Interest	ISSN-0033-3557	UD
699	Public Libraries	ISSN-0163-5506	IR
700	Public Personnel Management	ISSN-0091-0260	CE
701	Public Relations Review	ISSN-0363-8111	CS
702	Quantum	ISSN-1048-8820	SE
703	Quarterly Journal of Speech	ISSN-0033-5630	CS
704	Quarterly of the National Writing Project and the Center for the Study of Writing and Literacy	ISSN-0896-3592	CS
705	Quest	ISSN-0033-6297	SP
706	Quill and Scroll	ISSN-0033-6505	CS

ISSN = International Standard Serial Number

CH: Two-character prefix identifying responsible ERIC Clearinghouse (see list in back).

\* = Comprehensive Coverage (all articles). Unstarred journals are covered selectively.

): Information in parentheses explains acronym appearing in journal title, or provides acronym by which journal is conveniently known.

708	Rassegna Italiana di Linguistica Applicata	---	FL
709	RE:view	ISSN-0899-1510	EC
710	Reading	ISSN-0034-0472	CS *
711	Reading and Writing Quarterly: Overcoming Learning Difficulties	ISSN-0748-7630	CS
712	Reading Horizons	ISSN-0034-0502	CS *
713	Reading Improvement	ISSN-0034-0510	CS *
714	Reading in a Foreign Language	ISSN-0264-2425	FL
715	Reading Psychology	ISSN-0270-2711	CS
716	Reading Research and Instruction	ISSN-0886-0246	CS
717	Reading Research Quarterly	ISSN-0034-0553	CS *
718	Reading Teacher	ISSN-0034-0561	CS *
719	Rehabilitation Counseling Bulletin	ISSN-0034-3552	CG *
720	RELC Journal: A Journal of Language Teaching and Research in Southeast Asia	ISSN-0033-6882	FL
721	Religion & Public Education	---	SO
722	Religious Education	ISSN-0034-4087	SO
723	Remedial and Special Education	ISSN-0741-9325	EC *
724	Research & Teaching in Developmental Education	ISSN-1046-3364	JC
725	Research in Developmental Disabilities	ISSN-0891-4222	EC
726	Research in Distance Education	ISSN-0843-8854	CE
727	Research in Higher Education	ISSN-0361-0365	HE *
728	Research in Science and Technological Education	ISSN-0263-5143	SE *
729	Research in the Teaching of English	ISSN-0034-527X	CS *
730	Research on Language and Social Interaction	---	FL
731	Research Management Review	---	HE
732	Research Papers in Education	ISSN-0267-1522	SP
733	Research Quarterly for Exercise and Sport	ISSN-0270-1367	SP
734	Research Recycling	---	SE
735	Research Strategies	ISSN-0734-3310	IR
736	Review of Educational Research	ISSN-0034-6543	TM *
737	Review of Higher Education	ISSN-0162-5748	HE *
738	Rhetoric Review	ISSN-0735-0198	CS
739	Roeper Review	ISSN-0278-3193	EC
740	RQ (Reference Quarterly)	ISSN-0033-7072	IR
741	RSR Reference Service Review	ISSN-0090-7324	IR
742	Rural Conditions and Trends	---	RC
743	Rural Development Perspectives	ISSN-0271-0171	RC
744	Rural Education in Australia	---	RC *
745	Rural Educator	ISSN-0273-446X	RC *
746	Rural Electrification Magazine	---	RC
747	Rural Sociologist	ISSN-0279-5957	RC
748	Rural Sociology	ISSN-0036-0112	RC
749	Rural Special Education Quarterly	ISSN-8756-8705	RC *
750	Russian Education and Society	ISSN-1060-9393	SO
751	Russian Language Journal	---	RC
752	Sage: A Scholarly Journal on Black Women	ISSN-0741-8639	UD
753	Scandinavian Journal of Educational Research	ISSN-0031-3831	TM
754	SCHOLE: Journal of Leisure Studies and Recreation Education	---	SP
755	School Administrator	ISSN-0036-6439	EA *
756	School Arts	ISSN-0036-6463	SO
757	School Business Affairs	ISSN-0036-651X	EA *
758	School Community Journal	ISSN-1059-308X	EA
759	School Counselor	ISSN-0036-6536	CG *
760	School Effectiveness and School Improvement	---	EA *
761	School Law Bulletin	ISSN-0886-2508	EA
762	School Library Journal	ISSN-0362-8930	IR
763	School Library Media Activities Monthly	ISSN-0889-9371	IR
764	School Library Media Annual (SLMA)	ISSN-0739-7712	IR *
765	School Library Media Quarterly	ISSN-0278-4823	IR *
766	School of Education Review (San Francisco State University)	---	SP
767	School Organisation	ISSN-0260-1362	EA *
768	School Psychology Review	ISSN-0279-6015	TM

ISSN = International Standard Serial Number

CH: Two-character prefix identifying responsible ERIC Clearinghouse (see list in back).

Comprehensive Coverage (all articles). Unstarred journals are covered selectively.

Information in parentheses explains acronym appearing in journal title, or provides acronym by which journal is conveniently known.



768	School Science and Mathematics	ISSN-0036-6803	SE	★
769	School Science Review	ISSN-0036-6811	SE	
770	Schools in the Middle	ISSN-0276-4482	EA	★
771	Science	ISSN-0036-8075	SE	
772	Science Activities	ISSN-0036-8121	SE	★
773	Science and Children	ISSN-0036-8148	SE	★
774	Science Education	ISSN-0036-8326	SE	★
775	Science News	ISSN-0036-8423	SE	
776	Science Probe	ISSN-1049-7730	SE	
777	Science Scope	ISSN-0887-2376	SE	★
778	Science Teacher	ISSN-0036-8555	SE	★
779	Science, Technology and Human Values	ISSN-0162-2439	SE	
780	Scientific American	ISSN-0036-8733	SE	
781	Scientific Journal of Orienteering	---	RC	
782	Scottish Educational Review	ISSN-0141-9072	RC	★
783	Second Language Research	ISSN-0267-6583	FL	
784	Secretary	ISSN-0037-0622	CE	
785	Sex Roles: A Journal of Research	ISSN-0360-0025	UD	
786	Sierra	ISSN-0161-7362	SE	
787	Sign Language Studies	ISSN-0302-1475	FL	
788	Signs: Journal of Women in Culture and Society	ISSN-0097-9740	UD	
789	Simulation & Gaming	ISSN-1046-8781	IR	
790	Simulation/Games for Learning	ISSN-0142-9361	IR	
791	Slavic and East European Journal	---	FL	
792	Small Town	---	RC	
793	Smithsonian	ISSN-0037-7333	SE	
794	Social Education	ISSN-0037-7724	SO	★
795	Social Forces	ISSN-0037-7732	RC	
796	Social Policy	ISSN-0037-7783	UD	
797	Social Science Quarterly	ISSN-0038-4941	SO	
798	Social Science Record	ISSN-0037-7872	SO	
799	Social Studies	ISSN-0037-7996	SO	★
800	Social Studies and the Young Learner	---	SO	★
801	Social Studies Journal	ISSN-0886-9286	SO	
802	Social Studies Professional	---	SO	
803	Social Studies Review	ISSN-1056-6325	SO	
804	Social Studies Texan	ISSN-1056-4675	SO	
805	Society	ISSN-0147-2011	UD	
806	Society of Research Administrators Journal (SRA Journal)	ISSN-1062-8142	HE	
807	Sociology of Education	ISSN-0038-0407	SO	★
808	Sociology of Sport Journal	ISSN-0741-1235	SP	
809	Southern Communication Journal	ISSN-0361-8269	CS	
810	Southern Rural Sociology	---	RC	
811	Southern Social Studies Journal	ISSN-1047-7942	SO	
812	Special Libraries	ISSN-0038-6723	IR	
813	Strategies	ISSN-0892-4562	SP	
814	Student Press Review	ISSN-0036-6730	CS	
815	Studies in Art Education	ISSN-0039-3541	SO	
816	Studies in Continuing Education	ISSN-0158-037X	CE	★
817	Studies in Educational Evaluation	ISSN-0191-491X	TM	★
818	Studies in Higher Education	ISSN-0307-5079	HE	
819	Studies in Second Language Acquisition	ISSN-0272-2631	FL	
820	Studies in the Education of Adults	ISSN-0266-0830	CE	★
821	Studies of American Indian Literature	---	RC	
822	Suicide and Life-Threatening Behavior	ISSN-0363-0234	CG	
823	System	ISSN-0346-251X	FL	
824	Teacher Education and Practice	---	SP	
825	Teacher Education and Special Education	---	EC	★
826	Teacher Education Quarterly	ISSN-0737-5328	SP	
827	Teacher Educator	ISSN-0039-5897	SP	
828	Teacher Magazine	ISSN-1046-6193	SP	

ISSN = International Standard Serial Number

Two-character prefix identifying responsible ERIC Clearinghouse (see list in back).

Comprehensive Coverage (all articles). Unstarred journals are covered selectively.

Information in parentheses explains acronym appearing in journal title, or provides acronym by which journal is conveniently known.

829	Teachers and Writers	ISSN-0739-0084	CS	★
830	Teachers College Record	ISSN-0161-4681	SP	★
831	Teaching and Teacher Education	ISSN-0742-051X	SP	
832	Teaching Education	ISSN-1047-6210	SP	
833	Teaching English in the Two-Year College	ISSN-0098-6291	CS	★
834	Teaching English to Deaf and Second-Language Students	---	FL	
835	Teaching Exceptional Children	ISSN-0040-0599	EC	★
836	Teaching History: A Journal of Methods	ISSN-0730-1383	SO	★
837	Teaching of Psychology	ISSN-0098-6263	SO	
838	Teaching Sociology	ISSN-0092-055X	SO	
839	Teaching Theatre	---	CS	★
840	Teaching Tolerance	---	UD	
841	Technical Communication Quarterly	ISSN-0888-4323	CS	
842	Technology Teacher	ISSN-0746-3537	CE	
843	TechTrends	ISSN-8756-3894	IR	★
844	TESL Canada Journal (Teaching English as a Second Language)	ISSN-0826-435X	FL	
845	TESL Talk (Teaching English as a Second Language)	ISSN-0700-1584	FL	★
846	TESOL Journal (Teachers of English to Speakers of Other Languages)	ISSN-1056-7941	FL	
847	TESOL Quarterly (Teachers of English to Speakers of Other Languages)	ISSN-0039-8322	FL	★
848	Theory and Research in Social Education	ISSN-0093-3104	SO	★
849	Theory into Practice	ISSN-0040-5841	SP	
850	Therapeutic Recreation Journal	ISSN-0040-5914	SP	
851	Thought and Action	ISSN-0748-8475	HE	
852	Thresholds in Education	ISSN-0196-9541	EA	★
853	Topics in Early Childhood Special Education	ISSN-0271-1214	EC	★
854	Topics in Language Disorders	ISSN-0271-8294	EC	★
855	Training	ISSN-0095-5892	CE	
856	Training and Development	ISSN-1055-9760	CE	
857	Tribal College	---	JC	
858	Trusteeship	---	HE	
859	Unterrichtspraxis	ISSN-0042-062X	FL	
860	Update on Law-Related Education	ISSN-0147-8648	SO	
861	Urban Affairs Quarterly	ISSN-0042-0816	UD	
862	Urban Anthropology	ISSN-0894-6019	UD	
863	Urban Education	ISSN-0042-0859	UD	★
864	Urban League Review	ISSN-0147-1740	UD	
865	Urban Review	ISSN-0042-0972	UD	★
866	Use of English	ISSN-0042-1243	CS	★
867	Visible Language	ISSN-0022-2224	CS	
868	Visual Arts Research	ISSN-0736-0770	SO	
869	Vocational Aspect of Education	ISSN-0305-7879	CE	
870	Vocational Education Journal	ISSN-0884-8009	CE	★
871	Volta Review	ISSN-0042-8639	EC	
872	West's Education Law Quarterly	---	EA	★
873	Western Journal of Black Studies	ISSN-0197-4327	UD	
874	Western Journal of Communication	ISSN-0193-6700	CS	
875	Westminster Studies in Education	ISSN-0140-6728	SO	
876	WICAZO SA Review	ISSN-0749-6427	RC	
877	Wilson Library Bulletin	ISSN-0043-5651	IR	
878	Winds of Change	---	RC	
879	Work and Occupations: An International Sociological Journal	ISSN-0730-8884	CE	
880	Workbook, The	---	RC	
881	World Englishes	ISSN-0883-2919	FL	
882	World Watch	ISSN-0896-0615	SE	
883	WPA: Writing Program Administration	ISSN-0196-4682	CS	★
884	Writing Center Journal	ISSN-0889-6143	CS	★
885	Writing Instructor	ISSN-0277-7789	CS	★
886	Writing Notebook: Visions for Learning	ISSN-0749-2537	CS	
887	Written Communication	ISSN-0741-0883	CS	★

ISSN = International Standard Serial Number

CH: Two-character prefix identifying responsible ERIC Clearinghouse (see list in back).

★ = Comprehensive Coverage (all articles). Unstarred journals are covered selectively.

formation in parentheses explains acronym appearing in journal title, or provides acronym by which journal is conveniently known.

888	Young Children .....	ISSN-0044-0728	PS
889	Youth and Society .....	ISSN-0044-118X	UD ★
890	Youth Theatre Journal .....	ISSN-0892-9092	CS
891	Zeitschrift für Internationale Erziehungs und Sozialwissenschaftliche Forschung .....	ISSN-0930-9381	SO
892	Zeitschrift für Pädagogik .....	ISSN-0044-3247	SO

### ERIC CLEARINGHOUSES (WITH PREFIXES)

ERIC Clearinghouse on	Adult, Career, and Vocational Education .....	CE
ERIC Clearinghouse on	Assessment and Evaluation .....	TM
ERIC Clearinghouse for	Community Colleges .....	JC
ERIC Clearinghouse on	Counseling and Student Services .....	CG
ERIC Clearinghouse on	Disabilities and Gifted Education .....	EC
ERIC Clearinghouse or	Educational Management .....	EA
ERIC Clearinghouse on	Elementary and Early Childhood Education .....	PS
ERIC Clearinghouse on	Higher Education .....	HE
ERIC Clearinghouse on	Information and Technology .....	IR
ERIC Clearinghouse on	Languages and Linguistics .....	FL
ERIC Clearinghouse on	Reading, English, and Communication .....	CS
ERIC Clearinghouse on	Rural Education and Small Schools .....	RC
ERIC Clearinghouse for	Science, Mathematics, and Environmental Education .....	SE
ERIC Clearinghouse for	Social Studies/Social Science Education .....	SO
ERIC Clearinghouse on	Teaching and Teacher Education .....	SP
ERIC Clearinghouse on	Urban Education .....	UD

58

ISSN = International Standard Serial Number

CH: Two-character prefix identifying responsible ERIC Clearinghouse (see list in back).

★ = Comprehensive Coverage (all articles). Unstarred journals are covered selectively.

): Information in parentheses explains acronym appearing in journal title, or provides acronym by which journal is conveniently known.





**Clearinghouse on Information and Technology**  
**Syracuse University**  
**4-194 Center for Science & Technology**  
**Syracuse, New York 13244-4100**  
**(315) 443-3640; (800) 464-9107**

## Fact Sheet

### PRODUCT SUMMARY: ERIC ON CD-ROM

The ERIC database is produced and sold on CD-ROM by three commercial vendors. Following is a summary of prices and hardware requirements for each product. Features, hardware requirements, and prices change frequently. When considering a subscription to a CD-ROM database, call or write each vendor for the latest information.

**Product:** DIALOG OnDisc ERIC

**Producer:** DIALOG Information Services, Inc.  
3460 Hillview Ave.  
Palo Alto, CA 94304  
800-334-2564; 415-858-3785

**Hardware:** **For IBM:** IBM PC, XT, AT, or PS/2 (or 100% compatible) running PC DOS or MS DOS Version 3.1 or higher; 640K RAM with hard disk and 1 MB free space; CD-ROM drive (call for acceptable models).

**For Macintosh:** Macintosh computer running Macintosh System 6.0.2 or higher; minimum 1 MB RAM and 1 MB free space on the hard disk; CD-ROM drive (call for acceptable models).

**Price:**

- Current file (1983 to present, 1 disk, quarterly updates) \$650 1st year/ \$645 renewal
- Complete file (1966 to present, 2 disks, quarterly updates to current disk) \$1195 1st year/ \$645 renewal

**Product:** ERIC on SilverPlatter

**Producer:** SilverPlatter Information, Inc.  
100 River Ridge Drive  
Norwood, MA 02062-5026  
800-343-0064; 617-769-2599

**Hardware:** **For IBM:** IBM PC, XT, AT, PS/2 (or 100% compatible) running PC DOS or MS DOS Version 3.2 or higher; 640K RAM with hard disk recommended; CD-ROM drive (call for acceptable models).

**For Macintosh:** Macintosh computer running Macintosh System 6.0.2 or higher; hard disk and 2 MB RAM recommended; CD-ROM drive (call for acceptable models).

**For Windows:** WinSpirs 486, 8 MB memory, 120 MB hard disk; MS DOS or PC DOS 5.0 or higher, 120 MB or larger hard disk drive; Microsoft Extensions 2.1 or higher, CD ROM drive.

**Price:**

- Current file with quarterly updates (1983 to present, 1 disk) \$695
- ERIC four years rolling subscription (with quarterly updates) \$440
- Complete file (1966 to present, 3 disks, quarterly updates to current disk) \$895/ year

**Product:** ERIC on CD-ROM

**Producer:** NISC National Information Services Corporation  
Suite 6, Wyman Towers  
3100 St. Paul Street  
Baltimore, MD 21218  
410-243-0797; Fax: 410-243-0982

**Hardware:** Any DOS-capable PC (IBM-compatible)--single station or network; any CD-ROM drive; monochrome or color monitor; 512K RAM available.

**Price:**

- Complete file (ERIC 1966-Present) free with a subscription to any other NISC DISC priced \$500 or higher.
- ERIC Updates

shipped with NISC DISC update  
(quarterly or semi-annually)

### QUESTIONS TO ASK

#### Administration

Is the product appropriate for your clientele?  
Are the time spans covered and the frequency of updates sufficient?  
Are there print/online counterparts? At what cost?  
Does the anticipated volume of use justify the cost of a CD-ROM subscription?  
Is the product compatible with equipment you own or intend to acquire?  
Should you consider a networked system for multiple users?

#### Vendor

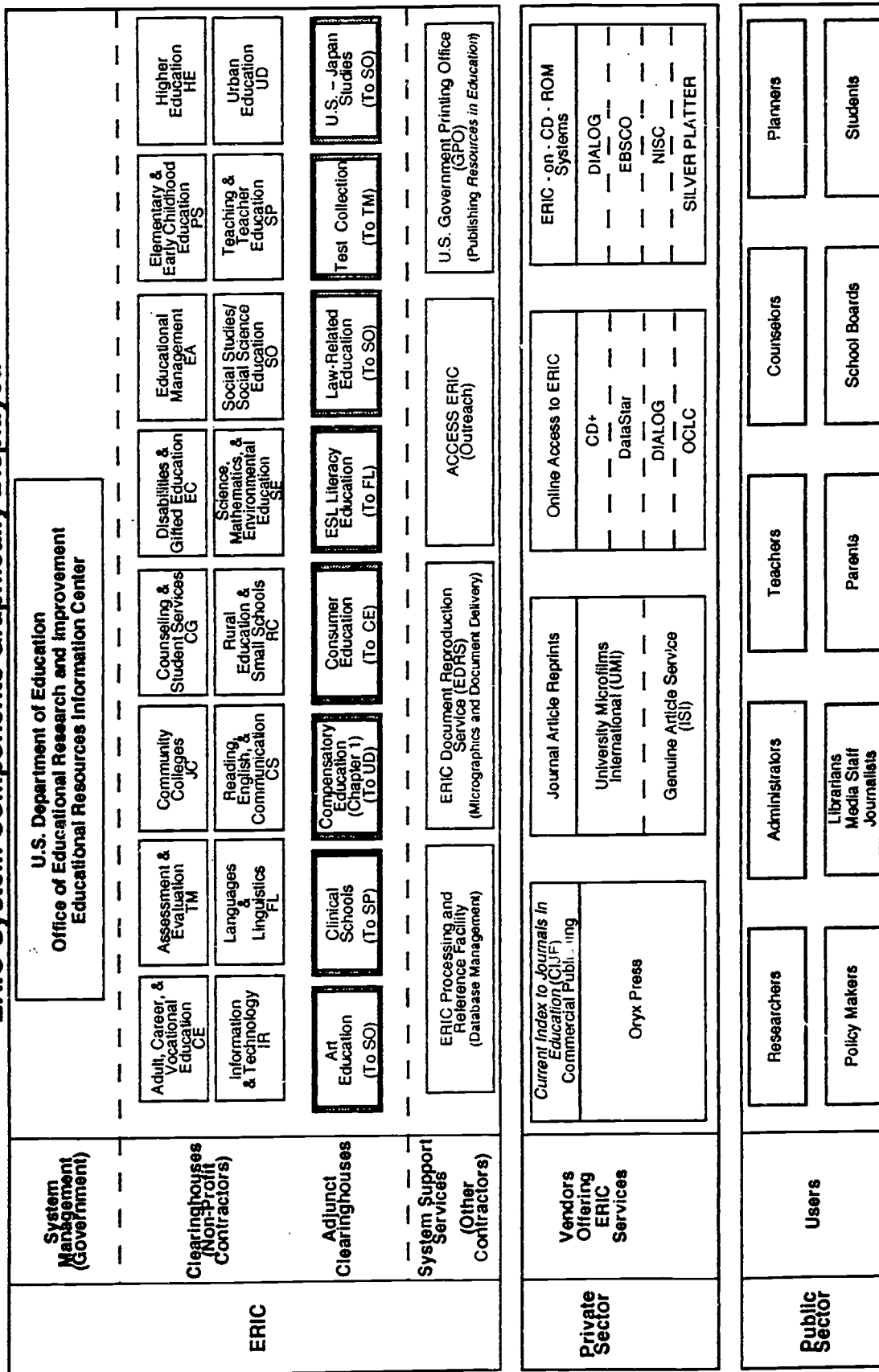
Does the vendor produce any other CD-ROM databases to which you might like to subscribe?  
Are the product licensing terms acceptable to you?  
Is documentation sufficient?  
Is telephone support available?

#### Searching

How many access points are available?  
Can the search strategy be saved and reexecuted in the future or on another disk from the set?  
Can search results be sorted? Downloaded? Displayed in a variety of formats?  
Is there an on-disk thesaurus? Does it show broader terms, narrower terms, related terms, and postings?  
Is on-screen help available?  
Does the system offer shortcuts for experienced searchers?  
Is direct record access possible?

Prepared by Susann L. Wurster, Editing Specialist  
ERIC Clearinghouse on Information & Technology  
August 1994

*This fact sheet was prepared with funding from the Office of Educational Research and Improvement, U.S. Department of Education, contract no. RR93002009. The opinions expressed in this report do not necessarily reflect the positions or policies of OERI or ED.*

**ERIC at-a-Glance**  
**ERIC System Components Graphically Displayed**

**ERIC**

**ERIC**

**ERIC**

**ERIC**

**ERIC**

**ERIC**



**ERIC**

**Educational Resources Information Center**  
Office of Educational Research and Improvement  
U.S. Department of Education

103

BEST COPY AVAILABLE



# ERIC

**Educational Resources Information Center (ERIC)**  
Office of Educational Research and Improvement  
U.S. Department of Education  
Spring 1994

*All About* **ERIC** was prepared by Lynn Smarte, Project Director, ACCESS ERIC, under contract #RR92024001 for the Office of Educational Research and Improvement, U.S. Department of Education. The text is in the public domain and may be freely reproduced in whole or in part.



## **PART I**

*Start with this section if you need a basic introduction to using the ERIC system.*

What Is ERIC? .....	3
Who Uses ERIC? .....	4
What Can You Get From ERIC? .....	5
Where Can You Use ERIC? .....	8
How To Get Copies of Publications and Articles in the ERIC Database .....	9
Basic Tips for Searching the ERIC Database .....	10
How Can You Contribute to the ERIC Database? .....	14

## **PART II**

*Use this section to find addresses and phone numbers for ERIC Clearinghouses and other system components.*

ERIC System Directory .....	17
-----------------------------	----

## **PART III**

*Read this section if you work in a library or resource center and want to provide access to ERIC.*

How To Start an ERIC Collection .....	25
Other ERIC Resources for Libraries and Information Centers .....	27
ERIC Partners .....	29

## **APPENDIXES**

ERIC Search Worksheet .....	33
Vendors of ERIC Online Services and CD-ROM Products .....	34
Reproduction Release Form .....	35
Glossary .....	37
Handout for Education Students: "ERIC Tips for Teachers in Training" .....	39

Dr





The **Educational Resources Information Center (ERIC)** is a federally funded, nationwide information network designed to provide you with ready access to education literature.

At the heart of ERIC is the largest education database in the world—containing more than 800,000 records of journal articles, research reports, curriculum and teaching guides, conference papers, and books. Each year approximately 30,000 new records are added. The ERIC database is available in many formats at hundreds of locations.

ERIC presents education information in a format convenient to users. More than 20 years ago, ERIC became the first commercial online database. In 1986 the ERIC database became available for searching on CD-ROM (compact disk, read-only memory).

Now ERIC is at the forefront of efforts to make education information available through computer networks. ERIC is available to thousands of teachers, administrators, parents, students, and others through electronic networks, including the Internet, CompuServe, America Online, America Tomorrow, and GTE Educational Network Services. Network users can read and download information on the latest education trends and issues. On some systems, users can direct education-related questions to AskERIC and get a response from an education specialist within 48 hours.

ERIC also offers customized assistance through a network of subject-specific education clearinghouses that provide toll-free reference and referral, and free or low-cost publications on important education topics.

The **ERIC** system, managed by the U.S. Department of Education's Office of Educational Research and Improvement (OERI), consists of 16 clearinghouses, a number of adjunct clearinghouses, and additional support components.

The **ERIC Clearinghouses** collect, abstract, and index education materials for the ERIC database; respond to requests for information in their subject areas; and produce special publications on current research, programs, and practices.

The **ERIC Document Reproduction Service (EDRS)** produces and sells microfiche and paper copies of documents announced in the ERIC database.

The **ERIC Processing and Reference Facility** is the technical hub of the ERIC system that produces and maintains the database and systemwide support products.

**ACCESS ERIC** coordinates ERIC's outreach, dissemination, and marketing activities; develops systemwide ERIC publications; and provides general reference and referral services.

This publication will help you understand how you can use the resources available from ERIC to meet your needs.



ERIC is the largest education resource in the world and serves the information needs of a wide spectrum of users, allowing:

**Teachers**—to obtain the latest information on preservice and inservice training; learn about new classroom techniques and materials; and discover resources for personal and professional development.

**Administrators/School Boards**—to identify new and significant education developments, learn new management tools and practices, and assist local and state agencies in planning education programs.

**Students**—to gain access to the latest information for preparing term papers, theses, and dissertations; obtain information on career development; and build a personalized, low-cost education library.

**Parents/General Public**—to learn about new developments in education, gain information on the role of parents and the public in child development and school improvement, learn about adult continuing education, and keep abreast of new legislation on education.

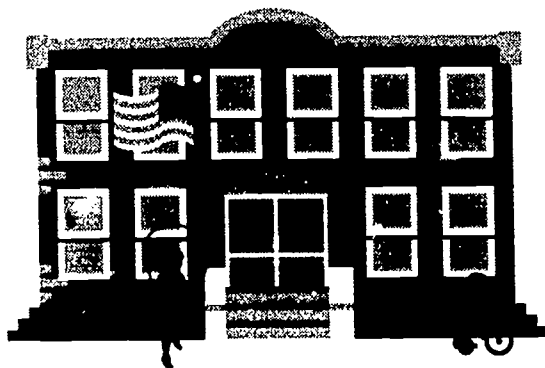
**Researchers/Professors**—to keep up to date on research and practice, avoid duplication of research efforts, and obtain full-text research reports.

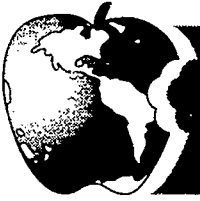
**Librarians/Information Specialists**—to compile bibliographies and summaries on specific education topics, search the ERIC database for answers to queries, and locate and order documents.

**Professional Organizations**—to keep members abreast of trends and issues in specific areas of education, and obtain current information for association publications and position statements on education issues.

**Civil Servants**—to conduct research in education-related areas; verify research results; stay informed of international, national, regional, state, and local issues; and develop legislation and policy.

**Journalists**—to gather background information, provide resources for articles and programming, and monitor trends and issues in education.





Whether you need a little information or a lot ERIC is an excellent resource for research summaries on current, high-interest topics; references to recent journal articles; complete research reports, books, or curriculum guides; or extensive bibliographies.

### *Reference and Referral Services*

ERIC offers *free* reference and referral services to the public through its network of clearinghouses, ACCESS ERIC, and electronic AskERIC question-answering services. Staff are available to provide ERIC publications, answer questions about ERIC, locate hard-to-find documents, and refer you to other appropriate information sources. It is best to call an ERIC Clearinghouse if you have a subject-specific question.

Toll-free phone numbers for the clearinghouses are listed in Part 2. You can call ACCESS ERIC (1-800-LET-ERIC) for help in using the ERIC system or for the latest information on electronic AskERIC services.



### *Publications Produced by ERIC*

The ERIC system produces more than 250 special publications each year. These publications provide you with the latest research and practice information on current, high-interest topics.

Clearinghouses produce free and low-cost publications, including brochures, newsletters, pamphlets, monograph series, and bibliographies. ERIC Digests, which are two-page research syntheses, are among the ERIC

system's most popular offerings. There are currently more than 1,000 Digests, and approximately 100 new titles are produced each year. For information on clearinghouse publications, turn to the list of ERIC Clearinghouses starting on page 17 and contact those that cover your subject.

### *The ERIC Database*

The ERIC database contains more than 800,000 bibliographic records of research reports, conference papers, teaching guides, books, and journal articles. Figure 1 shows a typical ERIC document resume.

If a publication has an ERIC Document (ED) number, you can probably find a copy at any one of the more than 900 libraries that maintain an ERIC microfiche collection, or you can purchase a microfiche or paper copy from the ERIC Document Reproduction Service (1-800-443-ERIC). For publications that are not available from ERIC, the abstract will include information on where you can get a copy.

More than 800 education-related journals are covered in ERIC. Figure 2 shows a typical ERIC journal article (EJ) resume.

Copies of journal articles can be obtained from library periodical collections; through interlibrary loan; from the journal publisher; or from article reprint services such as University Microfilms International (UMI), 1-800-521-0600, or Institute for Scientific Information (ISI), 1-800-523-1850. (Addresses and local phone numbers for these services appear on page 9.)

## Figure 1

# Sample ERIC Document Resume

**ERIC Accession Number**—  
identification number sequentially  
assigned to documents as they are  
processed.

ED359626

**Clearinghouse Accession  
Number**

EA025062

**Author(s)**—Fuhrman, Susan H., Ed.

**Title**—Designing Coherent Education Policy: Improving  
the System.

**Institution.**  
(Organization where document  
originated.)

Corporate Source—Consortium for Policy Research  
in Education, New Brunswick, NJ.  
Sponsoring Agency—Office of Educational  
Research and Improvement (ED), Washington,  
DC.

**Sponsoring Agency**—agency re-  
sponsible for initiating, funding, and  
managing the research project.

**Contract or Grant Number**—Contract Nos.—R117G10007; R117G10039

**Date Published**—Pub Date—1993

**Alternate source for obtaining  
document.**

**ISBN**  
(International Standard Book  
Number)

ISBN—1-55542-536-4

Available from—Jossey-Bass Publishers, 350  
Sansome Street, San Francisco, CA 94104.

Note—370 p.

**Descriptive Note** (pagination first).

**ERIC Document Reproduction  
Service (EDRS) Availability**—"MF"  
means microfiche; "PC" means  
reproduced paper copy. When  
describes as "Document Not  
Available from EDRS," alternate  
sources are cited above. Prices are  
subject to change. For latest price  
code schedule see section on "How  
to Order ERIC Documents," in the  
most recent issue of *Resources in  
Education*, or call EDRS at  
1-800-443-3742 for price  
information.

**EDRS Price**—MF01/PC15 Plus Postage.

**Pub Type**—Books (010)—Collected Works—General  
(020)—Guides—Non-Classroom (055)

**Descriptors**—Educational Change; Elementary  
Secondary Education; Governance; Politics of  
Education; Standards; \*Educational Objectives;  
\*Educational Policy; \*Instructional Improvement;  
\*Policy Formation; \*Public Education

**Publication Type**—broad categories  
indicating the form or organization of  
the document, as contrasted to its  
subject matter. The category name is  
followed by the category code.

This book examines issues in designing coherent  
education policy for public elementary and  
secondary schools. It seeks to expand the policy  
discussion by refining the definition of coherence  
and considering a number of complex questions  
raised by the notion of coherent policy. The book  
offers an indepth look at systemic school reform and  
offers a variety of ideas as to how educators at the  
district, state, and federal levels may coordinate the  
various elements of policy infrastructure around a  
new set of ambitious, common goals for student  
achievement. Chapters include the following: (1)  
"The Politics of Coherence" (Susan H. Fuhrman);  
(2) "Policy and Practice: The Relations between  
Governance and Instruction" (David K. Cohen and  
James P. Spillane); (3) "The Role of Local School  
Districts in Instructional Improvement" (Richard F.  
Elmore); (4) "Systemic Educational Policy: A  
Conceptual Framework" (William H. Clune); (5)  
"Student Incentives and Academic Standards:  
Independent Schools as a Coherent System" (Arthur  
G. Powell); (6) "New Directions for Early  
Childhood Care and Education Policy" (W. Steven  
Barnett); (7) "How the World of Students and  
Teachers Challenges Policy Coherence" (Milbrey  
W. McLaughlin and Joan E. Talbert); (8) "Systemic  
Reform and Educational Opportunity" (Jennifer A.  
O'Day and Marshall S. Smith); and (9) "Conclusion:  
Can Policy Lead the Way?" (Susan H. Fuhrman).  
References accompany each chapter. (LMI)

**Descriptors**—subject terms found in  
the *Thesaurus of ERIC Descriptors*  
that characterize substantive content.  
Only the major terms (preceded by an  
asterisk) are printed in the Subject  
Index of *Resources in Education*.

### Abstract

**Note:** The format of an ERIC  
Document resume will vary  
according to the source from which  
the database is accessed. The  
above format is from the printed  
index, *Resources in Education*.

**Abstractor's Initials**

## Figure 2

### Sample ERIC Journal Article Resume

**ERIC Accession Number**—  
identification number sequentially  
assigned to articles as they are  
processed.

EJ466919

**Clearinghouse Accession  
Number**

EC606287

**Article Title** → **Family-Centered Techniques: Integrating  
Enablement into the IFSP Process.** Andrews,

**Author(s)** → Mary A.; Andrews, James R. *Journal of Childhood  
Communication Disorders*, v15 n1 p41-46 1993  
(Reprint: UMI)

**Journal Title**

**Reprint Availability** →  
**Descriptive Note** → Note: Theme Issue: Service Delivery to Infants and  
Toddlers: Current Perspectives.

**Volume No., Issue No., Pages  
Publication Date**

ISSN: 0735-3170

**ISSN**

(International Standard Serial  
Number)

**Major and Minor Descriptors**—  
subject terms found in the  
*Thesaurus of ERIC Descriptors* that  
characterize substantive content.  
Only the major terms (preceded by  
an asterisk) are printed in the  
Subject Index of *Current Index to  
Journals in Education (CJIE)*.

Descriptors: Child Rearing; \*Communication  
Disorders; \*Early Intervention;  
\*Family Involvement; Individual Development;  
Objectives; Parenting Skills; Skill Development;  
\*Teamwork; Young Children

Identifiers: \*Enabler Model; Family Needs;  
\*Individualized Family Service Plans

**Major and Minor Identifiers**—  
terms found in the *Identifier  
Authority List* that characterize  
proper names or concepts not yet  
represented by descriptors. Only the  
major terms (preceded by an  
asterisk) are printed in the Subject  
Index of *Current Index to Journals in  
Education*.

**Annotation**

This article describes techniques, used in a family-  
centered early intervention project, that both assist in  
accomplishing the goals of the Individualized  
Family Service Plan process and create opportunities  
for families to display their present competencies  
and acquire new ones to meet the needs of their  
children with communication disorders.

**Annotator's Initials** → (Author/JDD)

**Note:** The format of an ERIC Journal  
Article resume will vary according to  
the source from which the database  
is accessed. The above format is  
from the printed index, *Current Index  
to Journals in Education*.



## *Personal Computers*

### **Commercial Services**

If you have a personal computer with a modem, you can use it to access ERIC information. Commercial networks such as America Online, CompuServe, and GTE Educational Network Services all feature "AskERIC" information on current topics in education. Many of these services offer all or part of the ERIC database, which can be searched using key words, titles, authors, or other approaches.

A personal computer and modem can also be used to search ERIC and many other databases for a fee by signing up with commercial online database vendors such as Bibliographic Retrieval Services (BRS) or DIALOG Information Services. (See commercial vendor addresses and phone numbers on page 34.)

### **The Internet**

Internet\* users can reach an AskERIC service that offers fast, individualized responses to education questions and a free electronic education library. For questions about education, child development and care, parenting, learning, teaching, information technology, and other related topics, send an e-mail message to [askeric@ericir.syr.edu](mailto:askeric@ericir.syr.edu).

You can also use the Internet to connect to sites that offer free public access to the ERIC database. For the latest information on Internet access to ERIC, contact the ERIC Clearinghouse on Information & Technology (phone: 1-800-464-9107 or e-mail: [askeric@ericir.syr.edu](mailto:askeric@ericir.syr.edu)) or ACCESS ERIC (phone: 1-800-LET-ERIC or e-mail: [acceric@inet.ed.gov](mailto:acceric@inet.ed.gov)).



**Toll-free phone**



**E-mail**

## *Libraries and Information Centers*

ERIC is available at most university libraries, many public libraries, and other professional libraries and education resource centers—more than 1,000 of which are designated as ERIC information service providers. At these locations you can search the ERIC database yourself, or have a librarian search for you. Most of these locations also have a substantial ERIC microfiche collection and microfiche reader/printers for making copies of ERIC documents.

## **ERIC Clearinghouses**

All of the ERIC Clearinghouses have toll-free numbers and information specialists to help you. Even if you have access to ERIC on your personal computer or at a convenient library, you may want to contact the clearinghouse that covers your education topic. Clearinghouses offer free and inexpensive publications and tips on how to search the ERIC database, and can often refer you to other sources of information. (See the complete list of ERIC Clearinghouses on pages 17–22.)

**If you need help finding the best way to use ERIC, call  
ACCESS ERIC toll free at  
1-800-LET-ERIC (1-800-538-3742).**

\*The Internet is a worldwide cooperative computer network made up of many smaller networks that are interconnected. You may have access to the Internet through a computerized university or statewide teacher network, community network, or your membership with a commercial service.





The ERIC database has bibliographic information and abstracts on two types of materials: ERIC documents (with ED numbers) and journal articles (with EJ numbers).

With the expansion of computer access to information, there has been increasing interest in full-text electronic access to ERIC documents and articles, which would allow you to print or download the complete text of the ones you want. The ERIC system is exploring ways to make more of the database available in full text and has made the popular ERIC Digests available through the ERIC Digests Online File. You can get complete copies of ERIC Digests from many electronic sources, including most CD-ROM versions of ERIC, the online vendors, and several Internet hosts.

Until electronic full text becomes available for other ERIC database references, here's how you get copies:

### **ERIC Documents**

Most publications with ED numbers can be found at any library that has the ERIC microfiche collection.\* At these locations you can read the publications and make copies for a nominal per-page charge on a microfiche reader/printer. To locate the microfiche collection nearest you, call ACCESS ERIC at 1-800-LET-ERIC.

You can also purchase microfiche or paper copies of most ERIC documents from the ERIC Document Reproduction Service (EDRS), which accepts orders by toll-free phone call, fax, mail, or online (through DIALOG, BRS, and OCLC). For more information or to order documents, contact:

### **ERIC Document Reproduction Service (EDRS)**

7420 Fullerton Road, Suite 110  
Springfield, Virginia 22153-2852  
Toll Free: (800) 443-ERIC (3742)  
Telephone: (703) 440-1400  
Fax: (703) 440-1408

### ***Journal Articles***

Copies of journal articles announced in ERIC can be found in library periodical collections, through interlibrary loan, or from article reprint services, including:

#### **University Microfilms International (UMI)**

Article Clearinghouse  
300 North Zeeb Road  
P.O. Box 1346  
Ann Arbor, MI 48106-1346  
Toll Free: (800) 521-0600, Ext. 2786  
Telephone: (313) 761-4700  
Fax: (313) 665-7075

#### **Institute for Scientific Information (ISI)**

Genuine Article Service  
3501 Market Street  
Philadelphia, PA 19104  
Toll Free: (800) 523-1850  
Telephone: (215) 386-0100  
Fax: (215) 386-6362

To obtain journals that do not permit reprints and are not available from your library, write directly to the publisher. Addresses of publishers are listed in the front of each issue of *Current Index to Journals in Education (CIJE)*, ERIC's printed index of journal citations, which is available in many libraries.

\* Approximately 5 percent of the documents abstracted in ERIC are not available in the microfiche collection. For those publications, the bibliographic citation will include information on where to get a copy.



## Some Tips for Searching the ERIC Database

Wherever you choose to run a computer search of the ERIC database, the result of the search will be an annotated bibliography of journal (EJ) and document (ED) literature on your topic. There are a few important tips to keep in mind to ensure that your search meets your needs.

### *Find the best way to access the ERIC database*

You can now use ERIC from your personal computer, at university libraries, at many public and professional libraries, and through contacting the ERIC Clearinghouses. Before you decide where to search ERIC, ask these questions:

1. How much will it cost?  
You may have free or inexpensive access to ERIC. If not, you may have to pay for connect time on some computer systems or order a search through a search service.
2. How much of the ERIC database is available?  
Some services provide access to the entire ERIC database, which goes back to 1966; others may allow you to search only the last 5 or 10 years of ERIC. If this is important to you, find out how much of ERIC is available before choosing a search system.
3. How long will it take?  
Turnaround time can vary from a few minutes, if you have direct access to ERIC on a personal computer, to several days or longer if you have to order a search that someone else will run for you.
4. How much flexibility does the search system offer?  
Many different software systems are used to search ERIC. Some menu-driven search

systems make it easy for a first-time user, but may limit opportunities to make changes to the search question. If you try searching ERIC and feel you cannot locate exactly what you are looking for, ask your librarian for help or call an ERIC Clearinghouse.

### *Use the Thesaurus of ERIC Descriptors*

Every one of the more than 800,000 articles and documents in the ERIC database has been given subject indexing terms called *descriptors*. Before you run an ERIC search, it is important to take a few minutes to find the ERIC descriptors that best capture your topic.

For example, articles and documents about the development of children's social skills would be indexed under the descriptor *interpersonal competence*. The ERIC descriptor for children at risk is *at risk persons*. When you search for information about high school students, you can use the descriptor *high school students* but would miss a lot of material if you did not also use the descriptor *secondary education*.

Locations that offer ERIC searches should have reference copies of the *Thesaurus of ERIC Descriptors*, and some search systems allow access to the *Thesaurus* while running your search.

If you cannot locate a copy of the *Thesaurus of ERIC Descriptors*, call the ERIC Clearinghouse that covers your subject and ask for help with the search strategy. (See the toll-free numbers in Part 2.)

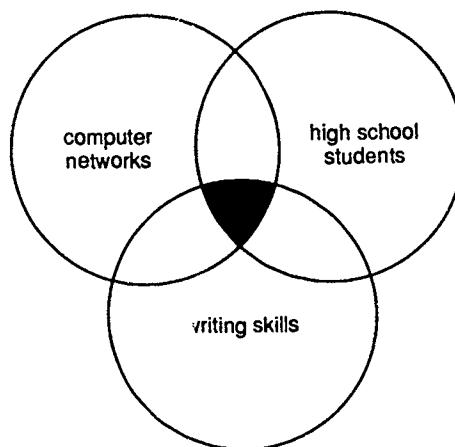


## Know your **ANDs** and **ORs**

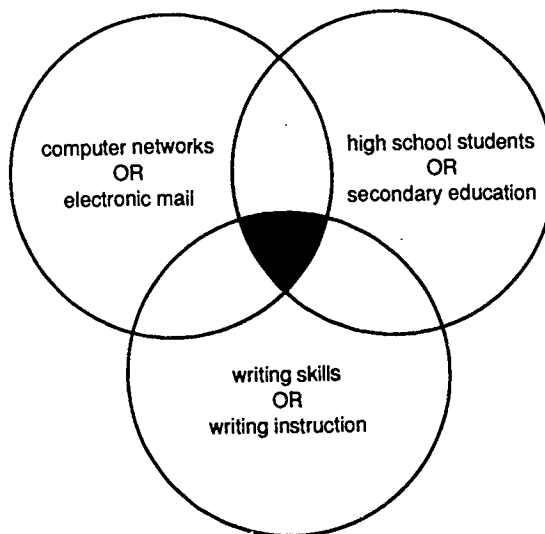
Although the software used to search ERIC will depend on which system is used, all searching is based on Boolean logic: the computer creates sets of information based on the way you tell it to combine subject terms.

For example, to find out how computer networks and e-mail can be used to improve high school students' writing, you could use the *Thesaurus* to find these subject descriptors: *computer networks*, *high school students*, and *writing skills*.

If you want to find records that are indexed under **all** of these concepts, you would use the **AND** command to tell the computer to find the intersection of these three subsets.



If **more** information on this topic is needed, use the *Thesaurus* to locate additional relevant descriptors and add them to your concept sets by using the **OR** operator. When the **OR** command is used, documents and articles indexed with **either** descriptor are searched and combined in a set.



## Plan Your Search Strategy

To plan your ERIC search, follow these steps:

1. write the topic in your own words;
2. divide the search into major concepts; and
3. use the *Thesaurus of ERIC Descriptors* to locate the subject descriptors for each concept of the topic.

Here's an example of how a search topic/question can be turned into an ERIC search strategy:

ERIC Search Worksheet		
<b>TOPIC</b> How can computer networks and e-mail be used to improve high school students' writing?		
<b>CONCEPTS and ERIC DESCRIPTORS</b>		
<div>CONCEPT 1 computer networks</div> <div>OR computer networks OR electronic mail</div>	<div>AND</div> <div>CONCEPT 2 high school students</div> <div>high school students OR secondary education</div>	<div>AND</div> <div>CONCEPT 3 writing</div> <div>writing skills OR writing instruction</div>
<b>ADDITIONAL LIMITATIONS</b> (e.g., document types, educational level/age group, publication dates, etc.)		

You can use the blank ERIC Search Worksheet on page 33 to plan your ERIC search.

## ***Additional Search Tips***

To locate journal articles or other publications on a particular education topic, searching by descriptors (subject terms) is usually the best approach. There are other ways to search ERIC, for example, by title, author, specific journals, and even target audience (i.e., whether the publication was intended for teachers, students, parents, etc.).

If you cannot locate instructions for searching ERIC by title, target audience, or the approaches listed below, ask a librarian for help or call an ERIC Clearinghouse. (Note that the details of how you search ERIC will vary depending on the software system, so whenever possible it is best to get instructions from someone who knows the system you are using.)

Here are some other ways to search ERIC:

### ***Identifiers***

Identifiers are searchable key words not found in the *Thesaurus of ERIC Descriptors*. They are often proper names or concepts not yet represented by approved descriptors. Identifiers are used to index geographic locations, personal names, test or program names, specific legislation, and so forth. Examples include: Curry Test of Critical Thinking, Gallaudet College DC, Japan United States Textbook Study Project, and Piaget (Jean).

### ***Publication Types (also called Document Types)***

In addition to being indexed according to descriptors and identifiers, ERIC documents are categorized by their form of publication. You may want to specify document types in your search strategy to locate a particular kind of document, such as: teaching guides, research/technical reports, tests/evaluation instruments, and books.

A complete list of ERIC publication/document types appears in the *Thesaurus of ERIC Descriptors*.

### ***Year of Publication***

A search can be limited by the publication dates of documents and articles. For example, you may know before running your search that you only want materials from the last 5 or 10 years. The year of publication can be included as a limiting factor in your original search strategy, or it can be used to modify a search if you find more abstracts than you need.

### ***Free-Text Searching***

Free-text searching enables you to search for unique words and phrases found in titles or abstracts. This approach is useful if you do not know the best descriptor to use, or know that there is no indexing term for a concept. For example, you could search the phrase "Head Start" to locate information on that topic. (The results of this search would show you that "Project Head Start" is searchable as an identifier.)





Consider sharing your own work with others by submitting it to ERIC. If you have recently authored a research report, program description or evaluation, literature review, teaching guide, conference paper, or other education-related work, you can make it permanently available and accessible to others through ERIC.

Organizations that wish to sell copies of their original documents can have this availability (together with address and price information) announced in the bibliographic record. Studies have shown that availability from ERIC does not reduce sales from the original source, since purchasers prefer an original copy over one reproduced from microfiche. After the document is sold out at the original source, it will still be available through the ERIC Document Reproduction Service (EDRS), if permission to reproduce has been granted to ERIC.

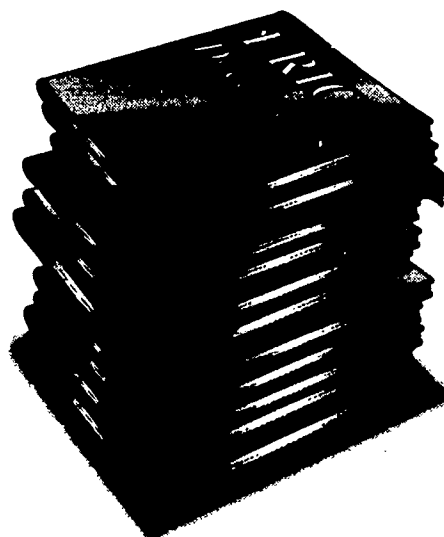
Acceptance of submitted documents is not automatic; all documents submitted to ERIC are evaluated by subject experts according to the following criteria: contribution to knowledge, significance, relevance, newness, innovativeness, effectiveness of presentation, thoroughness of reporting, relation to current priorities, timeliness, authority of source, intended audience, and comprehensiveness.

To submit your publication, send ERIC one legible (laser printer quality) copy of your report, speech, paper, or other document to be considered, and a completed Reproduction

Release Form (see Appendix, page 35). The Reproduction Release Form grants ERIC permission to reproduce and disseminate the document, but does not preclude your selling the publication or having it published elsewhere.

You may send your publication to the clearinghouse that covers your topic. (See list of ERIC Clearinghouses in Part 2.) If you are uncertain which clearinghouse is appropriate or if you have questions about submitting your work, contact:

**ERIC Processing and Reference Facility**  
Acquisitions Department  
1301 Piccard Drive, Suite 300  
Rockville, Maryland 20850-4305  
Toll Free: (800) 799-ERIC (3742)  
Telephone: (301) 258-5500  
Fax: (301) 948-3695  
Internet: [ericfac@inet.ed.gov](mailto:ericfac@inet.ed.gov)



P2



## **ERIC Clearinghouses**

Each of the 16 ERIC Clearinghouses specializes in a different subject area of education. The clearinghouses acquire significant literature within their particular scope; select the highest quality and most relevant materials; and catalog, index, and abstract them for input into the database. The clearinghouses also provide research summaries, bibliographies, information analysis papers, and many other products and services. Together, the clearinghouses present the most comprehensive mosaic of education information in the country.

### **Adult, Career, and Vocational Education (CE)**

The Ohio State University  
1900 Kenny Road  
Columbus, OH 43210-1090  
Toll Free: (800) 848-4815  
Telephone: (614) 292-4353  
Fax: (614) 292-1260  
Internet: [ericacve@magnus.acs.ohio-state.edu](mailto:ericacve@magnus.acs.ohio-state.edu)

All levels and settings of adult and continuing, career, and vocational/technical education. Adult education, from basic literacy training through professional skill upgrading. Career awareness, career decision making, career development, career change, and experience-based education. Vocational and technical education, including new subprofessional fields, industrial arts, corrections education, employment and training programs, youth employment, work experience programs, education/business partnerships, entrepreneurship, adult retraining, and vocational rehabilitation for individuals with disabilities. *The Adjunct ERIC Clearinghouse on Consumer Education is associated with ERIC/CE.*

### **Assessment and Evaluation (TM)**

The Catholic University of America  
210 O'Boyle Hall  
Washington, DC 20064  
Toll Free: To be announced.  
Telephone: (202) 319-5120  
Fax: (202) 319-6692  
Internet: [eric\\_ae@cua.edu](mailto:eric_ae@cua.edu)

Tests and other measurement devices; methodology of measurement and evaluation; application of tests, measurement, or evaluation in educational projects or programs; research design and methodology in the area of assessment and evaluation; and learning theory. *The Adjunct Test Collection Clearinghouse is associated with ERIC/TM.*

### **Community Colleges (JC)**

3051 Moore Hall  
University of California at Los Angeles  
Los Angeles, CA 90024-1521  
Toll Free: (800) 832-8256  
Telephone: (310) 825-3931  
Fax: (310) 206-8095  
Internet: [eeh3usc@mvs.oac.ucla.edu](mailto:eeh3usc@mvs.oac.ucla.edu)

Development, administration, and evaluation of 2-year public and private community and junior colleges, technical institutes, and 2-year branch university campuses. Two-year college students, faculty, staff, curricula, programs, support services, libraries, and community services. Linkages between 2-year colleges and business/industrial organizations. Articulation of 2-year colleges with secondary and 4-year postsecondary institutions.

### **Counseling and Student Services (CG)**

University of North Carolina at Greensboro  
School of Education  
1000 Spring Garden Street  
Greensboro, NC 27412-5001  
Toll Free: (800) 414-9769  
Telephone: (919) 334-4114  
Fax: (919) 334-4116  
Internet: [ericcass@iris.uncg.edu](mailto:ericcass@iris.uncg.edu)

Preparation, practice, and supervision of counselors at all educational levels and in all settings; theoretical development of counseling and student services; personnel procedures such as testing and interviewing and the analysis and dissemination of the resultant information; group and case work; nature of pupil, student, and adult characteristics; and personnel workers and their relation to career planning, family consultations, and student orientation activities.

### **Disabilities and Gifted Education (EC)**

Council for Exceptional Children

1920 Association Drive

Reston, VA 22091-1589

Toll Free: (800) 328-0272

Telephone: (703) 264-9474

Fax: (703) 264-9494

Internet: ericec@inet.ed.gov

All aspects of the education and development of the disabled and gifted, including identification, assessment, intervention, and enrichment, both in special settings and within the mainstream.

### **Educational Management (EA)**

University of Oregon

1787 Agate Street

Eugene, OR 97403-5207

Toll Free: (800) 438-8841

Telephone: (503) 346-5043

Fax: (503) 346-2334

Internet: ppiele@oregon.uoregon.edu

The leadership, management, and structure of public and private education organizations; practice and theory of administration; preservice and inservice preparation of administrators; tasks and processes of administration; methods and varieties of organization and organizational change; and the social context of education organizations. Sites, buildings, equipment for education; planning, financing, constructing, renovating, equipping, maintaining, operating, insuring, utilizing, and evaluating educational facilities.

### **Elementary and Early Childhood Education (PS)**

University of Illinois

805 West Pennsylvania Avenue

Urbana, IL 61801-4897

Toll Free: (800) 583-4135

Telephone: (217) 333-1386

Fax: (217) 333-3767

Internet: ericece@ux1.cso.uiuc.edu

The physical, cognitive, social, educational, and cultural development of children from birth through early adolescence; prenatal factors; parents, parenting, and family relationships that impinge on education; learning theory research and practice related to the development of young children, including the preparation of teachers for this educational level; interdisciplinary curriculum and mixed-age teaching and learning; educational,

social, and cultural programs and services for children; the child in the context of the family and the family in the context of society; theoretical and philosophical issues pertaining to children's development and education.

### **Higher Education (HE)**

The George Washington University

One Dupont Circle NW, Suite 630

Washington, DC 20036-1183

Toll Free: (800) 773-3742

Telephone: (202) 296-2597

Fax: (202) 296-8379

Internet: eriche@inet.ed.gov

Topics relating to college and university conditions, problems, programs, and students. Curricular and instructional programs, and institutional research at the college or university level. Federal programs, professional education (medicine, law, etc.), professional continuing education, collegiate computer-assisted learning and management, graduate education, university extension programs, teaching and learning, legal issues and legislation, planning, governance, finance, evaluation, interinstitutional arrangements, management of institutions of higher education, and business or industry educational programs leading to a degree.

### **Information & Technology (IR)**

Syracuse University

4-194 Center for Science and Technology

Syracuse, NY 13244-4100

Toll Free: (800) 464-9107

Telephone: (315) 443-3640

Fax: (315) 443-5448

Internet: eric@ericir.syr.edu

AskERIC (Internet-based question-answering service): askeric@ericir.syr.edu

Educational technology and library and information science at all levels. Instructional design, development, and evaluation within educational technology, along with the media of educational communication: computers and microcomputers, telecommunications, audio and video recordings, film and other audiovisual materials as they pertain to teaching and learning. The focus is on the operation and management of information services for education-related organizations. Includes all aspects of information technology related to education.



**Languages and Linguistics (FL)**

Center for Applied Linguistics  
1118 22nd Street NW  
Washington, DC 20037  
Toll Free: (800) 276-9834  
Telephone: (202) 429-9292  
Fax: (202) 659-5641  
Internet: eric@cal.org

Languages and language sciences. All aspects of second language instruction and learning in all commonly and uncommonly taught languages, including English as a second language. Bilingualism and bilingual education. Cultural education in the context of second language learning, including intercultural communication, study abroad, and international education exchange. All areas of linguistics, including theoretical and applied linguistics, sociolinguistics, and psycholinguistics. *The Adjunct ERIC Clearinghouse for E3L Literacy Education is associated with ERIC/FL.*

**Reading, English, and Communication (CS)**

Indiana University  
Smith Research Center, Suite 150  
2805 East 10th Street  
Bloomington, IN 47408-2698  
Toll Free: (800) 759-4723  
Telephone: (812) 855-5847  
Fax: (812) 855-4220  
Internet: ericcs@ucs.indiana.edu

Reading, English, and communication (verbal and nonverbal), preschool through college; educational research and instruction development in reading, writing, speaking, and listening; identification, diagnosis, and remediation of reading problems; speech communication (including forensics), mass communication, interpersonal and small group interaction, interpretation, rhetorical and communication theory, speech sciences, and theater. Preparation of instructional staff and related personnel. All aspects of reading behavior with emphasis on physiology, psychology, sociology, and teaching; instructional materials, curricula, tests/measurement, and methodology at all levels of reading; the role of libraries and other agencies in fostering and guiding reading; diagnostics and remedial reading services in schools and clinical settings. Preparation of reading teachers and specialists.

**Rural Education and Small Schools (RC)**

Appalachia Educational Laboratory  
1031 Quarrier Street  
P.O. Box 1348  
Charleston, WV 25325-1348  
Toll Free: (800) 624-9120  
Telephone: (304) 347-0400  
Fax: (304) 347-0487  
Internet: u56e1@wvnm.wvnet.edu

Economic, cultural, social, or other factors related to educational programs and practices for rural residents; American Indians/Alaska Natives, Mexican Americans, and migrants; educational practices and programs in all small schools; and outdoor education.

**Science, Mathematics, and Environmental Education (SE)**

The Ohio State University  
1929 Kenny Road  
Columbus, OH 43210-1080  
Toll Free: To be announced.  
Telephone: (614) 292-6717  
Fax: (614) 292-0263  
Internet: ericse@osu.edu

Science, mathematics, and environmental education at all levels, and within these three broad subject areas, the following topics: development of curriculum and instruction materials; teachers and teacher education; learning theory/outcomes (including the impact of parameters such as interest level, intelligence, values, and concept development upon learning in these fields); educational programs; research and evaluative studies; media applications; computer applications.

**Social Studies/Social Science Education (SO)**

Indiana University  
Social Studies Development Center  
2805 East 10th Street, Suite 120  
Bloomington, IN 47408-2698  
Toll Free: (800) 266-3815  
Telephone: (812) 855-3838  
Fax: (812) 855-0455  
Internet: ericso@ucs.indiana.edu

All levels of social studies and social science education; the contributions of history, geography, and other social science disciplines; applications of theory and research to social science education; education as a social science; comparative education (K-12); content and curriculum materials on social topics such as law-related education,



ethnic studies, bias and discrimination, aging, and women's equity. Music and art education are also covered. *The National Clearinghouse for U.S.-Japan Studies, the Adjunct ERIC Clearinghouse for Art Education, and the Adjunct ERIC Clearinghouse for Law-Related Education are associated with ERIC/SO.*

### **Teaching and Teacher Education (SP)**

American Association of Colleges for Teacher Education

One Dupont Circle NW, Suite 610  
Washington, DC 20036-1186  
Toll Free: (800) 822-9229  
Telephone: (202) 293-2450  
Fax: (202) 457-8095  
Internet: ericsp@inet.ed.gov

School personnel at all levels. Teacher recruitment, selection, licensing, certification, training, preservice and inservice preparation, evaluation, retention, and retirement. The theory, philosophy, and practice of teaching. Curricula and general education not specifically covered by other Clearinghouses. Organization, administration, finance, and legal issues relating to teacher education programs and institutions. All aspects of health, physical, recreation, and dance education. *The Adjunct ERIC Clearinghouse on Clinical Schools is associated with ERIC/SP.*

### **Urban Education (UD)**

Teachers College, Columbia University  
Institute for Urban and Minority Education  
Main Hall, Room 303, Box 40  
525 West 120th Street  
New York, NY 10027-9998  
Toll Free: (800) 601-4868  
Telephone: (212) 678-3433  
Fax: (212) 678-4048  
Internet: eric-cue@columbia.edu

Programs and practices in public, parochial, and private schools in urban areas and the education of particular racial/ethnic minority children and youth in various settings—local, national, and international; the theory and practice of educational equity; urban and minority experiences; and urban and minority social institutions and services.

## ***Adjunct Clearinghouses***

Adjunct ERIC Clearinghouses are associated with the ERIC Clearinghouse whose scope overlaps the narrower scope of the adjunct. Each adjunct identifies and acquires significant literature within its scope area. The clearinghouse with which the adjunct is associated then catalogs, indexes, and abstracts the documents for inclusion in the ERIC database. Like the larger clearinghouses, the adjuncts provide free reference and referral services in their subject areas.

### **Adjunct ERIC Clearinghouse for Art Education**

Indiana University  
Social Studies Development Center  
2805 East Tenth Street, Suite 120  
Bloomington, IN 47408-2698  
Toll Free: (800) 266-3815  
Telephone: (812) 855-3838  
Fax: (812) 855-0455  
Internet: ericso@ucs.indiana.edu

All aspects of visual arts education, including painting, sculpture, and aesthetics; training of art education teachers; the role of visual arts education in the overall school curriculum; and curriculum materials for art education and for integration of art into other subject areas.

### **Adjunct ERIC Clearinghouse on Chapter 1 (Compensatory Education)**

Chapter 1 Technical Assistance Center  
PRC, Inc.  
2601 Fortune Circle East  
One Park Fletcher Building, Suite 300-A  
Indianapolis, IN 46241-2237  
Toll Free: (800) 456-2380  
Telephone: (317) 244-8160  
Fax: (317) 244-7386

Helps state and local education agencies evaluate and improve their compensatory education programs; acquires and maintains workshop materials and documents produced by the nationwide network of Chapter 1 Technical Assistance Centers.

### **Adjunct ERIC Clearinghouse on Clinical Schools**

ERIC Clearinghouse on Teaching and Teacher Education

American Association of Colleges for Teacher Education

One Dupont Circle NW, Suite 610

Washington, DC 20036-1186

Toll Free: (800) 822-9229

Telephone: (202) 293-2450

Fax: (202) 457-8095

Internet: iabdalha@inet.ed.gov

Provides a source of information on clinical schools, professional development schools, professional practice schools, and similar institutions; acquires, abstracts, and processes literature on clinical schools for the ERIC database; produces bibliographies, periodic papers, digests, and other material on issues related to clinical schools; and conducts research on clinical schools.

### **Adjunct ERIC Clearinghouse for Consumer Education**

National Institute for Consumer Education

207 Rackham Building, West Circle Drive

Eastern Michigan University

Ypsilanti, MI 48197-2237

Toll Free: (800) 336-6423

Telephone: (313) 487-2292

Fax: (313) 487-7153

Internet: cse\_bonner@emunix.emich.edu

edu\_bannister@emuvax.emich.edu

Consumer and personal finance education throughout the life cycle; examines decision making, problem solving, identifying values and goals, obtaining resources, spending and borrowing, saving and investing, protecting resources (e.g., insurance, conservation), purchasing goods and services, rights and responsibilities, laws and regulation, and consumer assistance and advocacy within economic, political, and social contexts.

### **Adjunct ERIC Clearinghouse for ESL Literacy Education (LE)**

Center for Applied Linguistics

1118 22nd Street NW

Washington, DC 20037

Telephone: (202) 429-9292, Extension 200

Fax: (202) 659-5641

Internet: ncle@cal.org

All aspects of literacy education for adults and out-of-school youth with limited English proficiency. Specific topics covered include development of reading, writing, computational, and

communication skills; programs and projects in employment or in occupational or vocational training; workplace literacy programs; family literacy programs; intergenerational literacy programs; program design, development, implementation, and evaluation; outreach, including student assessment and placement; teaching methods, approaches, and techniques; technologies in the teaching of limited English proficient (LEP) adults; training and resource materials for teachers, instructors, and volunteers; training of trainers; student curricular materials; learning styles; cross-cultural considerations in literacy education; English as a second language for LEP adults; native language literacy for LEP adults; research on second language literacy; and citizenship instruction for adults of limited English proficiency.

### **Adjunct ERIC Clearinghouse for Law-Related Education (LRE)**

Indiana University

Social Studies Development Center

2805 East Tenth Street, Suite 120

Bloomington, IN 47408-2698

Toll Free: (800) 266-3815

Telephone: (812) 855-3838

Fax: (812) 855-0455

Internet: ericsq@ucs.indiana.edu

All areas of law-related education (LRE), including citizenship education, the United States Constitution, the law and legal issues, and the Bill of Rights.

### **Adjunct Test Collection Clearinghouse**

Educational Testing Service

Rosedale Road

Princeton, NJ 08541

Telephone: (609) 734-5737

Fax (609) 683-7186

Internet: mhalpern@rosedale.org

Prepares descriptions of commercially available and noncommercially available tests, checklists, instruments, questionnaires, and other assessment and evaluation tools.

### **National Clearinghouse for U.S.-Japan Studies (JS)**

Indiana University

Social Studies Development Center

2805 East 10th Street, Suite 120

Bloomington, IN 47408-2698

Toll Free: (800) 266-3815

Telephone: (812) 855-3838

Fax: (812) 855-0455

Internet: eabrooks@ucs.indiana.edu

All aspects of teaching and learning about Japanese society and culture, including economics, language training, politics, and U.S.-Japan relations.

## ***Federal Sponsor***

### **Educational Resources Information Center (ERIC)**

U.S. Department of Education  
Office of Educational Research and Improvement (OERI)  
555 New Jersey Avenue NW  
Washington, DC 20208-5720  
Telephone: (202) 219-2289  
Fax: (202) 219-1817  
Internet: [eric@inet.ed.gov](mailto:eric@inet.ed.gov)

The ERIC Program staff manage the ERIC system, coordinate systemwide activities, and establish policy.

## ***Support Components***

ERIC support components produce, publish, and disseminate systemwide ERIC products and services.

### **ACCESS ERIC**

1600 Research Boulevard  
Rockville, MD 20850-3172  
Toll Free: (800) LET-ERIC (538-3742)  
Telephone: (301) 251-5264  
Fax: (301) 251-5767  
Internet: [acceric@inet.ed.gov](mailto:acceric@inet.ed.gov)

ACCESS ERIC coordinates ERIC's outreach and systemwide dissemination activities; develops new ERIC publications; and provides general reference and referral services. ACCESS ERIC's publications and directories, including *A Pocket Guide to ERIC*, *All About ERIC*, *The ERIC Review*, *ERIC Users' Interchange*, the *Catalog of ERIC Clearing-house Publications*, and several reference directories, help the public understand and use ERIC as well as provide information about current education-related issues, research, and practice.

### **ERIC Document Reproduction Service (EDRS)**

7420 Fullerton Road, Suite 110  
Springfield, VA 22153-2852  
Toll Free: (800) 443-ERIC (3742)  
Telephone: (703) 440-1400  
Fax: (703) 440-1408  
Internet: [edrs@gwuvm.gwu.edu](mailto:edrs@gwuvm.gwu.edu)

EDRS produces and sells microfiche and paper copies of documents abstracted in ERIC. Back collections of ERIC documents, annual subscriptions, cumulative indexes, and other ERIC-related products are also available from EDRS. Users can conveniently order ERIC documents by toll-free phone call, fax, mail, or online (through DIALOG, BRS, and OCLC). Call EDRS for more information.

### **ERIC Processing and Reference Facility**

CSC Professional Services Group  
1301 Piccard Drive, Suite 300  
Rockville, MD 20850-4305  
Toll Free: (800) 799-ERIC (3742)  
Telephone: (301) 258-5500  
Fax: (301) 948-3695  
Internet: [ericfac@inet.ed.gov](mailto:ericfac@inet.ed.gov)

The ERIC Processing and Reference Facility is a central editorial and computer processing agency that coordinates document processing and database-building activities for ERIC; performs acquisition, lexicographic, and reference functions; and maintains systemwide quality control standards. The ERIC Facility also prepares *Resources in Education (RIE)*, ERIC Ready References, and other products.

## ***Publishers***

### **Oryx Press**

4041 North Central Avenue, Suite 700  
Phoenix, AZ 85012-3397  
Toll Free: (800) 279-ORYX (6799)  
Telephone: (602) 265-2651  
Fax: (800) 279-4663; (602) 265-6250  
Internet: [arhjb@asuvm.inre.asu.edu](mailto:arhjb@asuvm.inre.asu.edu)

Oryx Press publishes *Current Index to Journals in Education (CIJE)*, the *Thesaurus of ERIC Descriptors*, and other ERIC products.

### **United States Government Printing Office (GPO)**

Superintendent of Documents  
P.O. Box 371954  
Pittsburgh, PA 15250-7954  
Telephone: (202) 783-3238  
Fax: (202) 512-2250

GPO publishes *Resources in Education*.

# Part 3



Libraries and resource centers can make ERIC available on even a modest budget. The ERIC database is available in print, online, and on CD-ROM. Full-text copies of ERIC documents can be ordered either on microfiche or paper.

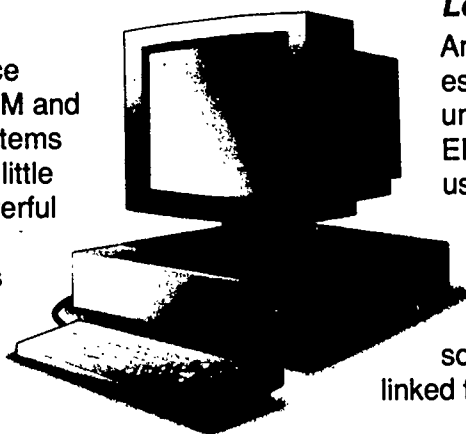
## *Computer Searching*

### **CD-ROM**

In 1986 ERIC became the first major bibliographic database marketed on CD-ROM, and this product has been extremely popular ever since. CD-ROM (compact disk, read-only memory) technology allows vast quantities of data to be stored on compact disks, which are searchable at self-contained personal computer stations. To access the ERIC database on CD-ROM, you need to have a personal computer, a CD-ROM system, and a subscription to one of the CD-ROM vendors.

ERIC CD-ROM products are updated quarterly and sold on a set-fee subscription basis, which makes them a cost-effective option for libraries that offer open access. Advances in networking technology allow multiple users to access a single CD-ROM database simultaneously; ask any vendor about a multiuse license.

Five vendors currently produce ERIC on CD-ROM for both IBM and Macintosh platforms. The systems are designed to be used with little instruction, yet they offer powerful search features. For a list of CD-ROM vendors' addresses and phone numbers, see page 34.



### **Online Access Through Commercial Services**

Online access to ERIC is available through several commercial vendors. Most of these vendors offer sophisticated search capabilities, the ability to access the entire ERIC database (from 1966 to the latest month) at once, and access to a host of other databases that may interest users. One must be trained in the vendor's search language to make use of the most powerful search capabilities, therefore this type of searching is usually performed by librarians and other professionals. Costs include membership fee and charges based on the number of minutes connected to the service and the number of citations downloaded.

OCLC, or the Online Computer Library Center, is an online bibliographic utility used by thousands of libraries around the world. OCLC offers FirstSearch, an information service designed for direct use by library patrons. ERIC is one of many databases accessible through FirstSearch. Fees and access policies for this service are determined by the host library.

Commercial online vendors' addresses and phone numbers are listed on page 34.

### **Locally Mounted Systems**

An increasing number of institutions, especially universities and state university systems, are mounting ERIC data on their mainframes for use by their clientele. The host institutions bear the cost of maintaining the database, select the search software, and determine their own access policies. In some cases, the ERIC database is linked to the library's online public access

catalog (OPAC) and searched with the same interface. To buy the ERIC database tapes for programming and mounting, call the ERIC Processing and Reference Facility at 1-800-799-ERIC (or see the Facility's address and local phone number on page 22).

### **Print Indexes**

Manual searching of ERIC can be provided by subscribing to the print indexes: *Resources in Education (RIE)* and *Current Index to Journals in Education (CIJE)*.

*Resources in Education* covers the educational document literature and contains five types of indexes: subject, author, institution, publication type, and Clearinghouse/ED number. *RIE* is printed monthly and is available by subscription from:

#### **United States Government Printing Office (GPO)**

Superintendent of Documents  
P.O. Box 371954  
Pittsburgh, PA 15250-7954  
Telephone: (202) 783-3238  
Fax: (202) 512-2250

*Current Index to Journals in Education* covers articles from more than 800 periodicals and has author, subject, and journal contents indexes. It is printed monthly and available by subscription from:

#### **Oryx Press**

4041 North Central Avenue, Suite 700  
Phoenix, AZ 85012-3397  
Toll Free: (800) 279-ORYX  
Telephone: (602) 265-2651  
Fax: (800) 279-4663  
(602) 265-6250

### **ERIC Microfiche**

Approximately 95 percent of the documents announced in ERIC are available on microfiche from the ERIC Document Reproduction Service (EDRS). More than 900 organizations

subscribe to the complete ERIC microfiche collection, and others subscribe to partial or subject-specific collections.

Libraries and resource centers with substantial budgets will want to invest in the entire ERIC microfiche collection, but you can purchase specialized collections that suit your budget and your specific areas of interest. Subject-specific collections are available in each of the 16 areas covered by the ERIC Clearinghouses. For example, you can purchase a microfiche collection on elementary and early childhood education or on reading and communication skills. EDRS also sells special collections on current hot topics, including alternative assessment; restructuring schools; multicultural education; and black history, culture, and literature.

To learn more about ERIC microfiche collections, contact:

**ERIC Document Reproduction Service (EDRS)**  
7420 Fullerton Road, Suite 110  
Springfield, VA 22153-2852  
Toll Free: (800) 443-ERIC (3742)  
Telephone: (703) 440-1400  
Fax: (301) 440-1408

### **The Thesaurus of ERIC Descriptors**

An essential book purchase for any site that offers access to ERIC is the *Thesaurus of ERIC Descriptors*. The *Thesaurus* is the master list of ERIC's nearly 10,000 subject headings used in indexing and searching. To get the best results from an ERIC search, users should start by converting their search question to the most appropriate ERIC descriptors. The *Thesaurus* includes complete cross-reference structures and rotated and hierarchical displays.

To order the *Thesaurus*, call Oryx Press at 1-800-279-ORYX.





## **ERIC Training Materials**

### **ERIC Video**

*ERIC: In Action* offers viewers a broad perspective on ERIC as their premier source for education information. The 15-minute video covers four major topics:

- basic structure,
- major benefits,
- key index features, and
- options for locating materials.

*ERIC: In Action* is available for \$15\* from the ERIC Clearinghouse on Information & Technology (see address on page 18).

### **ERIC Overhead Transparency Masters**

ACCESS ERIC now offers a set of 33 ERIC overhead transparency masters that present an introduction to the database, describe the work of the ERIC Clearinghouses, and discuss electronic access to ERIC information. They are invaluable to librarians, professors, inservice directors, and others in need of ERIC training tools. The transparency masters (paper copies) are available free from ACCESS ERIC, 1-800-LET-ERIC.

### **Training Materials from ERIC Clearinghouses**

Many of the ERIC Clearinghouses produce training materials designed for specific audiences. For example the ERIC Clearinghouse on Rural Education and Small Schools offers *A Parent's Guide to the ERIC Database*, and the ERIC Clearinghouse on Disabilities and Gifted Education produces *How to Use ERIC*

*to Search Your Special Education Topic*. If you are interested in subject-specific materials that explain ERIC, contact the appropriate clearinghouses. (See complete list in Part 2.)

### **Onsite Training**

ERIC staff are available to conduct training programs, seminars, and workshops. If you have a group that could benefit from expert training on how to use ERIC, contact one of the clearinghouses or ACCESS ERIC at 1-800-LET-ERIC.

### **Reference and Referral Directories**

#### **Catalog of ERIC Clearinghouse Publications**

This catalog lists more than 1,400 current education titles, including teaching guides, bibliographies, research summaries, and monographs, published by the ERIC Clearinghouses. Many of the publications are free, others are available at a minimal cost. The *Catalog* also includes ordering information and prices and is available for \$10\* from ACCESS ERIC.

#### **Directory of ERIC Information Service Providers**

Research organizations, libraries, and schools will want a copy of this free directory for use by patrons and staff. It lists more than 1,050 agencies and organizations (including addresses, telephone numbers, and services available) that provide computerized searches of the ERIC database, have a sizable collection of ERIC microfiche, and/or subscribe to and collect ERIC publications.

### *ERIC Directory of Education-Related Information Centers*

The *Directory* identifies and describes 450 resource centers and other agencies that provide information synthesis, user services, technical assistance, information dissemination, and/or reference and referral services in education-related areas. The *Directory* is available in print (\$20\*) or on disk (\$25\*) from ACCESS ERIC.

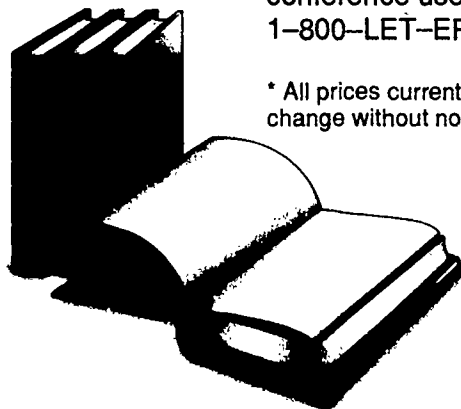
### *ERIC Calendar of Education-Related Conferences*

The *Calendar* provides a chronological listing of the more than 525 international, national, and regional education-related conferences held each calendar year. Subject, sponsoring organization, and geographic indexes are included. The *Calendar* is available in print (\$20\*) and on disk (\$25\*) from ACCESS ERIC.

All of the reference and referral directories described above are available from ACCESS ERIC and several are available online. For more information call ACCESS ERIC at 1-800-LET-ERIC.

## **ERIC Indexes and Search Aids**

A number of free and low-cost publications available from the ERIC Processing and Reference Facility are useful references for libraries and information centers that provide access to ERIC. These include: the *ERIC Identifier Authority List*, the *ERIC/RIE Title Index*, and the *Institutional Source Directory*.



The Facility also produces a series of free *ERIC Ready References* designed to provide a maximum amount of information on a single, well-defined topic related to the ERIC database. Current titles include: "What Kinds of Documents are in the ERIC Database (RIE)?," "Journals Currently Covered by CIJE," and "Field Labels/Tags in Use by Online and CD-ROM System Vendors for the ERIC Database."

For pricing information and a complete list of available indexes and search aids, contact the ERIC Processing and Reference Facility at 1-800-799-ERIC.

## **Additional Systemwide Publications**

### *The ERIC Review*

This free journal provides education practitioners (especially teachers, professors, principals, and education students) with research and news. It announces important ERIC developments, new products and services, and presents recent research findings and critical trends and issues in education. To request a specific issue or to be added to the mailing list, call ACCESS ERIC at 1-800-LET-ERIC.

### *A Pocket Guide to ERIC*

This free, handy reference guide briefly describes the ERIC system, its services and products, and their use. Bulk quantities are available for classroom, seminar, or conference use from ACCESS ERIC at 1-800-LET-ERIC.

\* All prices current as of March 1994; prices subject to change without notice.





In addition to serving end users and ERIC information service providers, the ERIC system wants to maintain close links with other education-related organizations and constituent groups. That's why ERIC has developed a constantly growing network of partners.

ERIC partners facilitate the exchange of education information between ERIC and its constituents. Partners broaden the dissemination and use of ERIC information within the education community. Specifically, they:

- promote ERIC among existing, as well as new, audiences;
- disseminate ERIC information to constituents through their newsletters and journals;
- enhance the ERIC database through the addition of documents; and
- encourage joint projects such as workshops and conferences.

In turn, partners enjoy many benefits from the Clearinghouse with which they are associated, including:

- VIP service, featuring quick turnaround in handling requests;
- free or discounted ERIC-produced publications;
- advance notice of materials distributed by the ERIC system; and
- technical assistance and support.

Any agency or organization with a constituency interested in education and willing to distribute ERIC information may become a partner by contacting ACCESS ERIC at 1-800-LET-ERIC or any ERIC Clearinghouse (see Part 2).

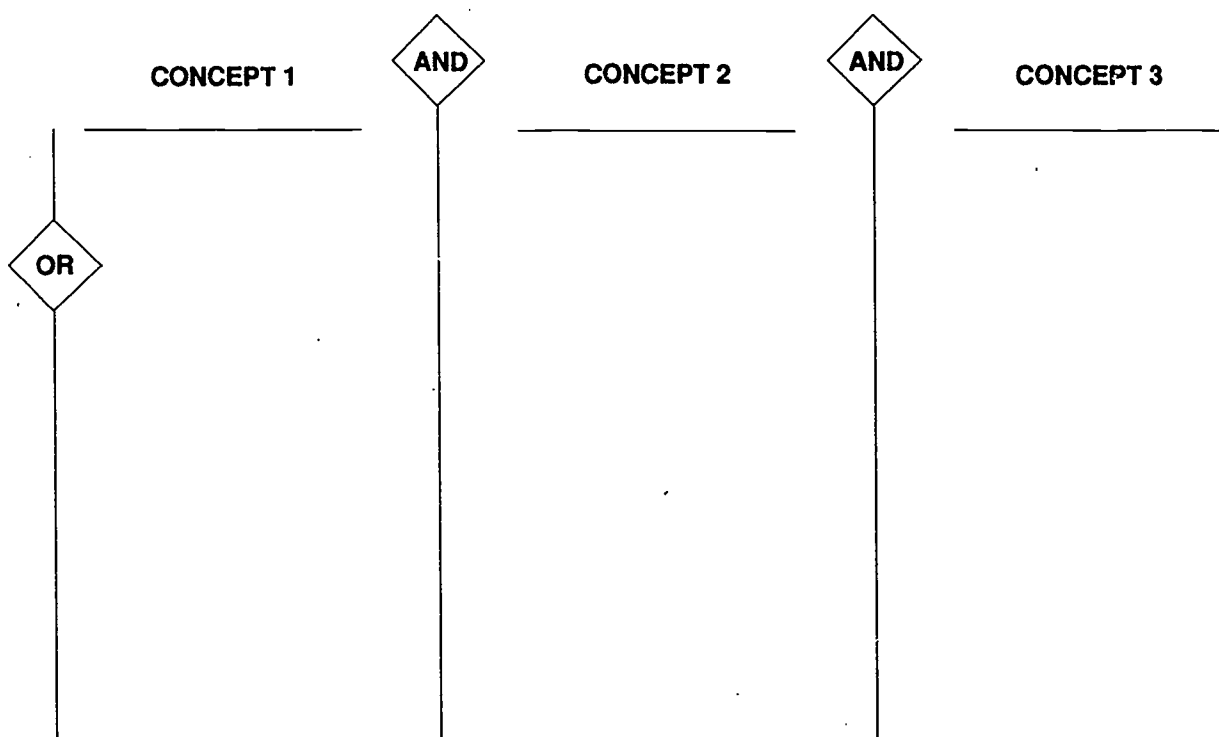


# *Appendixes*

# ERIC Search Worksheet

**TOPIC**

## CONCEPTS and ERIC DESCRIPTORS



### **ADDITIONAL LIMITATIONS**

(e.g., document types, educational level/age group, publication dates, etc.)



### *Online Vendors*

#### **BRS Information Technologies**

8000 Westpark Drive  
McLean, VA 22102-9980  
Toll Free: (800) 955-0906  
Telephone: (703) 442-0900  
Fax: (703) 893-4632

#### **Data-Star/Dialog**

Plaza Suite  
114 Jermyn Street  
London SW1Y 6HJ  
Telephone: +44 71 930 7646  
Fax: +44 71 930 2581

#### **DIALOG Information Services**

3460 Hillview Avenue  
Palo Alto, CA 94304  
Toll Free: (800) 334-2564  
Telephone: (415) 858-2700  
Fax: (415) 858-7069

#### **GTE Educational Network Services**

5525 MacArthur Boulevard, Suite 320  
Irving, TX 75038  
Toll Free: (800) 927-3000  
Telephone: (214) 518-8500  
Fax: (214) 751-0964

#### **OCLC (Online Computer Library Center)**

6565 Frantz Road  
Dublin, OH 43017-0702  
Toll Free: (800) 848-5878  
Telephone: (614) 764-6000  
Fax: (614) 764-6096

### *CD-ROM Vendors*

#### **DIALOG Information Services**

(address at left)

#### **EBSCO Publishers**

83 Pine Street  
P.O. Box 2250  
Peabody, MA 01960-7250  
Toll Free: (800) 653-2726  
Telephone: (508) 535-8500  
Fax: (508) 535-8523

#### **National Information Services Corporation (NISC)**

Wyman Towers, Suite 6  
3100 St. Paul Street  
Baltimore, MD 21218  
Telephone: (410) 243-0797  
Fax: (410) 243-0982

#### **Oryx Press**

4041 North Central Avenue  
Suite 700  
Phoenix, AZ 85012-3397  
Toll Free: (800) 279-ORYX (6799)  
Telephone: (602) 265-2651  
Fax: (800) 279-4663  
(602) 265-6250

#### **SilverPlatter Information, Inc.**

100 River Ridge Drive  
Norwood, MA 02062-5026  
Toll Free: (800) 343-0064  
Telephone: (617) 769-2599  
Fax: (617) 769-8763



# REPRODUCTION RELEASE

(Specific Document)

## I. DOCUMENT IDENTIFICATION:

Title:	
Author(s):	
Corporate Source:	Publication Date:

## II. REPRODUCTION RELEASE:

In order to disseminate as widely as possible timely and significant materials of interest to the educational community, documents announced in the monthly abstract journal of the ERIC system, *Resources in Education* (RIE), are usually made available to users in microfiche, reproduced paper copy, and electronic/optical media, and sold through the ERIC Document Reproduction Service (EDRS) or other ERIC vendors. Credit is given to the source of each document, and, if reproduction release is granted, one of the following notices is affixed to the document.

If permission is granted to reproduce the identified document, please CHECK ONE of the following options and sign the release below.



Sample sticker to be affixed to document

Sample sticker to be affixed to document



### Check here

Permitting microfiche (4" x 6" film), paper copy, electronic, and optical media reproduction

"PERMISSION TO REPRODUCE THIS MATERIAL HAS BEEN GRANTED BY

TO THE EDUCATIONAL RESOURCES INFORMATION CENTER (ERIC)."

Level 1

"PERMISSION TO REPRODUCE THIS MATERIAL IN OTHER THAN PAPER COPY HAS BEEN GRANTED BY

TO THE EDUCATIONAL RESOURCES INFORMATION CENTER (ERIC)."

Level 2

### or here

Permitting reproduction in other than paper copy

## Sign Here, Please

Documents will be processed as indicated provided reproduction quality permits. If permission to reproduce is granted, but neither box is checked, documents will be processed at Level 1.

"I hereby grant to the Educational Resources Information Center (ERIC) nonexclusive permission to reproduce this document as indicated above. Reproduction from the ERIC microfiche or electronic/optical media by persons other than ERIC employees and its system contractors requires permission from the copyright holder. Exception is made for non-profit reproduction by libraries and other service agencies to satisfy information needs of educators in response to discrete inquiries."	
Signature:	Position:
Printed Name:	Organization:
Address:	Telephone Number: ( )
	Date:

### III. DOCUMENT AVAILABILITY INFORMATION (FROM NON-ERIC SOURCE):

If permission to reproduce is not granted to ERIC, or, if you wish ERIC to cite the availability of this document from another source, please provide the following information regarding the availability of the document. (ERIC will not announce a document unless it is publicly available, and a dependable source can be specified. Contributors should also be aware that ERIC selection criteria are significantly more stringent for documents which cannot be made available through EDRS).

Publisher/Distributor:	
Address:	
Price Per Copy:	Quantity Price:

### IV. REFERRAL OF ERIC TO COPYRIGHT/REPRODUCTION RIGHTS HOLDER:

If the right to grant a reproduction release is held by someone other than the addressee, please provide the appropriate name and address:

Name and address of current copyright/reproduction rights holder:
Name:
Address:

### V. WHERE TO SEND THIS FORM:

Send this form to the following ERIC Clearinghouse:
---

If you are making an unsolicited contribution to ERIC, you may return this form (and the document being contributed) to:

ERIC Facility  
1301 Piccard Drive, Suite 300  
Rockville, Maryland 20850-4305  
Telephone: 301-258-5500  
Fax: 301-948-3695  
800: 800-799-ERIC (3742)  
Internet: ericfac@inet.ed.gov



<b>Adjunct Clearinghouses</b>	Clearinghouses that are associated with and contribute to the ERIC system, and have narrower scopes than the 16 major ERIC Clearinghouses. Adjuncts often have funding from sources other than the Office of Educational Research and Improvement. Adjuncts are usually affiliated with one of the major clearinghouses and perform many of the same functions.
<b>Boolean Logic</b>	A system, named after the English mathematician George Boole, for symbolizing logical statements by using the operators AND, OR, and NOT. Boolean logic is often used in information retrieval to define the limits of a computer search. The Boolean operator AND finds records containing both terms, OR finds records containing either one or both terms, NOT finds records containing the first term but not the second.
<b>CD-ROM</b>	Acronym for "compact-disk, read-only-memory." These disks can hold up to 250,000 pages of text which can be searched and retrieved using microcomputers. The ERIC database is available in this format from several vendors.
<b>Clearinghouses</b>	Components of the ERIC system that are funded to collect, abstract, and index education materials for the ERIC database; respond to requests for information in their subject areas; and produce special publications on current research, programs, and practices.
<b>Descriptors</b>	Subject terms used to index and search for documents and journal articles in the ERIC database.
<b>Digests</b>	Two-page research syntheses or overviews of education topics.
<b>ERIC Information Service Provider</b>	A library or other information center that provides individuals with access to the ERIC database and related resources. ERIC Information Service Providers do one or more of the following: provide online or CD-ROM access to the ERIC database; maintain sizeable collections of ERIC microfiche; and subscribe to and collect ERIC publications, including <i>Resources in Education (RIE)</i> , <i>Current Index to Journals in Education (CIJE)</i> , the <i>Thesaurus of ERIC Descriptors</i> , and/or ERIC Clearinghouse publications.
<b>ERIC Partners</b>	Agencies and organizations with constituencies interested in education that have expressed a willingness to facilitate the exchange of information between ERIC and their constituents.
<b>Identifiers</b>	Searchable key words used to index documents and journal articles in the ERIC database. Identifiers are used to index geographic locations, personal names, test or program names, and other concepts not covered by descriptors.
<b>Internet</b>	The international computer network consisting of many smaller networks that are interconnected.
<b>Online</b>	An "online" function is performed with the user in direct contact with the computer, interacting in real time.
<b>Online Vendors</b>	Organizations that maintain databases and related software on their computer systems and sell online retrieval time to clients at multiple remote locations.

# **ERIC®: TIPS FOR TEACHERS IN TRAINING**

*If you're a teacher or planning to be one, you owe it to yourself and your students to learn about ERIC. ERIC is the personable acronym for the Educational Resources Information System, the largest education database in the world. Today's ERIC continues to be your best source for searching the education literature, but the new ERIC has much more!*

## **THE ERIC DATABASE**

At the heart of ERIC is the largest education database in the world—containing more than 800,000 records of journal articles, research reports, curriculum and teaching guides, conference papers, and books. Each year, approximately 30,000 new records are added. Whether your assignment concerns the latest teaching methods, educational approaches, or research, start by searching ERIC.

## **ERIC NOW OFFERS YOU:**

- ✓ toll-free numbers that put you in touch with subject-specific clearinghouses
- ✓ more than 1,000 two-page, research synthesis publications: in print and electronic formats
- ✓ a 48-hour turnaround, electronic question-answering service
- ✓ access from your personal computer
- ✓ hundreds of lesson plans you can access and download to your computer
- ✓ document ordering via fax or toll-free phone call

.....

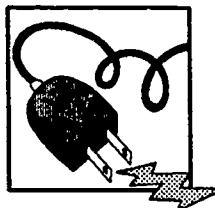
## **WHERE CAN YOU FIND ERIC?**

You can probably search the ERIC database at your university library. If you have a computer with a modem, you may be able to access ERIC on your library's online system or on the Internet.

Even the commercial electronic networks now offer many of the ERIC resources. CompuServe, America Online, GTE Educational Network Services, America Tomorrow, and the National Education Association's NEA Online service all offer at least some of the ERIC resources to their members.

If you need help locating the best way for you to access ERIC, call ACCESS ERIC Monday–Friday at 1-800-LET-ERIC.

## **ERIC ON THE INTERNET**



Many colleges and universities offer their students access to the Internet (a worldwide computer network made up of many smaller networks that are interconnected).

If you have an Internet ID, you can use it to:

- ✓ search the ERIC database on one of several university library systems

(continued )



- ✓ copy lesson plans from Newton's Apple and Academy One
- ✓ send a question about education to AskERIC (e-mail to [askeric@ericir.syr.edu](mailto:askeric@ericir.syr.edu))
- ✓ get CNN Newsroom and Discovery Channel materials
- ✓ search the Educational Testing Service (ETS) Test Collection
- ✓ search the ERIC Digests Online file of more than 1,000 two-page, research syntheses on current topics

For details on locating ERIC on the Internet, send an e-mail message to:

[askeric@ericir.syr.edu](mailto:askeric@ericir.syr.edu)

or call ACCESS ERIC (1-800-LET-ERIC) or the ERIC Clearinghouse on Information & Technology (1-800-464-9107).

.....

## ERIC DIGESTS ONLINE

ERIC is your source when you need a brief overview of the latest research on topics like:

- ▶ outcome-based education
- ▶ inclusion of students with disabilities in regular classrooms
- ▶ non-graded and mixed-age grouping
- ▶ increasing the school involvement of Hispanic parents
- ▶ authentic writing assessment
- ▶ trends in K-12 social studies



These and more than 1,000 other topics are available as ERIC Digests, and new titles are produced each year. Digests are often in question-answer format and always include a list of additional resources for more information. Most of the Digests in the file were produced by ERIC Clearinghouses, but ERIC is now including similar publications from other organizations.

You can search and locate the complete texts of ERIC Digests on the CD-ROM versions of the ERIC database (available at hundreds of university libraries) and on the Internet. You can also contact the ERIC Clearinghouse that covers your topic and ask for its latest Digest list.

.....

## DON'T FORGET ERIC WHEN YOU GET TO THE CLASSROOM!

ERIC is a great resource for education students, and a large percentage of the information requests to ERIC last year came from classroom teachers. Every week close to 300 teachers send questions to AskERIC's e-mail address. Electronic networks for teachers in Texas, New York, Massachusetts, Washington, Florida, and Missouri feature ERIC on their menu systems, as do a number of regional and school district networks. If you're on a network, ERIC is likely to be there now or soon. For teachers who don't yet have computer network access, ERIC is available in many large public libraries and at teacher resource centers.



.....

## GIVE ERIC A CALL!

Toll-free phone numbers put you within easy reach of ERIC information specialists. Staff provide ERIC publications, answer questions about ERIC, help you locate hard-to-find documents, and refer you to other information sources. It is best to call an ERIC Clearinghouse if you have a subject-specific question. You can call ACCESS ERIC to learn how to use the ERIC system. Call the ERIC Document Reproduction Service (EDRS) toll-free (1-800-443-ERIC) to order ERIC documents. See the ERIC System Directory or call ACCESS ERIC (1-800-LET-ERIC) for the toll-free numbers. ☎

.....

*ERIC: Tips for Teachers in Training* was written by Lynn Smarte, Project Director, ACCESS ERIC, 1600 Research Boulevard, Rockville, MD, 1-800-LET-ERIC.

United States  
Department of Education  
Washington, DC 20208-5720

Official Business  
Penalty for Private Use, \$300



ERIC 94-5018

*Your  
Guide  
to*



*Transparency Masters*



Clearinghouse on Adult, Career,  
and Vocational Education



# **Lesson One**

## **Transparency Packet**



## **Educational Resources Information Center**

---

## **Your Education Information Network**



## ERIC Components

---

**These components support the ERIC System by processing, producing, and disseminating education information.**

- ☐ **ACCESS ERIC**
- ☐ **ERIC Document Reproduction Service (EDRS)**
- ☐ **ERIC Processing and Reference Facility**
- ☐ **Oryx Press**

## **The ERIC Clearinghouses**

**The ERIC System sponsors clearinghouses in the following areas:**

<b>ERIC Clearinghouse</b>	<b>Host</b>
<b>Adult, Career, and Vocational Education</b>	<b>The Ohio State University</b>
<b>Assessment and Evaluation</b>	<b>The Catholic University of America</b>
<b>Community Colleges</b>	<b>University of California at Los Angeles</b>
<b>Counseling and Student Services</b>	<b>University of North Carolina at Greensboro</b>
<b>Disabilities and Gifted Education</b>	<b>Council for Exceptional Children</b>



## **The ERIC Clearinghouses (cont'd)**

<b>ERIC Clearinghouse</b>	<b>Host</b>
<b>Elementary and Early Childhood Education</b>	<b>University of Illinois</b>
<b>Information &amp; Technology</b>	<b>Syracuse University</b>
<b>Educational Management</b>	<b>University of Oregon</b>
<b>Higher Education</b>	<b>The George Washington University</b>
<b>Languages and Linguistics</b>	<b>Center for Applied Linguistics</b>
<b>Reading, English, and Communication</b>	<b>Indiana University</b>

## **The ERIC Clearinghouses (cont'd)**

<b>ERIC Clearinghouse</b>	<b>Host</b>
<b>Rural Education and Small Schools</b>	<b>Appalachia Educational Laboratory</b>
<b>Science, Mathematics, and Environmental Education</b>	<b>The Ohio State University</b>
<b>Social Studies/Social Science Education</b>	<b>Indiana University</b>
<b>Teaching and Teacher Education</b>	<b>American Association of Colleges for Teacher Education</b>
<b>Urban Education</b>	<b>Teachers College, Columbia University</b>

# Composition of the ERIC Database

<i>Resources in Education (RIE)</i>	+	<i>Current Index to Journals in Education (CIJE)</i>	=	the ERIC database
---	---	--	---	----------------------

450,000 education documents	+	350,000 journal articles	=	800,000 records
--------------------------------	---	-----------------------------	---	--------------------

ED numbers		EJ numbers
------------	--	------------

## **PURPOSE**

- **DATABASE BUILDING AND MAINTENANCE**
- **MAJOR PUBLICATION PRODUCTION**
- **USER PRODUCTS AND SERVICES**

## What Is in the ERIC Database?

In addition to journal articles, which make up about half the database, ERIC includes the following types of documents:

- Research reports
- Books
- Conference papers and proceedings
- Program descriptions
- Opinion papers
- Teaching guides
- Curriculum
- State-of-the-art reviews
- Feasibility and evaluation studies
- Tests and questionnaires
- Instructional materials
- Bibliographies
- Legislative materials
- Speeches and presentations

## **Access to the ERIC Database**

**You can access and review abstracts of education journal articles and documents in the ERIC database:**

- **Online via a computer and modem, through commercial vendors and public networks.**
- **On CD-ROM (compact disc, read-only memory).**
- **In print, using RIE and CIJE.**

# SELECTION CRITERIA

CONTENT QUALITY	CONTRIBUTION TO KNOWLEDGE	SIGNIFICANCE
RELEVANCE	EFFECTIVENESS OF PRESENTATION	NEWNESS
INNOVATIVENESS	RELATION TO CURRENT PRIORITIES	TIMELINESS
INTENDED AUDIENCE	THOROUGHNESS OF REPORTING	COMPREHENSIVENESS
ADAPTABILITY	AUTHORITY OF SOURCE	REPRODUCIBILITY

100

101

# **ERIC Clearinghouse Publications**

## **Clearinghouse Brochures**

## **Informational Brochures**

## **Major Publications**

## **Information Bulletins**

## **ERIC Digests**

## **Bibliographies**



## **TYPES OF CLEARINGHOUSE PRODUCTS**

<b>ERIC Digests</b>	<b>Publications on research findings and their practical applications.</b>
<b>Informational Brochures</b>	<b>Publications that include information about the Clearinghouse, its products and services.</b>
<b>Information Bulletins</b>	<b>News of the ERIC system, summaries of major publications, information about ERIC/ACVE services, the ERIC File, and order forms.</b>
<b>Mini-bibliographies</b>	<b>Short, often annotated lists of citations from the ERIC database.</b>
<b>Packaged Searches</b>	<b>Abstracts from the database on frequently requested topics.</b>
<b>Major Publications</b>	<b>Comprehensive papers that review and synthesize research in a particular field, examine important trends and issues, or offer guidelines for practice that are based on research.</b>

# **ERIC Systemwide Products**

## **Free:**

- **A Pocket Guide to ERIC**
  - **All about ERIC**
  - **The ERIC Review**
  - **Directory of ERIC Information Providers**
- Request your copies by calling (800) LET-ERIC.**

# **Lesson Two**

## **Transparency Packet**

SELECTION CRITERIA

CONTENT QUALITY	CONTRIBUTION TO KNOWLEDGE	SIGNIFICANCE
RELEVANCE	EFFECTIVENESS OF PRESENTATION	NEWNESS
INNOVATIVENESS	RELATION TO CURRENT PRIORITIES	TIMELINESS
INTENDED AUDIENCE	THOROUGHNESS OF REPORTING	COMPREHENSIVENESS
ADAPTABILITY	AUTHORITY OF SOURCE	REPRODUCIBILITY

## **How to Submit Your Documents to ERIC**

- **Prepare one legible copy of your document.**
- **Complete a Reproduction Release Form.**
- **Submit to the appropriate ERIC clearinghouse (or to the ERIC Processing and Reference Facility if you are unsure which clearinghouse is appropriate).**

# **Lesson Three**

## **Transparency Packet**

## **CHOOSE APPROPRIATE DESCRIPTORS FOR AN ERIC SEARCH**

**DESCRIBE THE TOPIC YOU WISH TO INVESTIGATE  
AND UNDERLINE THE WORDS AND PHRASES KEY TO  
THE TOPIC**

**IDENTIFY THE SUBTOPICS OF THE INFORMATION  
YOU WISH TO INVESTIGATE**

**TRANSLATE YOUR TOPIC AND SUBTOPICS INTO  
ERIC DESCRIPTORS USING THE THESAURUS OF ERIC  
DESCRIPTORS**

**LOCATE THE DESCRIPTORS YOU HAVE IDENTIFIED  
IN THE ALPHABETICAL DESCRIPTOR DISPLAY**

**MAKE A FINAL LIST OF THE DESCRIPTORS MOST  
LIKELY TO HAVE BEEN USED IN THE INDEXING  
PROCESS TO REPRESENT THE CHOSEN TOPIC**

## SAMPLE ENTRY

Social StudiesDescriptor

Jul 1966

ADD DATE - date descriptor first used.

CIJE: 3,578 RIE: 5,347

POSTING NOTE - number of times descriptor used in CIJE and RIE.

SN Social studies consist of adaptations of knowledge from the social sciences for teaching purposes at the elementary and secondary levels of education

SN - SCOPE NOTE - brief statements of intended usage of descriptor. Useful when trying to decide among descriptors.

UF Social Studies Units (1966 1980)\*

UF - USE FOR - these terms are synonyms that are not used by ERIC.

NT Civics

NT - NARROWER TERM - terms with more specific meanings than the descriptor. Use the narrowest term appropriate to your need.

BT Curriculum  
Social Sciences

BT - BROADER TERM - terms whose meaning encompasses the descriptor, and more. Use if the first search retrieves too few citations.

RT Anthropology  
Controversial Issues (Course Content)  
Cultural Education  
Current Events  
Economics  
Geography  
History  
Locational Skills (Social Skills)  
Political Science  
Social Problems  
Social Science Research  
U.S. Government (Course)  
World Affairs

RT - RELATED TERM - terms that are synonyms for the descriptor. It is sometimes a good idea to use several RTs and combine them with OR when developing your search strategy.



# DOCUMENT RESUMES

Indexes

RESOURCES

IN EDUCATION

Educational Resources  
Information Center

SUBJECT

AUTHOR

INSTITUTION

# RIE

114  
114

115  
115

# MAIN ENTRIES

Indexes

SUBJECT

AUTHOR

Current Index to  
Journals  
in Education

# CIE

## JOURNAL CONTENTS

116

116

**ERIC Document Resume (RIE)**

ED300621 CE051284

Program Development: A Description of Practice Related to Theory.

Paprock, Kenneth E.

Oct 1988

21p.; Paper presented at the conference Teaching Adults: Myths and Realities (Cincinnati, OH, October 7-8, 1988).

EDRS Price - MF01/PC01 Plus Postage.

Language: English

Document Type: CONFERENCE PAPER (150); Research REPORT (143)

Geographic Source: U.S.; Texas

Journal Announcement: RIEAPR89

A study examined the situation-specific program development strategies used in 47 different settings in the southwestern United States from January 1987 to January 1988. Specialized and elite interviews were administered to program developers to identify the approaches that are being used and to determine how they relate to the approaches described in the adult education literature. The responses given during the interviews indicated that most of the programs for adult learners were focused on problem solving and information giving and were normatively defined by the sponsoring agency, with the program developer acting as a solution giver and resource linker. The information gathered during the interviews indicated that what is being practiced in reality is not what is prescribed by any one approach in the literature. It was hypothesized that program developers who state that theories and formulas in the literature do not always apply in their situation may have factors and forces in their situation that may call for adjustments or modifications of the approaches advocated in the literature. The interviews conducted would seem to indicate that program development can be viewed as a process used to link various agent and client systems for the deliberately undertaken action of learning. (MN)

Descriptors: \*Adult Education; \*Curriculum Development; \*Educational Practices; \*Educational Research; \*Program Development; \*Research Utilization; \*Theory Practice Relationship

**ERIC Journal Article Resume (CIJE)**

EJ444013 CE523768

Will It Be Alright on the Night? Notes towards a Theory of Practice.

Allman, Paula; Wallis, John

Adults Learning (England), v3 n7 p186-87 Mar 1992

ISSN: 0955-2308

Available From: UMI

Language: English

Document Type: JOURNAL ARTICLE (080); POSITION PAPER (120)

Journal Announcement: CIJSEP92

Are there adult education activities that can claim a right to existence and public subsidy, or is value defined only in terms of consumption? Resolution of this issue necessitates basing practice on theory so that the "why" of education is not excluded by the "how." (SK)

Descriptors: \*Adult Education; Adult Educators; \*Educational Demand; \*Educational Economics; \*Educational Practices; \*Theory Practice Relationship

# **Lesson Four**

## **Transparency Packet**

## Locating Documents Cited in ERIC

Items identified with "ED" followed by six digits are documents. You can get the full text by—

- Going to a library or other site with an ERIC microfiche collection
- Ordering a microfiche or paper copy from:

**ERIC Document Reproduction Service (EDRS)  
(800) 433-ERIC**

- Ordering directly from the producer (if one is listed in the "Availability" field of the ERIC database record)

## Locating Journal Articles Cited in ERIC

Items identified with "EJ" followed by six digits are from education journals. You can get them by—

- Checking your local public, research, or university library
- Requesting them through interlibrary loan
- Ordering them from a reprint service such as

**University Microfilms International (UMI)**  
**(800) 521-0600, Ext. 2786**

**Institute for Scientific Information (ISI)**  
**(800) 523-1850**

# What the ERIC Support Components Do

ERIC clearinghouse provide subject-specific expertise. The support components are responsible for basic operations as follows:

- **ACCESS ERIC (800) LET-ERIC**
  - Answers questions about ERIC and its products and services
  - Helps you locate a place to do an ERIC database search
  - Refers you to appropriate sources for information
  - Produces systemwide publications
  - Provides ERIC information on commercial computer networks



# **What the ERIC Support Components Do**

- **ERIC Document Reproduction Service  
(800) 443-ERIC**
  - **Offers the full text of most ERIC documents in microfiche and paper copy (Fax and express mail delivery available for an additional fee.)**
  - **Provides ERIC microfiche collections to more than 900 institutions**
  - **Produces specialized microfiche collections on such topics as multicultural education and school restructuring**

## **What the ERIC Support Components Do**

- **ERIC Processing and Reference Facility  
(800) 799-ERIC**
- **Coordinates database building and maintenance**
- **Provides machine-readable tapes of the ERIC database and ERIC Digests Online to those who want to provide ERIC to others**
- **Publishes the *ERIC Identifier Authority List***

# AskERIC on the Internet

**What is it?**

A free Internet-based question-answering and education reference and referral service for anyone with an education-related question.

**How does it work?**

**Just e-mail your education question to:**

**askeric@ericir.syr.edu**  
**(the ERIC Clearinghouse on Information and Technology)**

**Within 48 hours, you will receive a response that may include the full text of ERIC Digests, a "mini-search" of the ERIC database, and referrals to resource organizations.**

## **AskERIC on the Commercial Networks**

**ERIC information—ranging from full-text brochures and ERIC Digests to prepared database searches—is available on various commercial networks, including—**

- **America Online**
- **America Tomorrow**
- **CompuServe**
- **GTE Education Services**

**In months to come, full AskERIC services will be provided on these networks. For more information, call (800) LET-ERIC.**

# **USER SERVICES**

## **QUESTION ANSWERING**

### **REFERRALS**

### **COMPUTER SEARCHES**

### **WORKSHOPS**

### **CONFERENCE PRESENTATIONS**

### **ORIENTATIONS**

105

106

## Contacting the ERIC Clearinghouses

You can reach the staff of the ERIC Clearinghouses by—

- calling their toll-free numbers,
- sending electronic mail,
- mailing a letter or postcard,
- visiting their booths at professional conferences, or
- attending their presentations or workshops.

# Your Guide to ERIC

by Bettina A. Lankard

This curriculum package for ERIC users and trainers may be used in a workshop or independently by individuals. The package includes four learning modules, a set of transparencies for each module, relevant ERIC publications, and a set of *Quick Search Cards*, which give step-by-step instructions for searching ERIC on CD-ROM. The first module is an introduction to ERIC and its products and services, and the second explains what types of documents are included in the database, the criteria used to select them, and how to submit documents. The third module covers how to search ERIC, types of searches, appropriate descriptors, and proven search strategies. The last unit describes how to obtain ERIC documents, journal articles, information, and services.

Published by  
the ERIC Clearinghouse on Adult, Career, and Vocational Education

---

*Your Guide to ERIC* by Bettina A. Lankard, order no. IN 360, \$30.00 (includes Quick Search Cards)

*ERIC Quick Search Cards*, order no. IN 360QS, \$5.00

Add \$3.50 minimum shipping and handling. Discounts up to 25% on quantity orders. Mastercard and Visa are accepted. Orders of \$10.00 or less should be prepaid. Send to Publications, Center on Education and Training for Employment, 1900 Kenny Road, Columbus, OH 43210-1090

Number of copies \_\_\_\_\_ Total cost \$ \_\_\_\_\_

Name \_\_\_\_\_

Address \_\_\_\_\_

Telephone \_\_\_\_\_ CHARGE TO: Visa \_\_\_\_\_ Mastercard \_\_\_\_\_

Credit Card Number \_\_\_\_\_ Exp. Date \_\_\_\_\_

Signature \_\_\_\_\_

ERIC/ACVE is sponsored by the Office of Educational Research and Improvement,  
U.S. Department of Education