Guide to Quick Reference Sources

The following collection of books and Web sites will allow you to locate brief factual data on a topic. Types of information included are dates, names, statistics, definitions, years, etc. This selective guide represents the many quick reference sources Roberts-LaForge Library contains. If you cannot find what you need using one of these sources, then please consult one of the subject specific guides or the online catalog, Merlin.

= Book  |  = Web Site  |  = Database

Address and Phone Directories

= Encyclopedia of Associations [AS 22 .E5 1998 2 volumes Ready Ref] – divided into 18 broad subject areas, this encyclopedia offers descriptions, publications, phone numbers, and addresses for each organization. There are two indexes (keyword and geographic) to help locate an organization. A separate volume on Southern associations is also available in the library.


= Real Pages [http://www.realpages.com] – official online version of Bell South’s White and Yellow pages. Locate businesses by category or by name and state. Locate individuals by name and/or city, and state.

= White and Yellow Pages [Index Counter 12] – phone directories for several Mississippi cities as well as select major cities in the South.

Almanacs

= Information Please [http://www.infoplease.com] – online version of the popular almanac. The site is searchable by keyword or by topic and includes weather, horoscopes, news, birthdays, and more.

= World Almanac and Book of Facts [AY 67 .N5 W7 Ready Ref] – general information on many different popular topics, especially trivia. Two indexes, a general index at the front and quick reference index at the back will help you locate your topic. The general index contains keywords found in the almanac whereas the quick reference index contains major topics.

College Guides

= Barron’s Profiles of American Colleges [L 901 .B32 Ready Ref] – profiles of all accredited colleges and universities in the United States. Information on student population, requirements, contacts, and other services are included.

= University Pages [http://dir.yahoo.com/Education/Higher_Education/Colleges_and_Universities/] – search Yahoo’s index for university or college homepages.


Dictionaries/Thesauri

= Merriam-Webster Online [http://www.m-w.com/] – dictionary and thesaurus combined, courtesy of Merriam-Webster.


= YourDictionary [http://www.yourdictionary.com] – combination of an English dictionary and thesaurus. There are also several other language dictionaries including Spanish, German, Japanese, and Russian.

Health Information


= Health Finder [http://www.healthfinder.gov/] – provides links to government and nonprofit websites. This site was developed by the U.S. Department of Health and Human Services.
Geography/Maps
- Mississippi Department of Transportation [http://www.mdot.state.ms.us/business/maps/map_online.htm] – this site has a selection of online maps of Mississippi highways and cities, as well as a variety of other transportation related information.
- World Factbook [G 122 .U56a 1999 Ready Ref] – country profiles that include information on the country’s geography, people, government, economy, communications, transportation, and military.

Miscellaneous
- Emily Post’s Etiquette [BJ 1853 .P6 1992 Ref] – find all the basic rules of etiquette for most social occasions in this one volume.
- Familiar Quotations [PN 6081 .B27 1992 Ready Ref] – originally compiled by John Bartlett, this reference standard is used to find the source of popular passages, phrases, and proverbs in literature.
- Great Books Online [http://www.bartleby.com] – find standard reference sources in their entirety in this one location. Click on the Reference tab to access earlier editions of Emily Post’s Etiquette and Familiar Quotations by Bartlett. Other valuable reference sources are available as well.

Style and Writing Guides
- The Chicago Manual of Style [Z 253 .U69 1993 Index Table 1] – style manual provided by the University of Chicago.
- The Little Brown Handbook [PE 1112 .F64 1997 Index Table 1] – this fairly comprehensive guide emphasizes the essentials of writing. Topics range from punctuation and sentence structure to critical thinking. This handbook also includes the basics of the Chicago, MLA, and APA styles.
- A Manual for Writers of Term Papers, Theses, and Dissertations [LB 2369 .T8 1996 Index Table 1] – culled mainly from the Chicago Manual of Style, this manual, written by Kate Turabian, offers style guidelines for students and scholars alike.
- MLA Online [http://www.mla.org] – especially helpful in citing electronic sources using the MLA style. Click on the MLA Style link on the homepage. From there, you will need to click on the Frequently Asked Questions link and choose the question relating to the Web.
- Publication Manual of the American Psychological Association [BF 76.7 .P83 2001 Index Table 1] – style guidelines set by APA.

Zip Codes
- National Five-Digit Zip Code and Post Office Directory [Index Counter 12] – in two volumes, this directory will help you find the five-digit area code of any city in the US. Also included are addresses for all post offices located in the US.
- U.S. Postal Service Zip Code Look-Up [http://www.usps.gov/nccc] – find a zip code by entering an address or find the proper city-name designation by zip code association.

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