

## University Library Information skills workshop: literature searching

1. For your major project you will be expected to:

“Be able to do your own independent research,  
Locate and use a wide range of information sources,  
Critically evaluate the information you find,  
Synthesize information to form your own original piece of work,  
Present a balanced and well-informed argument leading to your own conclusions.”

Available at: <http://www.vts.intute.ac.uk/detective/wiseup.html> [accessed 27.01.2009]

2. You will need to:

- Find out what has been written on your topic already – are there well-known authors?
- Improve your knowledge of the subject area.
- Identify the areas of information you will need for your topic
- Keep up with anything new published in the subject.

3. Plan a literature search:

- Try a method which suits your learning style, for example write down a list of words to describe the topic in different ways or draw a “mind map”.
- Choose your focus – what is the argument or angle you want to pursue?
- Pick out key terms which describe your topic (be prepared to adapt them)
- Use the key words to search databases (and make a record of the research trail.)
- Evaluate what you have found, if necessary adapt and run new searches.

4. Identify your sources of help and information:

- What do you know already – lectures, previous relevant reading?
- Library catalogue: academic books and journal titles in print.
- Anglia Ruskin Digital Library: online journals; databases which index the contents of journal articles e.g. Professional Development Collection; recommended websites.
- Campaigning organisations.
- Current comment and opinion – newspapers, media, government statements.
- Library Subject specialist staff.

## Testing for quality, an academic information checklist:

### Where?

- Where have you found the information?
- Is it from an academic publisher?
- Have you used an academic database which indexes scholarly journals?
- Have you found it by a general internet search – will you have to check for academic credibility?

### Who?

- Who wrote or published the information, a person or an organisation?
- Is it possible to establish the academic credibility of the author?
- Has the information been “peer reviewed”
- Has the author published other works?
- Who is the intended audience?

### What?

- Is the content primary research presenting new information, or secondary research evaluating previously presented material?
- Can you check the information against other sources/
- Is it relevant to your project?
- What point of view is presented, is there a bias?

### Why?

- Why is the information published – is it scholarly, personal or business?
- Does it contribute to the current theories and latest developments for your subject?

### When?

- When was the information published, has it been updated?

### For more information about evaluating information sources, try:

**PILOT** our online information literacy tutorial to help you with the skills and tools to find and manage information effectively.

<http://libweb.anglia.ac.uk/pilot/>

### Harvard Referencing

There are three main reasons for citing accurate references:

- To give credit to other authors' concepts and ideas
- To provide the reader (often the marker/examiner of the assignment) with evidence of the breadth and depth of your reading
- To enable the readers of your work to locate the cited references easily

By giving appropriate acknowledgement of the sources you have used, you will avoid poor academic practice and plagiarism, which passes off the work of others as your own.

Our Harvard Referencing Guide is available on line at

<http://libweb.anglia.ac.uk/referencing/harvard.htm>

## Information skills workshop activities:

### 1. Key words and concepts.

You can list the key concepts for your topic to decide which ones to search for, or use a graphical approach such as a mind map or spider diagram to make notes and chart ideas.

**List** all the words relating to your topic. Are there alternative words to describe the same concept? E.g. “gender” could include information about boys and girls.

**Or**

**Mind map:** write the main concept in the centre.

Write related ideas around your central idea and link ideas using branches; when you get a new idea start a new branch from the centre.

[Example of a concept map, Pilot 1.3, [http://libweb.anglia.ac.uk/pilot/module1/1\\_3.html](http://libweb.anglia.ac.uk/pilot/module1/1_3.html)]

## 2. Ways to look for references using a database.

The databases which index journal articles in the field of Education are listed in our Digital Library "SubjectSearch" for Education. They include British Education Index, Professional Development Collection and ERIC.

Try your keywords with "Professional Development Collection" (via Ebsco)

- Start at our University Library website <http://libweb.anglia.ac.uk/>
- Log into the **Digital Library** using your **Library login**.
- Click on **SubjectSearch** tab at the top and choose **Education** from the drop-down menu on the left. You can choose a sub-heading e.g. Research and Scholarship.
- Click on the title **Professional Developopt (Ebsco)**; this will take you to the search page.
- Click on **Advanced search**
- Type in your **subject keywords**
- Click on **Search**.

The database will display a list of articles for that subject.

### 2.1 To read full text articles in Professional Development Collection:

- you can tick a box on the search page to ask for full text only,
- or you can see if full text is available in the database because a link will be offered, for example HTML full text (a web version of the document) or PDF full text (a scanned image of the printed document)
- or you can click on the **Check full text** icon.

### 2.2 When you have set up your **Refworks** account (page 6), try exporting a reference from Professional Development Collection into Refworks.

- Choose one reference and click on the title to open the full information.
- At the top of the display click on the icon to **Export to Bibliographic manager** (page with an arrow pointing right)
- Click to choose **Direct export to RefWorks**
- Click on **Save**
- Refworks will open in a new window. You **do not** need to type any more passwords because you have already logged into the Digital Library - just click on the link for **Athens users**.
- The reference will be imported into your Refworks account.

### 3. Policy and practice

You can use Google to find specific policy documents. Type the name of the document, then the name of the publishing body.

Use the Google advanced search field for “Search within a site or domain”:

.gov.uk will find information from UK government web sites.

.org.uk may find campaigning organisations.

These websites may also locate current policy and evidence of practice.

**Teacher Training Resource Bank** [www.trb.ac.uk](http://www.trb.ac.uk)

**Teachernet** <http://www.teachernet.gov.uk/>

**Educational Evidence Portal** <http://www.eep.ac.uk>

### 4. Google Scholar.

Google Scholar offers a way to find academic journal articles across many disciplines and has a “cited by” feature that can help you follow a research trail.

Remember you have to log into our Digital Library first before these links will allow you to access our full text journals.

More information at <http://libweb.anglia.ac.uk/ebooks/scholar.htm>

- Start at our University Library website <http://libweb.anglia.ac.uk/>
- Click on **Digital Library** from the menu on the left.
- Choose “All subjects” from the drop-down list.
- Log in using your **Library login**.
- Click on **Find Database** tab at the top.
- Type **Google Scholar** in title box and click on **Go**.
- In the next window click on **Google Scholar** to go to the search box.
- Type in your **subject keywords** e.g.: children’s rights.
- Click on search.
- Look at the list of results - there may be a selection of book reviews, journal references, documents in pdf or html format, or web links.
- Link to full text in Digital Library

[Asylum, children's rights and social work - Full-Text@Anglia Ruskin - all 2 versions »](#)

S Cemlyn, L Briskman - *Child & Family Social Work*, 2003 - Blackwell Synergy

... 1365-2206.2003.00281.x. *Asylum, children's rights and social work*. Sarah Cemlyn\* and Linda Briskman +. ABSTRACT. Although it is only ...

[Cited by 4](#) - [Related Articles](#) - [Web Search](#)

- Links to more articles related to the subject

**5. Refworks** is a bibliographic management service that allows you to create a personal database of references and compile instant bibliographies, including our own Harvard Anglia style. You can add references by filling in a template or by exporting a reference directly from a database such as Professional Development Collection.

**5.1. To create your own account** go to  
<http://libweb.anglia.ac.uk/referencing/refworks.htm>

You will need your Library Barcode Number and password to log into RefWorks. The first time you access RefWorks you will be asked to register. Once you have registered you will be taken into RefWorks.

**5.2. To choose the output style.**

- In Refworks, click on **References**, then click on **Add new reference**.
- The template has a field called **View fields used by**. Click on the drop-down list.
- At the bottom of the list is **Access output style manager**, click here.
- Find **Harvard\_Anglia\_Ruskin\_University** in the list and add it to your favourites in Refworks.
- Go to the **Add new reference** templates - the drop-down list of output styles will contain the option to choose Harvard\_Anglia\_Ruskin\_University.

**5.3. Guides for Refworks:** There is a **Quick start guide** or a full **Refworks guide** at this link: <http://libweb.anglia.ac.uk/referencing/refworks.htm>

**6. Further help?**

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Rebecca Mackle – [rebecca.mackle@anglia.ac.uk](mailto:rebecca.mackle@anglia.ac.uk)

Or send an online enquiry:

<http://libweb.anglia.ac.uk/questionpoint/enquiry.html>

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