



Using Newcastle University Library and Information Resources Effectively

Bachelor of Engineering with Honours in Naval Architecture with Marine Engineering Bachelor of Engineering with Honours in Naval Architecture with Offshore Engineering

Access to the Library website and resources

You can access many of our resources directly from your browser on the web at

<http://ncl.ac.uk/library>

Please take some time to explore the Library website to see what kinds of information it holds.

However, some resources need a password and some rely on the IP address of the computer, which can be confusing, so you may find it easier to get into the habit of always accessing our resources using the university's Remote Application Server. This will also allow you to access other software which is held on university servers.

<http://ras.ncl.ac.uk> - Library Resources folder

- ❖ Log into RAS using your university ID and password.

Your Liaison team

Please contact your Liaison team at any time for help and advice in using the Library – it is our job to help you to use our resources and services effectively:

Moira Bent is the Faculty Liaison Librarian moira.bent@ncl.ac.uk
Julia Finney is the Faculty Liaison Assistant julia.finney@ncl.ac.uk

Research Strategy

Once you start to do research, you need to have a methodology to help you find your way through the literature. You may find it helpful to follow these suggestions

Define your topic:

Think about: **Words** to describe your **topic**, the **type** of information you need –[scholarly articles, practical advice, statistical data, facts and figures, a general overview, maps], how **much** information, how **up to date**?

You can then choose a resource which fits your specific need and not waste time looking in the wrong place!.

Browse to scope the topic:

Scan through journal contents to get ideas of current research. You can use the EJ pages to identify titles.

Search for a very **specific topic** using **Databases** (see later)

Once you are clear about what you are looking for, you can search in the big international bibliographic databases to pin down articles on your research topic.

Information Resources

Electronic Books

We have a growing number of electronic textbooks which are available at all times

- ❖ To find e-books use the Library catalogue
- ❖ <http://ncl.ac.uk/library> or <http://ras.ncl.ac.uk> - Library Resources folder
- ❖ Click on Library Catalogue
- ❖ Click on Local Collections in the toolbar
- ❖ Select E Books
- ❖ Search or Browse

Journal articles and Databases

Databases give you a global overview of the literature; they are an index to journal articles and conference papers. You will inevitably come across articles which aren't immediately available through our Library but the local library staff will be able to advise you on how to obtain copies.

- ❖ To find out what databases are available go to
- ❖ <http://ncl.ac.uk/library> or <http://ras.ncl.ac.uk> - Library Resources folder
- ❖ Click on **Databases**
- ❖ In the left hand menu select **Databases by Subject**
- ❖ Click on **Engineering**
- ❖ Select **Marine Technology and Go**
- ❖ You will see a list of Databases, Electronic Journals and Websites which are particularly relevant for Marine Technology related subjects
- ❖ Trace journal articles using **Databases** such as
 - **Scopus**
 - **Science Citation Index (Web of Knowledge -WoK)**
 - **Compendex**
- ❖ To login to the databases use your Newcastle ID and password

Activity 1: Online tutorials

There is a set of interactive tutorials (each takes about 15mins) which will guide you through using many of the databases..
Go to http://www.ncl.ac.uk/library/info_skills_finding.php and follow the link to Tutorials for SAgE.

Choose an appropriate tutorial and work through it.

Electronic Journals Collections

Electronic Journals Collections give the full text of journal articles online, so are handy for a quick search, but they aren't as comprehensive as databases, so you may not always find what you need and you won't get such a global view of the literature.

- ❖ To find out what electronic journals are available go to
- ❖ <http://ncl.ac.uk/library> or <http://ras.ncl.ac.uk> - Library Resources folder
- ❖ Click on **Electronic Journals**
- ❖ Click on **Find an EJ** to look for a specific journal
- ❖ Click on **Full Text Collections** to search a collection of EJs
- ❖ Useful EJ Collections include:
 - **Science Direct** <http://www.sciencedirect.com/>
1200 titles from Elsevier
 - **Swetswise** <http://swets2.nesli.ac.uk/direct/>
3100 titles from a range of publishers
 - **Wiley** <http://www3.interscience.wiley.com/>
300 titles from Wiley.

Activity 2 : Using electronic journals:

From the Library's home page, under the Resources menu, click on **EJournals**.

Click on **Full text collections** to see which collections we have access to.

Choose one of the full text collections to explore. Look for some articles on your research topic.

Online tutorials are available for Science Direct.

Go to <http://informs.hud.ac.uk/79/494>

Finding academic information on the WWW.

- ❖ Use a **subject gateway** to help you to find high quality websites
 - **Intute** is the UK HE gateway to quality sites www.intute.ac.uk
 - **Pinakes** <http://www.hw.ac.uk/libWWW/irn/pinakes/pinakes.html> is a gateway to lots of gateways.
- ❖ Use the Intute Virtual Training Suite to help you improve your internet searching skills : <http://www.vts.intute.ac.uk/>
- ❖ Set up alerts using databases or RSS feeds

Activity 3 : Using Intute:

Go to <http://www.vts.intute.ac.uk/> Choose a tutorial in your subject area.

Explore the Science and Technology gateway <http://www.intute.ac.uk/sciences/>

Keeping up to date

Once you've done a literature search on your topic, you may need to ensure that you are aware of new material as it is published. You can use alerting facilities within some of the subject databases and also use Zetoc, a table of contents service from the British Library, which allows you to set up alerts by journal title as well as topic.

- ❖ Zetoc : find from the Library Databases pages

You'll find information on keeping up to date with lots of different kinds of information on the ResIN web pages at http://www.ncl.ac.uk/library/resin/up_to_date.php

RSS feeds are an alternative way of delivering news, blogs and alerts directly into a website. Many websites and journals now offer them as part of their service, just look for the RSS, XML or Atom logo. You control when you read the information as you have to go to your RSS reader to see it, they are easy to subscribe to, but you do need a program to read the feeds.

Free web based examples

- ❖ www.bloglines.com
- ❖ www.newsgator.com

Free software to download

- ❖ www.jetbrains.com/omea/reader/

Evaluation techniques : Choosing which references to read

With the wide range of resources available to you, it should be quite easy for you to find information, in fact, you will probably be overwhelmed by how much you find. It is important that you develop some critical skills to help you to evaluate your findings, so that you can concentrate on reading the best, most appropriate information for you.

Activity 4 - Evaluation

Let's imagine that you have just started to look for information on your research topic - it is about how chocolate can help keep people happy! You have found lots of references, but you only have time to read 3 before you meet your supervisor, Professor Candy. Have a look at the list of references below - which 3 will you read?

Cadbury, John An investigation to prove that eating Cadbury chocolate bars reduced the number of suicides in Newcastle in 2003. *Confectionery World*, v 34, Feb 2004. p4-7

Candy, Peter A sweet tooth. The truth behind our addictions. *Journal of Human Nutrition*, v36 April 1998, p45-58

Homes, David The chocolate addiction in western society, myth or reality? *Journal of Human Nutrition*, v40 Jun 2002, p12-18

Roxborough, M. Seasonal Affective Disorder linked to trends in chocolate sales. *Marketing World*, v176, Oct 1998, p21-30

Campbell, J. The psychology behind binge eating of confectionery. *Psychology Today*, v 23, 1965, p23-24

Angus, S. A report of an experiment to control children's behaviour in schools by supplying chocolate bars at lunchtimes. paper given at the First Conference on Eating Habits, University of Small Town, Pennsylvania, 1999, p26-32

Bent, M. Eating chocolate makes me happy. *Nature*, v657, Jun 2004. p67-74

You probably automatically started making judgements in the last activity based on some of the criteria below. They are worth remembering to help you select which references are worth taking the time to read:

Currency

- When was the information published?
- Is this the latest edition of a book? If there are several editions this may be standard source and also indicates the material is being updated regularly
- Is the date of the information important for what you are doing?
- Do you need very up to date information, historical information or a view across a time period?
- Can you tell when the website was created?
- How frequently is it updated? Are there many dead links?

Authority

- Who is the author? Have you heard of them?
- Do they have a reputation in this area of study?

- Can you tell if they are an expert, a journalist, a student?
- Do they work at a recognised organisation? eg a top class university or research institute
- Are their credentials/ qualifications given?
- Have they been recommended by your lecturer?
- Websites – can you see who the author is?
- Does the URL give any indication of where the site is located?

Purpose

- What is the purpose of the article/book?
- Is it to inform, persuade, present opinions, report research, sell a product?
- Who is the intended audience?
- Does it show any bias? Be careful, skilled writers can make you think that their interpretations of facts are facts.
- Is the language objective (factual) or emotive?

Type of resource

The type of resource can also give an indication of its usefulness to you.

- Is it a book, journal, web site, video, statistics, government document, letter, diary, manuscript, map, newspaper?
- If a journal, what type? (if you don't know about different journal types read the section on Journals types)
- Can you infer anything from the type of resource?

References

- Is there a list of references at the end of the article?
- Is it extensive?
- Does it include all the details you would need to follow up the references?
- Does the website link to "quality" sites?

Suitability

- Is it at the right level for you?
- Can you understand it?
- Is there enough information? Too much? Too little?
- Does it support your initial point of view, or do you need to change it?

Reading critically:

Once you have selected some items to read, you must still remember to read them critically:

Presentation - is the information clearly communicated? Is it well structured with a clear introduction and conclusion? Is the text easy to read? If a website, is it easy to navigate? *Look at language, layout, structure, etc...*

Relevance- does the information match your needs? Is it factual, objective? *Look at the introduction or overview – what is it mainly about?*

Purpose-Is the author's position of interest made clear? Is it biased?

Look for an introduction or overview – do the writers state their position on the issue? Is the language emotive? Are there hidden, vested interests?

Content : - Is it primary or secondary information? Is it someone's opinion not supported by evidence? Does it give an overview of other people's work? Does it describe a research project?

Method (research reports only) - Is it clear how the data was collected? Are results included? Is there evidence to back up the information? (tables, charts etc)
Were the methods appropriate? Do you trust it?

Authority - Is it clear where the information has come from? Can it be verified by other sources?

Can you identify the authors or organisations? How was it published?

Currency - Is it clear when the information was produced?

Does the date of the information meet your requirements? Is it obsolete?

Using information wisely : Copyright and Plagiarism

Many people are confused about what is acceptable academic practice in terms of copyright and plagiarism. It's important to remember that copyright is a law and that if you infringe copyright, you will actually be breaking the law. You can find out about copyright guidelines on the Library website at <http://www.ncl.ac.uk/library/copyright.php> but most of our electronic resources will automatically prevent you from copying too much or will alert the Library staff to any misuse.

Plagiarism is about passing off someone else's work, whether intentionally or unintentionally, as your own for your own benefit. Collusion: is a form of plagiarism - working together to produce incorrectly attributed work. In order to avoid accusations of plagiarism, you should try to ensure that you always reference your sources correctly.

Citation Guidelines

ALWAYS acknowledge material which you have obtained from another source by including a citation in the text (usually the author's name and date or a number) and a full reference at the end of your work

Direct quotations – indicate these by using **quotation marks**, by using a **different font** (like this) or by indenting and **blocking** the paragraph.

eg Moira Bent says “ always acknowledge your sources” (Bent, 2006)

Paraphrases and summaries of someone else's ideas.

eg Moira Bent says that we should make sure that sources are acknowledged (Bent, 2006)

Statistics, charts, tables and graphs – even if you created a graph using material from another source.

eg 76% of all statistics are made up on the spot (Bent, 2006)

Material which is regarded as “common knowledge” or “facts” does not need to be cited, but if in doubt, cite!

eg The sun rises in the east

Your own words and ideas do not need to be cited, although if you have published them elsewhere you should cite.

[from A Handbook for deterring plagiarism in Higher Education by Jude Carroll, Oxford Centre for Staff and Learning Development, 2002]

Referencing

In order to cite material correctly, you must include all the elements of the reference.

Referencing examples using the Harvard Style

Books

Author, initials. (date) *in brackets* title *underlined*. (edition) *in brackets*. Publisher.

Beaumont, G.P. (1980) Intermediate mathematical statistics. Chapman and Hall.

Alder, H.L. and Roessler E.B. (1977) Introduction to probability and statistics (6th ed.) W.H.Freeman.

Journals.

Author, initials. (date) *in brackets* Article title. Journal title *underlined*. Volume number (issue number if available) *in bracket*), page numbers.

Hastie, T. and Tibshirani, R. (1996) Discriminant Analysis by Gaussian Mixtures. Journal of the Royal Statistical Society. 58(1) p. 155-176.

Piegorsch, W.W., Smith, E.P. and Edwards, D. (1998) Statistical Advances in Environmental Science. Statistical Science. 13 (2) p.186-208.

Web sites

Author of website. (date created) *in brackets*. Title of website. *underlined* URL. Date visited.

Newcastle University Library (2003) Study skills at Newcastle www.ncl.ac.uk/stan last visited 28.1.05

EndNote

Use **EndNote** to manage your references and to ensure correct citation. EndNote is specialised database software. There is a lot of useful information on our web pages at http://www.ncl.ac.uk/library/endnote_introduction.php

See the separate EndNote workbook which you can download from the website.

You can access the EndNote software by going to

- ❖ <http://ras.ncl.ac.uk>
- ❖ Log on with your university ID and password
- ❖ Select Bibliographical Software
- ❖ Select EndNote

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