Overseas Immersion Programme 2018

Welcome to Newcastle University Library
The Science, Agriculture and Engineering Liaison Team
Here to help from the Library

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Yvonne  Susan  Christina  Jackie
What to expect from today

10am-11:20am
- Welcome and introductions
- Getting started quiz
- Developing a search strategy for your multidisciplinary project
- Choosing appropriate sources

11:20am-11:40am BREAK

11:40am-1pm
- Using Library Search and subject-specific databases
- Referencing
- Sources of help and support
Welcome! Let’s get started

Go to:

https://kahoot.it
Multidisciplinary project

Potential themes:
• Minimising your carbon footprint and sustainable development
• Reducing and managing food waste
• Reducing and managing plastic waste

How this session supports your project:
• Finding information (how to search, where to look and why to select)
• Managing information (referencing and keeping up-to-date)
Search strategy

SCOPE your search topic using keywords

PLAN where to look by knowing what information types you need

MANAGE your information

EVALUATE your results

GATHER information using appropriate search techniques
Identifying keywords and phrases

• Take the example:

“What are the causes of the slower rate of decarbonisation in the shipping industry and how can investment in bunkering facilities help?”

• Identify the **keywords** and **phrases** in this question

• Consider the **scope** of the question. What **limits** could you set on your literature search?
Example breakdown

- causes
  - reasons
  - factors
  - influences

- slower rate
  - pace/speed
  - change
  - transition
  - move

- decarbonisation
  - decarbonization
  - carbon management
  - carbon mitigation
  - carbon neutral
  - clean technology

- shipping industry
  - maritime
  - marine
  - commercial shipping

- investment
  - spend
  - money
  - resource
  - finance

- bunkering facilities
  - LNG fuelling infrastructure
  - Liquefied Natural Gas fuelling infrastructure
  - port facilities
Refining areas of research interest

Need to identify the literature where your keywords overlap.

To do this you need to combine your keywords with linking words (**AND, OR, NOT**).
Building a search and combining keywords

(Decarboni?ation OR “carbon mitigation”) AND (ship* OR maritime OR marine) AND industr* AND (LNG OR Liquefied Natural Gas) AND (bunkering OR infrastructure)

• Use AND, OR and NOT to combine and exclude search terms
• Use brackets to group alternatives
• Use truncation character (usually *) to search for multiple variants
• Use “speech marks” for specific phrases
• Be systematic – build results ‘pots’ for each element and combine through your search history
Multidisciplinary project

Potential themes:

• Minimising your carbon footprint and sustainable development
• Reducing and managing food waste
• Reducing and managing plastic waste
Need information? Where do you start?

Google

Wikipedia The Free Encyclopedia
# Identifying Information Sources

<table>
<thead>
<tr>
<th>Setting the scene / Getting an overview</th>
<th>• Books, ebooks, review articles</th>
</tr>
</thead>
<tbody>
<tr>
<td>Delving deeper</td>
<td>• Journal articles, conference papers, theses</td>
</tr>
<tr>
<td>Specialist perspectives or content</td>
<td>• Government publications, legislation, standards, patents, data, statistics, maps, trade publications</td>
</tr>
<tr>
<td>Company or organisation information</td>
<td>• Company profiles, market research reports, websites, newspaper sources (unregulated/biased)</td>
</tr>
</tbody>
</table>
Matching game
Go to:

https://kahoot.it
How can you tell what it is?

Book chapters

Two sets of names and/or titles and the word “in”

Journal articles

Volume, issue and page numbers

Conference papers

Location and date of conference

Reports

Often an organisation as author
Break - 15 minutes

Toilets
- Men’s and Women’s on this floor

Food and drink
- Vending machines outside the door
- Drinking water taps in toilets

Be back soon
- We begin again at 11:40am
Search strategy

SCOPE your search topic using keywords

PLAN where to look by knowing what information types you need

MANAGE your information

EVALUATE your results

GATHER information using appropriate search techniques
What is Library Search?

Library Search is the way to discover library resources. It allows you to locate books, e-books, journal articles and a whole lot more using a single search. You can also use Library Search to manage your Library account.

What’s new in Library Search?

We’re constantly updating Library Search to give you the best experience possible. The new features page gives you a brief overview of what we’ve recently introduced.

Explore and discover resources with Library Search
Use Library Search to...

- Find print books in the Library
- Find and connect to electronic books
- Get a general overview of a topic
- Find a few journal references on a topic
Subject Support

Quality resources selected for your subject area with tailored help and training

ncl.ac.uk/library/subject-support
Found too much?

- Search a more specialised resource
- Apply limits (date, type etc.)
- Combine terms with ‘AND’
- More specific search terms
Can’t find enough?

- Search a less specialised resource
- Truncate your search terms
- Combine terms with ‘OR’
- Use different search terms
Managing information: referencing
Referencing – good practice

Why reference?

• To make your own contribution clear
• To acknowledge source material
• To ensure reader can find source material
• To avoid plagiarism

Your referencing must be:

• Comprehensive
• Accurate
• Consistent
IEEE: What to include......

- A numbered reference in the text, in brackets. It is positioned next to the material that you are acknowledging.

- A full numbered entry in the reference list at the end of the piece of work.

References


In-text citations: IEEE style

Each citation number should be enclosed in square brackets on the same line as the text, before any punctuation, with a space before the bracket [2]

Once a source has been cited, the same number is re-used for all subsequent citations to the same source.

Page numbers are required within citations where material is directly quoted or you refer to a specific part of the source, such as a detail difficult to find. Give page numbers within the square brackets, for example [1, p. 3].
Examples:

“... as shown by Brown [4], as previously stated.”
"The theory was first put forward in 1987 [1]."
“For example, see [7].”
"Several recent studies [3, 4, 15, 16] have suggested that..."

The example above may also be formatted as:

“Several recent studies [3], [4], [15], [16] have suggested that...”
Formatting your reference list

In IEEE style your reference list should be formatted in the following way:

Numbers to be placed in square brackets in the left margin

The entries to appear as one numerical sequence in the order that the material is cited in the text of your assignment

Indent the text of the references in order to make the numbers stand out
Human referencing game!
Round 1:

Group A = Book

Group B = Online conference paper
Book (max 7 points)

Correct Order:
Author’s initials. Author’s Surname, Book Title in italics, edition (if not first). Place of publication: Publisher, Year.

Example:

If an eBook is a direct equivalent of a print book e.g. in PDF format, you can reference it as a normal print book. If not, then refer to [IEEE manual](https://www.ieee.org) for advice.
Online conference paper (max 7 points)

Correct Order:

Example:

For abbreviations lists see the IEEE manual
Round 2:

**Group A =** Journal Article

**Group B =** Website with author
Correct Order:
Author’s initials. Author’s Surname, “Title of article,” Title of Journal abbreviated in Italics, vol.x, no.x, pp xxx-xxx, Abbreviated Month. Year.

Example:

For more than 6 authors use et al.
Correct Order:
Author’s initials. Authors Surname, “Title of web page,” abbreviated Month. Date, year. [Online]. Available: URL

Example:

Check with your supervisor, whether they want you to include access date and how they want you to display it

If a web page has no personal author, you can use a corporate author. Failing that, you can use either Anon. (for anonymous) or it is permissible to use the title of the site.
Round 3:

**Group A =** Report

**Group B =** E-journal article
Report (max 9 points)

Correct Order:
Author’s initials. Author’s Surname, “Title of report,” Abbreviated Name of Company, City of Company, Abbreviated State, Country, Rep. xxx, abbreviated Month. Year.

Example:

If report has a volume number, it can be added after the year e.g. 1988, vol.2.
Correct Order:

Example:

Check with your supervisor whether they want you to include an access date and ask how they want you to display it.
The winner is...........
Tables and figures

Only two kinds of illustrations in a scientific report: tables and figures.

• Tables
  • A table is a grid of rows and columns filled by numbers or information.
  • Tables should be numbered sequentially with a caption added above the table.
  • Use Roman numerals for tables (e.g. Table I, Table II...)

• Figures
  • Any other kind of illustration—line graphs, bar charts, pie charts, photographs, clip art, etc.—is called a “figure”
  • Figures should be numbered and labelled sequentially with a caption added below the figure.
  • Use Arabic numerals for figures (Fig.1, Fig.2...)

If you are re-using data in your table or figure, (e.g. data that you haven’t personally gathered) you should place a citation directly after you mention the table or figure and then include the reference in your reference list.
Further help with IEEE style

Referencing guide

Provides links to:

• IEEE manual
• IEEE digital toolbox
• IEEE blog entry with useful additional links and manuals

Go to http://libguides.ncl.ac.uk/referencing and click on ‘select your referencing style’ > IEEE

Check with your supervisor what variant of IEEE you are expected to use for your project here. Key is to be consistent!
Finding and using images

• Find images available for reuse through the recommendations on our Images Guide: http://libguides.ncl.ac.uk/images

• Find an image available under a Creative Commons licence and attribute as follows:

  Title [hyperlinked to the image] by creator [hyperlinked to the creator’s profile] is licensed under [CC abbreviation hyperlinked to licence details]
Referencing overview

Know the conventions of your referencing style

- [http://libguides.ncl.ac.uk/referencing](http://libguides.ncl.ac.uk/referencing)

Find and reuse images/figures/graphs/tables appropriately

- Attribute according to source instructions
- Search for Creative Commons licensed images e.g. [http://search.creativecommons.org/](http://search.creativecommons.org/)
- [http://libguides.ncl.ac.uk/images](http://libguides.ncl.ac.uk/images)

Stay organised

- Think about how you are going to manage your references and record information as you go along.
- Consider EndNote for larger projects (see EndNote section on your library guide [https://libguides.ncl.ac.uk/nuis](https://libguides.ncl.ac.uk/nuis))
When you get in touch, please tell us that you are in Singapore so we can give you the ‘right’ information!

Email
libraryhelp@ncl.ac.uk
lib-sage@ncl.ac.uk

Live 24/7 chat
libhelp.ncl.ac.uk

libhelp.ncl.ac.uk

Email

Phone
0191 208 7662

Text / SMS
0191 328 0570

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After today

Use the Library to work together on your projects in our Collaborative Study areas (Level 1, Level 2, group study rooms)

Explore the Library, discover what we have for your subject and find a quiet place to read (silent study areas on Levels 3 and 4)

You can borrow items during your stay - please return them by Tuesday 24th July at the Service Desk on Level 2 or using the self-service machines

Remind yourself of today’s session and find relevant links on the OIP webpages: https://www.ncl.ac.uk/singapore/students/immersion/library/
Online literature search planner

https://internal.ncl.ac.uk/ask/search_planner/

- Personalised support for getting started with any project
- Save, edit and refine as you work
- Export and share with your group, your project advisor or your tutors as required
- Please provide feedback to lib-sage@ncl.ac.uk
Overseas Immersion Programme Boleh!
Your next session

Creating academic posters
Andrew Lovatt
2:00-3:30pm
Here (RIDB2 1.65)