

# MA1003 Library Session: Finding & using information.

Further help with **using databases, running your search, creating BibTeX files** and using **JabRef** is available at: <http://bit.ly/2k2FvS8> (Pdf - view and save). The handout will also be available via Learning Central.

## Exercise 1: Planning keywords

**Q: Why bother working out keywords, why can't I just launch straight in?**

**A:** You will need alternative keywords because not all sources of information will use the same words to describe a subject. Remember you may need to think of both broader and narrower terms for concepts.

**Write down your product/idea:**

Using lists or a mindmap, use the space below to note down as many keywords as you can think of that relate to your product. What do you need to research?

- This may include acronyms e.g. AI, NASA, synonyms (a word or phrase that means exactly or nearly the same as another word or phrase in the same language) alternative spellings and phrases.
- Remember you may need to search for both broader and narrower terms for concepts.

**Remember:**

- Not all sources of information will use the same words to describe a subject.
- When you start your online searching, if you find a useful article have a look to see if it uses any keywords you hadn't thought of which you can add to your collection here and to your searches.

**After the session...**

Use these keywords you have identified to practice searching information resources. Experiment with using the search techniques on page 4 of the online handout.

## Exercise 2: What is plagiarism?

Is it plagiarism if you...

Copy and paste a paragraph of text from a web site without enclosing it in quotation marks and referencing the source?

Yes	No
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Use the ideas of another author without providing a reference even if you write them in your own words?

Yes	No
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Claim work produced by another student as your own?

Yes	No
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Copy a diagram or data table from a web site, providing a reference for the source underneath?

Yes	No
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Submit all or part of one essay for two separate assignments?

Yes	No
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Copy words from a book into your own work, but place quotation marks around them and provide a citation & reference?

Yes	No
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Include a fact or saying in your assignment which is generally known without referencing the original source?

Yes	No
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Change a few words from the original source and provide a citation & reference?

Yes	No
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