

# Study Strategies (2/2)

Information Literacy for Academic Studies

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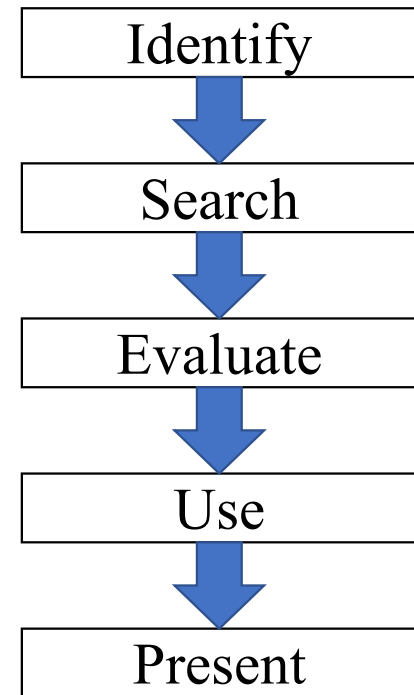
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# Course Description

- This course is designed to train you to be able to  
effectively **identify**  
**search**  
**evaluate** the information for **decision making**  
**use** **problem solving** in your academic studies.  
**present**
- This course focuses on the abilities of **autonomous** and **life-long learning** which is essential in today's society.

# Information Literacy (IL)

- Identify the problem and the information needs, and determine the extent.
- Develop a search strategy which can access the needed information effectively and efficiently.
- Evaluate the information obtained and its sources critically.
- Extract, summarize and analyze the information into your knowledge base, and effectively accomplish the task.
- Write a paper and give a presentation. Do use information ethically and legally (citation).



# Outline of this Course

- Basic concepts of information literacy
- Study strategies (2/2)
- Searching in library
- Searching databases
- Searching internet
- Evaluating sources
- Referring sources and academic integrity
- Presenting information

# Steps of Doing Research

1. Identify and develop a topic
2. Determine the information you need
3. Develop a search strategy
4. Find, gather, and evaluate the information
5. Write and revise
6. Document sources used

# Identify and Develop a Topic

- Understand what the task entails before you begin. The correct understanding is key for your study strategy development.
  - Consult with your instructor.
  - Know what is the target.
  - Understand the implementation requirement.
  - etc.
- Selecting a topic is the first step you have to do in your research process.
- With the information provided by your instructor,
  - you may have some idea of the topic to work with,
  - or you may not have any idea at all.



# Determine Your Information Need (1/3)

- Once a topic is defined, you have to determine the information need that involves figuring out how much, and what types of information you will need to finish the task.

## 1. Types of the task (How will the information be presented?)

- A short presentation (10 minutes), a speech (1 hour), an essay, a term paper, scientific papers.



# Determine Your Information Need (2/3)

2. The quantity of information for the task (How long does the paper have to be?).

- A short essay (1 page) / presentation may only require one source. A long term paper (20 pages) / speech may require dozens of sources.

3. The purpose of the task (What is the aim of the study?).

- To inform? To analyze? To persuade? Do you need to give an particular point of view? Do you need to present opposing points of view as well?



# Determine Your Information Need (3/3)

4. The requires of the information resources (What specification does the information require?).

- Currency: Do you need the latest information, historical information, or information over a period of time?
- Types: Do you need information from scholarly or professional journals, or from popular magazines, trade magazines, or government publications, etc.?
- Formats: Do you need printed sources, or numeric sources (statistical data, survey data), visual/graphic sources (e.g. slides, maps, chart, graph, table, image, video, etc.), audio sources (audio), or electronic sources (Internet Web sites, computer sources, etc.)?
- Sources: Do you need **secondary sources** (e.g. books and articles, reference materials, magazines, newspapers, encyclopedia, etc) , or **primary sources** such as interviews, diaries, letters, e-mail, discussion, debate or raw data collected from survey, etc.?

# Things to Consider After Having a Topic

- Once you have a topic, there are two things to consider:
- Where will you search?
  - For general social information; academic information; non-public information, etc.
  - Consider an appropriate information source, because each has different strengths and weaknesses and serves a different purpose.
    - Printed (books, magazines, ...), Non-printed (multimedia), Online, ...
- How will you search?
  - How many search methods you have?
  - What is the search difference between in library and online?

## Task 2

- Once you have a topic, there are two things to consider:
  - Where will you search?
  - How will you search?

Can you share your discussion of task 2?

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# Information Formats

- There are three information resources for retrieving information during the information research process.
- Information has some kinds of tangible forms which are accessible if people are to understand them.

1. Printed materials

2. Non-printed materials

3. Electronic forms

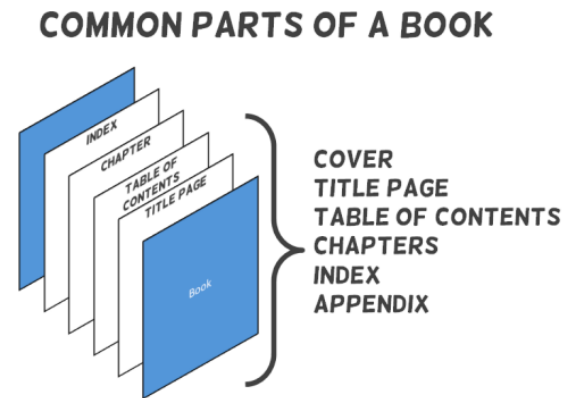
4. Other considerations

# Printed Materials: Books

- Provide in-depth detail and are a good source for historical information.
- Because it takes so long to write and publish a book, they **may not be the best source for a very current event or a topic that is always changing**
- Literature comprises works of fiction, drama, essay, poetry, biography (i.e. memoir).
- A fiction book (e.g. legend, novel) contains material that may not be true and that all or part of its characters and scenes are made up by the author to tell a story.
- Non-fiction books deal with factual information.

# Printed Materials: Book Structure (1/3)

1. Title page: the front page of the book includes the official title, the author and editor's name, the publisher's name and the place of publication.
2. Verso Page: detailed information about the publisher, copyright information, cataloging-in-publication information, and the ISBN.
3. Table of Contents: a quick introduction to the major sections and topics covered in the book.

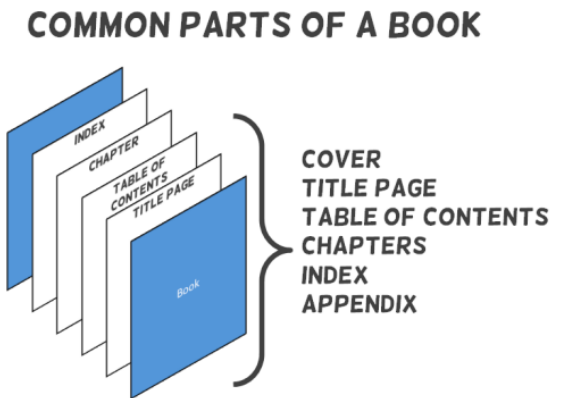


# Printed Materials: Book Structure (2/3)

## 4. Foreword (optional), Preface and Acknowledgment

- Foreword: provides you introductory remarks to a book, and in particular, this is written by someone who is not the author of the book.
- Preface: provides explanatory remarks, and additional information about the book or about the writing of the book
- Acknowledgment: express appreciation for those who have assisted authors in writing and preparing the book for publication

- 5. Introduction: a beginning section which states the purpose and goals of the following writing.





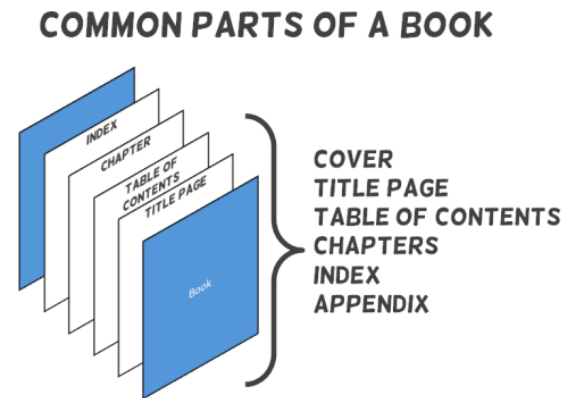
# Printed Materials: Book Structure (3/3)

6. Chapters and sections: the content of the book as well as the author's point of view in detail.

7. Appendices: the sections located at the end of the book to provide the reader additional information about particular features used in the book.

8. Bibliographies: a summary list of other resources that the author has used in writing the book. Bibliographies definitely provide a best resource when you need to locate additional information about a particular topic in your academic research.

9. Index: This list of terms used in the text contains references, often page numbers, to where the terms can be found in the text.



# Printed Materials: Periodicals

- Popular magazines
- Professional and trade magazines
- Scholarly journals
- Newsletters
- Newspapers



What kind of information can we get from each of them?  
When are they useful?

# Printed Materials: Popular Magazines

- General, or non-specialist nature
- Targeting at the general public
- Articles are shorter and cover variety of topics
- Articles are written by reporters, reviewed by internal staff, and includes a few/no references
- Shiny appearance with many photographs and advertisements
- Providing very current events discussion

Not good sources for academic research



# Printed Materials: Newspapers

- Towards the general public
- Articles are short and easy to understand
- Materials focusing on current events, news, and popular topics of the day
- Written by journalists and reviewed by internal staff



Good sources for secondary information; may also provide primary information in direct interviews  
Materials from newspapers may not be reliable!



# Printed Materials: Scholarly Journals

- Specialize in a particular discipline; sponsored by academic or professional organization
- Towards scholars, researchers and experts in an academic or professional community
- Articles are longer and in-depth, written in academic style
- Covering report research, case studies, criticism with many notes and bibliography
- Authored by experts in their fields of study
- Articles are reviewed by an editorial board of esteemed scholars
- With serious, moderate look, fewer photographs or advertisements

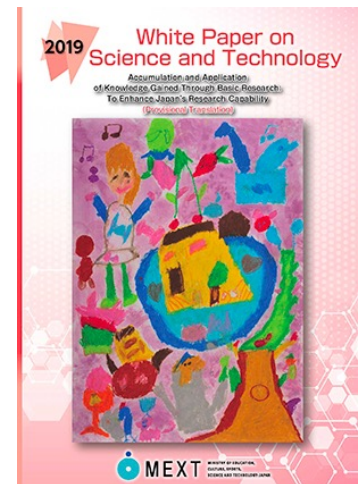
Good sources to locate articles in academic research.



# Printed Materials: Government Documents

- Towards the general public
- Articles are long, detailed and easy to understand
- Materials were collected about a certain field of the society of the year for analysis
- Written by government staff

Good sources for secondary information in your academic research; all government documents present factual information and make references available when you need to locate relevant information for your research topic



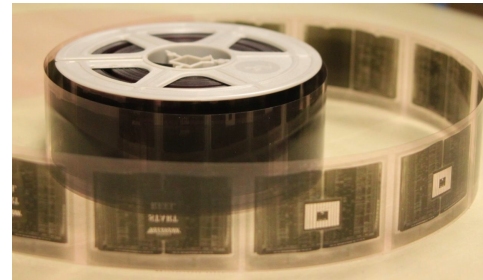
# Non-printed Materials: Audio-Visual (AV) and Multimedia

- Audio in tapes, CD, memory stick
- Video VCR tapes, VCD, DVD, Blue-ray
- Multimedia packages normally consist of text, sound animation, graphics, and video in the application
- Audio and Video are often stored in online service (YouTube)

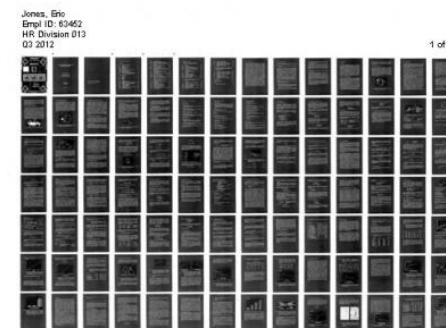


# Non-printed Materials: Microform

- A very stable and economic medium to store information for long periods of life.
- A good source to identify those historical documents for your research.
- Microfilm: a roll of transparent film



- Microfiche: a small sheet of transparent film





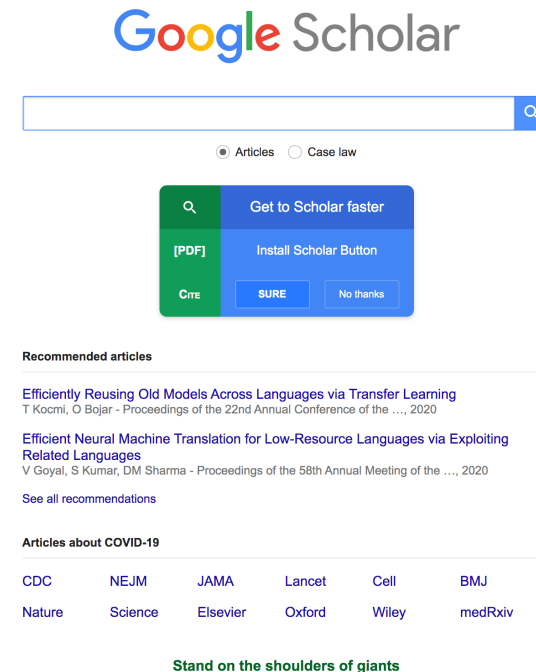
# Electronic Forms (1/2)

- The Internet and the WWW provide a rich source of information for searching and exploration.
- Web sites
  - Portal,
  - News,
  - Informational,
  - Business/marketing,
  - Educational,
  - Entertainment,
  - Personal.
- Electronic databases and reference tools available at University Library



# Electronic Forms (2/2)

- Many useful web sites for academic and professional researches.
  - EBSCOhost
  - ProQuest
  - JSTOR
  - Cambridge Scientific Abstract (CSA)
  - LexisNexis Academic
  - IEEE
  - Springer
  - Elsevier
  - CiteSeer
  - Google scholar



# Other Considerations (1/4)

- Primary and secondary information
  - **First-hand** information requires you to interact with the sources and dig out information, thus provides the original and unedited information.
  - **Second-hand** information is an interpretation of an original source by other person, thus provides the edited information.
  - Before beginning searching, identify if you require primary or secondary sources or both for your information searching.

# Other Considerations (2/4)

- Informal vs. formal information
  - Not all information collected is **worth of trust** (reliable).
  - **Informal information** extracted through personal experience, observation, interviews, etc., is normally related to personal views or opinions and may have bias in certain extent.
    - May not be good sources of academic information
  - **Formal information** extracted from government, business research firms, academic and professional organizations, business corporations is normally sponsored and issued by academic and professional organizations such as reputable trade publisher, university press, official government agencies.
    - More reliable, good sources for your information.

## Other Considerations (3/4)

- Purpose and audience of different information sources
- **Purposes of the sources:** Different information sources have different purposes. They may express specific views or opinions, make commercial business or offer promotion of products or services, provide factual information, give a factual report, etc.
- **Target audiences:** Some sources are targeted for the general public audience (popular journals), some are targeted for a group of specialist or scholars (scholarly journals and professional periodicals), some are targeted for a particular group of community (Kyoto University Newsletters).

# Other Considerations (4/4)

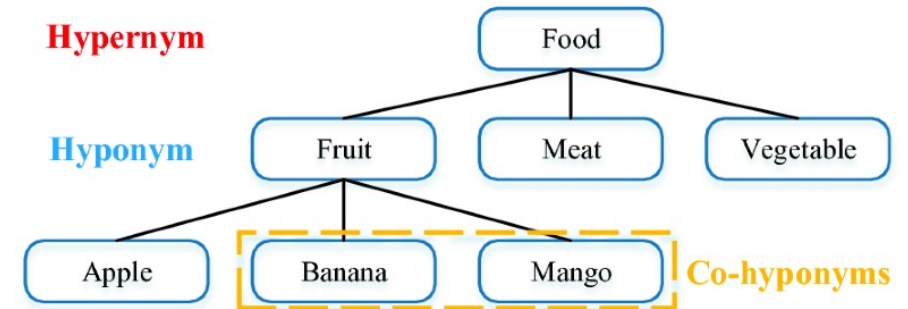
- Free and fee-based information
  - **Free information:** The Internet provides a rich resource of free information.
  - Many of them are **not reliable**, may not be good for academic research.
  - Governmental web sites provides government information and notices freely. They are reliable and good for your information.
  - Why?
- **Fee-based information:** Some web sites require your subscription and fee, then you can access a particular type of information.
- The University Library has purchased a wide variety of information for academic researches.
- Usually, fee-based sources provide more **professional** and detailed information.

# Search Terms

- Using entire question for search is not good in these days.
- Do not always expect a perfect result.
- Before searching, brainstorm a list of words and phrases that might relate to your topic.
- Break down your topic into manageable **words and phrases**.

Controlled Vocabulary vs. Keywords

# Controlled Vocabulary

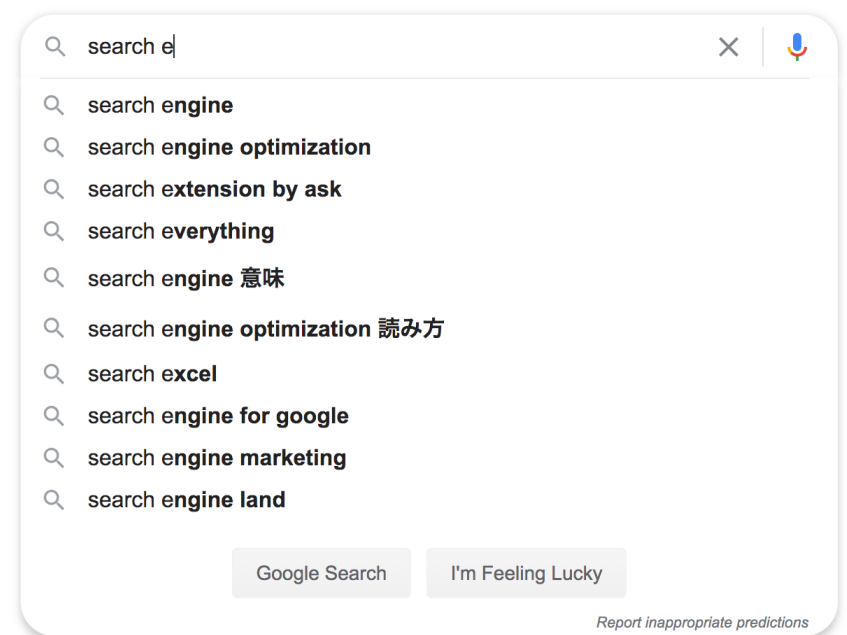


- Controlled vocabulary is a carefully selected list of words and phrases, which are used to tag units of information, and organize knowledge for subsequent retrieval in a database.
- They reduce ambiguity inherent in normal human languages where the same concept can be given different names and ensure consistency.
- Two main kinds of controlled vocabulary tools:
  1. Subject headings describe books in library catalogs by catalogers. They tend to be broader in scope describing whole books.
  2. Thesauri are used by indexers to apply index terms to documents and articles. They tend to be more specialized covering very specific disciplines.



# Keywords

- Keywords are the natural language words for revealing the internal structure of an reasoning.
- You could think a keyword search, unlike a controlled vocabulary, is simply looking for instances of that word.



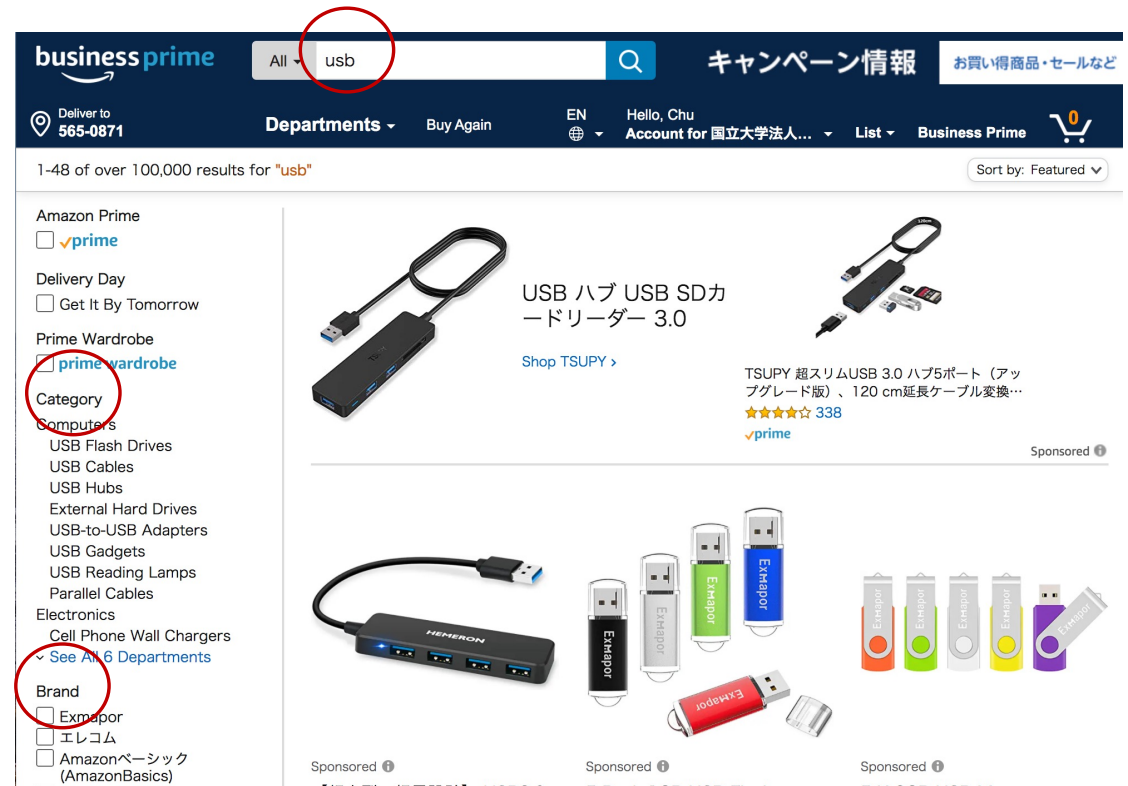
# Controlled Vocabulary vs. Keywords Search

CONTROLLED VOCABULARY SEARCHING	KEYWORD SEARCHING
Pre-defined “controlled” vocabulary- must search for assigned subject headings	Natural language - may search for any term or group of terms
Not always intuitive	Familiar
Searches subject and/or descriptor fields only	Searches all fields in catalog record
Less flexible	Flexible - can combine terms
Subheadings can help to focus results	May yield irrelevant results
Results are usually relevant to topic	May not yield all relevant results

# Search in Online Database

1. Start with your own keywords.

2. Browse the Subject Headings or Thesaurus to find preferred terms and related terms, narrower terms or broader terms.



# Find, Gather, and Evaluate the Information

- This steps will be detailed in the upcoming lessons:

1. Searching in library

2. Searching database

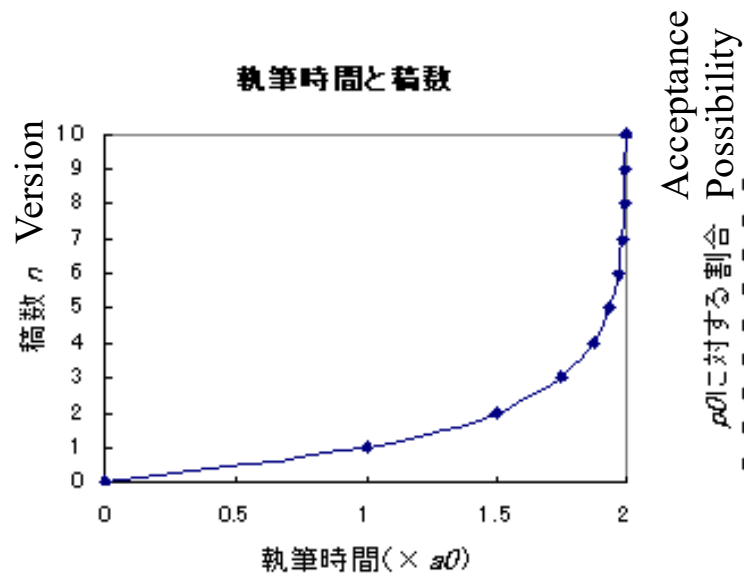
3. Searching internet

4. Evaluating information

# Write and Revise

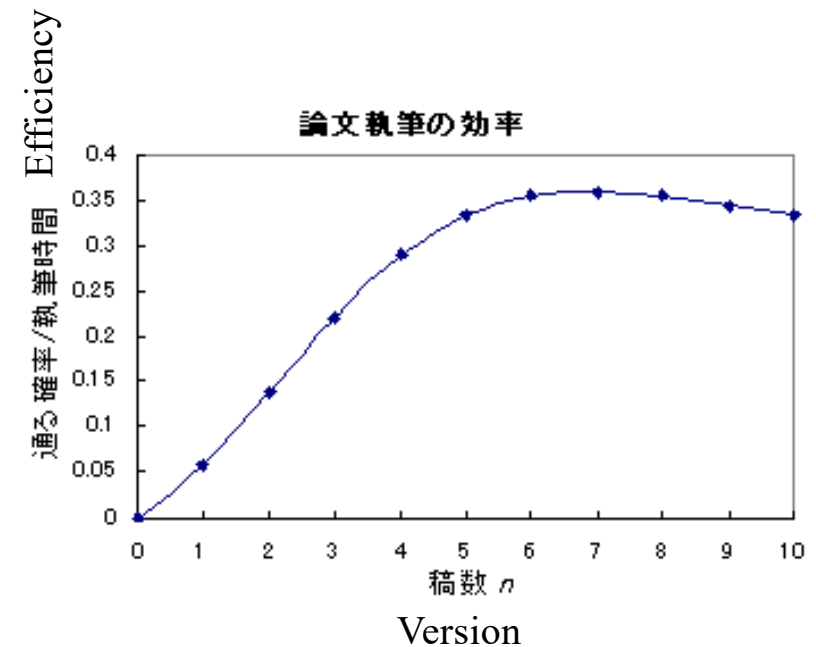
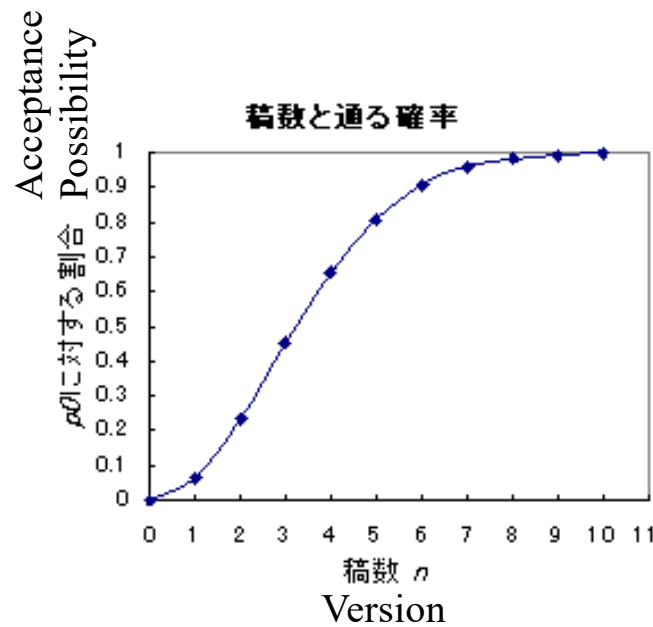
- The research process could be treated as taking detailed notes.
- Once it has been done, you will be ready to write the report, paper, speech, etc.
  1. Create an outline first. This will form the skeleton of the report.
  2. Fill it in with more details when writing the first draft.
  3. After the first draft is done, you need to revise it.
- The reason of revision
  1. It takes a lot of effort to produce a quality paper/speech.
  2. When return to it, you may read it with a new perspective.
    - Put it aside for a day or two.
    - Revise it more than once.

# Writing Time, Acceptance Possibility and Efficiency wrt Revision Version by Prof. Matsuo



Writing time

#a0 is the writing time for v0



[http://ymatsuo.com/japanese/ronbun\\_eng.html](http://ymatsuo.com/japanese/ronbun_eng.html)

# Document Sources Used

- It is very important to respect the people whose work is quoted or used as a resource.
- Using someone else's words or ideas without credit is **dishonest**.
- Keep a good record of the books, articles, and other sources used.
- Be sure to include **citation information** during your research.
- Citations usually include the title, author, and publication information of sources used.
- Page numbers will need to be noted for direct quotes in the text of a paper.
- More details will be given in the upcoming lessons: Referring sources and academic integrity

## Task 3

- Discuss about the techniques you used in search:
  - How do you search on the internet?
  - How do you search in a library?
- Submit your discussion report **in pdf** named as **[student id\_name]** via Panda **by next lecture**