

# INFORMATION LITERACY

## Unit 5: Organising and Managing Information

# LEARNING OUTCOMES

At the end of this learning experience you should be able to:

- Discuss the need to organise and manage information
- Organise information using methods such as location, alphabet, time, category and hierarchy (LATCH)
- Explain the value of using a reference management tool
- Discuss the basic functionality of reference management tools such as EndNote online and Mendeley

# ASSESSMENT CRITERIA

These learning outcomes will be evident when:

- The need to organise and manage information is discussed in an academic and career context.
- The role of organising and managing information is explained for the purpose of storage, retrieval and usage
- The basic methods used to organise information is discussed
- Methods used to organise information are recognised
- The application of specific organising methods is analysed.

# ASSESSMENT CRITERIA (CONT.)

These learning outcomes will be evident when:

- The term “reference management tool” is defined
- The value of using reference management tools is explained in an academic and career context
- EndNote online and Mendeley are accessed on a computer
- The different methods of adding references to EndNote online and Mendeley are discussed
- Added references are edited in EndNote online and Mendeley

# ASSESSMENT CRITERIA (CONT.)

These learning outcomes will be evident when:

- Added references are organised into groups
- Added references are displayed according to a designated referencing style format
- The basic help functionality of EndNote online and Mendeley is accessed

# The need to organise and manage information

A video titled  
**“The Two Ronnie: The Confusing Library”**  
was played during the lecture  
of this unit

# WHY ORGANISE INFORMATION?

- Information is often stored for use at a later time. Stored information must be organised so it can be retrieved with ease when needed.
- When information is organised you can retrieve it more effectively.
- When information is organised you spend less time in retrieving it.
- When information is organised you save costs in retrieving it.

# WHY ORGANISE INFORMATION? (CONT.)

- Information that is organised is easier to understand and to remember.
- Information that is organised is easier to use when needed.
- When you organise information you make connections and construct new meaning from it.

## Academic context

## Career context

Stored information is retrieved more effectively when it is organised

Save time

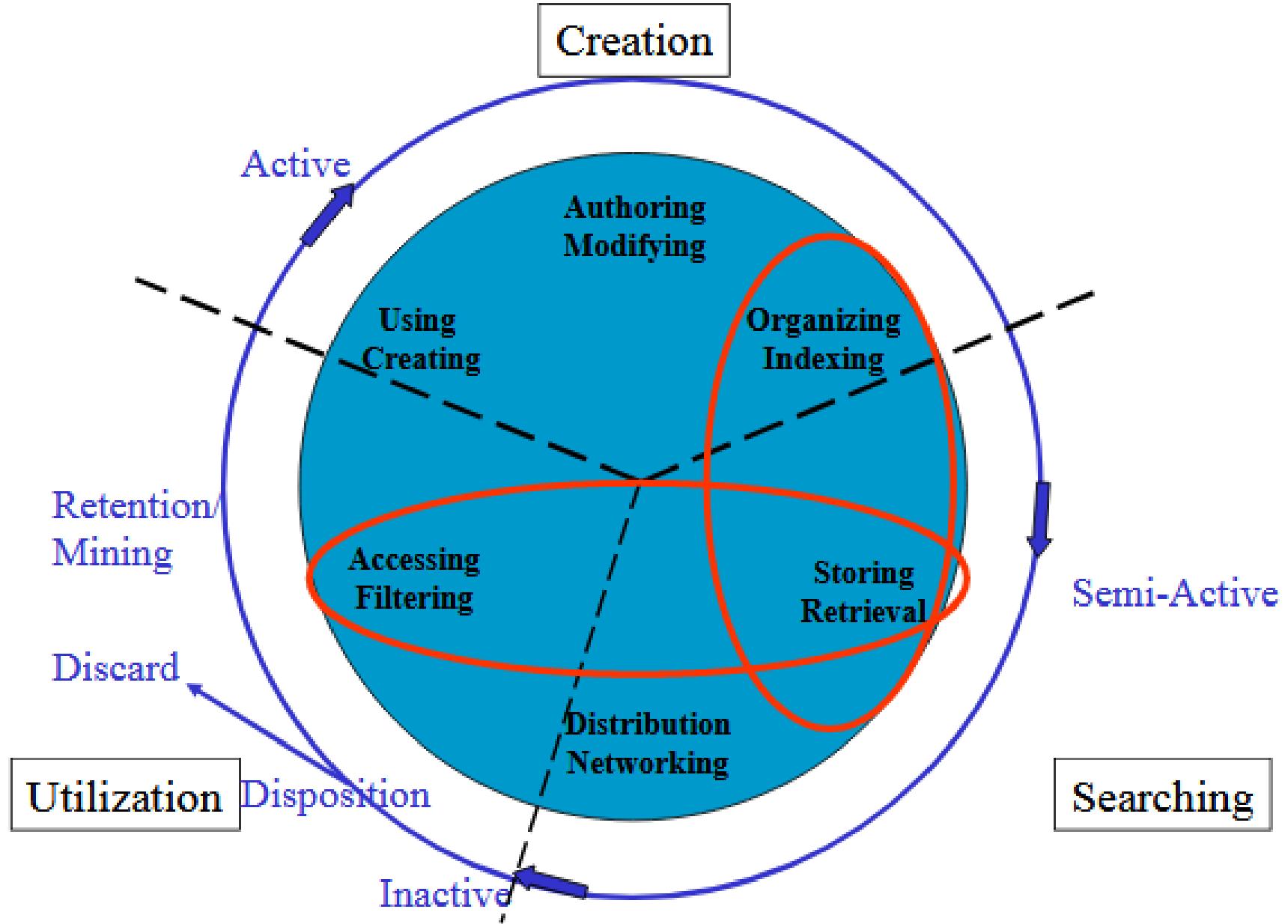
Save costs

Easier to understand and remember

Easier to use

Make connections and construct new meaning

# Organise and manage information for the purpose of storage, retrieval and usage



# Basic methods of organising information (LATCH)

# SCENARIO

Your are an intern at a large company. Your supervisor requested you to organise all the sales and product manuals of the last 10 years.

Question:  
How would you organise them?

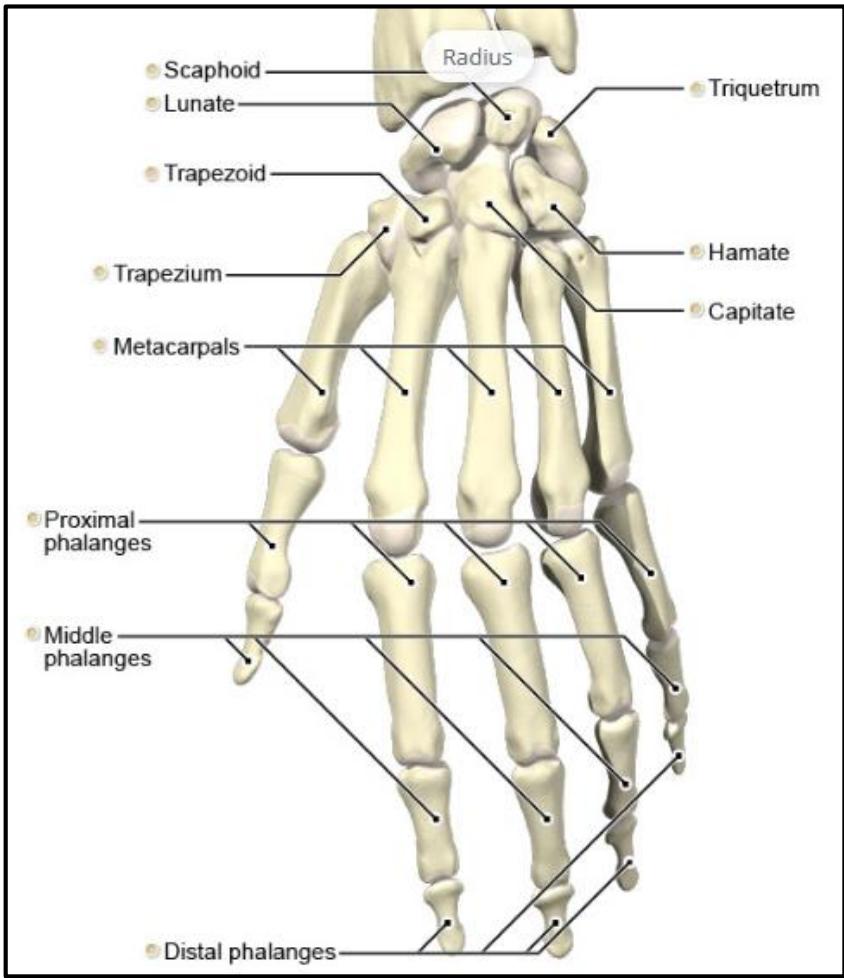
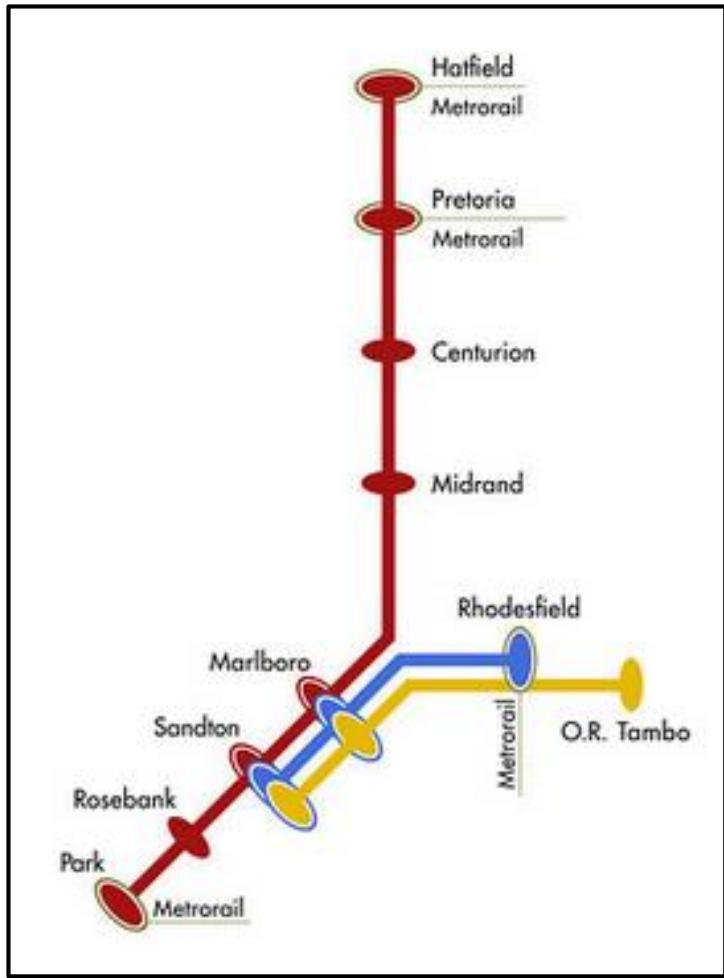
# INTRODUCTION

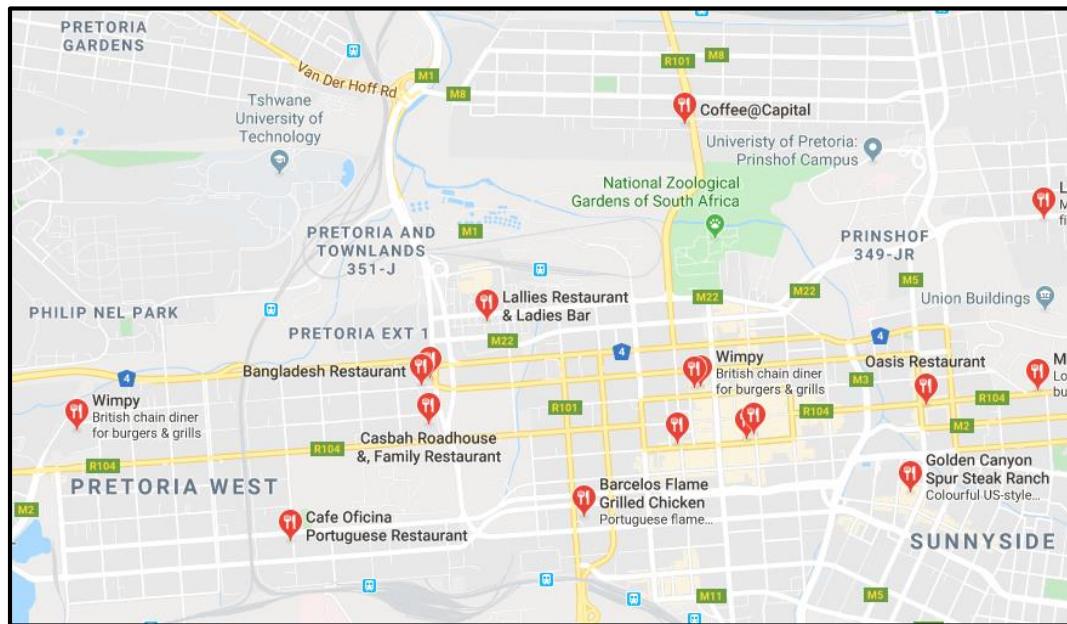
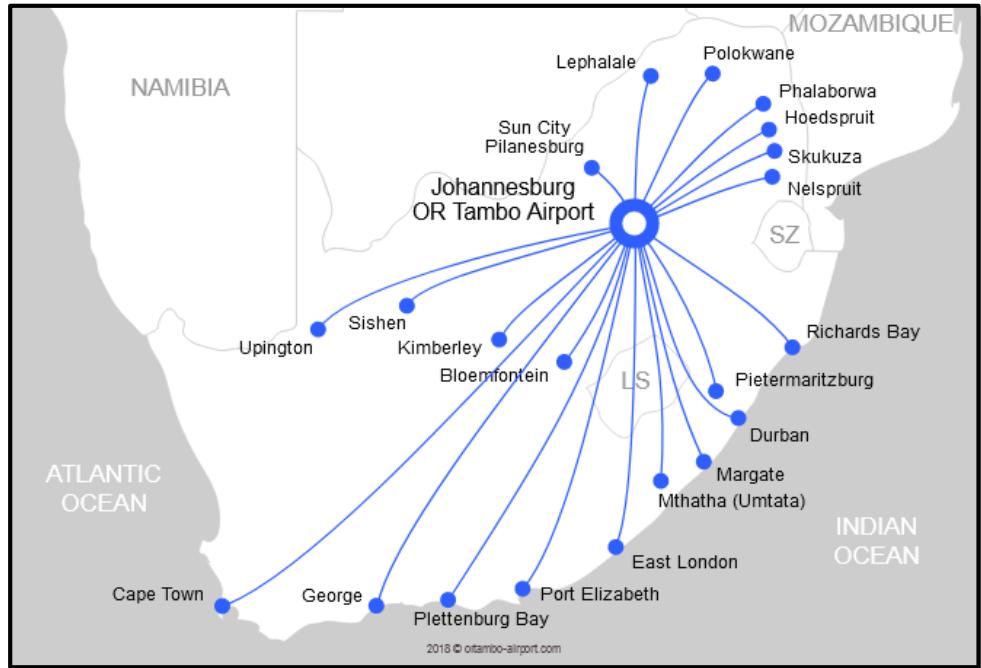
- Information is infinite - ways of organising information are finite
- 5 basic methods - many variants
- Choice of method - determined by your goal / objective (academic, career, life)
- Each method contributes to a different understanding of the information.

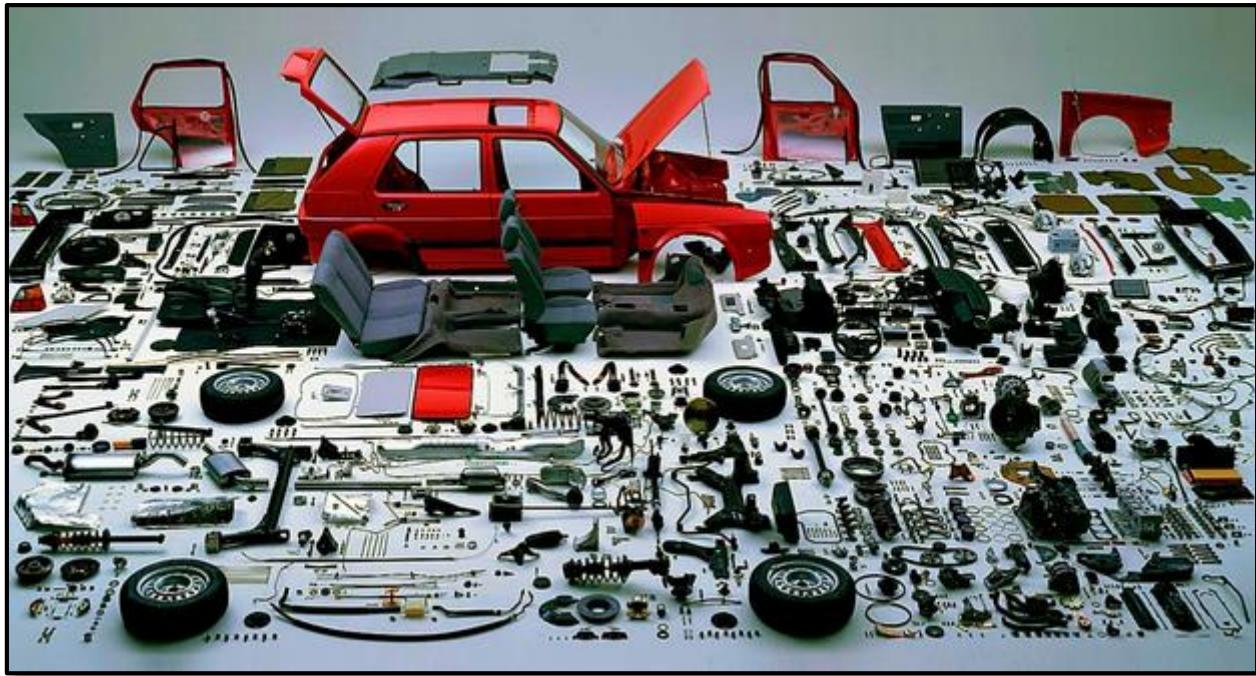
# LOCATION

- Organise information based on place or space
- Examine and compare information from diverse sources or locales

# EXAMPLES







# APPLICATION

Academic	Career	Life
 <input type="checkbox"/>	 <input type="checkbox"/>	 <input type="checkbox"/>

# ALPHABET

- Easiest method - alphabets are universally recognized
- Used when organizing large quantities of information
- Effective when people are not familiar with other organising methods
- Can be misleading depending on how it is applied in practice

# EXAMPLES

) one of  
a played  
at risks,  
cut into

risky,

(es) di-  
efined  
ed to

**dictatorial** /diktə'tɔrɪəl/ adj.  
like a dictator. 2 overbearing.  
**orially** adv. [Latin: related to a dictator]  
**diction** /'dɪkʃ(ə)n/ n. manner of articulation in speaking or singing; *dictio* from *dico* *dict-* [say]  
**dictionary** /'dɪkʃənəri/ n. (pl.) book listing (usu. alphabetically) words explaining the words of a language, giving corresponding words in another language. 2 reference book.



# EXAMPLES

## Gauteng

- [Benoni](#)
- [Boksburg](#)
- [Brakpan](#)
- [Carletonville](#)
- [Germiston](#)
- [Johannesburg](#)
- [Krugersdorp](#)
- [Pretoria](#)
- [Randburg](#)
- [Randfontein](#)

drawing 24 ft. up to Rochester bridge. A considerable traffic is carried on by small vessels up to Maidstone, and by barges up to Tonbridge, the total length of the navigation being 43 m. The marshy lowlands along the course of the river have yielded extensive remains of Roman pottery, a plain ware of dark slate-colour.

**MEEANEE**, or MIANI, a village in Sind, India, on the Indus 6 m. N. of Hyderabad. Pop. (1901), 962. It is famous as the scene of the battle in which Sir Charles Napier, with only 2800 men, broke the power of the mirs of Sind on the 17th of February 1843. The result of this victory was the conquest and annexation of Sind.

**MEEK, FIELDING BRADFORD** (1817-1876), American geologist and palaeontologist, the son of a lawyer, was born at Madison, Indiana, on the 10th of December 1817. In early life he was in business as a merchant, but his leisure hours were devoted to collecting fossils and studying the rocks of the neighbourhood of Madison. Being unsuccessful in business he turned his whole attention to science, and in 1848 he gained employment on the U.S. Geological Survey in Iowa, and subsequently in Wisconsin and Minnesota. In 1852 he became assistant to Professor James Hall at Albany, and worked at palaeontology with him until 1858. Meanwhile in 1853 he accompanied Dr F. V. Hayden in an exploration of the "Bad Lands" of Dakota, and brought back valuable collections of fossils. In 1858 he went to Washington, where he devoted his time to the palaeontological

# APPLICATION

Academic	Career	Life
 <input type="checkbox"/>	 <input type="checkbox"/>	 <input type="checkbox"/>

# TIME

- Used when information is organised according to a timeline or in a sequential manner
- Easy to understand, compare and draw conclusions
- Frequently used method on social media

# EXAMPLES

16 min (6.1 km)



via R104

Fastest route now due to traffic conditions

Tshwane University Of Technology Faculty Of Science.

24 Du Toit St, Pretoria CBD, Pretoria, 0001

- Take Pretorius St, Church St/WF Nkomo St/R104 and Es'kia Mphahlele Dr/M1 to Staatsartillerie Rd in Pretoria and Townlands 351-J. Exit from Es'kia Mphahlele Dr/M1

13 min (4.6 km)

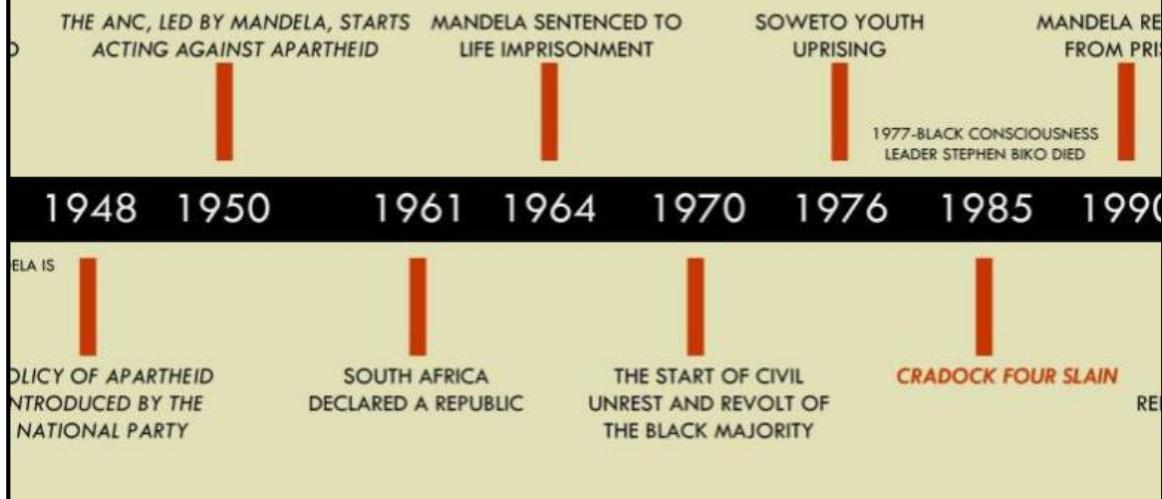
- Continue on Staatsartillerie Rd. Drive to Technikon Pl in Pretoria West

2 min (1.5 km)

Tshwane University of Technology

Staatsartillerie Rd, Pretoria West, Pretoria, 0183

## THE TIMELINE OF SOUTH AFRICA'S



# General South African History Timeline: 1960s



**1960**

1 January, Minister of Bantu Education assumes control of University College of Fort Hare. African students are prohibited from attending formerly "open universities" except the University of South Africa and Natal Medical School.

24 January, Rioting by Africans in Cato Manor (Durban) results in the death of nine policemen. Commissioner of Police subsequently testifies that South African police are meeting increasing hostility from Africans in the routine performance of their duties. (New York Times)

February, The Pondoland Rebellion: an uprising of peasants in the Transkei

Protests and open rebellion breaks out in Pondoland.

Albert Luthuli warns White South Africans that resentment among Africans is building up.

3 February, British Prime Minister Harold Macmillan states in South African Parliament that Britain cannot support South Africa's racial policies.

6 February, **Walter Sisulu** attends a secret meeting of the ANC at Macosa house, Johannesburg, with **Ahmed Kathrada**.

March, The ANC announces that its anti-pass campaign will start at the end of March 1960.

March - April, Nation-wide strikes in response to banning of the ANC

## Related Content

[General South African History Timeline: 1900s](#)

[Poqo](#)



Visit our YouTube Channel

Produced 04 April 2011  
Last Updated 27 August 2019

## Unit 2 - Self-study - Activity 1

Enabled: Adaptive Release, Review, Statistics Tracking



### INTRODUCTION

The A-Z List of Electronic Resources, which is accessed from the library's Homepage, provides important information about all the databases Library and Information Services (LIS) subscribes to. It is important that you have a basic knowledge of these databases.

### INSTRUCTIONS

1. Access the A-Z List of the Electronic Resources on the Homepage of LIS (<http://lib.tut.ac.za>).
2. Move the mouse pointer over each database title and read the additional descriptive content that is displayed in the corresponding information box.
3. Complete the quiz.

Click on the "Mark Reviewed" button (below) to complete the quiz.

## Unit 2 - Self-study - Activity 1 - Quiz

Enabled: Adaptive Release, Review, Statistics Tracking

This quiz focuses on Activity 1.

## Unit 2 - Self-study - Activity 2

Enabled: Adaptive Release, Review, Statistics Tracking



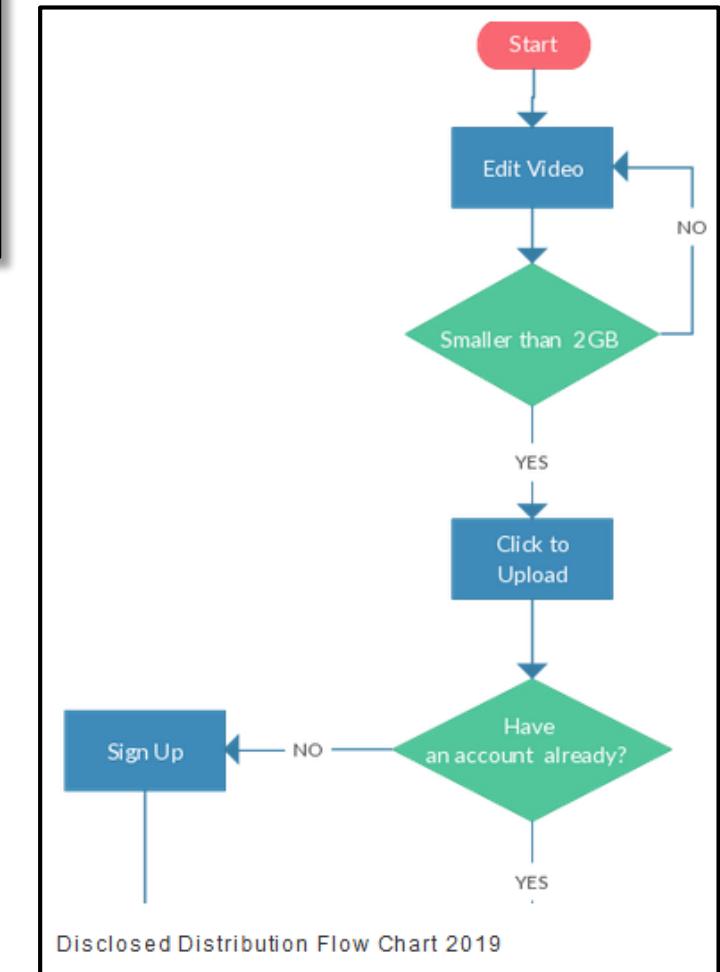
### INTRODUCTION

In order to find information on databases you must be familiar with the terminology used.

### INSTRUCTIONS

1. Access the A-Z List of Electronic Resources (<http://lib.tut.ac.za>).
2. Find EBSCOhost on the list and access the database.
3. Find and read the glossary of terms used by EBSCOhost by clicking on "Help".
4. Complete the quiz.

Click on the "Mark Reviewed" button (below) to complete the quiz.



# APPLICATION

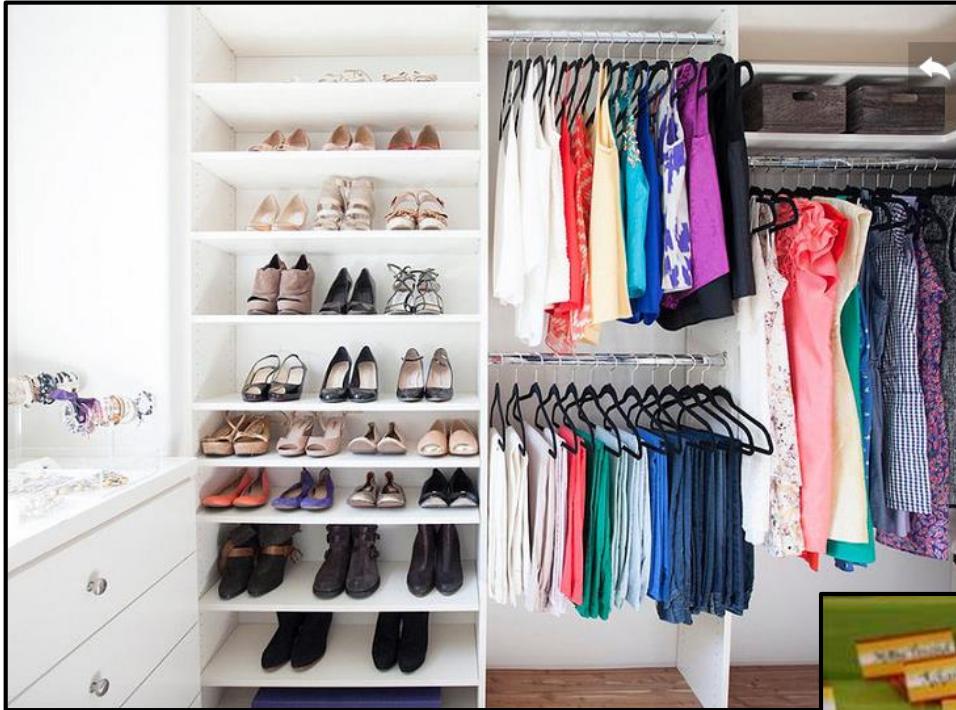
Academic	Career	Life
 <input type="checkbox"/>	 <input type="checkbox"/>	 <input type="checkbox"/>

# CATEGORY

- Used when information is organised according similarity or relatedness
- Any meaningful group
- Broad – useful for different purposes
- Many categories – colour, size, shape, price etc.
- Use categories that are meaningful to users

# EXAMPLES





Shop by Department

Search for products, brands...

Computers &amp; Tablets



Computers &amp; Tablets

Laptops

Tablets &amp; Kindles

Components

Data Storage

Printers &amp; Supplies

Accessories

New Electronic Releases

## Filters

Department - Computers &amp; Tablets



Category - Tablets &amp; E-Readers



Price - R 1000 - R 2000



## Departments

Tablets &amp; E-Readers (88)

Tablets (32)

E-Readers &amp; Kindles (11)



## Computers &amp; Tablets &gt; Tablets &amp; E-Readers

Items: 1 to 20 of 33

Sort by Bestselling

1 2 3

## Availability

In Stock (26)

Up to 3 days (26)

Up to 5 days (26)

Up to 7 days (33)

Up to 12 days (33)

Up to 15 days (33)

## Price

Filter by Price

R 100 - R 200 (1)

R 200 - R 300 (1)



## Mecer Xpress Smartlife 10.1" 3G + Wi-Fi Tablet - Black

MW-16Q9-3G



R 1,549 R 1,699

eB 15,490 | Discovery Miles 15,490 | On Credit: R 144 / month

In Stock CPT | JHB

Add to cart

Add to wish list

More Buying Choices

R 1,549 new (2 offers)

R 1,294 unboxed deal

## Lenovo TabE10 (ZA47) 10.1" Wi-Fi Tablet

ZA470008ZA



R 1,799 R 1,999

eB 17,990 | Discovery Miles 17,990 | On Credit: R 168 / month

Shipped in 4 - 6 working days

Add to cart

Add to wish list

More Buying Choices

R 1,799 new (3 offers)



## Documents library

2020 Planning Information literacy

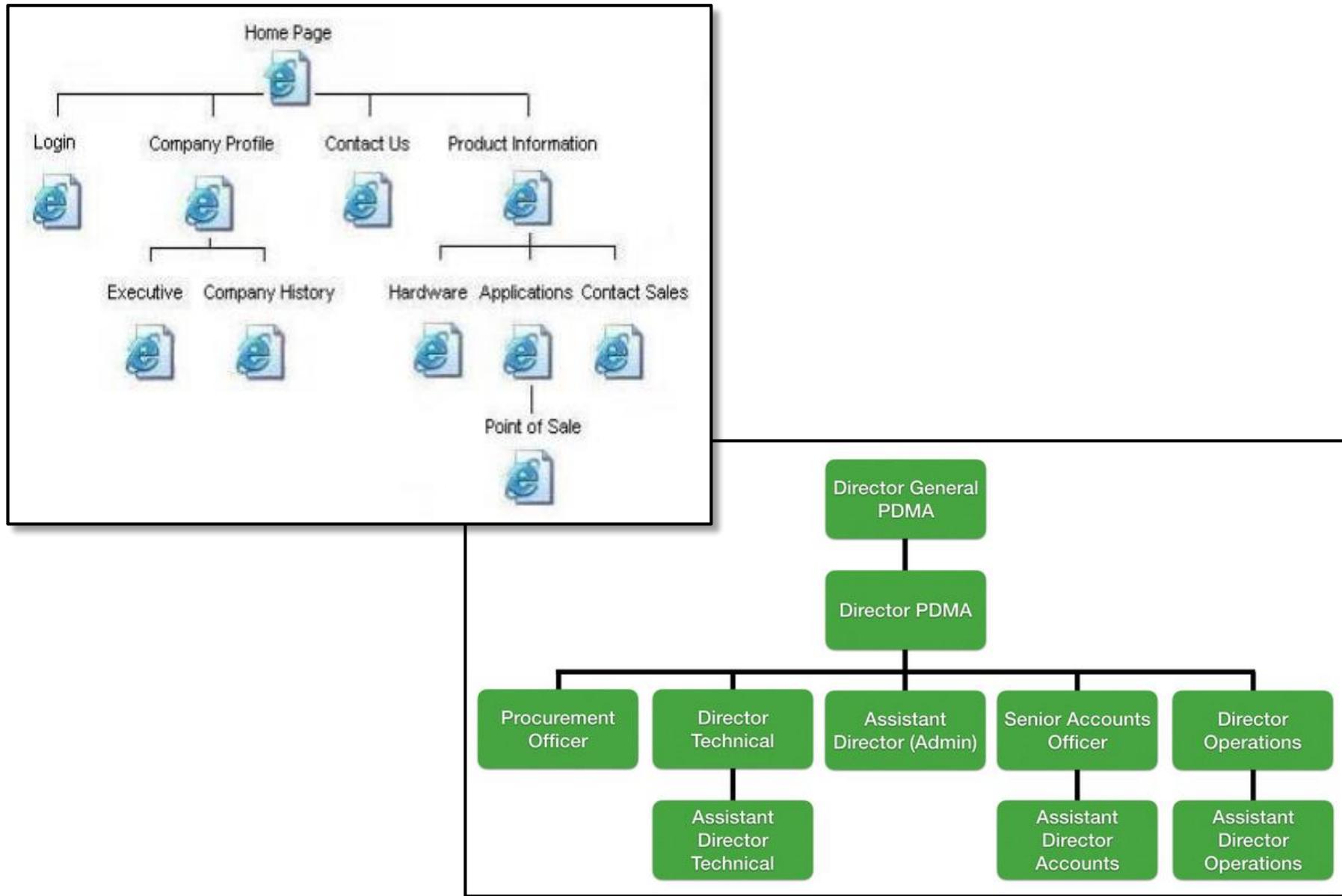
Arrange by: Folder

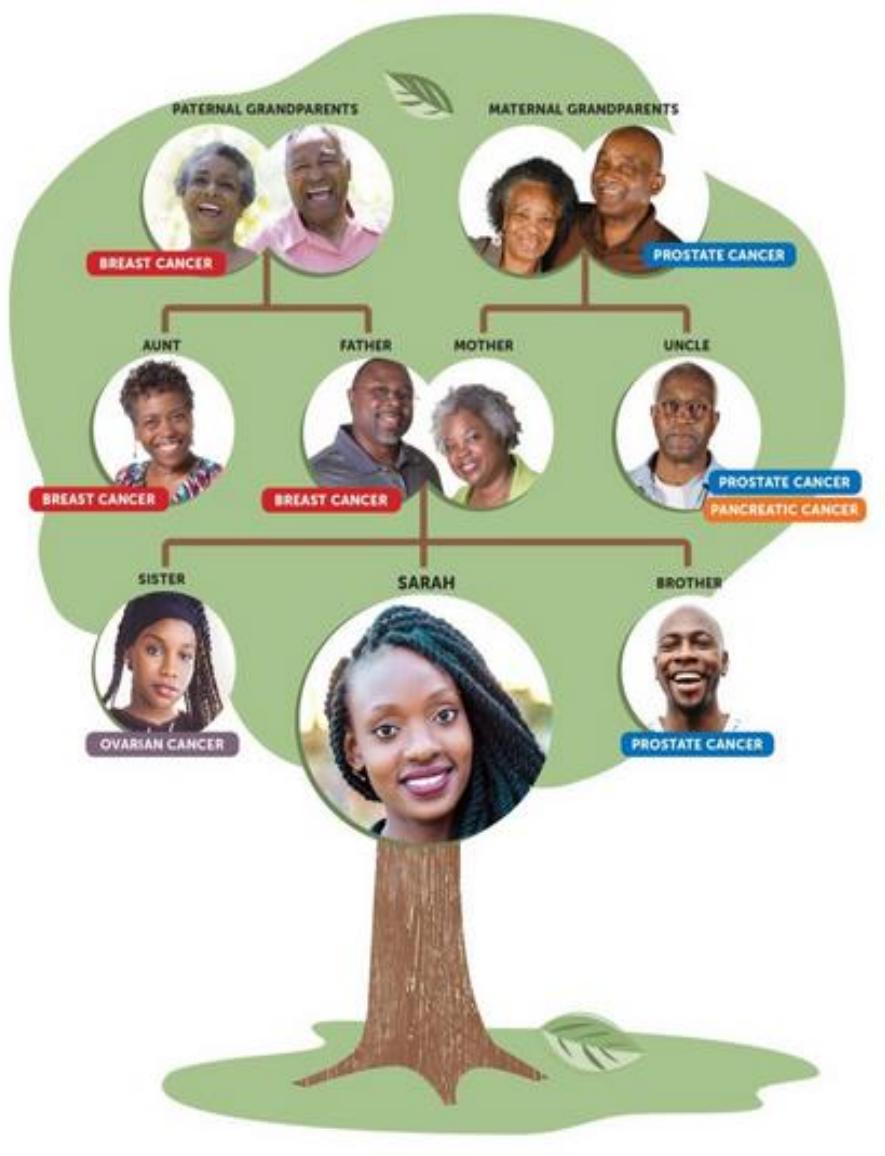
Name	Date modified	Type	Size	Date created
6-organising-information	2019/10/14 02:28 PM	Adobe Acrobat Document	486 KB	2019/10/14 02:27 PM
Ga-Rankuwa 2020 New Qualifications - Service Subject - Academic literacy (As sent 25 July ...	2019/09/05 12:48 PM	Microsoft Excel 97-2003 Works...	200 KB	2019/09/05 12:48 PM
HEQSF CODES TUT (29 July 2019)	2019/10/09 07:09 PM	Microsoft Excel Macro-Enable...	391 KB	2019/07/30 12:23 PM
2020 calendar for timetable purposes	2019/10/21 07:39 AM	Microsoft Excel Worksheet	22 KB	2019/08/01 07:44 AM
Copy of SQF#Student Headcounts per Qualification Type	2019/08/16 01:27 PM	Microsoft Excel Worksheet	34 KB	2019/08/16 12:39 PM
Information literacy credit allocation (15 August 2019) - Copy	2019/10/09 07:28 AM	Microsoft Excel Worksheet	18 KB	2019/10/09 07:28 AM
Information literacy credit allocation (15 August 2019)	2019/10/14 07:17 AM	Microsoft Excel Worksheet	21 KB	2019/08/15 11:17 AM
Competency - organising and managing information	2019/09/17 02:59 PM	Microsoft Word Document	16 KB	2019/09/11 04:02 PM
LO & AC for Competency - organising and managing information (1 October 2019)	2019/10/14 03:45 PM	Microsoft Word Document	23 KB	2019/10/01 12:11 PM
LO & AC for Competency - organising and managing information (17 September 2019)	2019/09/17 03:09 PM	Microsoft Word Document	16 KB	2019/09/17 02:59 PM

# HIERARCHY

- Used to organise information by any order (such as magnitude, value, popularity etc.)
- Useful when connections and comparisons are important.
- Common measure used as a ranking principle.
- Different scales and units: low - high, small - large

# EXAMPLES





## Property to Rent in Pretoria West

Property to Rent > Gauteng > Pretoria > Pretoria West

Order by: Price - low to high ▾

Showing: 1 - 20 of 57



R 1 150

Apartment

Pretoria West

Tut Apartments, 488 Mitchell Street

RENT FROM R1 150 - R1 850 We offer spacious, neat and clean flats & rooms with easy ...

1 ↛ 1



R 1 400

1 Bedroom Apartment

Pretoria West

20 Cobelt Street

Cheap and clean Room to let in a communal home in Proclamation Hill ready to be ...

1 ↛ 1

Suburb Trends



See more property trends



R 1 850

1 Bedroom Apartment

Pretoria West

Tut Apartments, 488 Mitchell Street

We offer spacious, neat and clean flats & rooms with easy access to main routes ...

1 ↛ 1



R 1 900

1 Bedroom Apartment

Pretoria West

200 Meltzan, Tamarisk

1 bedroom flat in 86 Meltzan street, Pretoria west. this flat has 3 bedroom and one ...

1 ↛ 1 60 m<sup>2</sup>



Add Surrounding Suburbs

Pretoria Central (80)

Pretoria West (51)

Capital Park (28)

Muckleneuk (21)

Eloffsdal (16)

Pretoria Gardens (12)

Berea Park (9)

Philip Nel Park (7)

West Park (6)

Deppoor (5)

Danville (3)

Trevenne (2)

Hermannstad (1)

Proclamation Hill (1)

Asiatic Bazaar (0)

[View more](#)

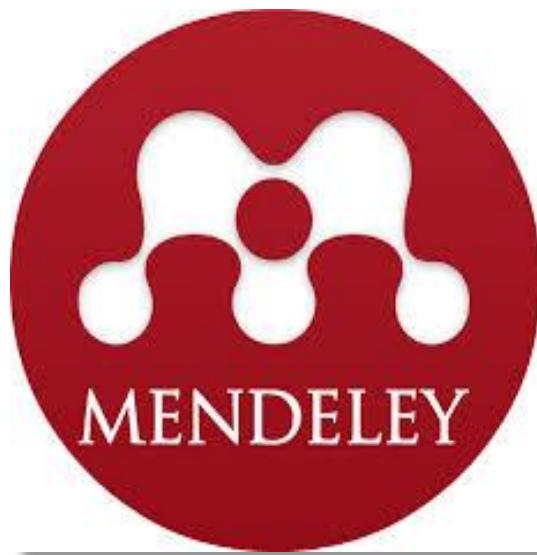
Pretoria West Property to Rent

# Reference management tools

# DEFINITION

A reference management tool is an application that assists you to record, store, organise, manage and export citations and references to word processing applications using a variety of referencing styles.

# EXAMPLES



# VALUE OF USING REFERENCE MANAGEMENT TOOLS

- Reduce the time spent on inserting citations and compiling a reference list or bibliography.
- Assists in storing and organising citations and references.
- Makes retrieval of citations and references fast and easy.
- Helps to quickly format citations and references according to a variety of referencing styles.
- Assists in collaborating with colleagues when working on group projects.

# OVERVIEW OF ENDNOTE ONLINE AND MENDELEY

Type	Desktop software and web-based. Works with IE, Firefox, Chrome and Safari	Has web interface, EndNote Web
Cost	Free with 2GB	Endnote Web Basic with 2GB storage is free.
Learning curve	Quick to learn. Pretty simple interface	Quick to learn. Pretty simple interface
Strengths	Great for managing PDFs Has a social aspect. Most output styles for formatting citations Most customizable Compatible with MS Word	Great for managing PDFs Has a social aspect Most output styles for formatting citations Most customizable Compatible with MS Word

# INTRODUCING ENDNOTE ONLINE AND MENDELEY

- Access application
- Getting started
- Adding references (3 methods)
- Editing references
- Organising references
- Displaying references
- Getting additional help



# EndNote online

During the lecture a demonstration was given on EndNote online

# ACCESS

**http://libraries.tut.ac.za**

The screenshot shows the homepage of the Tshwane University of Technology Library website. At the top, there is a red box labeled '1' around the browser's address bar, which contains the URL 'libraries.tut.ac.za'. Below the address bar is the university's logo and name. The main banner features a photograph of a study area with grey modular cubicles and red chairs, overlaid with the text 'More Seating Spaces'. The navigation menu includes links for HOME, RESEARCH SUPPORT, LEARNING SUPPORT, and ABOUT LIS. A search bar is located above the main content area. The bottom section contains links for 'Databases:A-Z List', 'Repository: TUTDoR', 'Referencing Methods', and 'Online Newspapers'. A red box labeled '2' highlights the 'Databases:A-Z List' link.

1

libraries.tut.ac.za

Most Visited Getting Started

Tshwane University of Technology We empower people

HOME RESEARCH SUPPORT LEARNING SUPPORT ABOUT LIS

More Seating Spaces

Search All Catalogue Articles eBooks TUTDoR e-Reference

Search multiple databases, journals, books and e-books

Keyword  Full Text A-Z Journal Listing Advanced Search

2 Databases:A-Z List Repository: TUTDoR Referencing Methods Online Newspapers

# ACCESS (CONT)

Databases A - Z

A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

1

2

Web of Science

Web of Science: Incites Journal Citation Reports

Wiley Online Library

The screenshot shows a user interface for searching databases. At the top, there's a navigation bar with letters from A to Z. The letter 'W' is highlighted with a red box and the number '1' above it. Below the navigation bar, the results for 'Web of Science' are listed, also enclosed in a red box and labeled with the number '2'. The results include 'Web of Science: Incites Journal Citation Reports' and 'Wiley Online Library'.

# ACCESS (CONT)

## Databases A - Z

A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

### Web of Science

Description: Web of Science (previously known as Web of Knowledge) is an online subscription-based scientific citation indexing service originally produced by the Institute for Scientific Information (ISI), later maintained by Clarivate Analytics, that provides a comprehensive citation search. It gives access to multiple databases that reference cross-disciplinary research, which allows for in-depth exploration of specialized sub-fields within an academic or scientific discipline.

#### List of Products

- Science Citation Index
- Social Sciences Citation Index
- Arts & Humanities Citation Index

Database Type: Citation Index | Publisher Database: Clarivate

Content Type: Citation Database | Bibliographic Database

Subject Areas: Multidisciplinary | Coverage: 1900 to Present

Sub-Disciplines: Multidisciplinary | Coverage: 1997- Present

Access: On-Campus

User Guide

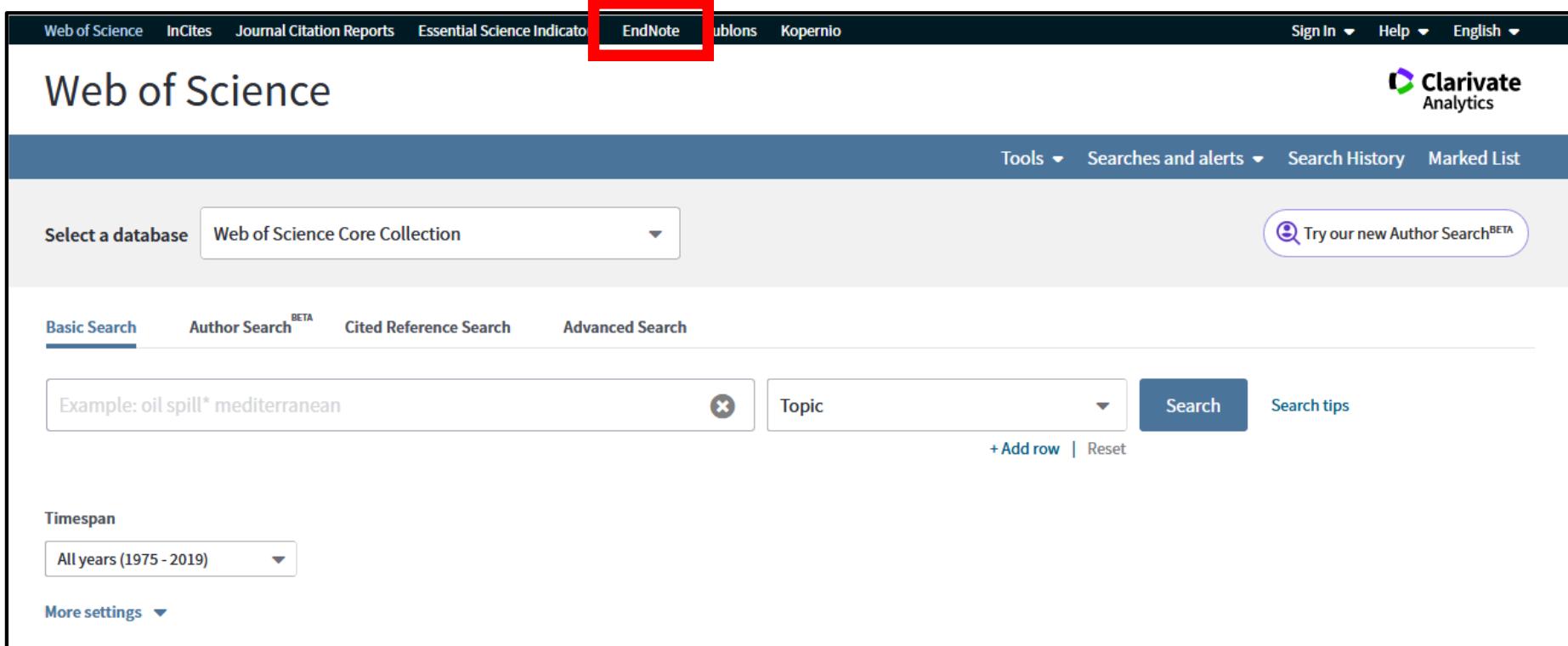
1

Web of Science: Incites Journal Citation Reports

Wiley Online Library

# ACCESS (CONT)

1



The screenshot shows the Web of Science search interface. At the top, there is a navigation bar with links to "Web of Science", "InCites", "Journal Citation Reports", "Essential Science Indicators", "EndNote" (which is highlighted with a red box), "Scopus", and "Kopernio". On the right side of the navigation bar are "Sign In", "Help", and "English" dropdown menus. Below the navigation bar, the text "Web of Science" is displayed next to the Clarivate Analytics logo. A blue header bar contains links for "Tools", "Searches and alerts", "Search History", and "Marked List". Underneath the header, there is a "Select a database" dropdown menu set to "Web of Science Core Collection". To the right of this is a button with the text "Try our new Author Search<sup>BETA</sup>". Below the header, there are four search tabs: "Basic Search" (underlined), "Author Search<sup>BETA</sup>", "Cited Reference Search", and "Advanced Search". The main search area features two input fields: "Example: oil spill\* mediterranean" and "Topic", both with "x" clear buttons. To the right of these fields are "Search" and "Search tips" buttons. Below the search area, there is a "Timespan" dropdown menu set to "All years (1975 - 2019)" and a "More settings" link.

# ACCESS (CONT)

Sign in to continue with EndNote

**OR**

*Email address*

---

*Password*

---

[Forgot password?](#)

**Sign in**

**OR**

**Not a member yet?**

**Register**

**1**

**2**

or sign in using  

By signing in, you acknowledge and agree to our [Terms of Use](#) and [Privacy Statement](#).

Need help? Contact EndNote Customer Care.

# GETTING STARTED

The screenshot shows the EndNote application window. At the top left is the Clarivate Analytics logo and the word "EndNote". The top menu bar includes "My References", "Collect", "Organize", "Format", "Match", "Options", and "Downloads". A red box highlights the "My References" tab, which is currently selected. On the far right of the menu bar is a user icon with a red box around it. Below the menu is a "Hide panel" button. The main workspace is titled "Getting Started" and contains four cards:

- Find**: "Collect references by searching online databases or importing your existing collection."
  - Search an online database
  - Create a reference manually
  - Import references
  - **NEW!** Find your best potential journal
- Store & Share**: "Organize and group references in any way that works for you. Then share your groups with colleagues."
  - Create a new group
  - Share a group
  - Find duplicate references
- Create**: "Use our plugin to **format** bibliographies and cite references while you write."
  - Cite While You Write™ Plug-in
  - Create a formatted bibliography
  - Format a paper

On the left side of the workspace is a sidebar with "Quick Search" and "My References" sections, and a "TRACK YOUR CITATIONS" button. A red box highlights the "Quick Search" section. On the far right of the workspace is a "Hide Getting Started Guide" button.

# ADDING REFERENCES

1. Built in functionality
2. Via databases
3. Enter manually

# 1. Built in functionality

The screenshot shows the EndNote software interface. At the top, there is a navigation bar with the Clarivate Analytics logo and the EndNote title. Below the navigation bar, there is a horizontal menu with several options: 'My References', 'Collect' (which is highlighted with a red box), 'Organize', 'Format', 'Match', 'Options', and 'Downloads'. Underneath this menu, there is a secondary row of buttons: 'Online Search' (which is also highlighted with a red box), 'New Reference', and 'Import References'. The main content area below the menu is titled 'Online Search' and contains the heading 'Step 1'. It instructs the user to 'Select database or library catalog connection.' A dropdown menu is open, showing the option 'Web of Science Core Collection (Clarivate)' with a red box around it. To the right of the dropdown, there is a 'Select Favorites' link. At the bottom of the 'Step 1' section, there is a large blue 'Connect' button.

Clarivate Analytics | EndNote

My References   **Collect**   Organize   Format   Match   Options   Downloads

**Online Search**   New Reference   Import References

**Online Search**

**Step 1**

Select database or library catalog connection.

Web of Science Core Collection (Clarivate) ▾   Select Favorites

Connect

# 1. Built in functionality (cont)

The screenshot shows the EndNote software interface. At the top, there is a header with the Clarivate Analytics logo and the word "EndNote". Below the header is a navigation bar with tabs: My References, Collect (which is highlighted with a blue underline), Organize, Format, Match, Options, and Downloads. Underneath the navigation bar are three links: Online Search, New Reference, and Import References. The main content area is titled "Online Search" and displays "Step 2 of 3: Connecting to Citation Indexes : Web of Science Core Collection". A search query "information literacy" is entered in the first search field, followed by an "in:" dropdown set to "Title/Keywords/Abstract" and an "And" dropdown. Below this, there are four additional search fields, each with an "in:" dropdown set to "Author" and an "And" dropdown. The first "in:" dropdown has a red border around it. At the bottom left, there are two radio button options: "retrieve all records" (selected) and "select a range of records to retrieve". At the bottom center is a large red-bordered "Search" button.

# 1. Built in functionality (cont)

The screenshot shows the Mendeley desktop application interface. The top menu bar includes 'My References', 'Collect', 'Organize', 'Format', 'Match', 'Options', and 'Downloads'. Below the menu is a toolbar with 'Online Search', 'New Reference', and 'Import References'. On the left, a sidebar titled 'Hide panel' contains sections for 'Quick Search' (with a search bar and dropdown for 'in All My References'), 'My References' (listing 'All My References (0)', '[Unfiled] (0)', 'Quick List (0)', 'Trash (0)', and 'My Groups' with 'New Group (0)'), and 'TRACK YOUR CITATIONS' (with a 'Claim your researcher profile on Publons' button). The main area is titled 'Online Search Results' and displays 'Citation Indexes 1 - 10 of 12,682 results (information literacy) in Title/Keywords/Abstract'. It shows a list of 10 publications with columns for 'Author', 'Year', 'Copied', and 'Title'. Publications include Wang, RF (2011), Maguire, B (2015), Lukinbeal, C (2014), AlOshan, MS (2013), Pang, LY (2011), Yang, SZ (2011), Korkut, E (2008), Wang, SH (2017), and Li, LL (2014). A red box highlights the 'Add to group...' button in the header above the list. Another red box highlights the first two publications in the list.

Author	Year	Copied	Title
Wang, RF	2011	-	Information Literacy education of Librarian in Colleges 2011 Second International Conference on Education and Sports Education (Ese 2011), Vol II
Maguire, B	2015	-	Designing an Information Literacy Programme to key standards and frameworks Qualitative & Quantitative Methods in Libraries
Lukinbeal, C	2014	-	GeographicMedia Literacy Journal of Geography <a href="#">Full Text</a>
AlOshan, MS	2013	-	Beyond the Veil: Saudi Girls Media Information Literacy International Conference on Information Society (I-Society 2013)
Pang, LY	2011	-	Discussion on Training Ways of College Students' Information Literacy Education and Education Management
Yang, SZ	2011	-	Talk about graduate students' information Literacy education 2011 International Conference on Economic, Education and Management (Iceem2011), Vol III
Korkut, E	2008	-	Foreign language teacher candidates's information and computer literacy perceived self efficacy Hacettepe Universitesi Egitim Fakultesi Dergisi-Hacettepe University Journal of Education
Wang, SH	2017	-	Research on Information Literacy Education in Universities in the "Internet plus " Era 4th International Conference on Advanced Education and Management
Li, LL	2014	-	Information literacy in the networked academic learning environment

## 2. Via databases

**http://libraries.tut.ac.za**

The screenshot shows the homepage of the Tshwane University of Technology Library website. At the top, there is a red box labeled '1' highlighting the browser's address bar where 'libraries.tut.ac.za' is typed. Below the address bar is the university's logo and name. The main banner features a photograph of a study area with grey modular cubicles and red chairs, overlaid with the text 'More Seating Spaces'. The navigation menu includes links for HOME, RESEARCH SUPPORT, LEARNING SUPPORT, and ABOUT LIS. A search bar is located above the main content area, which contains a search form with fields for Keyword, Full Text, and Advanced Search. At the bottom, there is a red box labeled '2' highlighting a link labeled 'Databases:A-Z List'.

1

libraries.tut.ac.za

Most Visited Getting Started

Tshwane University of Technology We empower people

HOME RESEARCH SUPPORT LEARNING SUPPORT ABOUT LIS

More Seating Spaces

Search All Catalogue Articles eBooks TUTDoR e-Reference

Search multiple databases, journals, books and e-books

Keyword   Full Text [A-Z Journal Listing](#) [Advanced Search](#)

2 Databases:A-Z List

Repository: TUTDoR

Referencing Methods

Online Newspapers

## 2. Via databases

**http://libraries.tut.ac.za**

The screenshot shows the homepage of the Tshwane University of Technology Library website. At the top, there is a red box labeled '1' around the browser's address bar, which contains the URL 'libraries.tut.ac.za'. Below the address bar is the university's logo and name 'Tshwane University of Technology' with the tagline 'We empower people'. The main navigation menu includes 'HOME', 'RESEARCH SUPPORT', 'LEARNING SUPPORT', and 'ABOUT LIS'. A large banner image shows a study area with grey modular cubicles and red chairs, with the text 'More Seating Spaces' overlaid. The search interface below the banner includes a search bar with dropdown menus for 'Search All', 'Catalogue', 'Articles', 'eBooks', 'TUTDoR', and 'e-Reference', and a general search field with a 'Keyword' placeholder and a search button. At the bottom, there is a red box labeled '2' around a link 'Databases:A-Z List' located in the footer menu, which also includes links for 'Repository: TUTDoR', 'Referencing Methods', and 'Online Newspapers'.

1

libraries.tut.ac.za

90%

Search

Most Visited Getting Started

Tshwane University of Technology We empower people

HOME RESEARCH SUPPORT LEARNING SUPPORT ABOUT LIS

More Seating Spaces

Search All Catalogue Articles eBooks TUTDoR e-Reference

Search multiple databases, journals, books and e-books

Keyword

Full Text A-Z Journal Listing Advanced Search

2

Databases:A-Z List

Repository: TUTDoR

Referencing Methods

Online Newspapers

## 2. Via databases (CONT.)

Databases A - Z

A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

EBook Central

EbscoHost

Emerald Management Plus

Euromonitor Passport International

Browse Subject Terms in EBSCOhost Databases

# 2. Via databases (CONT.)

## EbscoHost

Description: EbscoHost is an aggregator that hosts various databases on one single platform.

### List of Databases

Database Type: Platform | Aggregator - EbscoHost

Content Type: Electronic Journals | Abstracting & Indexing | Reference Works | Electronic Books

Subject Areas: Multi-disciplinary | Coverage: Collection

Access: On-Campus | Off-Campus

#### Academic Search Premier

This multi-disciplinary database provides full text to more than 4,600 journals, including full text for nearly 3,900 peer-reviewed titles.

Coverage: Selected Full Text from 1975

#### Academic eBook Collection

A collection of more than 166,000 eBooks, apart from the individual titles purchased.

#### Business Source Premier

A multi-disciplinary database within the business environment that provide access to more than 2,300 full text journals, including full text for more than 1,100 peer-reviewed titles.

Content Type: Business Reports | Statistics

Subject Areas: Business Marketing | Management | Management Information Systems | Accounting | Finance | Economics

Coverage: Selected Full Text from 1886 - current

Depending on contributing publishers - Cited references from 1998

Contains embargoes

#### ERIC

Education Resource Information Center, contains more than 1.3 million bibliographical records and links to more than 323,000 full-text documents dating back to 1966.

Subject Areas: Education

Content Type: Bibliographical records

#### Food Science and Technology Abstracts (FSTA)

FSTA is produced by International Food Information Service (IFIS) and it is an important bibliographic database on food science, food technology and nutrition, it includes more than 1,150,000 bibliographic record from 1969 to present

Subject Areas: Food Science | Food Technology and Nutrition

Content Type: Bibliographical records

## 2. Via databases (CONT.)

The screenshot shows a web browser displaying the Academic Search Premier search interface. The search bar contains the term "information literacy". A red box highlights the search bar and its contents. To the right of the search bar is a green "Search" button, which is also highlighted with a red box. Below the search bar, there are links for "Search Options", "Basic Search", "Advanced Search", and "Search History". At the bottom of the page, there is a "Search Options" section with "Search Modes and Expanders" and a "Reset" button.

Searching: Academic Search Premier | Choose Databases

information literacy

Search Options ▾ Basic Search Advanced Search Search History

Search

Search Options

Search Modes and Expanders

Search modes ?

Boolean/Phrase

Find all my search terms

Apply related words

Reset

# 2. Via databases (CONT.)

Screenshot of Academic Search Premier search results for "information literacy". The results page shows three articles. Each article entry includes a red box highlighting the "Folder" icon in the top right corner of its preview panel.

New Search Publications Subject Terms Cited References More ▾ Sign In **Folder** Preferences Languages ▾ Help

Searching: Academic Search Premier | Choose Databases

information literacy

Search ?

Basic Search Advanced Search Search History ▾

Refine Results

Current Search

Find all my search terms:  
information literacy

Expanders

Apply equivalent subjects

Limit To

Full Text

References Available

Scholarly (Peer Reviewed) Journals

1904 Publication Date 2020

HTML Full Text PDF Full Text (459KB)

Related Images ▾

1. Adult Science-Based Learning: The Intersection of Digital, Science, and Information Literacies.

By: Bliss, Angela Collier. *Adult Learning*. Aug2019, Vol. 30 Issue 3, p128-137. 10p. DOI: 10.1177/1045159519829042.

Subjects: SCIENCE education; INFORMATION literacy; ADULT students; ONLINE education; QUALITATIVE research

Cited References: (40)

HTML Full Text PDF Full Text (459KB)

2. FACTORS INFLUENCING WILLINGNESS TO CONSUME GMF IN CHINESE POPULATION: THE MODERATING ROLE OF 'INFORMATION LITERACY'.

By: Nawaz, M. A.; Anwar, M. A.; Zhou, R.; Nawaz, A.; Dong, W.; Asmi, F. *JAPS: Journal of Animal & Plant Sciences*. Aug2019, Vol. 29 Issue 4, p1088-1099. 12p. 1 Diagram, 8 Charts, 2 Graphs.

Subjects: INFORMATION literacy; SOCIAL perception; COMMUNICATION strategies; POPULATION

HTML Full Text

3. Student perceptions of information literacy skills and curriculum before and after completing a research assignment.

By: McCartin, Lyda Fontes; Evers, Stephanie; Markowski, Brianne. *Journal of Academic Librarianship*. May2019, Vol. 45 Issue 3, p262-267. 6p. DOI: 10.1016/j.acalib.2019.03.009.

Subjects: PERCEPTION; INFORMATION literacy; ABILITY; RESEARCH papers (Student); LIBRARY institutes; workshops

# 2. Via databases (CONT.)

New Search Publications Subject Terms Cited References More ▾ Sign In Folder Preferences Languages Help

Folder Contents [Back](#) Tshwane University of Technology

To store these items in the folder for a future session, [Sign In to My EBSCOhost](#).

Articles (3) Print  
Images (0) E-mail  
Videos (0) Save as File  
Companies (0) Export  
Pages (0)  
eBooks (0)  
audioBooks (0)  
Notes (0)  
Other Content Sources (0)  
Persistent Links to Searches (0)  
Saved Searches (0)  
Search Alerts (0)  
Journal Alerts (0)  
Web Pages (0)

Articles

1-3 of 3 Page: 1 Name ▾ Page Options ▾

Select / deselect all | [Delete Items](#)

1. [Adult Science-Based Learning: The Intersection of Digital, Science, and Information Literacies.](#) 

By: Bliss, Angela Collier. *Adult Learning*. Aug2019, Vol. 30 Issue 3, p128-137. 10p. DOI: 10.1177/1045159519829042. Database: Academic Search Premier

Subjects: SCIENCE education; INFORMATION literacy; ADULT students; ONLINE education; QUALITATIVE research

 Academic Journal [HTML Full Text](#) [PDF Full Text](#) (459KB)

2. [FACTORS INFLUENCING WILLINGNESS TO CONSUME GMF IN CHINESE POPULATION: THE MODERATING ROLE OF 'INFORMATION LITERACY'.](#) 

By: Nawaz, M. A.; Anwar, M. A.; Zhou, R.; Nawaz, A.; Dong, W.; Asmi, F. *JAPS: Journal of Animal & Plant Sciences*. Aug2019, Vol. 29 Issue 4, p1088-1099. 12p. 1 Diagram, 8 Charts, 2 Graphs. Database: Academic Search Premier

Subjects: INFORMATION literacy; SOCIAL perception; COMMUNICATION strategies; POPULATION

 Academic Journal [HTML Full Text](#)

## 2. Via databases (CONT.)

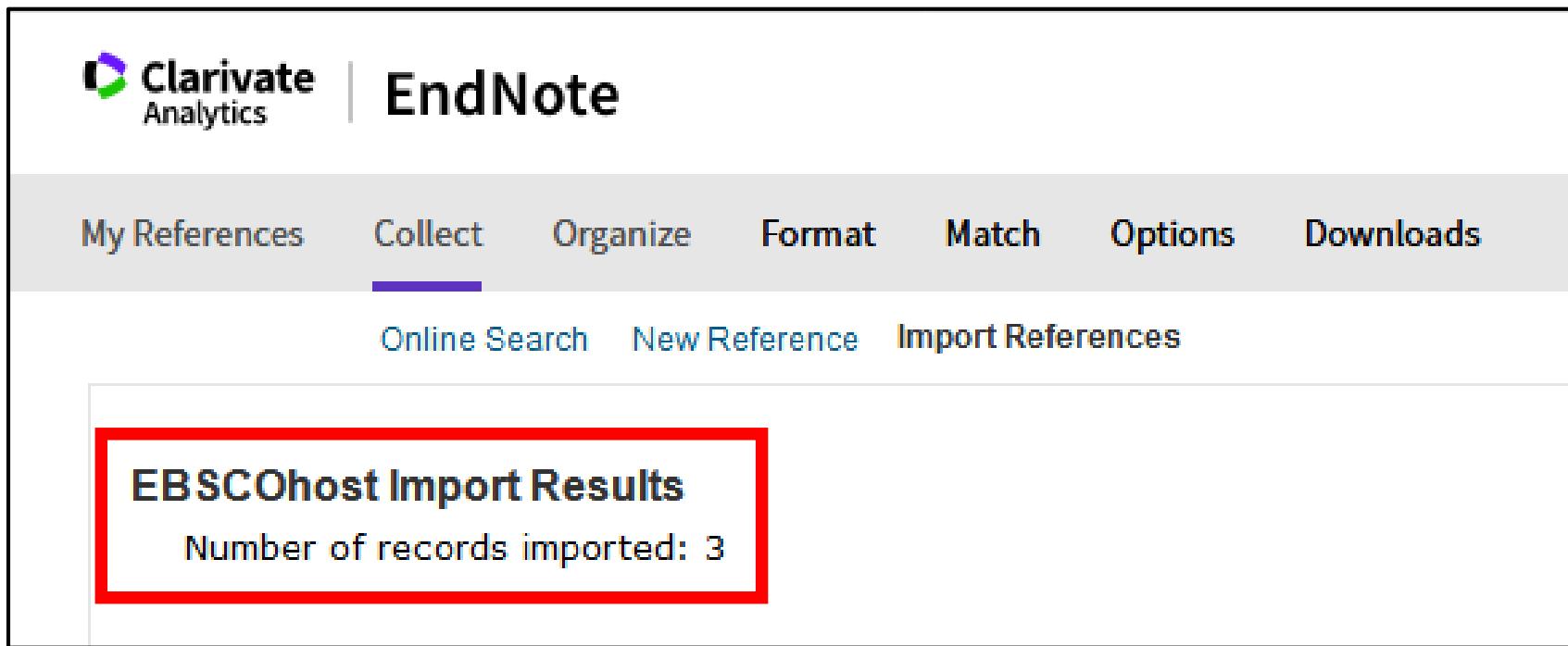
The screenshot shows a web-based application titled "Export Manager". At the top, there is a navigation bar with links for "New Search", "Publications", "Subject Terms", "Cited References", "More", "Sign In", "Folder", "Preferences", "Languages", and "Help". Below the navigation bar, the page title "Export Manager" is displayed, along with a "Back" link and a user profile icon.

On the left side, there is a section for saving items, with a "Save" button highlighted by a red box. A checkbox labeled "Remove these items from folder after saving" is also present.

On the right side, there is a section titled "Save citations to a file formatted for:" with several options listed as radio buttons. One option, "Direct Export to EndNote Web", is selected and highlighted by a red box. Other options include:

- Direct Export in RIS Format (e.g. CITAVI, EasyBib, EndNote, ProCite, Reference Manager, Zotero)
- Direct Export to EndNote Web (selected)
- Generic bibliographic management software
- Citations in XML format
- Citations in BibTeX format
- Citations in MARC21 format
- Direct Export to RefWorks
- Direct Export to EasyBib
- Download CSV

## 2. Via databases (CONT.)



The screenshot shows the EndNote software interface. At the top left is the Clarivate Analytics logo and the word "EndNote". Below the logo is a navigation bar with tabs: "My References", "Collect", "Organize", "Format" (which is highlighted with a blue underline), "Match", "Options", and "Downloads". Underneath the navigation bar are three buttons: "Online Search", "New Reference", and "Import References". In the main content area, there is a red-bordered box containing the text "EBSCOhost Import Results" and "Number of records imported: 3".

Clarivate  
Analytics | EndNote

My References   Collect   Organize   Format   Match   Options   Downloads

Online Search   New Reference   Import References

EBSCOhost Import Results

Number of records imported: 3

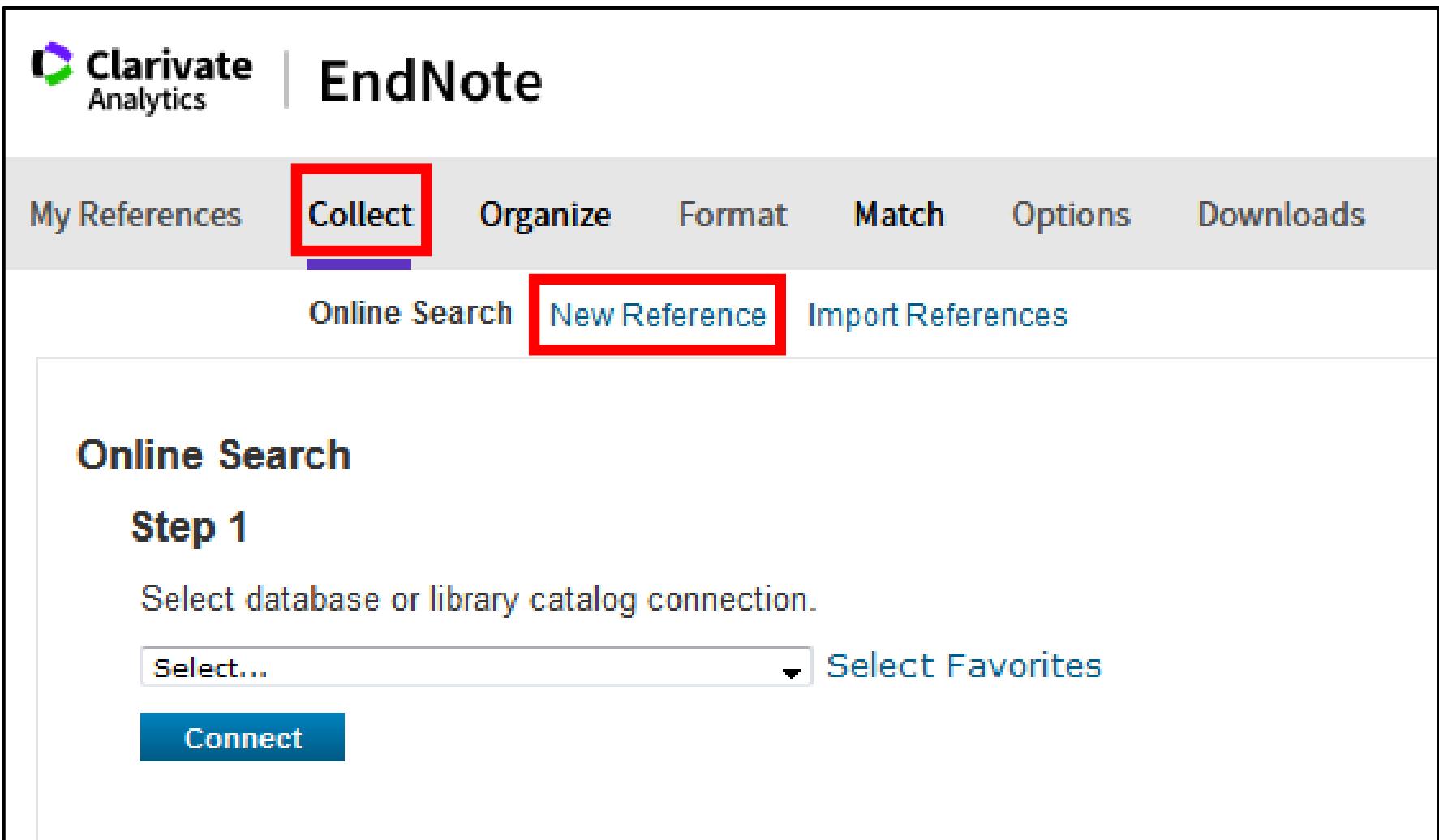
# 2. Via databases (CONT.)

The screenshot shows the EndNote software interface. At the top, there is a navigation bar with the Clarivate Analytics logo, the EndNote logo, and menu items: Collect, Organize, Format, Match, Options, and Downloads. A red box highlights the 'My References' button in the top-left corner. On the far left, a vertical sidebar labeled 'Hide panel' contains sections for 'Quick Search' (with a search bar and dropdown for 'All My References'), 'My References' (listing 'All My References (3)' which includes '[Unfiled] (3)', 'Quick List (0)', and a 'Trash (3) Empty' link), 'My Groups' (listing 'New Group (0)'), and 'TRACK YOUR CITATIONS' (with a 'Claim your researcher profile on Publons' link and a blue 'P' icon). The main content area is titled 'All My References' and displays three search results:

Author	Year	Title
Bliss, Angela Collier	2019	Adult Science-Based Learning: The Intersection of Digital, Science, and Information Literacies Adult Learning Added to Library: 27 Nov 2019 Last Updated: 27 Nov 2019 EBSCO Go to Record Full Text
McCartin, Lyda Fontes	2019	Student perceptions of information literacy skills and curriculum before and after completing a research assignment Journal of Academic Librarianship Added to Library: 27 Nov 2019 Last Updated: 27 Nov 2019 EBSCO Go to Record Full Text
Nawaz, M. A.	2019	FACTORS INFLUENCING WILLINGNESS TO CONSUME GMF IN CHINESE POPULATION: THE MODERATING ROLE OF 'INFORMATION LITERACY' JAPS: Journal of Animal & Plant Sciences Added to Library: 27 Nov 2019 Last Updated: 27 Nov 2019 EBSCO Go to Record

On the right side of the main content area, there is a message box: 'Working on a group project? Check out Library Sharing on X9' with a large 'EN' logo. Below the message box, there is a 'Sort by:' dropdown set to 'First Author -- A to Z'. At the bottom of the main content area, there is a small 'PUBLONS' logo.

### 3. Enter manually



The screenshot shows the EndNote software interface. At the top, there is a header with the Clarivate Analytics logo and the word "EndNote". Below the header is a menu bar with several tabs: "My References", "Collect", "Organize", "Format", "Match", "Options", and "Downloads". The "Collect" tab is highlighted with a red box. Underneath the menu bar, there are three buttons: "Online Search", "New Reference", and "Import References". The "New Reference" button is also highlighted with a red box. The main content area is titled "Online Search" and contains the text "Step 1" followed by the instruction "Select database or library catalog connection.". Below this text is a dropdown menu labeled "Select..." with a dropdown arrow, and next to it is a button labeled "Select Favorites". At the bottom of the content area is a blue "Connect" button.

Clarivate  
Analytics | EndNote

My References    **Collect**    Organize    Format    Match    Options    Downloads

Online Search    **New Reference**    Import References

**Online Search**

**Step 1**

Select database or library catalog connection.

Select... ▾ Select Favorites

Connect

# 3. Enter manually (CONT.)

Hide panel

**Quick Search**

Search for  in All My References

**My References**

All My References (4)

[Unfiled] (4)  
Quick List (0)

Trash (0)

▼ My Groups  
New Group (0)

**TRACK YOUR CITATIONS**  
Claim your researcher profile on Publons 

### New Reference

**Bibliographic Fields:**

Reference Type:   **Reference is saved.**

Author: Bothma, T  
Cosijn, E  
Fourie, I  
Penzhorn, C

Title: Navigating Information Literacy: Your Information Society Survival Toolkit

Year: 2017

Series Editor:

Series Title:

Place Published: Cape Town

Publisher: Pearson

Volume:

Number of Volumes:

Series Volume:

Number of Pages:

Pages:

Editor:

Edition: 5

Note: The above fields are needed for most bibliographic styles.

# Editing references

**Quick Search**

Search for

in **All My References** ▾

**Search**

**My References**

**All My References (19)**

[Unfiled] (14)

Quick List (0)

**Trash (0)**

**My Groups**

Chapter1 (1)

Chapter2 (4)

Chapter3 (0)

**TRACK YOUR CITATIONS**

Claim your researcher profile on Publons

**p**

**All My References**

Show 10 per page ▾

◀◀ Page 1 of 2 **Go** ▶▶

<input type="checkbox"/> All	<input type="checkbox"/> Page	Add to group... ▾	<b>Copy To Quick List</b>	<b>Delete</b>
Author		Year	Title	
<input type="checkbox"/>			<1-s2.0-S0277953600002720-main.pdf>	
<input type="checkbox"/>			Added to Library: 24 May 2016 Last Updated: 27 Feb 2020	
<input type="checkbox"/>			  	
<input type="checkbox"/>			<1-s2.0-S0277953601002891-main.pdf>	
<input type="checkbox"/>			Added to Library: 24 May 2016 Last Updated: 27 Feb 2020	
<input type="checkbox"/>			  	
<input type="checkbox"/>			<1-s2.0-S0277953602000175-main.pdf>	
<input type="checkbox"/>			Added to Library: 24 May 2016 Last Updated: 27 Feb 2020	
<input type="checkbox"/>			  	
<input type="checkbox"/>			<653.full.pdf>	
<input type="checkbox"/>			Added to Library: 24 May 2016 Last Updated: 27 Feb 2020	

# Editing references

**Quick Search**

Search for   
in ▼

---

**My References**

All My References (19)

[Unfiled] (14)  
Quick List (0)

Trash (0)

▼ My Groups

Chapter1 (1)  
Chapter2 (4)  
Chapter3 (0)

**TRACK YOUR CITATIONS**  
Claim your researcher profile on Publons 

**View Reference in 'All My References'**

◀ Record 9 of 19 ▶

**Bibliographic Fields:**

Reference Type:	Generic
Author:	Bothma, T ; Cosijn, E ; Fourie, I ; Penzhorn, C
Title:	Navigating information literacy : Your Information Society Survival Toolkit
Year:	2017
Secondary Author:	<input type="text"/>
Secondary Title:	<input type="text"/>
Place Published:	Cape Town
Publisher:	Pearson
Volume:	<input type="text"/>
Number of Volumes:	<input type="text"/>
Number:	<input type="text"/>
Pages:	<input type="text"/>
Section:	<input type="text"/>

# Organising references

**Quick Search**

Search for

in **All My References** ▾

**Search**

---

**My References**

**All My References (19)**

- [Unfiled] (18)
- Quick List (0)

**Trash (0)**

**My Groups**

- Chapter1 (1)
- Chapter2 (0)
- Chapter3 (0)

**TRACK YOUR CITATIONS**

Claim your researcher profile on Publons



## All My References

Show 10 per page ▾

◀◀ Page 1 of 2 Go ▶▶

<input type="checkbox"/> All	<input type="checkbox"/> Page	<b>Add to group... ▾</b>	<b>Copy To Quick List</b>	<b>Delete</b>
		Author	Year	Title
<input checked="" type="checkbox"/>			<1-s2.0-S0277953600002720-main.pdf>	Added to Library: 24 May 2016 Last Updated: 24 May 2016
<input checked="" type="checkbox"/>			<1-s2.0-S0277953601002891-main.pdf>	Added to Library: 24 May 2016 Last Updated: 24 May 2016
<input checked="" type="checkbox"/>			<1-s2.0-S0277953602000175-main.pdf>	Added to Library: 24 May 2016 Last Updated: 24 May 2016
<input checked="" type="checkbox"/>			<653.full.pdf>	Added to Library: 24 May 2016 Last Updated: 24 May 2016

# Displaying references

My References   Collect   Organize   **Format**   Match   Options   Downloads

**Bibliography**   Cite While You Write™ Plug-In   Format Paper   Export References

**Bibliography**

References: Select...

Bibliographic style: Select... Select Favorites

File format: Select...

**Save**   **E-Mail**   **Preview & Print**

# **Additional help**

NO Help Function on Endnote Online

# Mendeley

During the lecture a demonstration was given on Mendeley

# ACCESS

<https://www.mendeley.com/download-desktop/>

The screenshot shows a web browser window with the URL <https://www.mendeley.com/download-desktop/> highlighted by a red box. A large red number '1' is placed above the browser's address bar. The main content area displays the 'Download Mendeley Desktop for Windows' page. A red box highlights the 'Download Mendeley Desktop for Windows' button, which is labeled with a red number '2'. Below the button, text indicates compatibility with Windows 7, 8.1 and 10 (version 1803) and a link to 'See release notes.' At the bottom, links for 'Other systems:' include 'Mendeley Desktop for macOS' and 'Mendeley Desktop for Linux'. A red box also highlights the text 'Get tools and add-ons to further enhance your research' at the bottom.

1

2

Download Mendeley Desktop for Windows

Windows 7, 8.1 and 10 (version 1803) See release notes.

Other systems: Mendeley Desktop for macOS Mendeley Desktop for Linux

Get tools and add-ons to further enhance your research

Most Visited Getting Started TUT 365 Sign In Libguides

Mendeley What is Mendeley? Search Create a free account Sign In

## Register while downloading. It's free and fast.

To use Mendeley you'll need to register. If your download didn't start, click here. If you need help installing, click here.

3 [Register now for free](#)

 Personalised suggestions  
Helping you keep up to date with personalized suggestions for articles.

 Access anywhere  
Cloud-based app lets you access your library from anywhere and any device.

 Connect with Groups  
Create your own, connect and collaborate with your peers.

Get tools and add-ons to further enhance your research



Welcome to Mendeley Desktop



# MENDELEY

## Welcome to Mendeley

E-mail

Password

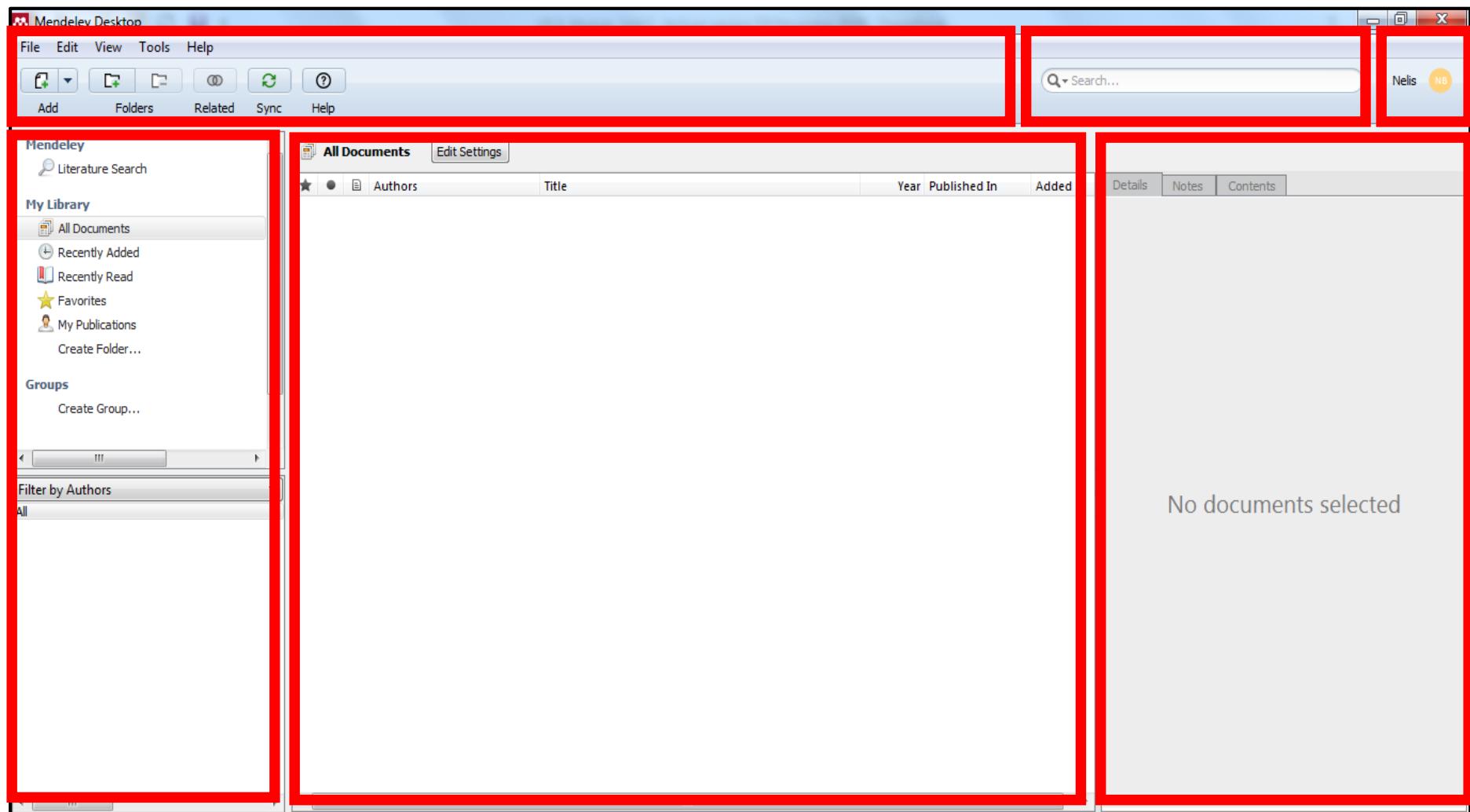
Stay signed in

[Forgot password?](#)

[Register](#)

[Sign In](#)

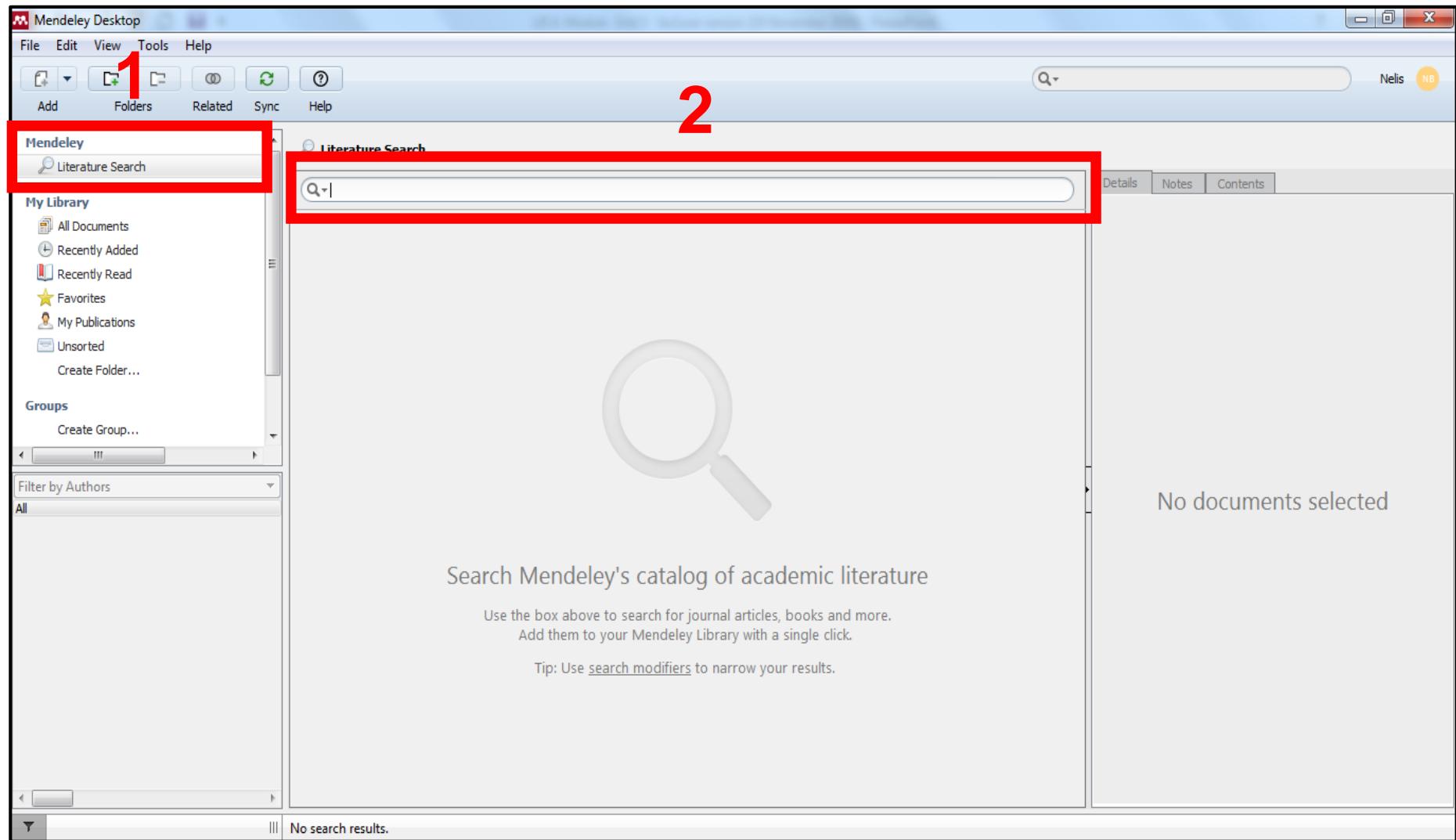
# GETTING STARTED



# ADDING REFERENCES

1. Built in functionality
2. Via databases and the Internet
3. Enter manually

# 1. Built in functionality



Mendeley Desktop

File Edit View Tools Help

Add Folders Related Sync Help

Literature Search

5

3

4

My Library

All Documents

Recently Added

Favorites

My Publications

Unsorted

Create Folder...

Groups

Create Group...

Filter by Authors

All

American Library Association, Association

Anderson, Byron

Badke, William

Baker, Sarah S.

Bawden, David

Boruff-Jones, Polly D.

Bruce, Christine

Bruce, Christine Susan

Catts, Ralph

CILIP Information Literacy Group

Drerup, Sarah

Eisenberg, Michael B.

Elmborg, James

Harmon, Lindsay

Heckman, Christopher

Iannuzzi, Patricia

Showing 25 search results of 45364

Literature Search

information literacy

Search Results

- Information literacy. Sarah S. Baker; PD Boruff-Jones - 2009 - Radiologic technology
- Writing information literacy assessment plans: A guide to best practice Megan Oakleaf - 2009 - Communications in Information Literacy
- The media and the literacies: Media literacy, information literacy, digital literacy Tibor Koltay - 2011 - Media, Culture and Society
- Information literacy competency standards for higher education Patricia Iannuzzi - 2000 - Community and Junior College Libraries
- Reframing information literacy as a metaliteracy Thomas P. Mackey; TE Jacobson - 2011 - College and Research Libraries
- Information and digital literacies: A review of concepts David Bawden - 2001 - Journal of Documentation
- Workplace experiences of information literacy Christine Susan Bruce - 1999 - International Journal of Information Management
- CILIP Definition of Information Literacy 2018 CILIP Information Literacy Group - 2018 - CILIP - The Library and Information Association
- Library instruction and information literacy 2017 Anna Marie Johnson; A Willenborg; C H... - 2018 - Reference Services Review
- The SCONUL Seven Pillars of Information Literacy Core Model - 2011 - Literacy
- The SCONUL Seven Pillars of Information Literacy: Core Model for Higher Education SCONUL Working Group on Information L... - 2011 - Literacy
- Health literacy as a public health goal: a challenge for contemporary health education and communication strategies i D. Nutbeam - 2000 - Health Promotion International
- Information Literacy , Statistical Literacy and Data Literacy Milo Schield - 2004 - IASSIST Quarterly
- Why information literacy is invisible William Badke - 2010 - Communications in Information Literacy
- Information Literacy: Essential Skills for the Information Age Michael B. Eisenberg - 2003 - DESILOC Journal of Library & Information Technology
- The seven faces of information literacy Christine Bruce - 1997 - Literacy
- Media literacy and the challenge of new information and communication technologies

Details Notes Contents

This document is not in your library Save Reference

Information Literacy: Essential Skills for the Information Age

Authors: M. Eisenberg

View research catalog entry for this paper

Journal: DESILOC Journal of Library & Information Technology

Year: 2008

Volume:

Issue:

Pages:

Abstract:

Information literacy (IL) is the set of skills and knowledge that allows us to find, evaluate, and use the information we need, as well as to filter out the information we don't need. IL skills are the necessary tools that help us successfully navigate the present and future landscape of information. Information and technology affects every person in every possible setting—work, education, recreation. This paper offers an overview of IL focusing on three contexts for successful IL learning and teaching: (i) the information process itself, (ii) technology in context, and (iii) implementation through real needs in real situations. The author covers conceptual understandings of IL, the range of IL standards and models, technology within the IL framework, and practical strategies for effective IL skills learning and instruction in

# 2. Via databases

The screenshot shows the homepage of the Tshwane University of Technology Library website. At the top, the URL 'libraries.tut.ac.za' is highlighted with a red box in the browser's address bar. Below the address bar, the Tshwane University logo and several navigation links ('Most Visited', 'Getting Started', 'TUT 365 Sign In', 'Libguides') are visible. The main menu includes 'HOME', 'RESEARCH SUPPORT', 'LEARNING SUPPORT', and 'ABOUT LIS'. A large banner in the center of the page features the text 'Online Resources Anytime' over a background image of a laptop and a book.

Search All   Catalogue   Articles   eBooks   TUTDoR   e-Reference

Search multiple databases, journals, books and e-books

Keyword

Full Text   [A-Z Journal Listing](#)   [Advanced Search](#)

 [Databases:A-Z List](#)

 [Repository: TUTDoR](#)

 [Referencing Methods](#)

 [Online Newspapers](#)

# 2. Via databases (Cont)

The screenshot shows a website header for Tshwane University of Technology. The header includes a logo, navigation links for HOME, RESEARCH SUPPORT, LEARNING SUPPORT, and ABOUT LIS, and a search bar labeled "Databases A - Z". Below the search bar is a grid of letters from A to Z, with 'S' highlighted by a red square. The main content area displays a list of database entries, with "ScienceDirect" highlighted by a red arrow and a red box. A second red arrow points to the "Access" information.

Databases A - Z

A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

Sabinet Legal: NetLaw

Sabinet References: All Products

SAGE Journals

SAGE Research Methodology Online

SciFinder

**ScienceDirect**

Description: ScienceDirect provides subscription-based access to a large database of scientific and medical research. It hosts over 12 million pieces of content from 3,500 academic journals and 34,000 e-books.

Database Type: Aggregator | Publisher Database: Elsevier

Content Type: Electronic Books | Reference Works | Journal Articles

Subject Areas: Sciences | Multi-Disciplinary | Coverage: Collection

Access: **On-Campus** | Off-Campus

Video Tutorials | User Guide

## 2. Via databases (Cont)



ScienceDirect

Journals & Books



Create account

Sign in

Brought to you by:  
Tshwane University of Technology

Search for peer-reviewed journals, articles, book chapters and [open access](#) content.

Keywords

Author name

Journal/book title

Volume

Issue

Page



[Advanced search](#)

Never lose track of an interesting  
article

Your Reading History will remember what you've read, so you don't  
have to.

[Register for free >](#)

[Help improve this page](#)

# 2. Via databases (Cont)

56,315 results

sorted by relevance | date

Set search alert

Refine by:

Years

2020 (273)  
 2019 (4,957)  
 2018 (4,455)

Show more ▾

Article type

Review articles (3,233)  
 Research articles (38,141)  
 Encyclopedia (1,244)  
 Book chapters (4,953)

Show more ▾

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Short communication • Full text access

## 2. Via databases

The image shows a screenshot of a database interface. At the top, there are buttons for "Download 2 articles" and "Export". Below these, a modal window titled "Export" is displayed, containing the message "2 citations selected". A red box highlights the option "Export citation to RIS". Other options listed are "Save to RefWorks", "Export citation to BibTeX", and "Export citation to text". At the bottom of the modal, there is a close button (X). The background of the interface shows search results for academic articles.

Download 2 articles     Export

Export

2 citations selected

> Save to RefWorks

> **Export citation to RIS**

> Export citation to BibTeX

> Export citation to text

a richer search experience?

# 3. Enter manually

The screenshot shows the Mendeley Desktop application interface. On the left, there's a sidebar with 'Mendeley' and 'My Library' sections, and a 'Groups' section at the bottom. The main area shows a list of 'All Documents' with columns for Authors, Title, Year, Published In, and Added date. A red arrow points from the text 'Enter manually' down to the 'New Document' dialog box. This dialog box is titled 'New Document' and contains fields for Type (set to Journal Article), Title (No Title), Authors, Journal, Year, Volume, Issue, Pages, Abstract, and Tags. At the bottom are 'Reset', 'Save' (highlighted in blue), and 'Cancel' buttons.

Mendeley Desktop

File Edit View Tools Help

Add Files Folders Related Share Sync

Mendeley

Literature Search

My Library

- All Documents
- Recently Added
- Recently Read
- Favorites
- Needs Review
- My Publications
- Unsorted
- Queens research
- Create Folder...

Groups

Filter by Authors

All

Castellano, Vincent P.  
Galaska, Henry J.  
Kim, Eugene J.  
Literacy, Information  
Murphy, Bryant a.  
Royster, Roger L.  
Street, Schoeman  
Thomson, J.M.  
Vinten-Johansen, Jakob  
Williams, Mark W.  
Zvara, David a.

All Documents

Authors Title Year Published In Added

Authors	Title	Year	Published In	Added
Literacy, Information	LIBRARY A LITERACY F			Oct 31
Street, Schoeman	194.32			Oct 31
Thomson, J.M.	Cresswell, I.			Oct 31
Zvara, David a.; Galaska, ...	Cloricomer when admir		Oxford Music Online	Oct 31
	Criterion C Objectivity		Anesthesia and Analgesia	Oct 31

New Document

Type: Journal Article

No Title

Authors: Authors

Journal:

Year:

Volume:

Issue:

Pages:

**Abstract:**

**Tags:**

Reset Save Cancel

# EDITING REFERENCES

Mendeley

Literature Search

**My Library**

- All Documents
- Recently Added
- Recently Read
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Street, Schoeman

Thomson, J.M.

Vinten-Johansen, Jakob

Williams, Mark W.

Zvara, David a.

All Documents

Edit Settings

Authors	Title	Year	Published In	Added
Thomson, J.M.	Cresswell, Lyell	2018	Oxford Music Online	19/10/31
Zvara, David a.; Galaska, Henry J.; Castellano, Vi...	Cloriciromene reduces myocardial infarct size in rabbits when administered during the early rep...	1997	Anesthesia and Analgesia	19/10/31
Street, Schoeman	194.32	1945		19/10/31
Literacy, Information	LIBRARY AND INFORMATION SERVICES INFORMATION LITERACY FACULTY OF ENGINEE...			19/10/31
	Criterion Comments Currency Authority Accuracy Purpose Objectivity Writing style	2017		19/09/09

Details Notes Contents

Type: Journal Article

**LIBRARY AND INFORMATION SERVICES INFORMATION LITERACY FACULTY OF ENGINEERING AND THE BUILT ENVIRONMENT STU...**

Authors: I. Literacy

[View research catalog entry for this paper](#)

Journal:

Year:

Volume:

Issue:

Pages:

**Abstract:**

**Tags:**

**Author Keywords:**

**URL:**  
Add URL...

**Catalog IDs**

View ID

# EDITING REFERENCES

S My Library LIBRARY AND INFORMATI... X

Mendeley

Literature Search

My Library

All Documents

Recently Added

Recently Read

Favorites

Needs Review

My Publications

Unsorted

Queens research

Create Folder...

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All

Castellano, Vincent P.

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Street, Schoeman	194.32	1945		19/10/31
Literacy, Information	LIBRARY AND INFORMATION SERVICES INFORMATION LITERACY FACULTY OF ENGINEER...	2020	Journal of information l...	19/10/31
	Criterion Comments Currency Authority Accuracy Purpose Objectivity Writing style	2017		19/09/09

Details Notes Contents

Type: Journal Article

**LIBRARY AND INFORMATION SERVICES INFORMATION LITERACY FACULTY OF ENGINEERING AND THE BUILT ENVIRONMENT STUDENTS**

Authors: I. Literacy

 View research catalog entry for this paper

Journal: *Journal of information liter...*

Year: 2020

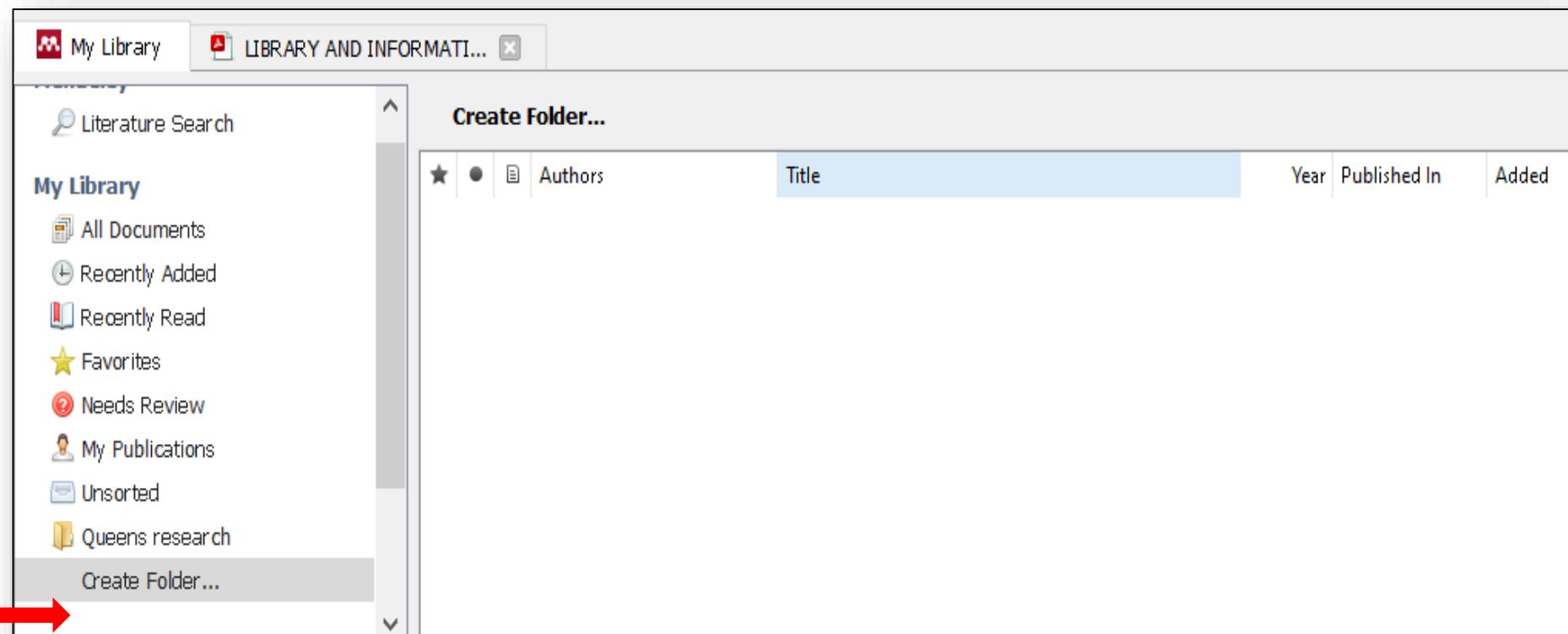
Volume: 10

Issue: 1

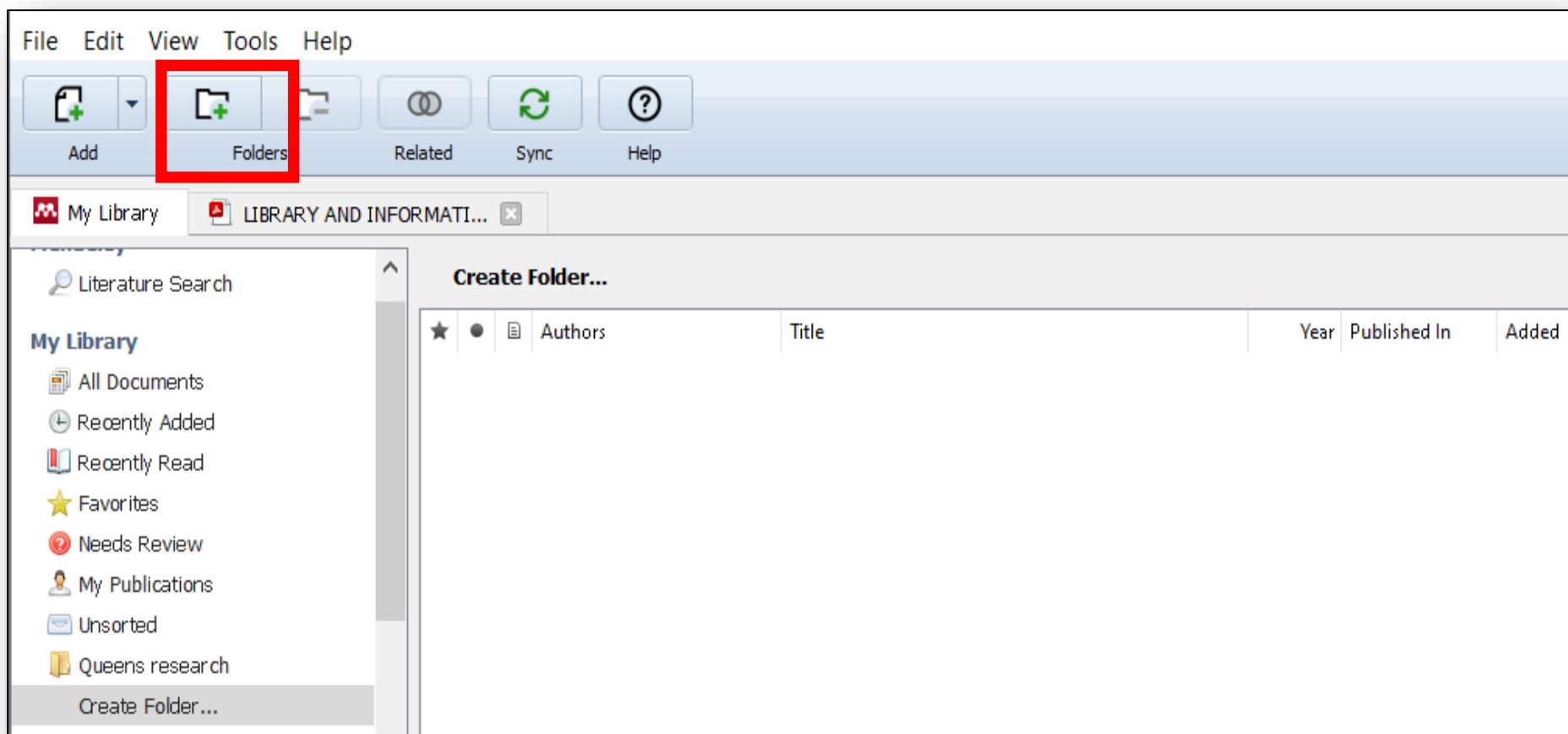
Pages: 1-10

Abstract:

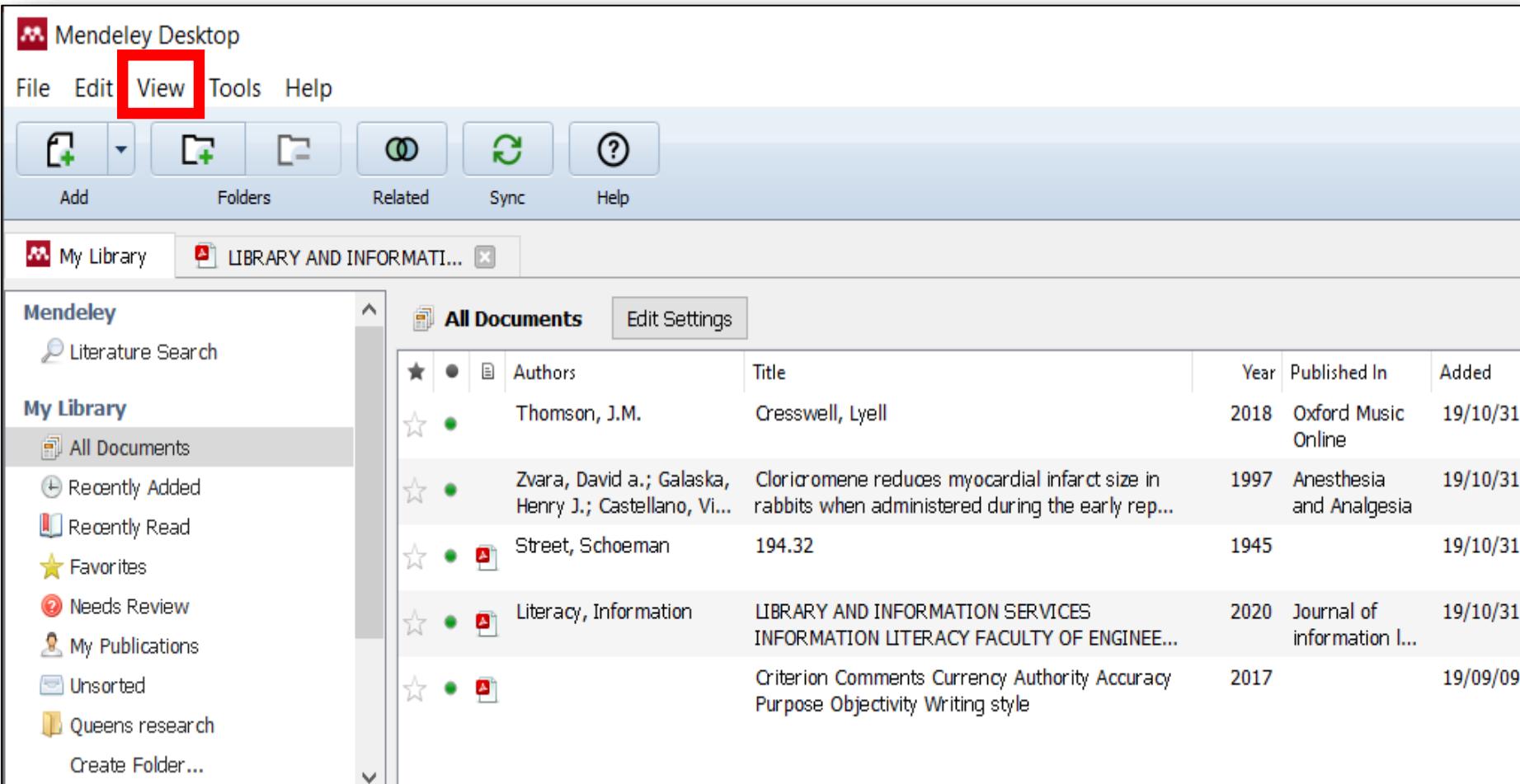
# ORGANISING REFERENCES



# ORGANISING REFERENCES



# DISPLAYING REFERENCES



The screenshot shows the Mendeley Desktop application window. At the top, there is a menu bar with 'File', 'Edit', 'View' (which is highlighted with a red box), 'Tools', and 'Help'. Below the menu bar are several icons: 'Add' (document with plus), 'Folders', 'Related', 'Sync', and 'Help'. The main area of the window is titled 'My Library' and contains a sub-titled 'LIBRARY AND INFORMATION SERVICES'. On the left, there is a sidebar with 'Mendeley' and 'My Library' sections, including 'Literature Search', 'All Documents' (which is selected and highlighted in grey), 'Recently Added', 'Recently Read', 'Favorites', 'Needs Review', 'My Publications', 'Unsorted', 'Queens research', and 'Create Folder...'. The right side of the window displays a table titled 'All Documents' with columns for 'Authors', 'Title', 'Year', 'Published In', and 'Added'. The table lists six documents:

Authors	Title	Year	Published In	Added
Thomson, J.M.	Cresswell, Lyell	2018	Oxford Music Online	19/10/31
Zvara, David a.; Galaska, Henry J.; Castellano, Vi...	Cloridomene reduces myocardial infarct size in rabbits when administered during the early rep...	1997	Anesthesia and Analgesia	19/10/31
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Literacy, Information	LIBRARY AND INFORMATION SERVICES INFORMATION LITERACY FACULTY OF ENGINEE...	2020	Journal of information I...	19/10/31
	Criterion Comments Currency Authority Accuracy Purpose Objectivity Writing style	2017		19/09/09

# ADDITIONAL HELP

Provides help guides

Show the welcome screen

Information about Mendeley website

Support

Request features or bug fixes

Check for updates

Create and restore backups

Reset Mendeley desktop

About Mendeley desktop

# EXAMPLE OF A HELP GUIDE



Guides ▾   Videos   Support

Introduction

01. Desktop interface

02. Adding documents

03. Organizing documents

04. Read, highlight &  
annotate

## Getting started with Mendeley Desktop

This guide will provide you with the basics to get you up and running fast.



Getting Started with Mendeley



Watch

# **Common features of EndNote Online And Mendeley**

- References stored in a searchable database
- Link PDFs and other files
- Auto-generate citations and bibliographies/ reference lists in a document in a variety of referencing styles
- Share collections of references with others
- Sync references across multiple devices

# Summary

# Summary

## VALUE OF USING REFERENCE MANAGEMENT TOOLS

- Reduce the time spent on inserting citations and compiling a reference list or bibliography.
- Assists in storing and organising citations and references.
- Makes retrieval of citations and references fast and easy.
- Helps to quickly format citations and references according to a variety of referencing styles.
- Assists in collaborating with colleagues when working on group projects.

## WHY ORGANISE INFORMATION?

- Information is often stored for use at a later time. Stored information must be organised so it can be retrieved with ease when needed.
- When information is organised you can retrieve it more effectively.
- When information is organised you spend less time in retrieving it.
- When information is organised you save costs in retrieving it.



Library and Information Services  
Information Literacy Training

Organise and managing information for the purpose of storage, retrieval and usage

## EXAMPLES



Library and Information Services  
Information Literacy Training

Reference management tools



Library and Information Services  
Information Literacy Training

Basic methods of organising information (LATCH)

# Thank you