CCS1090d
Academic English Skills
Week 3 – Session 1

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Overview of today's class

Computer Lab Session

✓ Identifying sources for assignments – academic database search

✓ Assessing the 'quality' of e-sources: using the web appropriately

✓ Further practice on citation and the creation of the list of references

Steps for writing an assignment

1. Find sources
2. Filter sources and select the ones you are going to read
3. Read – get informed about your topic
4. Decide on your arguments
5. Choose the excerpts you will quote/paraphrase/summarize and then comment on
6. Start writing
7. Get feedback on your first draft
8. Revise and polish before submitting

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Time for reflection!

- Have you searched for any articles using the online data bases available via the library yet?
- Have you searched for material using the web?
- How did it go?
- Was it easy/difficult?
- Did you find what you were looking for?
- What problems did you encounter?

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Challenges of source searching

When looking for sources you need to:

✓Make **accurate** and **precise** searches
✓**Access** material quickly
✓**Assess** its suitability
✓Find ways to **integrate** it into your essay
✓Make sure you **reference** it properly

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Sources

WHAT sources to search for?

HOW to search for them?

HOW to reference them?

HOW to store and organize them?

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What kinds of sources are available?

Books in the Library (ILC)

- Advantage: a higher certainty of being suitable

Academic database

- Advantage: a higher certainty of being suitable
- Accessible from outside CITY College

Internet sources

- Advantage: more readily available and greater in number
- Disadvantage: 'quality' has to be assessed carefully as most internet sources are **unreliable** and **unsuitable for academic essays**

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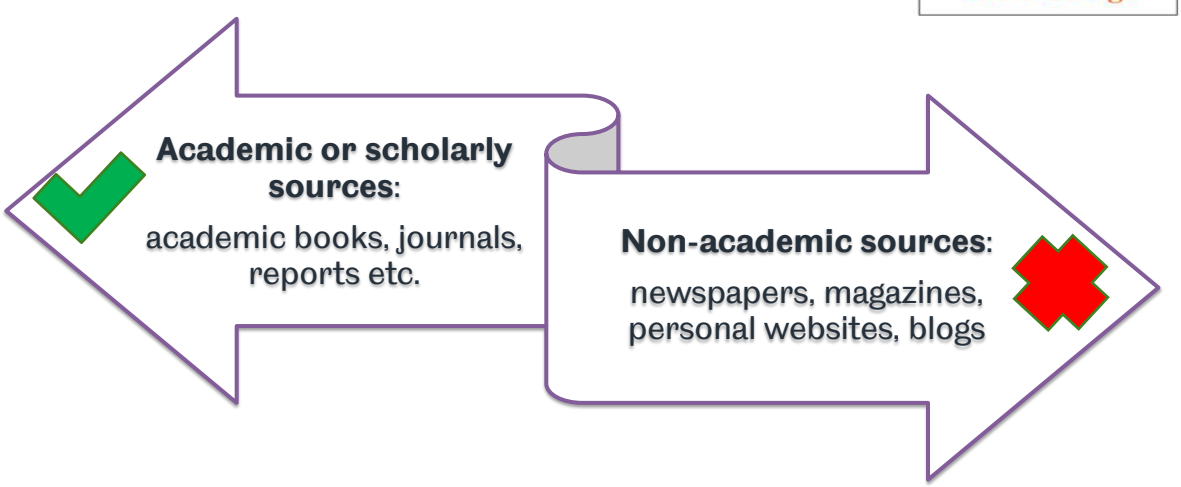
WHAT sources to search for?



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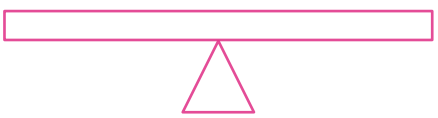
Academic Sources

Printed Sources

e.g. physical libraries, bookstores etc.

Digital Sources

e.g. online libraries, databases, etc.



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Examples of Online Academic Sources

Online journals/websites/publications etc.

e.g. IEEE Transactions on Computers (https://www.computer.org/portal/web/tc)

Databases

e.g. University of York Library (https://yorsearch.york.ac.uk/primo-explore/search?vid=44YORK-NUI&amp=&amp=)

EBSCO (https://www.ebsco.com/academic-libraries)

JSTOR (https://www.jstor.org/)

Project MUSE (https://muse.jhu.edu/)

Search engines

e.g. Google Scholar (https://scholar.google.gr/)

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How do I tell if a source is appropriate?

Found something you liked? Good!
No run it through the following **checklist**:

1. Where did I find it? Is it in a database with **quality control** or in a random website?

How do I tell if a source is appropriate?

2. Is it **signed**? Is it by a renowned scholar? Can I locate his/her academic profile and **verify** that s/he is an expert on the field?

How do I tell if a source is appropriate?

3. Is it **relevant** to what I am writing about?

How to evaluate your sources?

Author (Who?): Is the author's name provided? What are the qualifications, credentials, occupation, position, education, experience of the author?
Content (What?): Are the facts accurate? Are the claims and arguments supported? Does the author's view seem biased?
Objective/Target (Why?): What is the source's purpose, to inform, to persuade, to explain etc.? Does it address an academic audience or the masses?
Sources (How?): Is the content supported by other sources? Are there in-text citations and a reference list at the end?
Currency (When?): Is the source up-to-date or regularly updated?
Medium/'Host' (Where?): Is the source published in a peer-reviewed journal? Is it found in a trustworthy website? (.com/.org/.gov/.edu/.ac)

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Why evaluate your sources?

- Anyone can put anything on the internet
- It is often difficult to tell what something is, how it got there, who wrote it – this information isn't always included
- You need to establish if it is original, updated, revised, plagiarized, altered
- Has it been reviewed or filtered in any way?

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Better Safe Than Sorry: the Library Database

Always start by your safest and most accessible option:

The University Library

In most cases, it will more than suffice not just to start, but also to complete your project.

Academic Databases outside the Library

What is available at CITY College?

– All students have access to EBSCO

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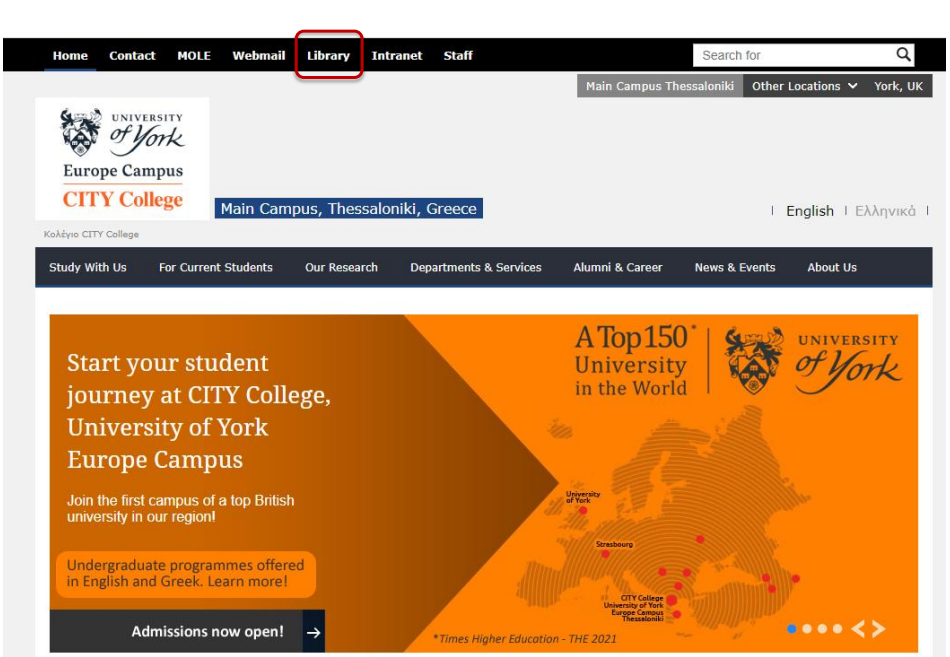

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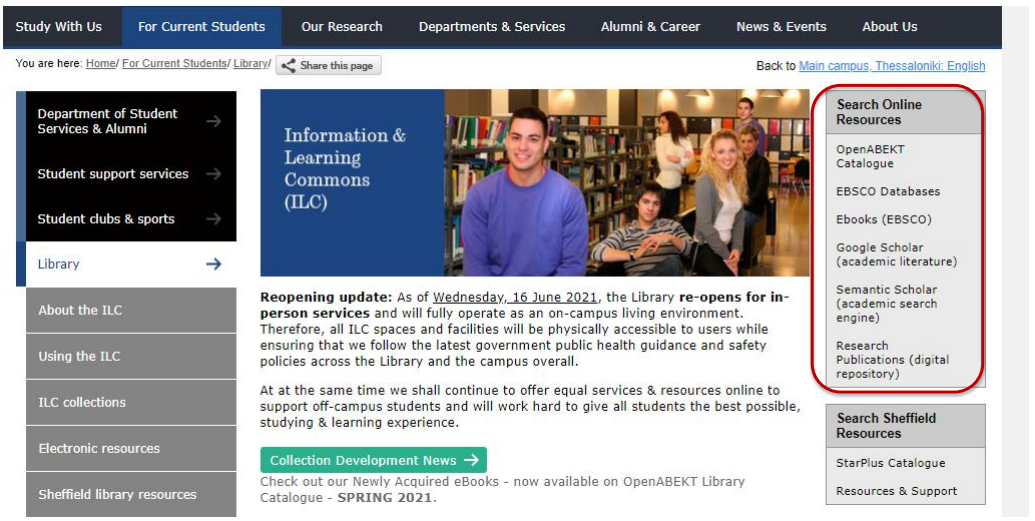

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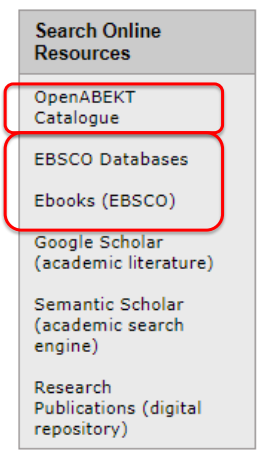
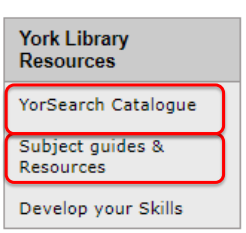


The local library catalogue of City College

Online sources by EBSCO (offered by City College)



Resources by the University of York library

Resources organised per Department

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HOW to make effective searches?

You can search for sources with the help of **keywords**

One of the most important aspects of carrying out an effective search is to use the right **keyword combination**

If you know how to **narrow/expand** your search effectively, you will definitely access more precise resources

This will help you to complete your assignment more **quickly** and get **better grades**

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Possible keyword combinations

What if I want my search results to include…

- **ALL** of the keywords provided?
- **ANY** of the keywords provided?
- some keywords **BUT NOT** some others?
- **ANY VARIATION** of the keyword?
- the **EXACT** phrase?

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Boolean Operators

AND locates articles that contain all of the key words
e.g. environmental AND destruction
OR locates articles that contain at least one of the key words
e.g. environmental OR destruction
NOT eliminates articles that contain certain key words
e.g. environmental AND destruction NOT pollution
*** (asterisk operator)**: expands the search for all variations of a word
e.g. environment* (environmentalism, environmentalist)
"…" (EXACT operator): limits the search to the exact phrase
e.g. "going green as a motivational force"

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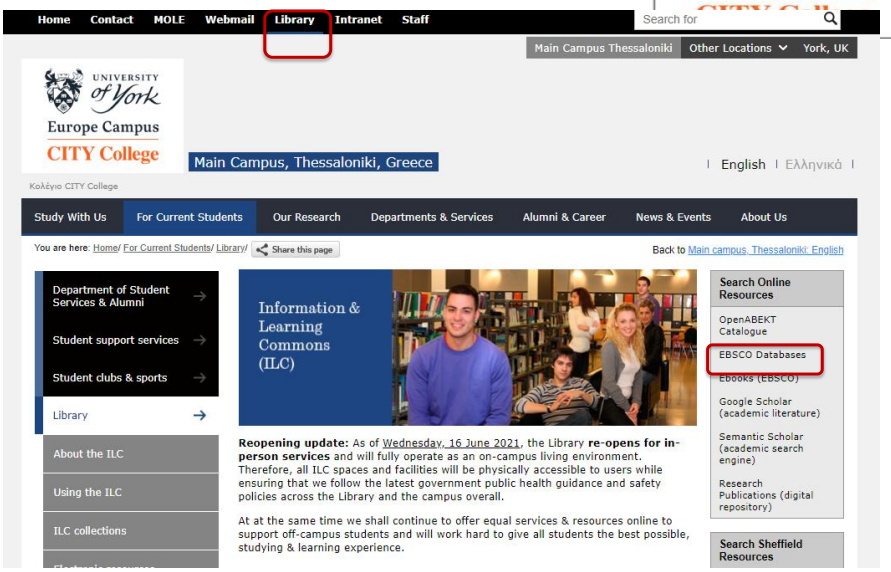
Let's try a search in EBSCO

Step 1

- Go to CITY College Website and choose “Library”.
- Then click on “EBSCO Databases” on the right.



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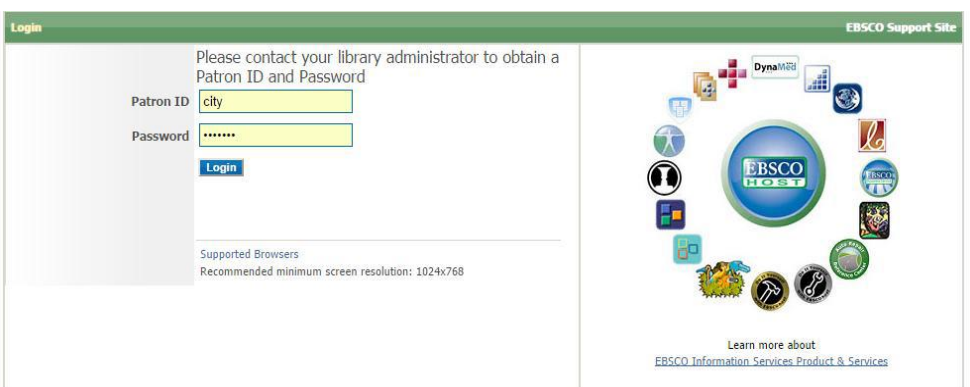
Step 2

Type in the password information:

Patron ID: city

Password: ebsco17



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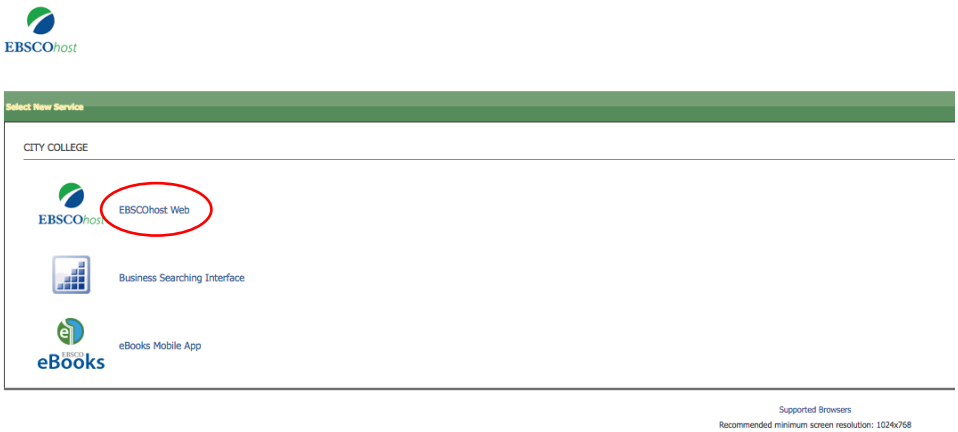
Step 3

In the page that opens, click on “EBSCOhost Web”



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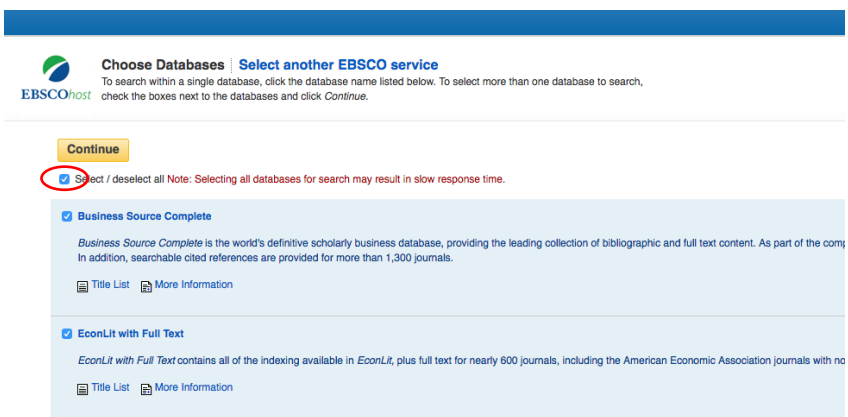
Step 4

Now you can select which sub-databases to search.
For the purposes of this task, click on the “Select / deselect all” box
(all the sub-databases will be automatically selected) and then click “Continue”



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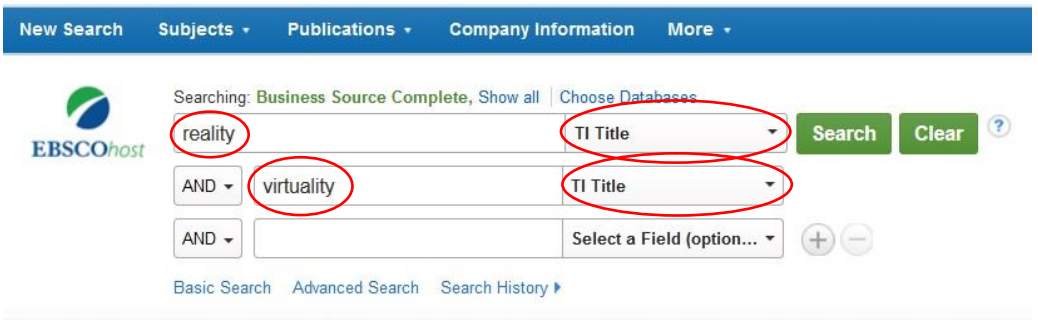
Step 5

In the search boxes type the keywords “reality” AND “virtuality” as shown below. Then click on the “Select a field” tab and set it to “TI Title” for both keywords. Finally, click “Search”



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Step 6

Take a look at the results of page 1. What can you notice about:
...the presence of the keywords in the titles?
...the distance between the keywords?
...the order of the keywords?

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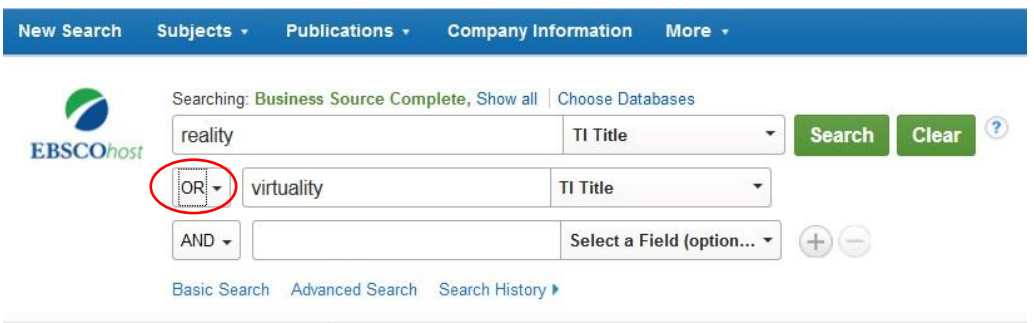
Step 7

Now go back to the search area, change the “AND” operator into an “OR” operator, and click “Search”



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Step 8

Take a look at the results of page 1.
What can you notice about the presence of the keywords in the titles this time?

How do these results differ from the ones of the previous search?

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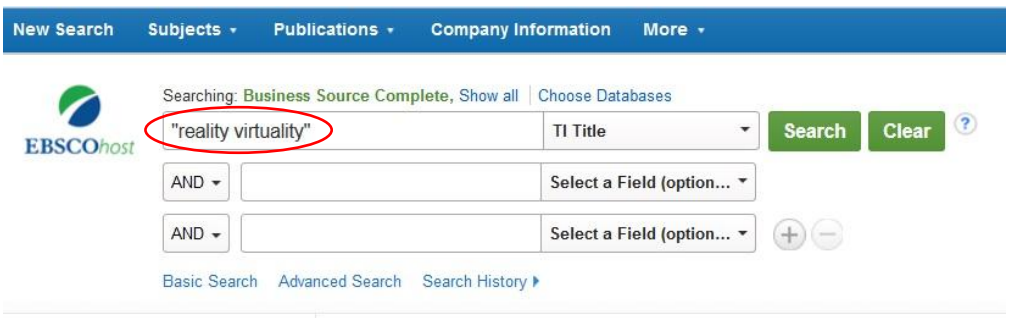
Step 9

Go to the search box again, type in the phrase “reality virtuality” (inside quotation marks), and click “Search”



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Step 10

Take a look at the new results. How do they differ from the previous ones?

1. **Reality**, **virtuality** and the National Library.

Periodical

Quarterly Bulletin of the National Library of South Africa. Jun2000, Vol. 54 Issue 4, p126-127. 2p. , Database: Library, Information Science & Technology Abstracts

Subjects: National libraries; Library administration; Library employees; Library resources; Library user satisfaction; Cape Town (South Africa); South Africa; Change

2. LETTERS: The Fine Line Between **Reality**, **Virtuality**.

Periodical

By: Schijns, Janet. CRN. 6/11/2007, Issue 1242, p20-20. 3/4p. , Database: Business Source Complete

Subjects: Electronic commerce; Electronic shopping and mail-order houses; Electronic Shopping; Letters to the editor

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Google Scholar

Go to http://scholar.google.gr/

Scholar enables you to access papers and abstracts published in scientific and academic journals. Often only the abstract is available, but you can then go to the library to ask for the full text

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Google Scholar

- Now use the same Boolean operators in Google Scholar
- Make sure you type "allintitle" before your keywords to indicate that the keywords must be included in the title
- Compare your results with your previous searches in EBSCO

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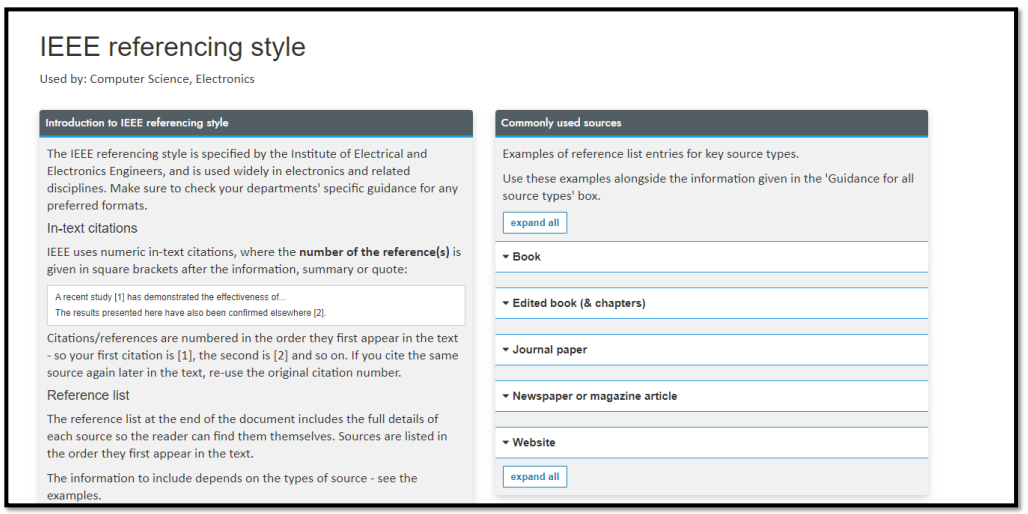
HOW to reference your sources?

https://subjectguides.york.ac.uk/referencing-style-guides/ieee



IEEE referencing style

Used by: Computer Science, Electronics

Introduction to IEEE referencing style

The IEEE referencing style is specified by the Institute of Electrical and Electronics Engineers, and is used widely in electronics and related disciplines. Make sure to check your departments' specific guidance for any preferred formats.

In-text citations

IEEE uses numeric in-text citations, where the **number of the reference(s)** is given in square brackets after the information, summary or quote:

A recent study [1] has demonstrated the effectiveness of...
The results presented here have also been confirmed elsewhere [2].

Citations/references are numbered in the order they first appear in the text - so your first citation is [1], the second is [2] and so on. If you cite the same source again later in the text, re-use the original citation number.

Reference list

The reference list at the end of the document includes the full details of each source so the reader can find them themselves. Sources are listed in the order they first appear in the text.

The information to include depends on the types of source - see the examples.

Commonly used sources

Examples of reference list entries for key source types.

Use these examples alongside the information given in the 'Guidance for all source types' box.

expand all

- Book
- Edited book (& chapters)
- Journal paper
- Newspaper or magazine article
- Website

expand all

HOW to store and organize your sources

Technology is on our side!

Did you know there are tools you can use in order to collect, bookmark, and organize your sources?

e.g. **Zotero**

Zotero

What are the basic functions of Zotero?

Collect sources

e.g. automatically import bibliographical information, save the pdf itself etc.

Organize sources

e.g. store sources in folders/subfolders, assign tags to facilitate your search

Cite sources

e.g. automatically create in-text citations, reference lists etc.

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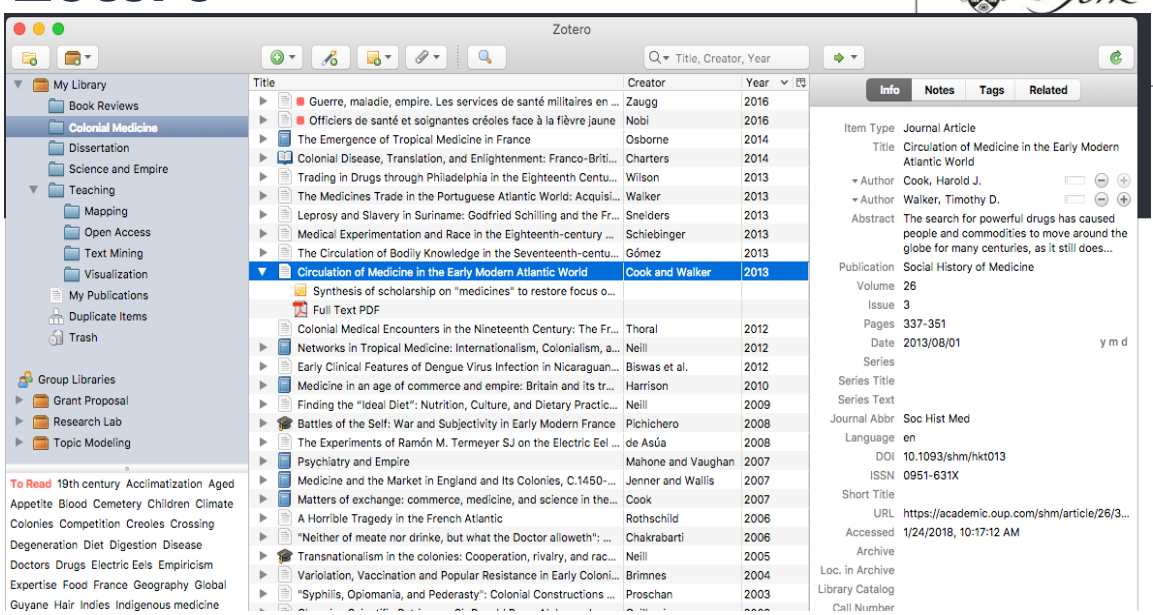
Zotero



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Zotero

You can download Zotero as a standalone program or as a browser connector here:

https://www.zotero.org/download/

For a detailed guide on how to collect, organize, and cite your sources check:

https://www.zotero.org/support/

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Beware!!

Tools can be very useful and helpful but they are **NOT perfect**

Whatever tool you use, **ALWAYS** check the outcome yourself

e.g. check the in-text citations and reference list
Are ALL necessary pieces of information included?
Does the format comply with the IEEE format?

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Referencing Practice

Journal of Computer and System Sciences

Volume 89, November 2017, Pages 410-431

Colouring diamond-free graphs ☆

Konrad K. Dabrowski [a], François Dross [b], Daniël Paulusma [a]

Show more

https://doi.org/10.1016/j.jcss.2017.06.005

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Highlights

- We classify the complexity of Colouring for (diamond, H)-free graphs when $|V(H)| \leq 5$

Check your answer!!

[1] K. K. Dabrowski, et al., "Colouring diamond-free graphs," *Journal of Computer and System Sciences,* vol. 89, pp. 410-431, Nov. 2017. [Online]. Available: https://doi.org/10.1016/j.jcss.2017.06.005

Thank You!