



MSc Computing/Information Systems

Information skills to help you
with your project

Liz Peet

MMU Library Services

What we are going to look at today

- ▶ planning your literature search
- ▶ look for books, e-books & good quality journal articles on Library Search & beyond
- ▶ Referencing
- ▶ Endnote Online

Planning your literature search



- Spend time thinking of your keywords
- Identify your resources

Keywords



- Think about keywords and alternative words
- For example – I want to find out information on wireless computing. Where do I start?

Planning your literature search

**Identify and discuss some
of the latest applications
of wireless computing**

What are the key subject areas/keywords?

Planning your literature search



**Identify and discuss some
of the latest **applications**
of **wireless computing****

What are the key subject areas/keywords?

Alternative words

Wireless
computing

- Cloud computing
- Ubiquitous computing
- Mobile devices

Application

- Apply
- Applied
- Use/usage

Search tips



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Use Phrase
Searching

Using Truncation

Using AND or OR

Search tips



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- ▶ Phrase searching

“management information systems” vs
management information systems

- ▶ Truncation

comput* will find compute, computer,
computation etc

Search tips



CCO/ Public Domain: <https://pixabay.com/en/career-road-away-way-of-life-479578/>

- ▶ AND – narrows results

“wireless comput*” AND appl*

- ▶ OR – expands results

“wireless computing” OR “cloud computing”

Accessing your reading list

Advanced Computer Networks and Operating Systems

1819 By Emma Norling Updated 5 months ago Linked to 6G7Z1004

Table of Contents ▾

View: All ▾

Essential Reading



[Network+ guide to networks](#)

Book - by Dean, Tamara - 2013 - Essential reading



[Computer networking: a top-down approach](#)

Book - by Kurose, James F.; Ross, Keith W. - 2017 - Essential reading



[Operating systems: internals and design principles](#)

Book - by Stallings, William - 2015 - Essential reading

This is an introductory book on Operating Systems concepts, covering the topics that it is assumed you have already covered in an undergraduate degree. If you feel weak, you should use this book to review this material.



[Operating systems: internals and design principles](#)

Book - by Stallings, William; Manna, Moumita Mitra - 2015 - Essential reading

What are academic journals?

Up to date information
Cover specific & detailed topics
Written & reviewed by experts
Printed & electronic copies available from the Library
= good quality information



Key information sources



ScienceDirect

Scopus

A screenshot of a library search interface. On the left, there's a purple button labeled 'Library Search'. Next to it is a search bar with the placeholder 'Search for books, articles and more'. To the right of the search bar are two icons: a gear for settings and a magnifying glass for search.



A-Z Databases: Computing

Find the best library databases for your research.

A screenshot of a database search results page titled 'A-Z Databases: Computing'. At the top, there's a search bar and filters for 'Computing (16)', 'All Database Types', and 'All Vendors / Providers'. Below the filters, a list of 16 databases is shown, each with a thumbnail, name, and a 'Recommended' badge. The databases listed are: ACM Digital Library, IEEE Xplore, and Scopus. To the right, there's a sidebar titled 'Computing help guides' with links to e-space, EndNote, finding information, InfoSkills, referencing, theses, and workshops. At the bottom, there's a 'Contact us' section with a photo of people at a computer and a link to online enquiries and FAQs.



Don't forget
inter-library
loans!

Apply for
Sconul access

Keeping up to date



- Current awareness services – saved searches and email alerts offered by Zetoc, Scopus & Science Direct

Evaluating your sources

Who?



Why?



When?



Who?



- ❖ Is it clear where the information came from?
- ❖ Is there an author?
- ❖ Who is the author?
- ❖ Do they have an agenda?
- ❖ Is he/she or the organisation easily recognisable?
- ❖ Can you find their contact details?
- ❖ Are there any hallmarks or known logos that help to authenticate the information?

Why?



- ❖ Why has the information been written and published?
- ❖ Why was it written in that particular style?
- ❖ Are there any hidden messages?
- ❖ Is there any bias (e.g. from organisations)?
- ❖ Is it emotive or impassive?
- ❖ What is it trying to get you to do?

When?



- ❖ When was it written?
- ❖ Is it still relevant?
- ❖ Has the information been kept up-to-date?
- ❖ Is it using up-to-date citations?
- ❖ Are there accurate publication details (e.g. date, publisher, place of publication)

Evaluating your sources

Currency
Relevance
Authority
Accuracy
Purpose



Referencing

[In the Library ▾](#)[Loans ▾](#)[Resources ▾](#)[About ▾](#)

[MMU Library](#) / [Guides](#) / [Help and guidance](#) / [Referencing](#) / [MMU Harvard](#)

Referencing

[About referencing](#)[MMU Harvard](#)[Citations](#)[Direct quotes](#)[Reference list format](#)[Video guides](#)[FAQs](#)[Training](#)[Other styles ▾](#)[EndNote](#)[Help](#)

MMU Harvard

Manchester Metropolitan University has a standard version of the Harvard referencing style called MMU Harvard.

The MMU Harvard style requires you to reference each type of information source (eg book, article, webpage etc) in a standard way.

The 'MMU Harvard reference types A-Z' section below provides examples of how to cite and reference a wide range of information source types.

Please also consult the [Citations](#) section for instruction on how to present citations.

Our referencing [FAQs](#) provide further instruction on referencing and related issues.

If you are using a referencing management software other than [Endnote](#) to help with formatting your references, please ensure you check your references against the examples provided in the MMU Harvard guide.

You can also download the full MMU Harvard Referencing Guide as a PDF:

Avoid referencing nightmares

...Be systematic from the beginning!

Use



What is EndNote Online?

- Bibliographic reference management software package which works seamlessly with Word
- Web version (EndNote Online) available both on and off campus
- Full version available on-campus



Registration -

<https://www.myendnoteweb.com/>

Sign in to continue with EndNote

Email address

Password

Forgot password?

Sign in

OR

Sign in with Facebook

Sign in with LinkedIn

Sign in via your Institution / Shibboleth login

Don't have an account? [Register](#)

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

Need help signing in? Please contact [EndNote Customer Care](#).

You can register using
your MMU e-mail or a
different e-mail

Choose a password at
least 8 characters,
with letters, numbers
and another character
e.g. ?!

Registration

**Register with your MMU email address or
a different email**

**Choose a password at least 8 characters
long, with letters, numbers and another
character e.g. ?!**

Your EndNote Online Library

- A database of your bibliographic records
- Many types of materials are supported (journals, books, chapters, etc.)



EndNote Online Itinerary

1. Ways to build a library

- Direct Export
- Inputting records manually

2. Using your library with Word

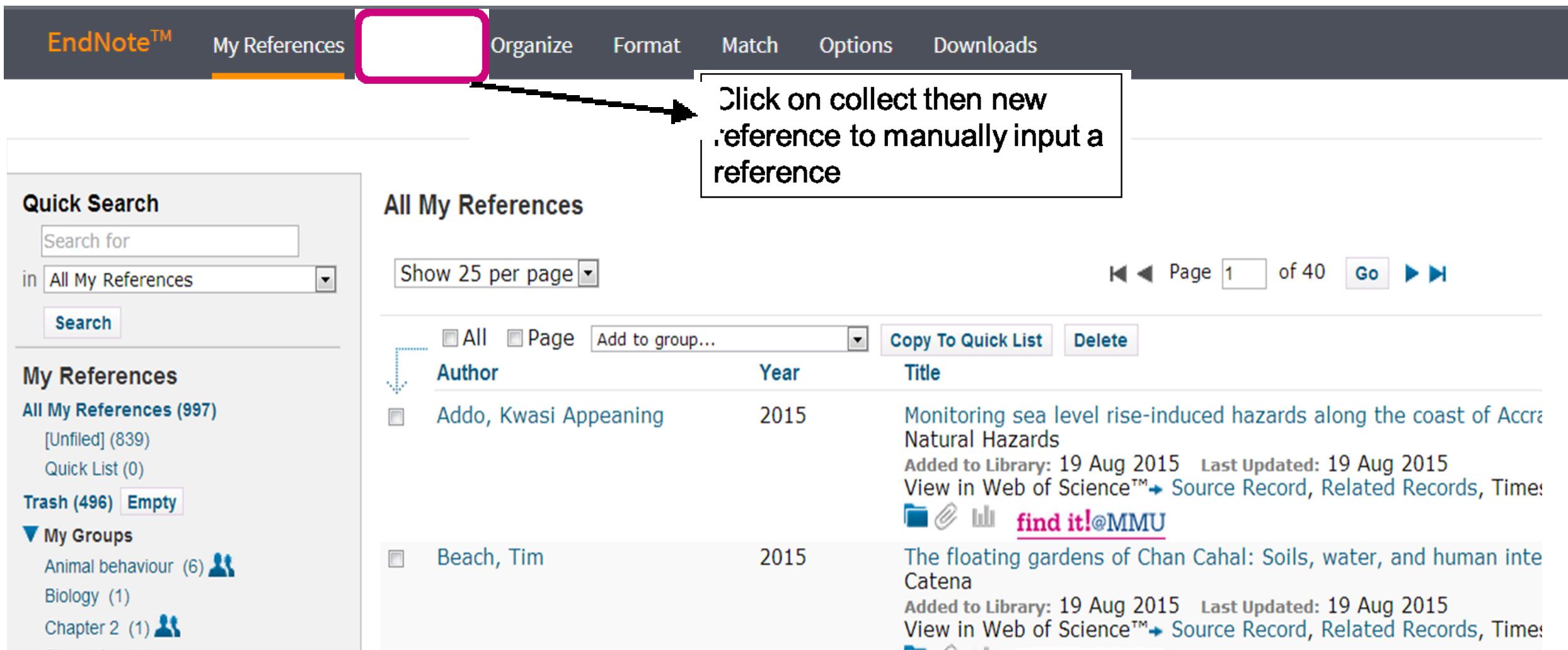
- Cite While You Write
- Customising Individual Citations

Direct export

- Run a search in a database and then transfer records automatically into EndNote Online
- It's all done for you in the background!
- Works with Library Search; Web of Science; EbscoHost databases; Scopus; Sciencedirect; and many more

Other ways of putting references into Endnote

Manual entry:



EndNote™ My References **Organize** Format Match Options Downloads

Quick Search

Search for
in All My References

Search

All My References

Show 25 per page ▾ Page 1 of 40 Go ▶

All My References (997)

[Unfiled] (839)
Quick List (0)

Trash (496) Empty

My Groups

Animal behaviour (6) 
Biology (1)
Chapter 2 (1) 

Author Year Title

Addo, Kwasi Appeaning 2015 Monitoring sea level rise-induced hazards along the coast of Accra Natural Hazards
Added to Library: 19 Aug 2015 Last Updated: 19 Aug 2015 View in Web of Science™    

Beach, Tim 2015 The floating gardens of Chan Cahal: Soils, water, and human inter Catena
Added to Library: 19 Aug 2015 Last Updated: 19 Aug 2015 View in Web of Science™   

Click on collect then new reference to manually input a reference

Tips on Authors' Names I

For simple names EndNote Web accepts:

- Smith, John
- John Smith

For a complex name such as Pierre de Coubertin input:

- de Coubertin, Pierre

New Reference

Bibliographic Fields:

Reference Type: Book

Author:

Smith, John
James, Peter
de Coubertin, Pierre

Use format Last Name, First name. Enter each name on a new line.

Cancel Save **Reference is saved.**

Tips on Authors' Names II

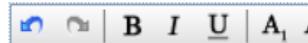
For an organisation, you must insert a comma after the name of the organisation:

British Council,
Manchester Metropolitan University,

New Reference

Bibliographic Fields: Cancel Save **Reference needs to be saved.**

Reference Type: Government Document ▾

Author: 
National Health Service,

Use format Last Name, First name. Enter each name on a new line.

Tips on Authors' Names II

This is an example of what happens if you forget the comma with an organisational name (**University, 2012**). If the comma is included then you will see the organisation displayed correctly (**Manchester Metropolitan University, 2004**).

University, M. M. (2012) *Research in universities*. Manchester: MMU

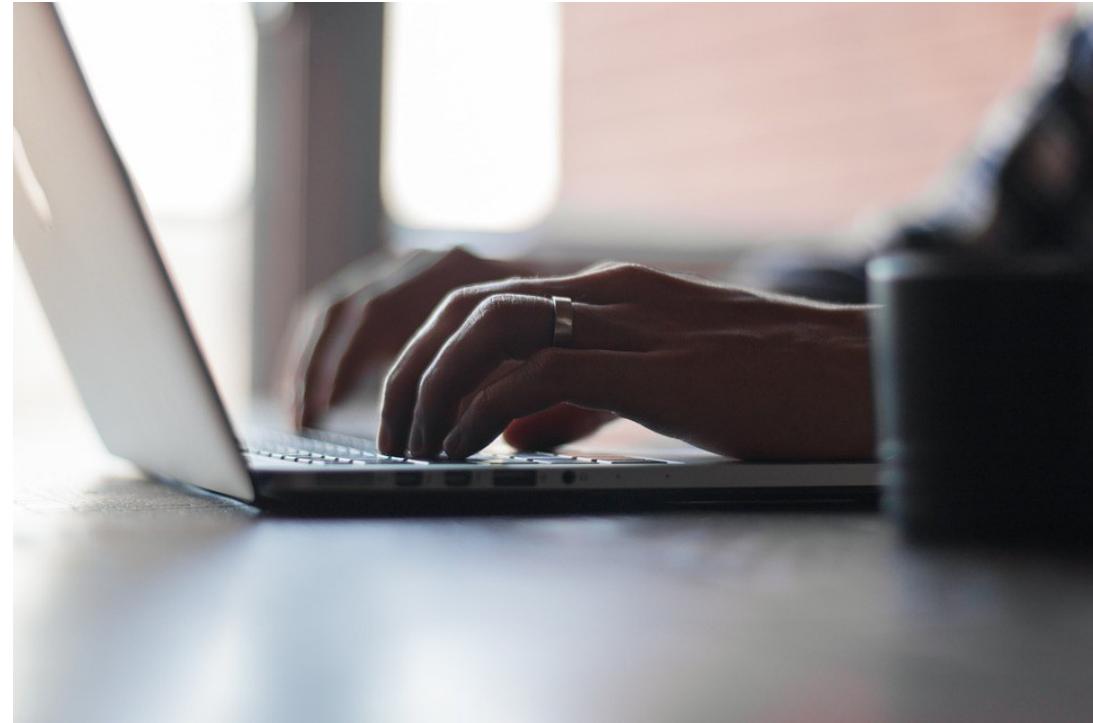
Manchester Metropolitan University (2004) *University Policy*. Manchester: University Press

Cite While You Write

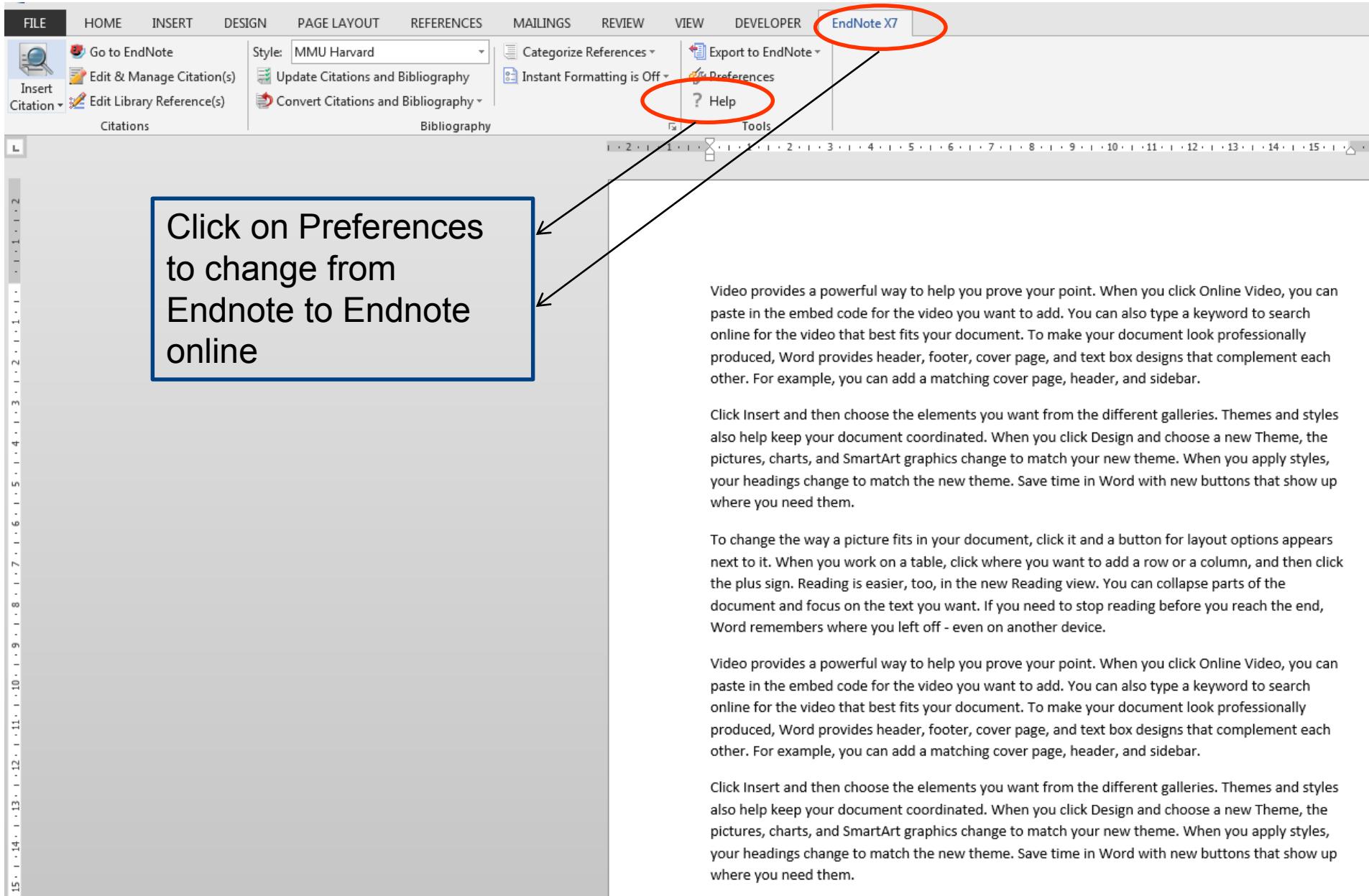
Transfer data from
EndNote Online to your
Word document

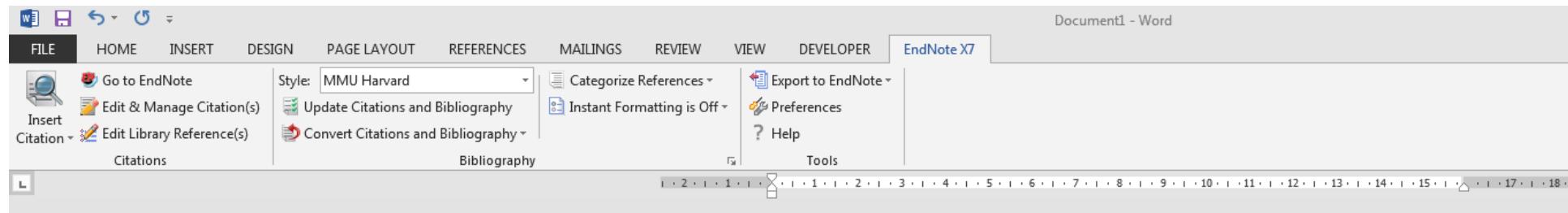
Automatically create:

- citations within the text
- bibliographies
- footnotes



Public Domain/[CC0](#) <https://pixabay.com/en/typing-working-laptop-apple-690856/>





Click on Application and highlight Endnote online, then put in your Endnote online email address and password.

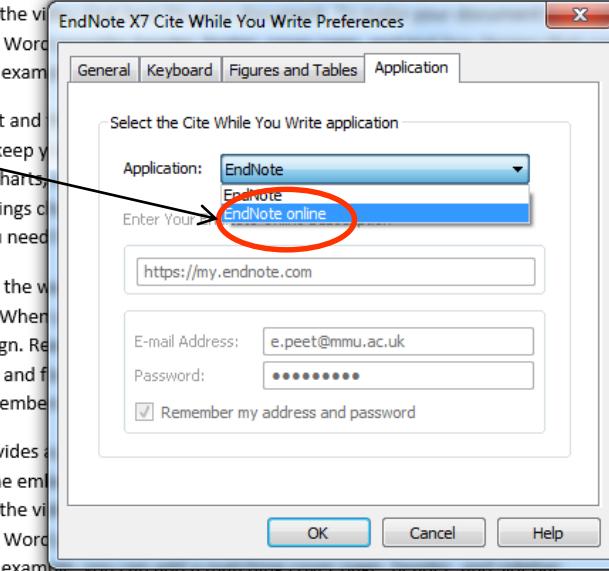
Video provides a powerful way to help you prove your point. When you click Online Video, you can paste in the embed code for the video you want to add. You can also type a keyword to search online for the video you want to add. Word automatically finds the video you want to add and inserts it into your document. For example, if you're writing a paper about the benefits of exercise, you can add a video of people exercising to support your argument.

Click Insert and then choose the elements you want from the different galleries. Themes and styles also help keep your document coordinated. When you click Design and choose a new Theme, the pictures, charts, and SmartArt graphics change to match your new theme. When you apply styles, your headings change to match the new theme. Save time in Word with new buttons that show up where you need them.

To change the way a word or phrase looks in your document, click the Home tab, and then click the font, font size, and other options that you want. Word remembers the changes that you make, so the next time you use them, Word remembers them for you.

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Document1 - Word

FILE HOME INSERT DESIGN PAGE LAYOUT REFERENCES MAILINGS REVIEW VIEW DEVELOPER EndNote

Style: AAG Style Guide

Insert Go to EndNote Edit
Citations Online Citation(s)
Citations

Export to EndNote Preferences
Help Tools

Click on Select another style to change the referencing style

ABNT (Author-Date)
ABNT (Citation Order)
Acad Emergency Med
Academic Medicine
Academic Psychiatry
Academy Management J
Academy Management Review
Account Org Soc
Accounting and Bus Res
Accounting and Finance
Accounting Review
Accounts Chemical Res
ACM Trans Algorithms
ACS
ACS Nano
ACS no title
Acta Anaesthesiol Scand
Acta Archaeologica
Acta Biochim Biophys Sin
Acta Crystallographica
Acta Dermato-Venereologica
Acta Haematologica
Acta Materialia
Acta Neurochirurgica
Acta Neurol Scand
Acta Neuropsychiatrica
Acta Odontologica Scand
Acta Ophthalmol Scand
Acta Orthopaedica
Acta Pharmacol Sin

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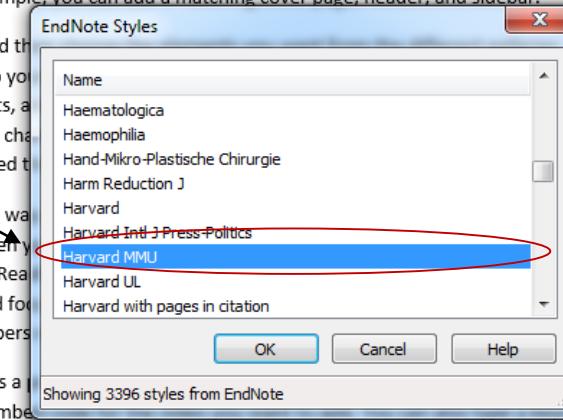
Select Harvard MMU from
the list and click on Ok

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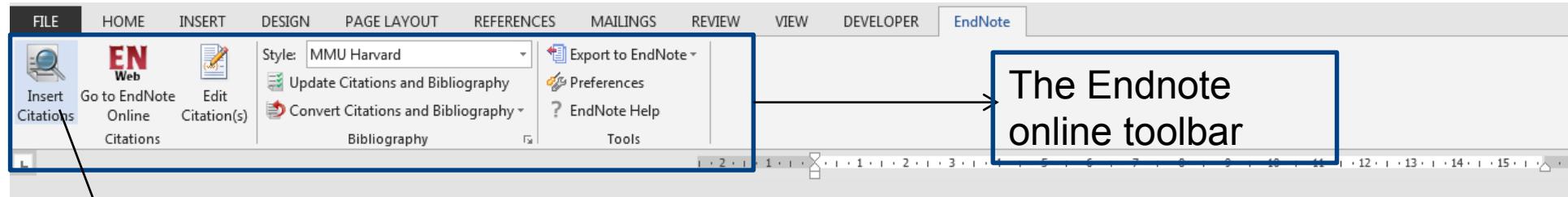
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To change the way a style looks, click the style name next to it. When you click the style name, a list of options appears. Click the style you want, and then click OK. Word remembers the style you chose so it's available the next time you use it.

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Click on 'Insert citations' to insert a citation from your Endnote online library

The Endnote online toolbar

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FILE HOME INSERT DESIGN PAGE LAYOUT REFERENCES MAILINGS REVIEW VIEW DEVELOPER EndNote

Style: MMU Harvard Export to EndNote Preferences

Insert Citations Go to EndNote Online Citation EN Web Update Citations and Bibliography Preferences

EndNote Find & Insert My References

research environment Find

Author	Year	Title
Adam	2002	Performance evaluation of autonomous mobile robots
Feranec		Isotopes reveal limited effects of middle Pleistocene climate change on the ecology of mid-sized mammals
Feranec		Isotopes reveal limited effects of middle Pleistocene climate change on the ecology of mid-sized mammals
Gloudemans	2013	The development and validation of a five-factor model of sources of self-efficacy in clinical nursing education. Of
Gustafson	2001	Using a GIS model to assess terrestrial salamander response to alternative forest management plans
Huang	2009	Effective environmental management through environmental knowledge management
Kirkwood	2011	Shaping the Curriculum: The Power of a Library's Digital Resources
Lõhmussaar	2005	ALOX5AP gene and the PDE4D gene in a central European population of stroke patients
Ricky	2007	Resource discovery in modern computing environments
Ruimin	2004	An evolutionary system development approach in a pervasive computing environment
Salem	2012	Evaluation of formaldehyde emission from different types of wood-based panels and flooring materials using diff
Trotti	2010	REM sleep behaviour disorder in older individuals: epidemiology, pathophysiology and management
...		

Reference Type: Journal Article
Author: Gustafson, E. J.
Murphy, N. L.
Crow, T. R.
Year: 2001
Title: Using a GIS model to assess terrestrial salamander response to alternative forest management plans
Journal: J Environ Manage
Volume: 63
Issue: 3
Pages: 281-92
Date: Nov
Alternate Journal: Journal of environmental management

Library: EndNote

Insert Cancel Help

15 items in list

Click on 'Find' to look for citations in Endnote online then highlight the citation that you want to insert.

Then click on 'Insert'

Click Insert and then choose the elements you want from the different galleries. Themes and styles also help keep your document coordinated. When you click Design and choose a new Theme, the pictures, charts, and SmartArt graphics change to match your new theme. When you apply styles, your headings change to match the new theme. Save time in Word with new buttons that show up where you need them.

The citation is added in your work and also in the bibliography at the end

Video provides a powerful way [Gustafson et al., 2001] to help you prove your point. When you click Online Video, you can paste in the embed code for the video you want to add. You can also type a keyword to search online for the video that best fits your document. To make your document look professionally produced, Word provides header, footer, cover page, and text box designs that complement each other. For example, you can add a matching cover page, header, and sidebar.

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Document1 - Word

FILE HOME INSERT DESIGN PAGE LAYOUT REFERENCES MAILINGS REVIEW VIEW DEVELOPER EndNote

EN Web
Insert Citations Go to EndNote Online Citations
Edit Citation(s)

Style: Harvard MMU Export to EndNote Preferences EndNote Help

Update Citations and Bibliography Convert Citations and Bibliography Tools

If you need to edit a citation, click on Edit Citation then highlight the citation and click on Edit Reference.

Add page numbers to the suffix field

EndNote Edit & Manage Citations

Citation	Count	Library
(Gustafson et al., 2001) Gustafson, 2001, Using ... 1 Traveling Library	1	Traveling Library

Edit Reference... Remove Citation Insert Citation Update from My Library...

Edit Citation Reference

Exclude author Exclude year

Prefix:

Suffix: : 45

Pages:

Tools OK Cancel Help

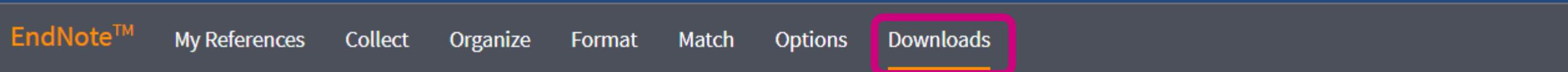
Totals: 1 Citation Group, 1 Citation, 1 Reference

where you need them.

Gustafson, E. J., Murphy, N. L. and Crow, T. R. (2001) 'Using a GIS model to assess terrestrial salamander response to alternative forest management plans.' *J Environ Manage*, 63(3), Nov, pp. 281-292.

The screenshot shows the Microsoft Word ribbon with the 'EndNote' tab selected. A red box highlights the 'Edit Citation(s)' button in the 'REFERENCES' group. An arrow points from this button to a callout box containing the text: 'If you need to edit a citation, click on Edit Citation then highlight the citation and click on Edit Reference.' Another arrow points from the 'Edit Reference...' button in the 'EndNote Edit & Manage Citations' dialog box to a callout box containing the text: 'Add page numbers to the suffix field'. The 'EndNote Edit & Manage Citations' dialog box shows a single citation entry for 'Gustafson et al., 2001' with a count of 1 and a library of 'Traveling Library'. The 'Edit Reference...' dialog box is open, showing fields for Prefix, Suffix (containing ': 45'), and Pages, along with checkboxes for Exclude author and Exclude year.

Using Endnote Online & Word off campus



Cite While You Write™

Use the EndNote plug-in to insert references, and format citations and bibliographies automatically while you write your papers in Word. This plug-in also allows you to save online references to your library in Internet Explorer for Windows.

U.S. Patent 8,082,241

See [Installation Instructions](#) and [System Requirements](#).

[Download Windows with Internet Explorer plug-in](#)

[Download Windows MSI for mass program installation](#)

[Download Macintosh](#)

Capture:

Capture Reference

To install the Capture tool, just drag the **Capture Reference** button to your Bookmarks bar (also known as "Favorites Bar" or "Bookmarks Toolbar"). In some browsers, you may need to right-click and select "Add to Favorites" or "Bookmark This Link." To use it, browse to a page you like and click the **Capture Reference** button in the Bookmarks bar. The Capture Reference window will open. Follow the instructions in the window.

EndNote

Information about software that can help you organise your references.

About EndNote

[About EndNote](#)[Sign up](#)[Want to know more?](#)[EndNote and Mac](#)[Troubleshooting](#)

Importing into EndNote ▾

About EndNote

What is it?

Software to help organise your references.

How can it help?

EndNote works seamlessly with Word to create in-text citations and a bibliography. You can choose from a range of referencing styles, including MMU Harvard.

Which version should I use?

- ▶ [Online EndNote](#)
- ▶ [Desktop EndNote](#)
- ▶ [EndNote iPad](#)

Sign up

Register for an EndNote Online account - link to www.myendnoteweb.com

In order to see features like the MMU Harvard style, you first need to log in via the Institutional/Shibboleth option.

Email library@mmu.ac.uk for all queries

If you need further help.....

Helpdesk email service:

library@mmu.ac.uk

Subject Librarian - Liz Peet:

e.peet@mmu.ac.uk

Student Hub (John Dalton)

studenthubjohndalton@mmu.ac.uk

Student Support Officers (Sci Eng)

Emma Taylor & Amy Telford

sciengsso@mmu.ac.uk



Come and see us at the
helpdesk on the Ground
Floor of the Library!