ENBUS 102
Library Instruction
September 2019
Agnes Zientarska-Kayko
Overview

• What we’ll cover today...
  – Library website
  – Research guides
  – Find Resources
  – Search databases
  – APA citation style
Research Guides by Subject

- ENBUS 102
- A Guide for Entrepreneurs
- Canadian Government Information
- Company Information
- Industry Information & Market Research
- News Sources Guide
http://subjectguides.uwaterloo.ca/enbus102
Finding Resources

• What are the different category of resources that can be used in research?
• What are some examples in each category?
• Where do you find academic resources?
Finding Resources

• Library Homepage (unified) search
  – Retrieves books, journal articles, journal titles, and databases.

• Databases & Indexes
  – Retrieves journal and newspaper articles, datasets, reports and more.
Evaluating Resources

• So what's good?
  – Understanding scholarly vs. popular sources
  – Peer-review
  – RADAR method
## Scholarly vs. Popular Resource

<table>
<thead>
<tr>
<th>Criteria</th>
<th>Scholarly</th>
<th>Popular</th>
</tr>
</thead>
<tbody>
<tr>
<td>Author</td>
<td>Are experts/professionals in the field</td>
<td>Are not usually experts in the field. The author is often a journalist, student, or staff writer for the publication. Sometimes there may not be a listed author.</td>
</tr>
<tr>
<td></td>
<td>• Professors</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Researchers</td>
<td></td>
</tr>
<tr>
<td>Audience</td>
<td>Academic audience (professors, researchers, students)</td>
<td>General public</td>
</tr>
<tr>
<td>Advertising</td>
<td>Little to no advertising</td>
<td>Extensive amount</td>
</tr>
<tr>
<td>Level of Language</td>
<td>Higher level, academic terms</td>
<td>Easier to read, defines special terms</td>
</tr>
<tr>
<td>Purpose and Review Policy</td>
<td>Communicating research findings, education. Reviewed by peer (peer-reviewed)</td>
<td>Entertainment, news. Reviewed by editors.</td>
</tr>
<tr>
<td>Citations</td>
<td>Includes: bibliographies, citation, and footnotes</td>
<td>No formal citations included, may or may not acknowledge source in text</td>
</tr>
</tbody>
</table>
What Does "Peer Reviewed" Mean?

- Peer Review is a process that journals use to ensure the articles they publish represent the best scholarship currently available.
- Peer review is a well-accepted indicator of quality scholarship.
“Good”

• On topic (Relevant to our search)
• Authoritative
  – Author(s) credentials (affiliation, education)
  – Other work (publish in this field – expert?)
• Date (Currency)
  – When was the source published?
• Accuracy
  – Information presented professionally
  – Peer reviewed
• Reason
  – Why is it available? To inform, sell, educate, entertain?
  – How is it presented? A book, academic journal, popular magazine, a website?
## RADAR Method

<table>
<thead>
<tr>
<th>Method</th>
<th>What does it stand for?</th>
<th>Questions to consider</th>
</tr>
</thead>
<tbody>
<tr>
<td>R</td>
<td>Relevance</td>
<td>Does the information help me accomplish my goals/or answer my question? Which discipline is this information from? What is the intended audience? How is it related to the task at hand?</td>
</tr>
<tr>
<td>A</td>
<td>Authority</td>
<td>Who created the information? One person or many people? What is the reputation of the author? Do they work in this field, and who are they affiliated with? Have they cited important works on this topic? Have other people cited this work or author?</td>
</tr>
<tr>
<td>D</td>
<td>Date</td>
<td>When was the information created or last updated? Could the information be outdated? Is it a land-mark piece of work, well known in the field? Could it be used to provide historical context or comparison?</td>
</tr>
<tr>
<td>A</td>
<td>Appearance/Accuracy</td>
<td>Is this information presented professionally/academically? Are there clear errors such as spelling, grammar, typos? Are the outside source any good? Has the information been peer-reviewed?</td>
</tr>
<tr>
<td>R</td>
<td>Reason</td>
<td>Why has the information been made available? Is it to inform/educate or to sell/entertain? Scholarly or popular? What type of information is it?</td>
</tr>
</tbody>
</table>
USING RESEARCH DATABASES

Finding Newspaper and Journal Articles
Where should we go?

Databases & Indexes

Things to consider when selecting the “right” one:

• What subject area(s) does it cover?
• What date range does it cover?
• What type of materials does it cover?
Advanced Searching

• Subject Headings
• Boolean Operators
  – AND, OR, NOT, quotations & parentheses
  – Wildcard
  – Truncation
• Filtering
• Support is available
Suggested Databases/Journal Indexes

- ABI/INFORM
- Factiva
- Nexis Uni
ABI/INFORM

- Magazines
- Academic/Scholarly, Peer-reviewed Journals
- About 75% full-text in the database
  - ...and many more available in print or electronically elsewhere in the Library system!
ABI/INFORM
ABI/INFORM
Permaculture approach: linking ecological sustainability to businesses strategies


...ecological sustainability is attracting attention of global business community...strategy would achieve sustainability. Findings...strategy process for sustainability in organizations.

Abstract/Details
### ABI/INFORM

Retrieving the full text

<table>
<thead>
<tr>
<th>Title:</th>
<th>Permaculture approach: linking ecological sustainability to businesses strategies</th>
</tr>
</thead>
</table>

#### Full Text

- **Full text available from:** Emerald Management 111
  - Note: E-Reserve: Yes, CM: Yes, Course Pack: Yes, Link: Yes, ILL: Yes, Print: Yes

- **Full text available from:** Emerald Management 120
  - Note: E-Reserve: Yes, CM: Yes, Course Pack: Yes, Link: Yes, ILL: Yes, Print: Yes

#### Check our catalogue:

- Holdings in Primo - Resource Discovery
- Holdings in TRELLIS, our library catalogue

#### If we don’t have it online or in print:

- Request document via RACER: Article order from Scholars Portal
  - Note: You have to be a registered RACER user to use this system

No full text? Check the catalogue

We don’t have it? Try InterLibrary Loan
Factiva

• Global news & business information service
• Newspapers and magazines
• Rarely Academic/Scholarly
• Use for current stories and information
• Virtually all articles are full-text in the database
Factiva

Search Form: (op-ed OR Opinion OR opposite editorial) AND "climate change"

Source: The New York Times - All sources

More Options: Headline and Lead Paragraph
Factiva
Your Turn

Using one of our databases find a newspaper article on a current sustainability issue of interest to you.
CITING YOUR ARTICLES

APA CITATION STYLE
Find resources
- Research & journal databases
- Journal titles
- Library catalogue (books & articles)
- Research guides by subject
- Maps & geospatial data
- Government information
- Statistics & numerical data
- Special & archival collections
- Dictionaries, encyclopedias & more
- Theses & dissertations

Learn to find & use resources
- Articles
- Books
- Conference proceedings
- Maps & geospatial data
- Special & archival collections
- Theses & dissertations
- Standards & codes
- Citing sources
- Copyright
- Academic integrity

Access resources
- Course reserves
- Help desks
- Interlibrary loan
- Library floor plans
- Login to Refworks

Not sure where to start? Get assignment & research help
Citing sources

What is a citation?

A citation is a reference to a source of information. It contains formatted bibliographic details about the source, such as title, author, date of publication, and other identifying information.

Why citing is important

Properly acknowledging sources is an essential part of academic integrity. Crediting other people’s work through citations enables your readers to see where your ideas originated, and gives them the necessary bibliographic information to locate the sources themselves.

Citation styles

The way you format your citations is typically determined by your discipline. Different disciplines use different citation styles. Confirm with your instructor which citation style you should use.

For help with citing your sources, visit the Library’s list of citation and style guides.

Manage your citations

Consider using citation management software, such as RefWorks, to track and format your citations in the style you need.

Copyright
Online Reference Shelf

Citation / Style Guides

All styles: RefWorks

American Chemical Society (ACS)

American Psychological Association (APA)

Chicago Style

Council of Science Editors (CSE)

Harvard Style

Legal Style

Medical Style

Modern Language Association of America (MLA)
Online Reference Shelf

American Psychological Association (APA) Documentation

APA (American Psychological Association) Style
From Writing Services, Learning Commons, University of Guelph.

APA Citation Guide

APA Citation Style
The examples in this short guide from Okanagan College Library cover frequently used citation forms only. Includes legislation.

APA Documentation Style
Citation of both ELECTRONIC and PRINT resources and other details about formatting a research paper in APA style. From the University of Wisconsin – Madison.

Citing Canadian Government Documents- APA Style
APA Citation Style

• The bibliography

References


APA Citation Style – a Book Citation

APA modules

https://lib.uwaterloo.ca/web/apa-citation

“APA Style” by the University of Waterloo Library. Content is licensed under CC BY-ND (Attribution-No Derivs).
For further assistance, contact

Agnes Zientarska-Kayko
(519) 888-4567 x32891
azientar@uwaterloo.ca