

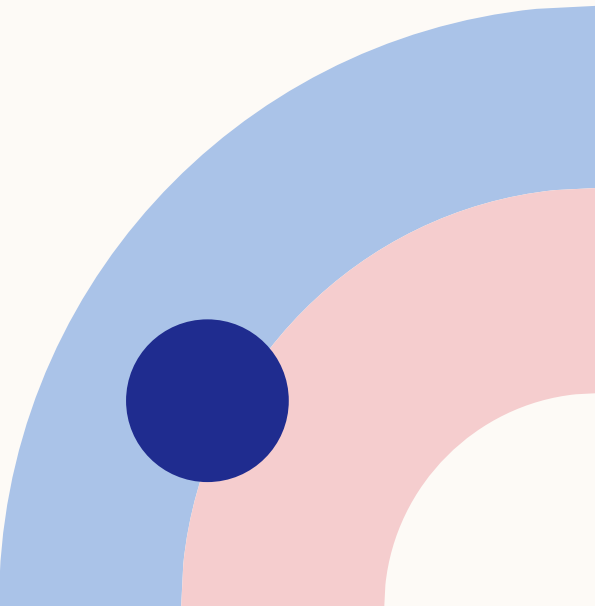
**POSTGRADUATE WRITING
WEEK 7
SEARCHING FOR LIBRARY RESOURCES,
DOCUMENTATION AND REFERENCING
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TOPIC INTRODUCTION

- In our previous lesson, we discussed about systematic literature reviews. We looked at the definition of a systematic literature review, the purpose of a systematic literature review and the differences between a literature review and a systematic literature review.
- In our lesson today, we shall focus on information literacy, which entails searching for library resources, documentation and referencing. This is a key area of focus for postgraduate students as they rely heavily on library resources for their research activities.
- Learning how to search, reference and format the resources you are using will therefore be a significant aspect of the research process. We shall also look at how to use APA Referencing Style for referencing and formatting the resources that you will be using for your research.

INTENDED LEARNING OBJECTIVES

By the end of this lesson, students will be able to:

1. Explain what information literacy and library and information search mean.
 2. Identify key words that can be used when searching databases
 3. Cite and reference their sources in APA Style
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INFORMATION LITERACY, LIBRARY AND INFORMATION SEARCH

Information Literacy is the ability to identify, find, evaluate and use information effectively. Therefore, for one to be considered information literate, one must possess good research and critical thinking skills. According to the Society of College, National, and University Libraries, UK (SCONUL) (1999), information literacy comprises 7 skills which have been illustrated in the seven-pillar model. The seven pillars indicate the seven sets of information literacy abilities and understandings. They are as follows:

1. **Identify:** Able to identify a personal need for information
2. **Scope:** Can assess current knowledge and identify gaps



3. Plan: Can construct strategies for locating information and data

4. Gather: Can locate and access the information and data they need

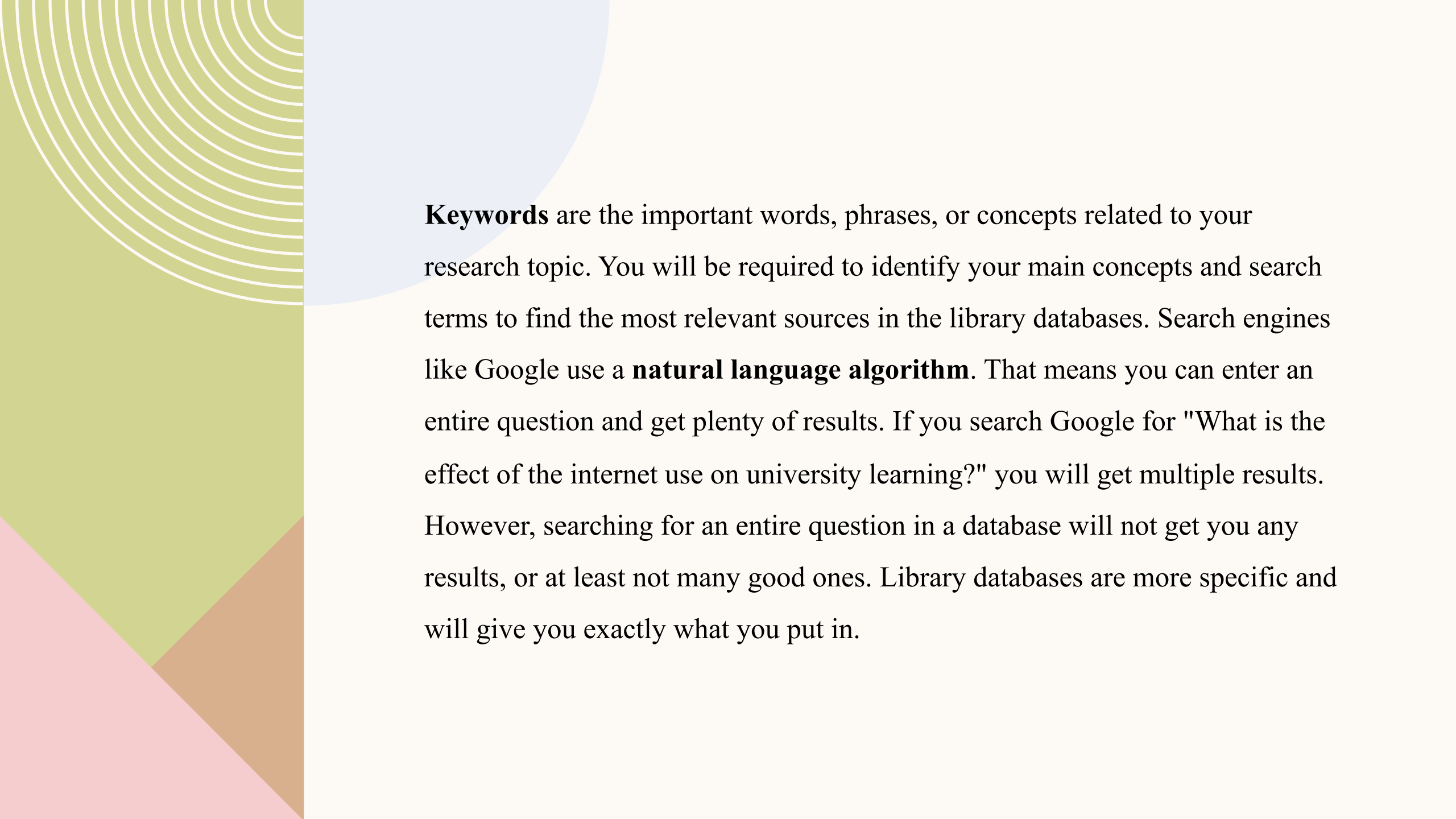
5. Evaluate: Can review the research process and compare and evaluate information and data

6. Manage: Can organize information professionally and ethically

7. Present: Can apply the knowledge gained; presenting the results of their research, synthesizing new and old information and data to create new knowledge and disseminating it in a variety of ways.

LIBRARY DATABASES

- A database can be defined as a searchable collection of information. A **research database** contains thousands of articles published in many different journals, allowing you to find relevant articles faster than you would by searching individual journals.
- Some databases provide **full text**, in form of a complete text of works such as articles or books. Other databases will only provide **abstracts**, or summaries of articles or books.
- Searching a Library database is different from searching the Internet. Some of our library research databases are interdisciplinary and some are discipline-specific.
- Selecting the best research databases for your topic is an important step to take in your search strategy because this will save you time and help you find the most relevant and appropriate sources.
- You may also want to consider if the databases you are using cover your topic within the date range you need, and if you should search multiple databases to look at your topic from different disciplinary perspectives.

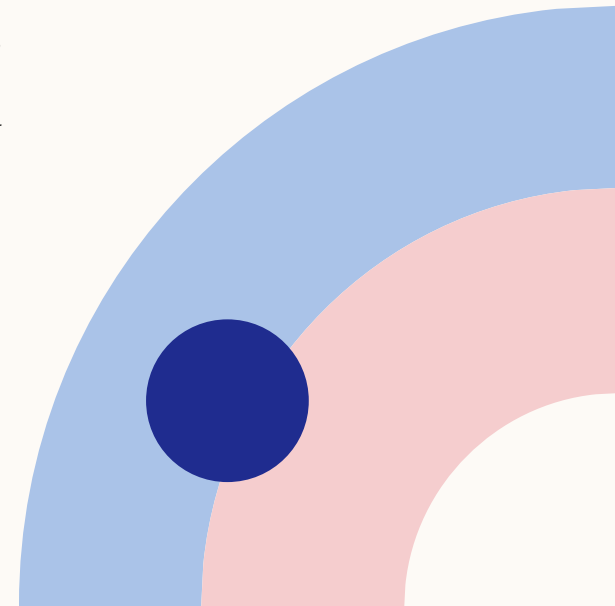


Keywords are the important words, phrases, or concepts related to your research topic. You will be required to identify your main concepts and search terms to find the most relevant sources in the library databases. Search engines like Google use a **natural language algorithm**. That means you can enter an entire question and get plenty of results. If you search Google for "What is the effect of the internet use on university learning?" you will get multiple results. However, searching for an entire question in a database will not get you any results, or at least not many good ones. Library databases are more specific and will give you exactly what you put in.

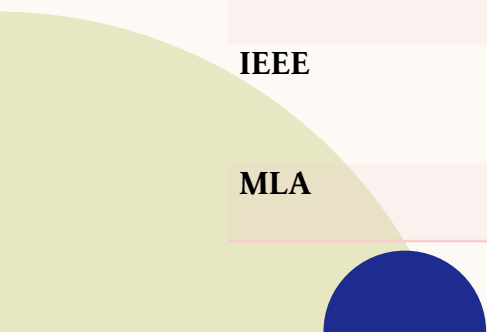
DOCUMENTATION AND REFERENCING

Referencing Styles

A referencing style is a set of rules that guides you on how to acknowledge the source of your information, whether you have referred to their words or ideas. There are different referencing styles that one can use. The choice of the style to use largely depends on your institution or discipline. In this guide, we shall focus mainly on the APA Referencing Style (7th edition). A list of the most commonly used styles is given below:



Abbreviation	Full name	Description
ACS	American Chemical Society	Commonly used in Chemistry and related disciplines
AGLC	Australian Guide to Legal Citation	Australian Guide for referencing in Law
AMA	American Medical Association	Widely used in medicine
APA	American Psychological Association	Standard style used in Psychology, but also widely used in other disciplines, especially the Social Sciences
Chicago	Chicago Manual Style	Widely used in the arts and humanities
CSE/CBE	Council of Science Editors/Council of Biology Editors	Used mainly in the life sciences and other scientific disciplines
Harvard	Harvard	Harvard is a generic term for any style that contains author-date references in the text of the document. For example, APA is a variant of Harvard.
IEEE	Institute of Electrical and Electronics Engineers	Widely used in the fields of Electrical Engineering and Computer Science
MLA	Modern Language Association of America	Used in the fields of Modern Literature and Linguistics





IN-TEXT CITATIONS IN APA STYLE

- Academic writing conventions require that whenever you refer to other authors' works and either use their ideas and/or words, it is important to acknowledge the source of that information.
- Using other authors' ideas means that you have read a portion of text and you go ahead to paraphrase, that is to say it in your own words, or to summarize it. This will involve reading a portion of text and using as few words as possible to express the same ideas, but in your own words.
- In addition to this, you may also want to quote the author's words exactly as they appear. A quotation is an exact copy of the words that someone else has written or said.

- These words should appear with quotation marks (“ ”). Whether you are quoting, paraphrasing or summarizing, you need to provide citations to acknowledge the source of your information.
- In APA referencing style, a citation consists of the author’s surname and the year of publication. In the case of a quotation, the page number where the quotation was located is also indicated.
- In this case you will need what is known as an **in-text citation** to show the source of your information. Just like the word suggests, an in-text citation occurs within the text.

For quotations:

Type the exact words from the original source.

Example:

- According to Ouma (2009, p.8), “no writer is ever good enough at all times.”
- “No writer is ever good enough at all times.” (Ouma, 2009, p.8)
- Ouma asserts that, “No writer is ever good enough at all times.” (2009, p.8)

Please note that quotations should be short and infrequent. If you quote too much, your argument will be drowned, or your essay will be like a patchwork of other people’s ideas held together with a few of your words. It is more important to refer to other people’s ideas to reinforce your own argument and in your own words.

FORMAT FOR IN-TEXT CITATIONS

- *One author:*

Ouma (2009) suggests that ...

- *Two authors:*

Munene and Muli (2024) acknowledge that ...

- *Three or more authors:*

Yohannes et al. (2020) note that ...

- When there are three or more authors, use only the first author's surname followed by "et al" (and others). This format should be applied in every citation unless in the case where it may cause ambiguity between different sources.

- *Unknown author:*

If no author is indicated, cite the source by its title. For books and reports, the title should be italicized while for articles, chapters and webpages, the titles are presented in quotation marks.

Example: The report was made public after a long debate (Public Space, 2004).

- *Organization as author:*

In certain cases, the author is an organization or a government agency. Use the name of the organization in the same way you would for an individual author.

Example: According to the Food and Agricultural Organization (2023), ...

- *Personal communication*

For personal communication such as letters, emails and interviews, the citation should include the communicator's name, an indication that it is personal communication and the date of the communication. Please note that personal communication is not included in the reference list.

Example: M. Monda, personal communication, May 13, 2022.

- *Two or more authors in the same parenthesis*

In a situation where you have two or more authors in the same parenthetical citation, organize them in the same order as they appear in the reference list.

Example: (Ouma, 2009; Yohannes et al., 2020)

- *Authors with the same surname*

When the authors you are citing have the same surname, provide the first initials before the surnames in order to distinguish between the two.

Example: (S. Ouma, 2009; W. Ouma, 2015)

- *Multiple works by the same author*

In case the author's surname appears only once followed by the dates of publication. In case the citation does not have a date, the 'no date' citations are provided first.

Example: (Madaga, n.d., 2014, 2020)

THE REFERENCE LIST IN APA STYLE (7TH EDITION)

- Referencing should be done for every source that you have used in the body of your text. You will need to provide a list of references at the end of your assignment. According to the APA referencing style, this is known as a reference list and it is headed simply as **References**.
- APA follows an author-date style for listing references at the end of your writing assignment. APA conventions require that you include certain information in an entry in the reference list.

Let us now look at how to reference different types of publications:

a) **Book by single author**

Format: Author's Surname, Initials. (Date of publication). *Title of the book*. Publisher.

Example: Peter, C. B. (1994). *A guide to academic writing*. Zapf Chancery.

Please note: Unlike in previous editions, in the 7th edition, the publisher location is no longer required.

(b) Book by multiple authors

When you have 2 or more authors, you will need to use a comma and an ampersand (&) before the last author.

Format:

Author's Surname, Initials., & Second Author's Surname, Initials. (Date of publication). *Title of the book*. Publisher.

Example:

Juma, R., & Lutta, D. (2011). *Managing conflict at work through communication*. (4th ed.). Blossom Books.

(c) Book by Three to Twenty Authors

Format:

When there are three to twenty authors, include all the authors' names on the reference list.

Example:

Churchill, R., Ferguson, P., Godniho, S., Johnson, N. F., Kennedy, A., Lets, W., & Mackay, J. (2013).
Teaching: Making a difference. John Wiley & Sons.

Please note: APA 6th edition required listing the first six authors before an ellipses and the final author's name.

(d) Book Chapter Within an Edited Book

When referencing a chapter within an edited book, include the author(s) of the chapter, the year of publication, and the title of the chapter.

Format:

Author of the chapter. (Date of publication). Title of chapter. Name of editor (Ed.), *Title of book*. (page numbers). Publisher.

Example:

Shaw, G.B. (1963). Saint Joan's appeal. In L. A. Coser (Ed.), *Sociology and Literature*. (pp. 45-78). Prentice-Hall.

(e) Book Without an Author's Name

If there is no individual author's name but an organization or government department has created the document, include the organization or the department as an author.

Format: Organization. (Date). *Title of document*. Publisher.

Example: Department of Finance and Administration. (2006). *Delivering Australian Government services: Managing multiple channels*. Author.

(f) Book with Editors' Names

Format: Editor's Surname, Initials., & Second Editor's Surname, Initials (Eds.). (Date of publication). *Title of the book*. Publisher.

Example: Maher, K., & Cooper, B. (Eds.). (2008). *National standards of practice for case management*. Melbourne: Case Management Society of Australia.

(g) A Journal Article

When referencing journal articles, you need to:

- Italicize the title of the journal and its volume number.
- Capitalize all the main words in the title of the journal.
- Put the issue number in brackets, immediately after the volume number.
- Indicate the page numbers of the particular journal article that you have referred to.

Format:

Author. (Date). Title of article. *Title of Journal*, *Volume number* (Issue number),
page numbers.

Example: Clarke, J. (2013). The search of ordinary people. *Communication, Culture & Critique*, 2 (6), 208-226.

(h) Unpublished Dissertation/thesis

Format: Begin with the authors surname and initials, and provide all other details as you would when referencing for a book. However, because the manuscript has not gone through the publication process, you will not need to indicate that it is an unpublished manuscript. Rather than including the name of the publisher, you will instead include the name of the university.

Example:: Wendo, R. O. (2013). *Second language learning in urban schools in Kenya*. Unpublished manuscript, St. Paul's University, Limuru.

(i) Magazine Article with Author

Format: Author. (Date). Title of article. *Title of Magazine*, Issue number, page numbers.

Example: Hansen, A. (2013, April). The potential of the third emerging market. *Management*, 52-53.

Please note: In some cases, the issue number is not indicated.

(j) Conference Proceedings

Conferences and symposiums are the main places to find the latest research to be presented. While some of these papers find their way into journals or edited books, many do not.

Example: Bowker, N. & Tuffin, K. (2002). Users with disabilities' social and economic development through online access. In M. Bourmedine (Ed.), *Proceedings of the IASTED International Conference on Information and Knowledge Sharing* (pp. 122-127). Anaheim, CA: ACTA Press.

(k) Book Review in a Journal

Example:

Murray, R. (2015). [Review of the book: *New technologies in developing societies: From theory to practice*]. *African Journalism Studies*, 36(4), pp. 164-166.

(I) Web Page

The general rule for citing Web pages in APA format is to include as much information as possible. If there is no date available, use (n.d) which stand for “no date”. If the website URL you are citing runs on to the next line, break it after a “/”.

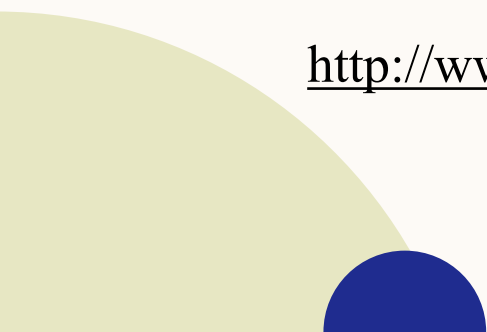
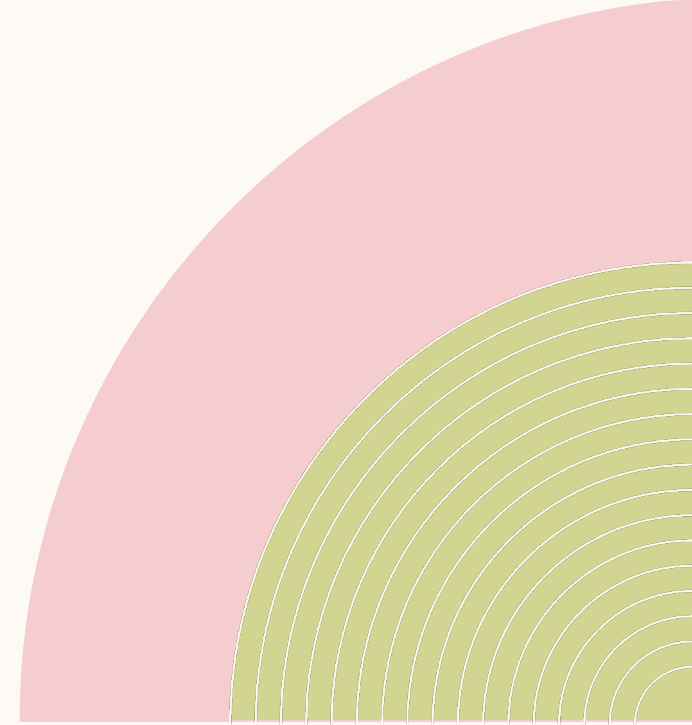
Format:

Author’s name. (Year, Month, Day). *Title of document*. [http://webpage address](#)

Example:

Doctorow, C. (2009, August 13). Photos of science fiction writers’ nests.

<http://www.boingboing.net/2000/08/13/photos-of-science-fi.html>



FORMATTING YOUR REFERENCE LIST

- The publication date appears in brackets, with a full stop after that.
- The list of references is headed by the word 'References' which is centred.
- The second and subsequent lines of an entry are indented half an inch from the margin. Only the first line of each entry should begin at the margin. This is known as *Hanging indentation*.
- The title of the publication should be presented in italics.
- Entries on the reference list should be arranged in alphabetical order according to the author's surname.
- Only the first letter of the title of the publication is capitalized, all others begin with small letters unless it is a proper noun, such as the name of a person or place.

- When a book or a journal article has a heading and a sub-heading, use a full colon (:) between the two.
- Ensure that you use correct punctuation and capitalization at all times.
- The difference between *ed.* and *Ed.* is that *ed.* is used as an abbreviation for edition. For example, a book can have several editions such as 2nd *ed.* or 3rd *ed.* On the other hand, *Ed.* is used as an abbreviation for editor, it appears right after the name of the editor.
- When an author has more than one publication, list the earliest dated publication first. In case there is more than one publication in the same year, label them “a, b, c” to show the difference. For example, 2016a, 2016b, 2016c. This applies to both in-text citations and the reference list.

- When no date has been provided for a particular publication, in place of the date, use (n.d.) which means “no date” immediately after the author’s name.
- When you need to list down a reference for a journal article or a book chapter, you need to write “pp.”. This indicates that you are referring to several pages and not just one.
- Whenever you refer to a book more than once, write the in-text citation again each time you do so.

DIFFERENCES BETWEEN APA 6TH EDITION AND APA 7TH EDITION

APA 6th edition and APA 7th edition have a few notable differences as highlighted below:

- **Books:** The publisher location is no longer required for books or similar mediums.
- **E-books** no longer require the type of e-book to be listed (e.g. Kindle etc.) instead the publisher name is included.
- **Websites:** It is not necessary to include the words "Retrieved from" before a URL.

- **DOIs:** DOI for journals and eBooks are now displayed as a doi.org URL (<https://doi.org/10.xxxxx>) instead of with the “doi:” prefix.
- **Authors:** Up to 20 authors can now be included in a reference list entry before needing to omit others with an ellipsis (...).
- **In-text citations:** Any reference with more than three authors can now be shortened to the first author and et al.
- **Audio-visual materials:** There are some changes and additions for contributors to reflect new formats e.g., podcasts hosts; YouTube hosts; webinars and online streaming videos.



SUMMARY

- In this lesson, we have focused on information literacy, which entails searching for library resources, documentation and referencing.
- It is evident that this is a key area of focus for postgraduate students as they rely heavily on library resources for their research activities.
- We have also focused on how to use APA Referencing Style for referencing and formatting the resources that you will be using for your research.

REFERENCES

College of Saint Benedict. Library Information Literacy and Research Tutorials.

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Padma, P., Ramasamy, K. (2016). Seven Pillars of Information Literacy Skills: A Gender-Based Evaluation. Noorhidawati, et al. (Eds.): ICOLIS 2016, Kuala Lumpur: LISU, FCSIT, 2016: pp 145-162.

<https://umlib.um.edu.my/images/library%20publication/>



THANK YOU