

LOCATING SOURCES OF INFORMATION

To be successful at CQUniversity study, you will need to become 'information literate'. This means mastering a set of six key skills that will make finding and using the right information for assessment tasks more efficient and more effective.

These six skills are:

- » identifying the type of information needed
- » planning the information search using the right tools
- » gathering the information
- » evaluating the search results
- » managing the information ethically, and
- » presenting the final assessment task in the correct format.

These skills will develop over time and your assessment tasks are designed to incorporate these skills over the course of your study.

If you need help to locate the right sources of information, call or visit your campus library, where staff will be happy to assist. See: <http://libguides.library.cqu.edu.au/contact-us>

For more information on developing these six key skills check out the University Research and Information Skills Moodle site: See: <https://moodle.cqu.edu.au/course/view.php?id=2926>

Use your Student ID to log in.

MAKE THE MOST OF THE CQUNIVERSITY LIBRARY

Library resources and services are available online, wherever you are and whenever you need them.

Including (but not limited to):

- » **Library Search:** An online search tool that allows you to search most of the information sources held by the Library. Library Search will simultaneously search for: ebooks, books, book chapters, journal articles, DVDs, course resources online, music etc.
- » **Library databases:** The Library subscribes to a wide range of individual databases across all fields of study. The Library provides a list of subject-specific databases relevant to your program. Using a specific database may be more appropriate than Library Search for some assessment tasks.
- » **Study and Research Tools:** The Library publishes online guides which outline the different types of information sources related to your area of study. Information in these guides includes links to specific journal titles, relevant databases, professional associations, relevant websites and more.
- » **Course Resources Online (CROs):** CROs are specific online resources made available within your Unit Moodle site as an online unit reading or supplementary reading. You can find out if your unit has any of these online resource types by searching with your unit code in Library Search.

Library Search can be accessed at: <https://www.cqu.edu.au/student-life/library>

For the list of databases available at CQUniversity Library, refer to: <http://libguides.library.cqu.edu.au/databases-by-subject>

Study and Research Tools can be accessed at: <http://libguides.library.cqu.edu.au/>

Find Course Resources Online via the Library page, search with your course code at: <https://www.cqu.edu.au/student-life/library>

Your lecturers and teachers will provide guidance on appropriate scholarly sources for specific assessment tasks. For example, Wikipedia is not an appropriate source for university-level assignments and there is far

Check this table for a descriptive overview on a variety of information sources: <https://moodle.cqu.edu.au/mod/page/view.php?id=217807>

more to it than simply Googling a topic or phrase and using information found in the first few search results. Learn to *identify and plan* which information sources and search tools you need to use for your academic assessment tasks.

USING BOOKS

Most courses at CQUni have prescribed textbooks and some also recommend supplementary textbooks. Find out more at: <http://bookshop.cqu.edu.au/texts.asp>
Or in your course profile, available from your Moodle site.

Details about borrowing Library Resources are located at: <http://libguides.library.cqu.edu.au/borrowing-students2>

Academic texts provide background information on a topic, add breadth or depth to a topic, or help to place the topic in context with other important issues. This can include comprehensive accounts of research or scholarship, historical data, overviews, and expert views on particular themes or topics.

Your unit profile will indicate if a specific prescribed text is required. Library Search can be used to check if the Library has a copy you can borrow. However, purchasing your own copy is highly recommended as there are only a set number of texts available from the Library and short term borrowing limits apply.

If you don't know the title of a specific book, you can use keywords based on your assessment topic (e.g. organisational behaviour, artificial intelligence) to search Library Search. Search results will include ebooks, hard copy books and book chapters.

USING JOURNALS

The Library produces a range of Library Guides to help you to select and use information sources. See: <http://libguides.library.cqu.edu.au/>

A scholarly journal is a collection of articles written by specialists in the discipline and is written to inform, report and make original research available to the wider academic community. Most journals are now published online, rather than in print. Use journals to find:

- » original research on a topic
- » reviews/overviews of research conducted on a specific topic
- » factual documented information to reinforce opinion/position, or
- » information about a very specific aspect of a topic.

Most scholarly journals are evaluated by other experts in the field before being accepted for publication. This process is called *peer review*, and ensures the validity of the information published. It is important to note non-peer reviewed content such as editorials and reviews may also be included in scholarly journals.

You can check if the Library has access to a specific journal by searching the journal title in Library Search (e.g. Early childhood education journal).

Most assessment tasks require you to reference a minimum number of journal articles based on a specific topic (e.g. leadership, cybersecurity). You can use Library Search, or one of the journal databases relevant to your program, using keywords in your assessment topic and specific refinement tools to find the most appropriate information for your task. The University Research and Information Skills Moodle site can help you with developing these search skills.

USING REFERENCE SOURCES

Reference sources offer an enormous amount of concise information: background information, topic overviews; information about important dates, events, and people associated with a topic; terminology and definitions related to a topic; details of sources for further reading. The main types are:

- » Dictionaries: Subject-specific dictionaries provide definitions and basic explanations about words used in a particular field, e.g. *The Oxford Dictionary of Psychology*.
- » Encyclopedias: These are grouped into two main types: general encyclopedias and subject-specific encyclopedias. Subject-specific encyclopedias can be a useful starting point if you need background information or an introduction to a topic. They are written by experts, and as well as articles, overviews and explanations may also include maps, diagrams, graphs, illustrations and other reference materials.
- » The Oxford Reference Online collection provide access to a wide range of online dictionaries and encyclopedias e.g. The International Encyclopedia of Education.

Use Oxford Reference Sources at: <http://ezproxy.cqu.edu.au/login?url=http://www.oxfordreference.com>

Use the Oxford Advanced Learner's Dictionary, at: <http://oald8.oxfordlearnersdictionaries.com/>

Use the Oxford English Dictionary online, at: <http://www.oed.com>

USING NEWSPAPERS OR ONLINE NEWS

These record daily news stories at local, national and international level and can be quite useful information. However, it is important to appreciate that these are not primary sources, since they are written by journalists rather than specialists or experts.

Use the Library guide to find newspaper articles, at: <http://libguides.library.cqu.edu.au/newspaper-articles>

Developing your evaluation skills will help you look for signs of prejudice or editorial bias. The Library subscribes to various specific newspapers - e.g. Sydney Morning Herald, The Age, The Australian etc. You can use Library Search to locate specific newspapers. Use search engines such as Google to find online news websites – e.g. www.news.com.au.

USING WEBSITES

Anyone can publish anything on the Internet and often information is neither checked nor peer-reviewed, therefore expect that information could be inaccurate, biased and/or out of date. There are many reputable websites providing up-to-the-minute news and information about current events, trends and controversial topics. Others contain government publications, research reports, conference/workshop/symposium papers, maps, and other resources.

Instructions on setting up Google Scholar preferences can be found at: <http://library-resources.cqu.edu.au/learning-objects/google-scholar-articlelinker.pdf>

Therefore, it is very important to develop your identifying and evaluating skills to assist you when searching for scholarly sources on the web. Google Scholar is a free search engine that can be used to search for scholarly literature, including peer-reviewed papers, theses and books.

USING GOVERNMENT INFORMATION

Use the Library guide to Government information, at: <http://libguides.library.cqu.edu.au/govn>

All levels of government, from local to international, publish a variety of documents including parliamentary papers and records, legislation, census data, reports, and papers on specific topics.

Government information is generally regarded as authoritative, current and reliable, and can be used to: identify professional regulations and legislative requirements; provide insight into various events; report on national programs and topics subject to government inquiry; and provide statistical information.

Many government documents are now online.

NEED MORE HELP?

The Library provides a range of online resources and services to assist you with your studies:

- » Library Guides will help you to identify the types of information sources of relevant to your course or unit.
- » University Research and Information Skills Moodle site is the place to learn and practice the skills you need to find the best sources of information for your assessment topics.
- » Ask a Librarian for assistance either face to face on your campus or online via Zoom. This service is available to all TAFE students, undergraduates, post-graduates and higher degree research students.
- » Search our FAQs to see if your question has already been asked and answered.

You can also request assistance via one of several contact options.

If you need help to locate the right sources of information, contact the Library: <http://libguides.library.cqu.edu.au/contact-us>

Phone: 1300 666 620

In-person: ask at any Library Information Desk

Email: tasac@cqu.edu.au

Video Kiosks are available at all campus Libraries for IT help or to talk with a Librarian online.