Research Skills (Undergraduates)
Basic Research Skills (Undergraduates)

**Step 1: Define your topic**

**What** is the title of the assignment

**Step 2: Select your sources**

**Which** resources to use? Printed? Online? Both?

**Step 3: Search & Locate Materials**

**Step 4: Evaluate sources**

**Which** resources found is reliable to be used?

**Step 5: Use Ethically**

**How?** Provide Reference!

**What is your searching strategy & types of resources**

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5 STEPS BASIC RESEARCH SKILLS
Step 1: Define your topic

What are the issues faced in animation industry?
What are the issues faced in animation industry?

<table>
<thead>
<tr>
<th>Concepts</th>
<th>Synonyms</th>
<th>Broader terms</th>
<th>Narrower terms</th>
</tr>
</thead>
<tbody>
<tr>
<td>Issues in Animation industry</td>
<td>Problems in animation industry</td>
<td>Creative arts</td>
<td>• Copyright infringement</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>• Unmarketable</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>• Economic conditions</td>
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</tbody>
</table>
Keyword Building

HINTS: Think of...
✓ **singular** or **plural** words eg. job, jobs
✓ words with **alternative spellings**
  eg. organisation, organization
✓ words that mean **similar things/synonyms**
  eg. jobs, work roles
✓ work tasks words that have commonly used as **abbreviations**
  eg. HRM, human resource management

TIP: Consult the relevant chapter of your textbook or any reference source (dictionary, encyclopedia) to identify keywords you could use.
Step 2: Select your sources

Categories of resources:

1. References
2. Print books & Journals
3. Online resources
4. Internet resources
Step 3: Search and Locate material

* Searching strategy:

✓ Boolean Operators

✓ Wildcard and Truncation
Construct search statement - Boolean Operators

* Use the list of terms to search or
* to construct a search statement by using Boolean Operators
* Keywords: Animation
  Disney

AND, OR, NOT
Examples.....
Keywords: Animation, Disney

- Animation AND Disney
- Animation OR Disney
- Animation NOT Disney
Truncation (*) and Wildcard(?) Symbols

* represents a group of unknown characters in addition to those in your search criteria (search using root word)

E.g.: key in **construct** in an search, results will be: "construction", "constructions", “constructivist"

* represents a single character in addition to those in your search criteria (not sure of spelling)

E.g.: key in **organisation**, the results will be: “organization” and “organisation”
Searching information in Taylor’s Library

Searching tools on the library website:

* Multisearch
* Taylors Catalogue
* Online databases
* E-journals
To know more on how to use Multisearch, check out our Online Tutorial page.

Key in Taylor’s Library URL
Taylor’s Catalogue

To know more on how to use Taylors Catalogue, check out our Online Tutorial page.

Key in Taylor’s Library URL
Online Databases

Key in Taylor’s Library URL

Attention NEW students!

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Come and explore your state-of-the-art library which exudes "cool" (and not just because of the air-conditioning)! We’re excited because we know whenever you enter here, you embark on one of many journeys of discovery, research, unlimited learning and boundless knowledge!

Unfamiliar with the library? Various workshops are now ongoing in the library to help you get familiarized here and to maximize your use of the vast resources available. Do participate in our fun and informational workshops to get the best of your tertiary learning experience! For further enquiries, refer to the Information Services desk.

We are pleased to be of service to you and hope that you would have an enjoyable and successful academic year at Taylor’s! Please get in touch with us if you need any further assistance.

Email: libraryenquiry@taylors.edu.my
<table>
<thead>
<tr>
<th>Subscribed Database</th>
<th>Free database</th>
<th>Trial database</th>
</tr>
</thead>
<tbody>
<tr>
<td>Academic Source Complete @EBSCOhost</td>
<td></td>
<td></td>
</tr>
<tr>
<td>ACM Digital Library</td>
<td>International Encyclopedia of Education</td>
<td></td>
</tr>
<tr>
<td>Avery Index to Architectural Periodicals @EBSCOhost</td>
<td>International Encyclopedia of Human Geography</td>
<td></td>
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<tr>
<td>Business Source Complete @EBSCOhost</td>
<td>JSTOR</td>
<td></td>
</tr>
<tr>
<td>British National Formulary (BNF)</td>
<td>BMJ Best Practice</td>
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<td>BMJ.com</td>
<td>BMJ Journals Collection</td>
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<td>BMJ onExamination</td>
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</tbody>
</table>

Please click on the database titles to access the online databases.
<table>
<thead>
<tr>
<th></th>
<th>Suggested online databases*</th>
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</thead>
<tbody>
<tr>
<td>1</td>
<td>Ebrary (ebook)</td>
</tr>
<tr>
<td>2</td>
<td>Academic Source Complete @ EBSCOhost</td>
</tr>
<tr>
<td>3</td>
<td>JSTOR</td>
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<tr>
<td>4</td>
<td>Credo Reference</td>
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<td>5</td>
<td>Encyclopedia Britannica Online</td>
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<td>6</td>
<td>Avery Index to Architectural Periodicals @ EBSCOhost</td>
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<tr>
<td>7</td>
<td>ProQuest Dissertation and Theses</td>
</tr>
<tr>
<td>8</td>
<td>Emerald Management Xtra</td>
</tr>
</tbody>
</table>

*The listed online databases above are suitable for general topics (such as Animation, Marketing, Management. For more info of other e-journals specific for other topics, visit Information Desk at the library.*
Key in Taylor’s Library URL

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Useful e-journals*

1. Design Issues
2. Games and Culture
3. Global Media and Communication
4. Visual Communication
5. Journal of Broadcasting and Electronic Media
6. Media, Culture & Society

*The listed e-journals above are suitable for topics related to Animation. For more info of other e-journals specific for other topics, visit Information Desk at the library.
Step 5: Use Ethically

Plagiarism - the act of presenting someone else's work or ideas as your own.

“Cut-and-paste”, copying, stealing, borrowing, hiring

Quoting without citing
Using ideas without citing

DELIBERATE

ACCIDENTAL
Plagiarism, a Literary theft:
Present as new and original an idea or product derived from an existing source

Copy and paste without quotation marks and referencing

Presenting other people’s work or ideas as your own
A "citation" is the way you tell your readers that certain material in your work came from another source.

It is a way to overcome **PLAGIARISM**

2 places to put your citation:

a) In text citation
b) Reference list
Attention NEW students!

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Come and visit our state-of-the-art library which caters for all your needs. There’s just because of the air-conditioning! We’re excited because we know you will be too.
3 different tabs for different style of citation (Harvard, MLA & APA)

Harvard is an author-date style, with in-text citations and a reference list (in alphabetical order). The Harvard Citation Style is widely used, but with a number of variations. Consistency is important, make sure that you are consistent in your own application of the style.

- **Books**
  - **Books with single author**

  Use the title page, for the reference details. Only include the edition where it is not the first. A book with no edition statement is most commonly a first edition.

  **The required elements for a book reference are:**

  - Author, Initials., Year. *Title of book*: Edition. (only include this if not the first edition) Place of publication (this must be a town or city, not a country). Publisher.

  **Reference:**

  - Mahathir Mohamed, Tun., 2011. *A doctor in the house: the memoirs of Tun Dr Mahathir*. Petaling Jaya,
More help needed?

* Kindly visit us at any of the **Information Counter** below for extensive resources for your dissertation/research:
  
  * Lakeside Library: Level 3
  * Sri Hartamas Library: Ground Floor
  * Subang Jaya Library: Level 2

We will be happy to assist you!