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Skills for the Workplace Guides:

Quick Guide to Online Research



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Introduction

When students are asked to write an assignment for SfWP, they are expected to conduct '*research*' on each module topic before beginning their writing.

A new student will probably not know much - if anything - about these topics when they start and will not be carrying this information around 'in their head'; so they will therefore often begin their research by reading articles on websites, instead of books, and/or journal articles to find the information they need.

This guide is designed to ensure that if students *are referencing anything they found on a website*, they are only using credible, trustworthy sources. It is always safer to use references from books or journals if possible though - and a large range of ebooks and ejournals can be accessed via the online library which are perfectly acceptable to use as well as hard copies of books.

An assignment will therefore contain '*references*' to these '*sources of information*' which will show tutors where students have discovered this information and whether they have understood what they have been reading about.

Never make statements of fact without supporting evidence – if a student thinks something is true or false, they will probably have read about it somewhere or seen it on the tv or internet. They should then go and find a reputable source to back up their view/opinion and tell the tutor where they found the information.

When an assignment is correctly referenced, a student has demonstrated that they have read widely on a topic and can support the theme of their work with evidence and comments from experts - which in turn gives the student's work 'credibility' and will help them gain higher marks for their efforts.

Plagiarism is the inclusion of someone else's work in an assignment without acknowledging sources. Intentional plagiarism happens when *a student deliberately submits the work of someone else as their own* - but it can also be seen as intentional if they fail to cite references for words or ideas from other academic sources. The bibliography at the end of the guide gives information on Referencing guides on Moodle.

Researching Online:



Google is usually one of the first places students turn to when asked to research information for an assignment; but not all the results from a basic Google Search will be useful or reliable.

If any online search results are going to be used as references in an assignment, they must be *trustworthy and credible*.

As noted above, using the university library to obtain sources for assignments (UWTSD Library, 2018) ensures that information found there has already been evaluated by professionals and can be used with confidence.

All the information on Digital Research Skills, which can be found in the Researching section section on the Skills for the Workplace Homepage on Moodle (as well as this short guide) provides further help and assistance for students in discerning which other online sources are '*trustworthy and credible*' and which sources are not and therefore **should not be used or referenced in academic work**, (UWTSD Moodle, 2018).



Researching

 Video Guide to the UWTSD Library 2017

 SFWP Quick Guide to Online Research

 Digital Research Skills

How to find '*trustworthy and credible sources*' for your online research by using:

- Google Advanced Search
- Google Scholar
- UWTSD Online Library

RefWorks:

[RefWorks](#) is a referencing and research tool which is provided free of charge to all UWTSD students to help manage research and references more efficiently. A link to create an account is also provided in the bibliography at the end of this guide.

RefWorks is an online research management, writing and collaboration tool, designed to help researchers easily gather, manage, store and share all types of information, as well as generate citations and bibliographies.

(UWTSD Library, (2), 2018)

Further Resources:

Some further resources on research and referencing available to UWTSD students are listed in the bibliography below.

Bibliography:

Cottrell, S. (2008) *The Study Skills Handbook*. 3rd edn. London: Palgrave Macmillan.

ProQuest RefWorks. (2017) '*Making research easier*' [online] available at <https://refworks.proquest.com/>

SBS (2018) *School of Business Full Referencing Guide*, [online] available at https://moodle.uwtsd.ac.uk/pluginfile.php/96074/mod_resource/content/12/SBS_Full_Referencing_Guide_2018.pdf (login required)

University of Derby. (2012), '*A Guide to Harvard Referencing*' [online] available at <https://www.youtube.com/watch?v=NDgqqPvMn0U>

UWTSD Library.(1)(2018), '*Library and Learning Resources*', [online] available at <http://www.uwtsd.ac.uk/library/> login required

UWTSD Library.(2) (2018), '*RefWorks*', [online] available at <http://www.uwtsd.ac.uk/library/refworks> login required

UWTSD Moodle. (2018), '*Skills for the Workplace Homepage*' [Moodle] [online] available at <http://moodle.uwtsd.ac.uk/course/view.php?id=4463> login required.

UWTSD Moodle. (2018) '*A video guide to the UWTSD Library*' [Moodle] [online] available at <http://moodle.uwtsd.ac.uk/mod/page/view.php?id=68441> accessed 08.12.17 login required.