FINDING RESOURCES FROM YOUR READING LIST

Guide 2
# Finding Resources from Your Reading List

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Reading Different Types of References on your Reading List

A reading list contains a list of references provided for your course. The lists may be in print or displayed on the web pages.

Reading lists or lists of references commonly consist of:

- Books
- Chapters in books
- Journal articles
- Videos
- Web addresses

Sample Reading List XXX101

**Video**

Purcell, Leah (Director) (2002) *Black chicks talking* (Video recording) Lindfield, NSW: Film Australia.

**Website**


**Book**


**Book, chapter in an edited book**


**Journal Article**


References to books, book chapters and journal articles are written in a distinct way known as a citation.

Recognising the different citation formats is important because this will effect how you search for the item.

**Note:** There are many acceptable forms of citations and referencing. Students should check course information or consult with academic staff for the style required for their assignments. Different styles present the citation details in different formats and order.
Where to Search for Resources on your Reading List

If your reading list does not provide the call number of the item or its location, you will need to search for them yourself. Each resource can be searched in several different ways:

<table>
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<tr>
<th>Resource type</th>
<th>Location</th>
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<td>Books</td>
<td>• Catalogue</td>
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<tr>
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<td>Book Chapters</td>
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<tr>
<td></td>
<td>• Catalogue</td>
</tr>
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<tr>
<td>Videos</td>
<td>• Catalogue</td>
</tr>
<tr>
<td></td>
<td>• Reserve Collection tab in the Catalogue</td>
</tr>
<tr>
<td>Web Addresses</td>
<td>• Internet</td>
</tr>
</tbody>
</table>

**Catalogue**: Lists books, journals (with links to full text where available), videos and other audiovisuals. It also has a tab to Reserve Collection.

**Journal Finder**: A list of journals held by the Library, both in print and electronic format.

**Reserve**: Materials that are required reading/viewing for a Unit are located in Reserve. There are two locations for Reserve materials:

- **Electronic Reserve or e-Reserve**
  - **e-Reserve** allows you to search for online documents relating to your Unit. These may be book chapters, journal articles, past exam papers, lecture notes or Unit outlines. You can search by Unit Code to find all e-Reserve material for your Unit, use keywords, or limit your search according to the type of document you are looking for. To access, click e-Reserve on the Library homepage.

- **Reserve for physical resources**
  - Locate items like books or videos on your reading list, in Reserve on Level 2. They are arranged in call number order. Use the Reserve Collection Tab on the Catalogue to find their call numbers.

**Internet**: Your lecturer may place course materials on a course web site. In this case you will require the web address or URL for the site, as well as a login and password provided by your lecturer. Addresses for other recommended web sites may also be included in reading lists.
Finding a Book

Examples of book citations:

**Single author**

- author's name
- date
- title
- publication details


**Edited book with a number of authors is entered under editor's name/s.**


Books on reading lists can be found in two places:
1. On the **Catalogue** under the title or author of the book.
2. In the **Reserve Collection** tab on the Catalogue, arranged by course code.

Finding a Book Chapter

Example of a book chapter citation:

- author of chapter
- date
- chapter title
- indicates the chapter is within this book


- author/editor
- publishing details
- book title
- pages

Book chapters on reading lists can be found in three places:
1. On **e-Reserve** as a scanned electronic copy of the book chapter.
2. In the Catalogue using the **Reserve Collection** tab.
3. In the Catalogue look under the **author or title** of the book (not under the author or title of the chapter), as per the instructions on the previous pages.
Finding a Journal Article

Example of a journal article citation:

- **author of article**: Yeatman, A. (2000)
- **date**: 2000
- **title of article**: Who is the subject of Human Rights?
- **journal title**: American Behavioral Scientist
- **volume (issue)**: 43(9)
- **pages**: 1499-1513

<table>
<thead>
<tr>
<th>journal title</th>
<th>volume (issue)</th>
<th>pages</th>
</tr>
</thead>
<tbody>
<tr>
<td>American Behavioral Scientist</td>
<td>43(9)</td>
<td>1499-1513</td>
</tr>
</tbody>
</table>

Journal articles can be found on:

1. **e-Reserve**
2. **Journal Finder**

Journal articles on undergraduate reading lists are usually found in **e-Reserve**, in the same way that you would find a book chapter. However, if your lecturer has not placed materials in **e-Reserve** you may also need to search **Journal Finder** which lists the titles of journals held online or in print.

Finding a Journal Title

Search Journal Finder

**Journal Finder** provides a list of journals held by the library, both in print and by electronic subscriptions.

2. Type the name of the journal, e.g. *Current genetics*.
3. Click **Find Journals**.

<table>
<thead>
<tr>
<th>Title</th>
<th>Call No.</th>
<th>Holdings</th>
<th>Location</th>
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<tbody>
<tr>
<td>Current genetics</td>
<td>Electronic Journal</td>
<td>Electronic journal 1996-</td>
<td>SpringerLink</td>
</tr>
<tr>
<td>Current genetics</td>
<td>QH426 .C87</td>
<td>vol. 8 (1984)-</td>
<td>Main Collection</td>
</tr>
</tbody>
</table>

In this example, the journal *Current genetics* is available in both electronic format (1996 onwards) and older copies in print from Vol. 8 1984 at the call number QH426.C87 in the Main Collection. If the date of the article is within the time period for the print, locate the journal at the call number, find the year and volume and then the page number at which the article begins.

4. If the date of the article is 1996 or later click **Electronic journal**. This will take you to the database on which that journal contents are available.
Finding a Journal Title in another Library

If you cannot find a journal title on either the Library catalogue or on Journal Finder, then you may wish to check if the journal is held in other libraries.

Libraries Australia is a database that lists holding libraries throughout Australia. Libraries Australia is linked from the Library’s list of Research Databases.

Need More Help?

- Information Skills Online. Go to http://infoskills.mq.edu.au/
The following modules are available.

  - Finding Library Materials*
  - Developing a Search Strategy*
  - Basic Database Searching*
  - Advanced Database Searching*
  - Legal Information Skills
  - Research on the Internet

* Essential core modules for all students

Ask a Librarian. Studying from home and need help with research? This service makes it possible for students to use their computers to chat or email with library reference staff. To connect, click on Ask a Librarian from the Library’s homepage.
Ethical & Legal Issues

Copyright and Students
All students should be aware of their ethical and legal responsibilities when using materials created by others. Below is an extract from Macquarie University’s Copyright Unit on copyright for students. Further details about copyright can be found at: http://www.copyright.mq.edu.au

“Under an agreement with the centralised copyright body, CAL, students can be provided with a vast amount of copyright material in the course of their research and study. There are limitations, however, so please observe the copyright notices on various devices around campus, such as photocopiers, printers, computers with removable storage media (generally floppy disks). Students are responsible for observing the limitations, such as the limitation on generally copying one book chapter from a particular book, or one journal article from a journal. Copyright breaches by students can be pursued at a personal level by the copyright owner or their agent, independent of the University”.

Plagiarism
Below is an extract from Macquarie University’s Policy on Plagiarism. Further details can be found at: http://www.student.mq.edu.au/plagiarism

“Definition: Plagiarism involves using the work of another person and presenting it as one’s own. Any of the following acts constitutes plagiarism unless the source of each quotation or piece of borrowed material is clearly acknowledged.
- copying out part(s) of any document or audio-visual material (including computer based material);
- using or extracting another person’s concepts, experimental results, or conclusions;
- summarising another person’s work;
- in an assignment where there was collaborative preparatory work, submitting substantially the same final version of any material as another student.

Encouraging or assisting another person to commit plagiarism is a form of improper collusion and may attract the same penalties which apply to plagiarism.”