

Search strategy for library users

Your search strategy is your plan of action that takes you from thinking about the information you need to processing the information that you have found.

Regardless of the resources that you are using - a database, an index, or a www search engine - the searching strategy is essentially the same.

IDENTIFY KEYWORDS

SELECT RESOURCES

<http://dozer.infodiv.unimelb.edu.au/SuRe/subject.php>

FIND RELEVANT INFORMATION

- *Build a search*
- *Use search operators*
- *Limit search to fields*
- *Use wildcards*

EVALUATE SOURCES

PROCESS INFORMATION

<http://www.lib.unimelb.edu.au/cite/>

Subject Resources@Library

Selected research resources are listed for each subject (eg Finance, Criminology, Genetics, Musicology, etc.) as well as specialised areas (eg Images, Patents, Theses etc.)

They are called *Subject Resources@Library* and include academic materials (subject to editorial or peer-review) and other *reliable* sources.

Connect to *your* Subject Resources@Library

<http://dozer.infodiv.unimelb.edu.au/SuRe/subject.php>

INFORMATION DIVISION

Paul Stebbing/LRS 19/99/2004

Library information contacts

www.lib.unimelb.edu.au/collections/contact.html

- *ALL FACULTIES* 03-8344-0444

EXCEPT...

- *LAND & FOOD RESOURCES*

Burnley	03-9250-6851
Creswick	03-5321-4115
Dookie	03-5833-9224
Gilbert Chandler	03-9749-8012
Glenormiston	03-5557-8256
Longerenong	03-5362-2236
McMillan	03-5622-6003
Parkville	03-8344-5017

- *LAW* 03-8344-6177

- *VETERINARY SCIENCE*

Parkville	03-8344-7353
Werribee	03-9731-2331

Key library websites

- *INQUIRY:* www.lib.unimelb.edu.au/inquiry/
Includes FAQs
- *LIBRARY HOME:* www.lib.unimelb.edu.au/
- *LIBRARY CATALOGUE:* cat.lib.unimelb.edu.au/
- *CITATION STYLES:* www.lib.unimelb.edu.au/cite/
- *RESOURCES@LIBRARY:*
dozer.infodiv.unimelb.edu.au/SuRe/subject.php
- *CONTACTS FOR RESEARCH HELP:*
www.infodiv.unimelb.edu.au/telars/staff/lr.html



THE UNIVERSITY OF
MELBOURNE



Strategy for library users

1 Why is citing important?

If you draw upon other people's work in your writing and research and do not acknowledge those sources, you can be accused of *plagiarism*.

Correct citations allow your readers to follow up sources you have referred to, so citing is in the interests of scholarly investigation and the sharing of ideas.

2 Notes, Reference Lists and Bibliographies

Notes must be used whenever you refer to, paraphrase or quote from another work in your writing. A note can appear in the text, or at the end of the page as a 'footnote'.

Reference lists include only the works you have cited in the body of your writing.

Bibliographies list everything you have consulted during your research or assignment preparation.

You may not be required to include both a reference list and a bibliography as part of your work.

3 Citation style

There are 3 basic citing styles:

- Author-date style
- Footnote style
- Numbered style

Faculties or departments have style requirements.

Check with your lecturer to see if you are required to use a department style manual.

AUTHOR-DATE STYLES

An in-text reference is made by citing the author(s) and the date of the work.

In-text

...other researchers (Vega, Pina & Krevsky, 1998) ignored the implications, but when Petersen (2001) was able to demonstrate significant convergence...

Rules determine how and where the in-text citation is made.

Bibliography or Reading List

Cite the work in full and list alphabetically by author surname.

Petersen, K. (2001), 'Race and innovation in social justice', *Journal of Social Issues*, 54(2), 393-404

Vega, L., Pena, M., & Krevsky, A. (1998). 'The diffusion and rejection of innovations'. *Academy of Management Review*, 16 (3), 586-612.

FOOTNOTE STYLES

Use an in-text reference number, (small raised number at the end of a sentence) which refers to a footnote placed at the bottom of the page.

In-text

...other researchers ignored the implications but Petersen was able to demonstrate significant convergence.^{2,3}

Rules determine how and where the in-text citation is made.

Footnote

Similar to, but *not identical* to the bibliography

²Michael Ho and John Raetz, *The Meaning of State: an Investigation of Prejudices* (Cambridge: Cambridge University Press, 1997).

³Mairead Petersen. "Elites and the Challenge of Vested Interest in the Guilds, 1492-1521," *European History Quarterly* 28 (1999): 108.

FOOTNOTE STYLES - CONT.

Bibliography or Reading List

Cite the work in full and list alphabetically by author surname.

Ho, M. and Raetz, J. *The Meaning of State: an Investigation of Prejudices* Cambridge: Cambridge University Press, 1997.

Petersen, M. "Elites and the Challenge of Vested Interest in the Guilds, 1492-1521," *European History Quarterly* 28 1999: 108.

NUMBERED STYLES

An in-text number refers to a source (with that same number) which appears in the bibliography.

In-text

...other researchers faced this problem,⁽²⁾ but it was apparently overcome when Petersen was able to demonstrate significant convergence.⁽³⁾

Rules determine how and where the in-text citation is made.

Bibliography

Cite the work in full and list numerically.

(2) Vega KJ, Pina I, Krevsky B. *Heart transplantation is associated with an increased risk for pancreatobiliary disease*. New York: Harper and Row; 1974.

(3) Petersen B. Failure of syngeneic bone-marrow graft without preconditioning in post-hepatitis marrow aplasia. *Ann Intern Med* 1996 Jun 1;124(11):980-3.

4 Is the style you need there?

Go to *Citation Styles within the University* at www.lib.unimelb.edu.au/cite/ for subject specific online guides