

INTO®

MANCHESTER

Learning Centre Guide 12A

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International Foundation- Humanities:



As the International Foundation is a pathway onto University in the United Kingdom, it is important that you find and use quality resources efficiently and effectively. **This will be expected of you as part of your studies.**

March 2018

Is This The Right Guide for You?!

This guide is intended for students studying the **International Foundation: Humanities**. It outlines the information sources available to help you research for assignments, essays and presentations.

Online Resources

The Learning Centre has bought licences to a range of specialised databases to help you find **QUALITY** material that has been assessed by fellow experts (peer-reviewed); these databases are **NOT** available freely via the web and should be a key part of your research.

Always ask
for help if
you are stuck!

To log in to these databases, you need your OPEN ATHENS password. You need to COME INTO THE LEARNING CENTRE to fill in a form for this password. It is important that you do this as soon as possible. You will then be given your username and password **Please make a note of these!**

Once you have your OpenAthens password, go to

<http://intolearningcentre.co.uk/online-resources/> and click on the

OpenAthens logo



You will then have access to the following database:

These databases include:

- **The Reviews (was called Philip Allan Databases)**

Online access to current and past copies of *Business Review*, *Economic Review*, and *Politics Review*. Great way of keeping up-to-date with current issues.

Details of how to use this database efficiently are available in a range of simple guides (**simple guides 11-16**)

- **EBSCO Discovery**

Provides a quick and easy way to search nearly 5,000 academic and business journals as well as electronic books. You can access the databases from INTO Manchester or at home. Good for politics, business research, marketing, management, accounting, finance and economics. Provides access to company information. Many of the journal articles you find will also have the full text with them for you to read.

The Learning Resource Centre has 2 detailed guides on how to use Ebsco Discovery. Please ask the staff.

- **Issues Online**

Database on social issues; covers topics such as ethics in business, globalisation and ageing in society. Includes key statistics and also links to a range of e-books on social issues. Access from <http://intolearningcentre.co.uk/online-resources/>

A detailed guide on how to use Issues Online is available. To access, a special *Issues Online* password/username is needed.

This is on the screen when you go into Ebsco Discovery

- **Electronic/ E-Books**

Electronic books covering key topics you will cover in Foundation are also available and you can use these both at INTO Manchester or at home. As well as searching for a full book, you can also search across **ALL** the pages in available books, all at the same time, for the topic you are interested in.

Electronic books are available via Ebook Central and Ebsco via Ebsco Discovery **There are separate leaflets on how to use E-Books (Simple Guides 17/18)**

Useful Websites

The internet is full of information resources for you to use for your studies. However, it is **VERY** important that you use information from reputable sources only. Anyone can (*and many do!*) set up a website just to fool people/promote their own point of view, so you need to be careful about which sources you use.

As a minimum, when searching the web, you should be making use of search engines such as **Google Scholar** rather than Google itself 3

so you know you will find some “scholarly”/ academic literature

Website: <http://scholar.google.co.uk/>

At International Foundation level you should **NOT** be relying on Wikipedia for all your information – this is frowned upon at University so get into good habits here at INTO Manchester!

Read the general guide on **Finding Information on the internet (Guide 25)**

Collect the following leaflets that list websites from bona fide (reputable) sources to help your studies:

- **Finding Information on Politics (Guide 19)**
- **Finding Information on Economics & Business (Guide 20)**
- **Finding Information on Accounting & Finance (Guide 21)**
- **Finding Information on Marketing (Guide 23)**
- **Finding information on Mathematics (Guide 32)**

If you cannot find any of these guides, please ask the Learning Centre staff.

Don't Forget Books! Your teacher will recommend key texts that you should read as part of your studies: most of these should be available in the Learning Centre. To find both paper and electronic books you need to search using the Library Catalogue. The catalogue is available via the Learning Centre website at

<https://intolearningcentre.co.uk/>

The Library Catalogue gives you the “Dewey number” of the book. This will help you find it on the shelf as all books in the Learning Centre are organised in Dewey number order.

Details of how to use the catalogue efficiently are available in **Guide 4 Finding a Book in the Learning Centre**

Make use of other libraries such as Manchester Central Library or the University of Manchester library.

Ask staff for details