



Pre-Masters Programme: Key Resources



Make use of the
skills and
knowledge of the
Learning Centre
staff

Is This The Right Guide for You?!

This guide is intended for students studying the **Pre-Masters Programme**. It outlines the information sources available to help you research for assignments, essays and presentations.

As the Pre-Masters Programme is a pathway onto success at Master's level, it is important that you find and use quality resources efficiently and effectively. **This will be expected of you as part of your studies.**



Make sure you have
your OpenAthens
Password.
You need it!

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.

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.

These databases include:

- **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 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. Access Ebsco Discovery from :

<http://intolearningcentre.co.uk/online-resources/>

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

- **The Reviews (*was called Phillip 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. Access from **<http://intolearningcentre.co.uk/online-resources/>**

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

Other Resources

- **Emerald**

Covers extensive range of research articles. *Only available to Pre-Masters Programme students*. Get details from Pre-Masters Programme staff. Access from **<http://intolearningcentre.co.uk/online-resources/>**

Searching the Web

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 so you know you will find “scholarly”/ academic literature. **Website:** **<http://scholar.google.co.uk/>**

At Pre-Masters Programme 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! It is recommended that you make use of **Open Access Depositories** that give you access to free, full text scholarly articles

Below are some you might find of use for your research:

Open Access / Subject Gateways

- **CORE (COncecting REpositories)** Free access to millions of open access research papers.

Website: <https://core.ac.uk/>

- **Digital Commons Network**

Brings together free, full-text scholarly articles from hundreds of universities and colleges worldwide.

Website: <http://network.bepress.com/>

- **Directory of Open Access Journals** Gives access to some very useful “peer reviewed” journals for you to use. This means that articles have been checked by fellow experts. Suitable for those carrying out in-depth research.

Website: <http://www.doaj.org/>

- **JURN** Finds content in over 4,000 FREE ‘open access’ ejournals in the arts and humanities. Provides a useful list of the journals included. **Website:** <http://www.jurn.org/>

- **WWW Virtual Library** The oldest catalogue of the Web, this covers a wide range of subject areas and is recognised as one of the highest-quality guides to particular sections of the web.

Website: <http://vlib.org/>

Manchester Central Library (a free public library for all) has access to many online journals, via its *Access to Research* system.

Ask the Learning Centre staff for more information

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 Marketing (Guide 23)**

Useful Websites: Current Affairs and News

- **BBC News** Latest UK and World news from the BBC.
Website: <http://www.bbc.co.uk/news/>
- **British Media Online** An interface to a wide range of major UK daily newspapers, local newspapers, media outlets and industry journals. **Website:** <http://www.wrx.zen.co.uk/britnews.htm>
 - **Guardian Newspaper** Online version of *The Guardian*, the British daily national newspaper. A limited archive of older items from the paper is also available.
Website: <http://www.guardian.co.uk/>
- **Independent Newspaper** Online version of *The Independent* newspaper, the British daily national newspaper. Has free access to archive of stories back to 1992.
Website: <http://www.independent.co.uk/>
- **New Statesman** Authoritative weekly political, cultural and current affairs magazine with often provocative and radical ideas.
Website: <http://www.newstatesman.com/>

- **Office for National Statistics** A fantastic starting point for a wide range of statistics- population, economic, labour market, health etc. etc.
Website: <http://www.ons.gov.uk/ons/index.html>

Useful Websites Study Skills:

- **Anglia Ruskin University: Harvard System of Referencing**

Provides really useful *Guide to Referencing in the Harvard Style*; an invaluable source of information on citing accurately.

Website: <http://libweb.anglia.ac.uk/referencing/harvard.htm>

- **INTO Manchester Learning Centre**

Provides a round-up of links to information literacy and study skills resources, covering referencing, academic writing and choosing the best resources.

Website: <http://intolearningcentre.co.uk/> Select **Study Skills**.

Don't Forget Books!

Your tutor(s) will probably recommend key texts that you should read as part of your studies: most of these should be available in the Learning Centre, in either print or in electronic format. To find both paper and electronic books you need to search using the **Library Catalogue**.

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

Electronic/ E-Books

Electronic books covering key topics 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)**

Other Library Catalogues

As an independent researcher, you will be looking for resources further afield, so it is useful to search other library catalogues to see what is available. You may be interested in the following online catalogues:

- **Manchester Public Library**

Anyone living in Manchester can join and use this Library if you find resources you are interested in using.

Website: <http://www.manchester.gov.uk/libraries>

- **University of Manchester**

INTO Manchester students can use the University Library. Make sure you speak to the Learning Centre staff **BEFORE** going down or you will not get in!

Website: <http://www.library.manchester.ac.uk/>



Always check the website address/ URL carefully.
Is it an academic website or a hoax one?

Other National Library Catalogues

- **British Library Public Catalogue**

The British Library is one of the main libraries in the UK, receiving a copy of every publication produced in the UK and Ireland. You can search, view and order items from the main catalogue of nearly 57 million records.

Website: <http://www.bl.uk>

- **COPAC**

Bringing together the catalogues of over 70 major UK and Irish libraries. In a single search you can discover the holdings of the UK's national libraries (including the British Library), many University libraries, and specialist research libraries.

Website: <http://copac.jisc.ac.uk/>

Use Moodle

Your tutors will have put valuable material on **Moodle**, the Virtual Learning Environment. It is important that you log in and gain access to the Pre-Masters Programme area of Moodle. This is available via the Learning Centre website at <https://intolearningcentre.co.uk> Select **Moodle** from **Popular Links**

Pick up the other topic guides to help. These give specific help on finding business & company information, marketing and management information. Find online or in the Learning Centre

Further Help

The staff in the Learning Centre, (Chris, Helen and Jacqueline) are all qualified information workers and will be able to offer you help and advice on how to get the best out of your research. *Please make use of their skills and knowledge.*