

# Pre-Masters Programme: finding information



**When you are doing your coursework at INTO Manchester, you should make use of QUALITY sources, rather than just using *Wikipedia***

**This handout will help!**

If you are struggling to find what you need - ask the Learning Centre staff They like to help!

**Learning Centre Guide 16**

**Website:** <http://intolearningcentre.co.uk>

**E-mail:** [manchester.lrc@intoglobal.com](mailto:manchester.lrc@intoglobal.com)

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## Online Resources

The Learning Centre has special databases to help you find **QUALITY** material - these databases are **NOT** available freely via the web

**To log in to these databases from home, you need your OPEN ATHENS username and password. You need to COME INTO THE LEARNING CENTRE to get these.**

Once you have your OpenAthens details, go to

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

click on the **OpenAthens** logo  and log in

**You can use the following databases from INTO Manchester or at home:**

- **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***)

- **European Newsstream**

Covers local and regional newspapers throughout Europe; includes *The Guardian*, *Independent*, *Times* and *Financial Times*. Great for up-to-date information. Details on how to use in ***Simple guide 25***



**You need your OPEN ATHENS password to use the INTO Manchester databases from home. If you do not have one, ask the Learning Centre staff**

- **EBSCO Discovery**

For more in-depth research; search over 7,000 academic and business journals. Good for business research, marketing and management.

Provides access to company information.

You can access the databases from INTO Manchester or at home. Details on how to use in **Guide 7a and 7b: using the Ebsco Databases**

- **Electronic/ E-Books**

Electronic books cover key topics - you can use these at INTO Manchester or at home. Search for a full book or 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 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/>

## Use Moodle

Your teachers will put valuable material on Moodle, the Virtual Learning Environment, also called MyINTO. **It is important that you log in and use Moodle/MyINTO** This is available via the Learning Centre website at <http://intolearningcentre.co.uk/> **Select Moodle**

## Searching the Internet

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 some “scholarly”/ academic literature.

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

It is **highly** recommended that you make use of **Open Access Depositories** that give you access to free, full-text scholarly articles from hundreds of universities and colleges worldwide.

Examples include:

- **CORE (COnnecting 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/>

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/>
- **European Newsstream**  
Covers local and regional newspapers throughout Europe; includes *The Guardian*, *Independent*, *Times* and *Financial Times*. Great for up-to-date information. Access using your OpenAthens password from <http://intolearningcentre.co.uk/online-resources/>- see page 2
- **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>



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

## 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. Takes account of developments such as using DOIs when referencing journal articles.

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

- **INTO Manchester Learning Centre**

Provides useful information about finding quality resources for your assignments, help with revision skills, dealing with exam stress and preparing for presentations.

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

## 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***

## 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>

**The Public library is also part of the *Access to Research* system** which gives access to many online research journals.

- **University of Manchester**

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

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

## 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> Select **Search the main catalogue**

Also has a useful **Business and Management portal** with full text research reports, summaries, working papers and videos. Great starting point for research.

**Website:** <https://www.bl.uk/business-and-management>

- **COPAC**

Bringing together the catalogues of over 100 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/>

## 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.*

For the **Pre-Masters Programme**, your main contact is **Chris**; contact via email: [manchester.lrc@intoglobal.com](mailto:manchester.lrc@intoglobal.com) or [chris.hall@intoglobal.com](mailto:chris.hall@intoglobal.com)

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

