

PMP Programme:

finding information



INTO MANCHESTER

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>

Brightspace: Library Services then e-library

E-mail: manchester.lrc@intoglobal.com

Telephone: 0161 631 1222

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.

Once you have your OpenAthens details, go to

<http://intolearningcentre.co.uk/online-resources/> OR in Brightspace Library Services then **e-library.**

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

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

- **European Newsstream**

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

- **EBSCO Discovery**

For more in-depth research; search thousands 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**

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

- **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)**

Use Brightspace

Your teachers will put valuable material on Brightspace, the Virtual Learning Environment. **It is important that you log in and use Brightspace.**

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 (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/>

NOTE this is also available in Ebsco Discovery.

- **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 - 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>



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>

- **Cite Then Right**

Is available in **Ebook Central**. This is your core text on citing and referencing.

- **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. These include physical books and e-books use **study skills** as a search term.

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 physical 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 or your tutor **BEFORE** going down or you will not get in!

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 150 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 and Jacqueline) are 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 or 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

