

# Library Links for Honours Students

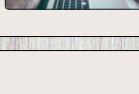
Writing assignments can be easier if you follow these step by step hints



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## 1. Planning your assessment

- Read through all of the information provided for the assessment task
- Break the assessment down into smaller tasks
- Set a schedule for completing each task
- **Don't forget to allow time to proofread your work**
- **More information on planning your assessments**
- **Determine how to best use our resources and access help**

## 2. Time management

- Consider your study and other commitments
  - Prepare a semester plan or study schedule
  - Include the smaller assessment tasks and the assessment due date in your plan
- [More information on planning your semester](#)



## 3. Unpack your topic

**Unpacking your topic will allow you to develop a useful search strategy when you are finding information for your assignment.** Understanding your topic will also help you to address the key components of the assessment. Start by determining the broad aim of the topic as well as the individual tasks you will need to complete. The task words in the assignment information will provide you with guidance. For example, are you required to write an essay, a report, or something else; are you required to describe, analyse, or compare; what is the scope of the topic?

For more information, see the USQ [Unpacking the topic](#) webpage.

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## 4. Finding information

**Do it right the first time.** Save hours looking for journal articles and conference papers online by viewing this 90 minute [tutorial on how to find information in databases like Library Search, Scopus, ScienceDirect and Google Scholar](#). It will also cover creating search phrases using keywords, synonyms and Boolean Operators.

OR

- 1) Search for journal articles and books, by using the [Help Guide](#) to [Library Search](#). Remember to limit your results by managing [filters](#).
- 2) **Use the Library's Database Help Guides to access and use our databases.** Databases provide information outside of what Library Search provides. Like Library Search, databases contain **filters that improve your search results.**

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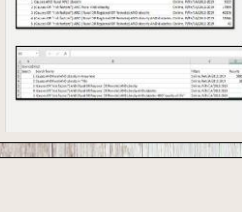
## 5. Examples of Search Logs entered into Excel Spreadsheets

Record your searches in an Excel Spreadsheet. This will help you decide which:

- databases are the best for your topic, and
- search terms produce relevant results.

You can then modify your search based on the data you record. View the [enhanced version](#) of this picture for an example of recorded search strategies.

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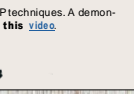
## 6. Other resources to consider:

**Books** can provide background information on your research topic:

- Learn three ways to access [online books](#).
- Look up your [borrowing and requesting](#) privileges for print books.
- USQ Library posts [our books](#) to you for free and provides you with [free return](#) postage bags if you're an off campus student

Google and Google Scholar can be [searched specifically](#) to get information from company websites, reports, and journal articles

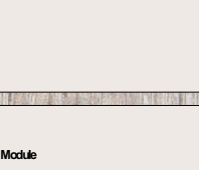
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## 7. Critically review your information and selecting information:

[Critically review](#) the information you gather using the REVIEW or CRAP techniques. A demonstration of the **REVIEW** technique occurs 3min 11 seconds into this [video](#).

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## 8. Reading Strategies

**While studying at university you will need to read a variety of different styles of texts for different purposes.** Before you start reading, think about what you need from the text and tailor your reading approach to your purpose. Sometimes you will just need an overview of the text, whereas other times you will need to actively and critically engage with the text.

See our [handy guide](#) for more information on reading effectively and efficiently.

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## 9. Academic Integrity Module

All students are required to complete a mandatory training module on academic integrity, annually. You are required to complete it once a year and it will apply to all of your courses. The module link is available on the course StudyDesk, assessment page along with relevant policies and procedures.

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## 10. Paraphrasing

Paraphrasing involves writing the information you have found in your own words (and using appropriate in-text citations).

### Direct quotes

You will need to acknowledge direct quotes any time you include a phrase or sentence using the original author's words. Each referencing style provides guidance on how to acknowledge direct quotes.

There is more information about paraphrasing and direct quotes on the USQ [How to avoid plagiarism](#) webpage.

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## 11. Academic Writing Resources

The USQ Library has developed a number of handy guides to support your academic writing.

Our [Academic writing and proofreading](#) webpage includes a link to some proofreading strategies and information about a particular topic. It includes an analysis and evaluation of existing literatures that are relevant for your topic. The [Study Support Literature reviews](#) page includes information about exactly what a literature review is, plus strategies for conducting your literature search and writing your review.

An [annotated bibliography](#) can help you organise your notes from journal articles and other literatures.

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## 12. Writing a Literature Review

Writing a literature review involves more than just providing a description of the existing knowledge about a particular topic. It includes an analysis and evaluation of existing literatures that are relevant for your topic. The [Study Support Literature reviews](#) page includes information about exactly what a literature review is, plus strategies for conducting your literature search and writing your review.

An [annotated bibliography](#) can help you organise your notes from journal articles and other literatures.

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## 13. Individual Academic Skills Support, Workshops and Subject Support Pages

**Specialist support for USQ students: The library offers free drop-in sessions and individual consultations** with Librarians and Learning Advisors.

Librarians can provide specialist help with:

- **finding information and using library resources**
- evaluating information
- referencing and citations

Learning Advisors can provide specialist help with:

- study skills (including time management, task analysis, reading, and note-taking)
- academic writing (including assignment structure, critical thinking, analysis and synthesis)
- exam and oral presentation preparation

Maths Learning Advisors can provide specialist help with:

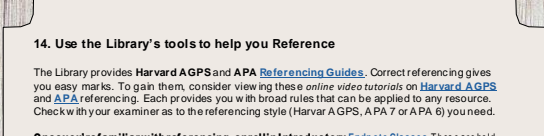
- developing your mathematical skills (including algebra, calculus, trigonometry, logarithms, & statistics)
- pre-requisite Maths required in your courses
- **using scientific calculators**
- preparing for maths exams

**(Our Library help desk staff can help out if you aren't sure who to contact.)**

**Workshops: The library also offers a number of study support workshops** throughout the year. [Online tutorial help](#) geared towards Engineering, Built Environment, IT and Sciences students will be provided on Wednesdays from 4-5pm. Classes focus on understanding how to Harvard and APA reference, find information, critically evaluate and select it, plan your assignment and proof read.

**Subject Supported Pages:** These [pages](#) provide general assignment guidance and link to many tutorials mentioned so far. These are relevant to students in every discipline, including IT, the Sciences, and Engineering and Urban and Regional Planning.

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## 14. Use the Library's tools to help you Reference

The Library provides **Harvard AGPS** and **APA Referencing Guides**. Correct referencing gives you easy marks. To gain them, consider viewing these [online video tutorials](#) on [Harvard AGPS](#) and [APA](#) referencing. Each provides you with broad rules that can be applied to any resource. Check with your examiner as to the referencing style (Harvard AGPS, APA 6 or APA 6) you need.

**Once you're familiar with referencing, enroll in Introductory Endnote Classes.** These are held across our three campuses and online. **EndNote, in case you're wondering, is a referencing software management system that is installed on your computer. It is used jointly with USQ's** referencing guides.

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