



ABC: information literacy and bibliographic research

edited by ABC group

Information Literacy in the Social Sciences Libraries

Last rev. September 2020



Crucial importance of the information...

“We have become like the most primitive Paleolithic man, once more global wanderers, but information gatherers rather than food gatherers. From now on the source of food, wealth and life itself will be information.”

Marshall McLuhan

Marshall McLuhan, “Agenbite of outwit”



Publico dominio: Sidney Paget, 1892

Bibliographic research
is like an investigation.

5 rules of information literacy...
...5 basic actions for bibliographic research

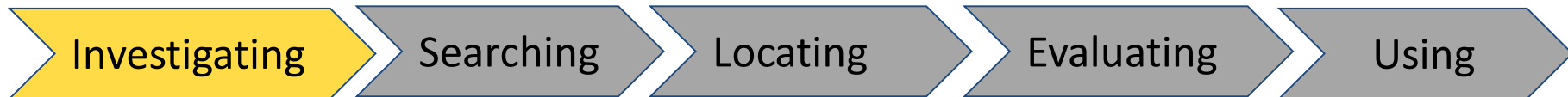
Investigating

Searching

Locating

Evaluating

Using



You are looking for a song. You can:

- Browse your playlists
- Find out the **artist**
- Overview **genres** and moods
- Search for song's **title**



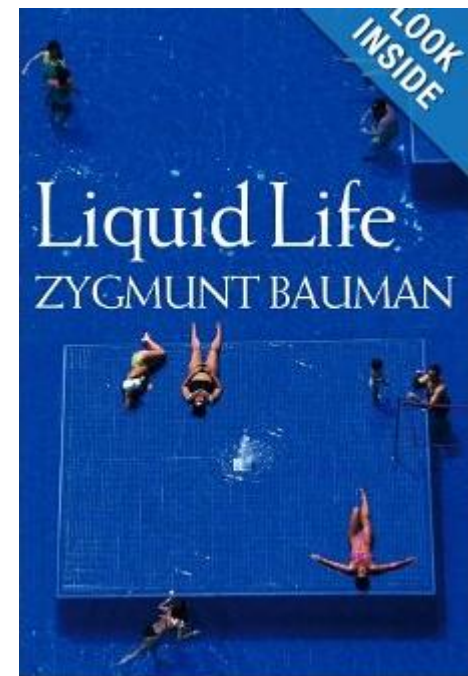
Creative Commons: <http://www.flickr.com/photos/davvyk/407737977>



Has your professor recommended you a book and you want to read it?

You should find out :

- book's title
- the author
- the edition
- where it is available





Basic action in bibliographic research:

- Identify a topic
 - What's your goal? Report, Paper, Thesis...
 - Are you able to use the proper sources?
Not every topic can be supported by adequate (and linguistically approachable) bibliography.
- Plan your writing process
 - Presentation, analysis, scientific debate
 - Introduction, analysis of the primary sources and secondary ones, debate, methodology used, conclusions, bibliography, annexes...

Umberto Eco, *How to Write a Doctoral Thesis: The Humanistic Subjects*, 1977



Why is investigation so important for your research?

How you **ask**

+

Where you **look**

=

What you **get**



http://commons.wikimedia.org/wiki/File:Facebook_like_thumb.png



Investigating

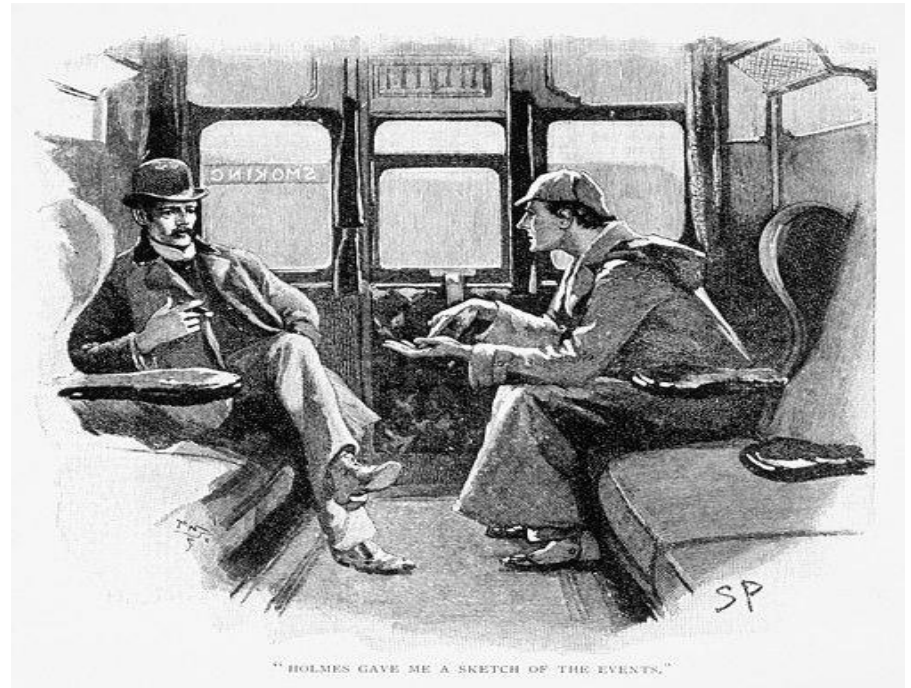
Searching

Locating

Evaluating

Using

- Why?
- When?
- How?
- Where?
- What?



Publico dominio: Sidney Paget, 1892

Investigating

Searching

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Why and when?

- Different kind of scientific writing (Paper, Theses and dissertations, Company Report, ...)
- Research Planning (Work plan: schedule, writing and timeline)



UNIVERSITÀ DEGLI STUDI DI PADOVA
DIPARTIMENTO DI SCIENZE POLITICHE

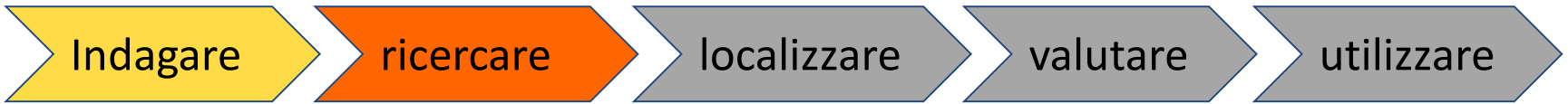
Corso di laurea triennale in _____
Curriculum: _____

TITOLO TESI

Relatore: Prof. _____

Inserenda: matricola n. / _____

A.A. 2015/2016



How?

Making a list of key-words, using 'tag cloud' ...





How?

Browsing subjects ...or Dewey Classification

Details	
Title	Iraq : la logica del ritiro / Anthony Armove ; prefazione di Howard Zinn traduzione di Alessandra Avino a cura di Marianna Matullo e Valentina Nicolì
Publisher	Roma : Fandango Libri
Date	[2007]
Format	220 p. ; 21 cm.
Related titles	Serie : Documenti. 26 >
Uniform Title	Iraq. >
Author	Armove, Anthony >
Contributor	Avino, Alessandra > Matullo, Marianna > Nicolì, Valentina >
Subject	Guerra d'Iraq <2003- > Stati Uniti d'America >
Dewey Class	956.70443 - STORIA. IRAQ. 1991- - ed. 21 >
Identifier	ISBN : 9788860440761
SBN	IEI0266223
Language	Italian
MMS ID	990015082370206046

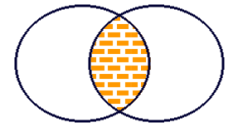




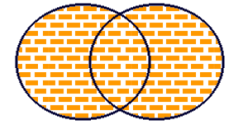
How?

Using Boolean operators....

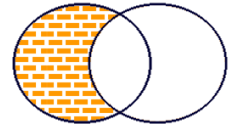
And + Between concepts to narrow your search



Or Between concepts to expand your search



Not - Before a concept to keep it out



“ “ Full sentence



<http://www.pinterest.com/stkateslibrary/library-fun/>

For further information:

<https://apus.libanswers.com/faq/2310>



How? Searching by topics, key-words, author, etc. on:

- **Bibliographies**

List of documents dealing with a specific topic or produced by a specific author

- **Catalogues and other instruments**

To locate bibliographic informations ([GalileoDiscovery](#))

Bibliographic databases

Systematic collections of bibliography and abstracts of journal, report or newspaper articles listed in it. Full-text is often available.

- **Web**

Scholarly search engines ([Google scholar](#), [Google books](#)), institutional web sites ([Istat](#), [Onu](#), ecc) and archives ([Padua@Thesis](#), [Padua@Research](#))

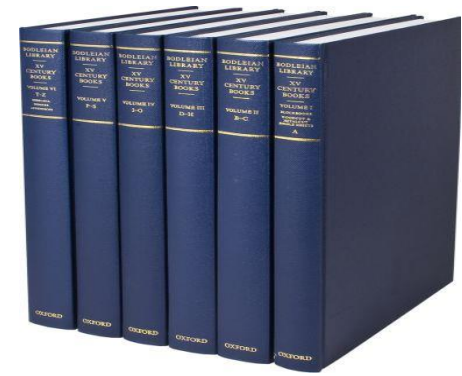
 UNIVERSITÀ DEGLI STUDI DI PADOVA		 SISTEMA BIBLIOTECARIO DI ATENEIO	
Biblioteca digitale Lo scaffale delle risorse Il CercaFacile Connessione da remoto Gestione bibliografie Collezioni digitali Mostre virtuali Archivi istituzionali Per chi pubblica		Cosa cerchi Libri e riviste Articoli e banche dati Citazioni Laboratori di formazione Prestito interbibliotecario Libri in formato alternativo Aiuto	





What?

Different kind of documents...



<http://www.shutterstock.com/pic.mhtml?id=120818398>

Investigating

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In ... **GALILEO DISCOVERY**

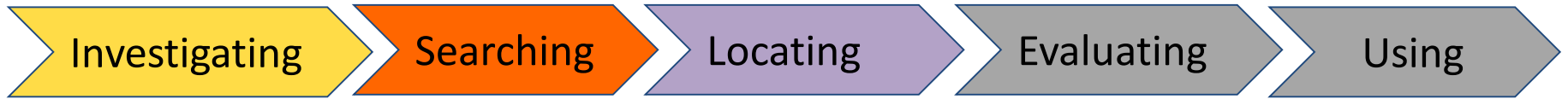
Weber, M., *Il metodo delle scienze storico-sociali*, Torino, Einaudi, 2003.

“Rivista di studi politici internazionali”. Firenze : Le Monnier, 1934 -

Bobbio, Norberto. Il ruolo dell'ONU nel nuovo assetto internazionale. Problemi, giuridici, etici e politici in un mondo trasformato. *“La comunità internazionale”*, (59) 2004, 1, pp. 47-52.


Vianelli, Donata. Consumatori e comportamento d'acquisto. *“Micro & Macro Marketing”*, (65) 2013, 2, pp. 219-220.





Where?

If you are in the University of Padova Libraries Pc stations are available for bibliographic research.

You can even use wi-fi network  with your device.

If you are at home use [Off Campus connection](#) (Auth-Proxy)





And if you don't find what you are looking for...

- Document delivery

- Articles
- Book chapters



- Interlibrary loan

- Books from other italian and foreign libraries

- ...what about web?



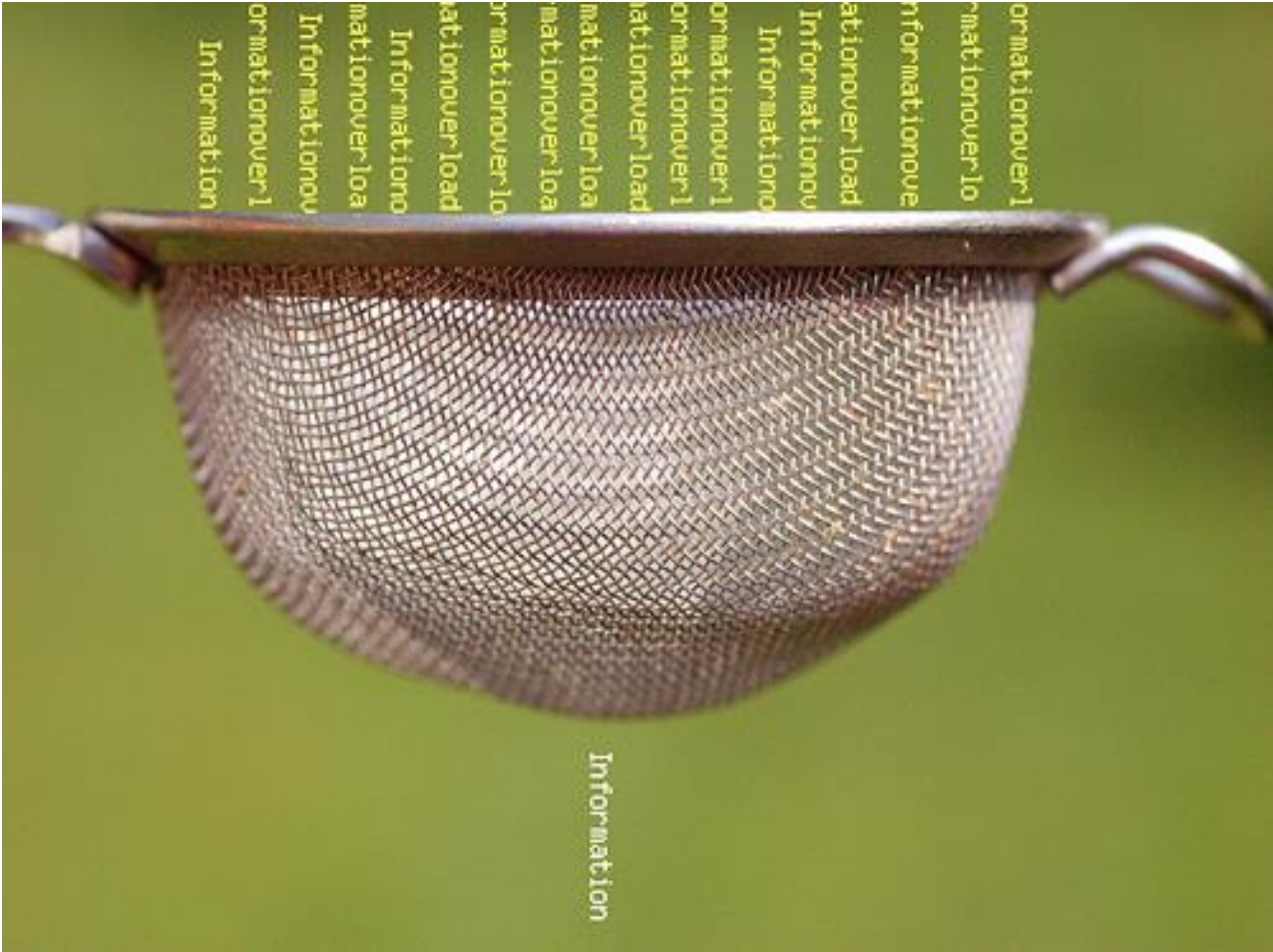
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Creative Commons: <http://www.flickr.com/photos/verbeeldingskr8/3638834128>

Investigating

Searching

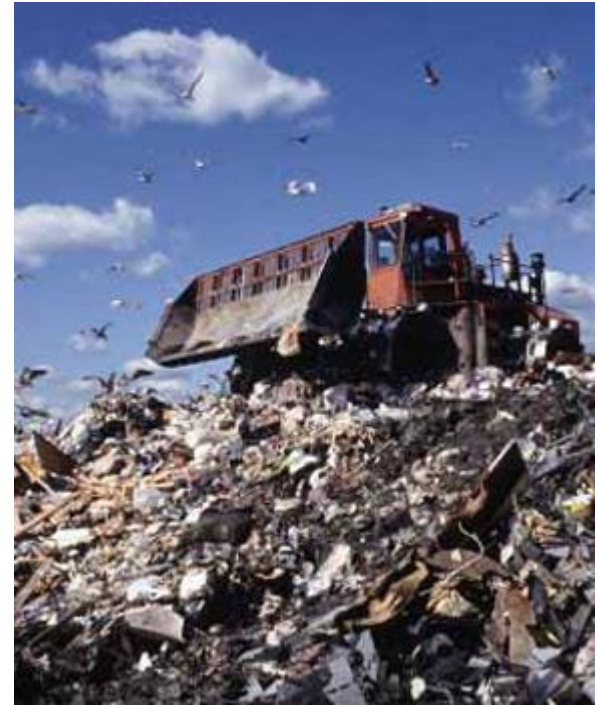
Locating

Evaluating

Using

Web resources

- quantity vs quality
- reliability
- information noise
- Information overload



<http://tip.uwyo.edu/categories.html>

Investigating

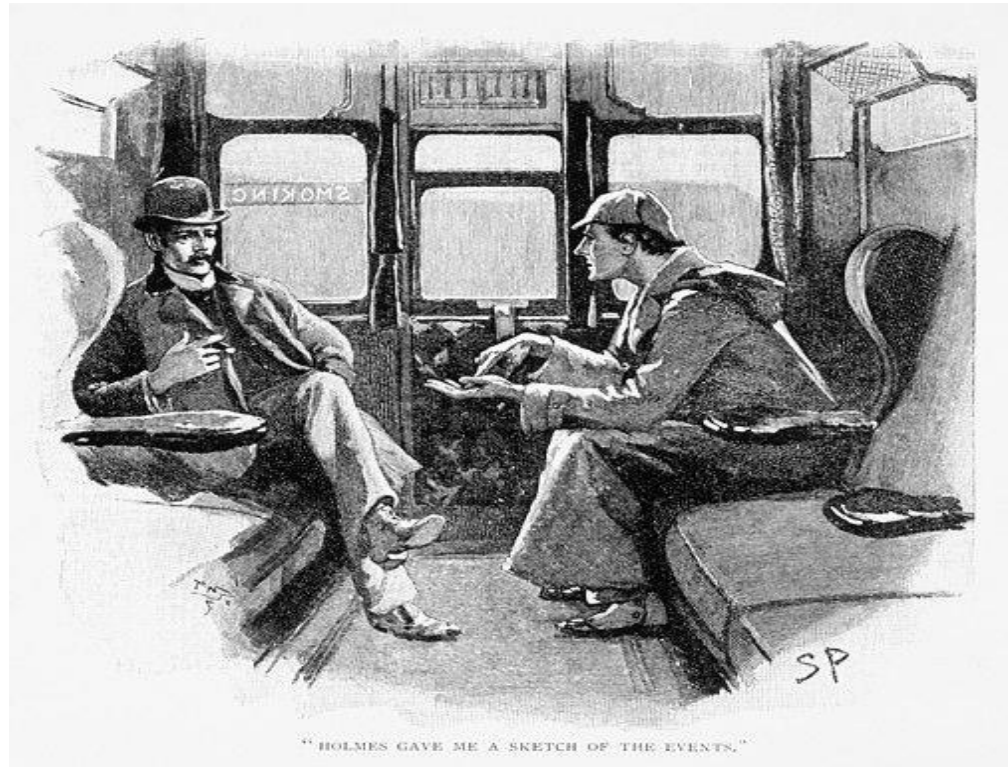
Searching

Locating

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Using

- Is it pertinent?
- Is it relevant?
- Is it reliable?



Publico dominio: Sidney Paget, 1892



CRAAP TEST

- **Currency**

Information can quickly become obsolete. Is your topic in an area that changes rapidly? When was the information published or last updated? Are links or references to other sources up to date?

- **Relevance**

Does the information answer your research question? Does the information meet the stated requirements of the assignment? Is the information too technical or too simplified for you to use? Does the source add something new to your knowledge of your topic?

- **Authority**

What are the author's credentials? Is the author affiliated with an educational institution or prominent organization? Can you find information about the author from reference books or the Internet? Do other books or articles cite the author?

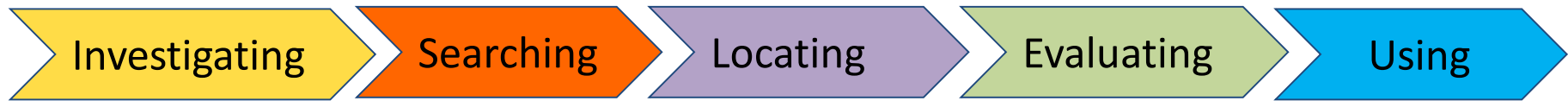
Accuracy

Are there statements you know to be false? Are there errors in spelling, punctuation, or grammar? Was the information reviewed by editors or subject experts before it was published? What citations or references support the author's claims? What do other people have to say about the topic?

- **Purpose**

Why did the author or publisher make this information available? Is there an obvious bias or prejudice? Are alternative points of view presented? Does the author omit important facts or data that might disprove a claim? Does the author use strong or emotional language?





And your dissertation?

Different planning:

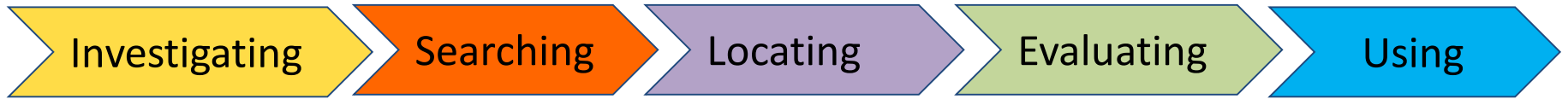
how to find sources?

which layout?

Title page, layout, graphic objects, summary

- SPGI <http://www.spgi.unipd.it/corsi/cose-da-sapere-laurearsi>
- DECON <http://www.economia.unipd.it/laurearsi>
- STAT <http://www.stat.unipd.it/studiare/laurearsi>
- GIURI <http://www.giurisprudenza.unipd.it/corsi/cdlm-giurisprudenza-padova-e-treviso/prova-finale>
- DiSSGeA <https://elearning.unipd.it/scienzeumane/mod/page/view.php?id=44320>)

...and how to cite?



Why to cite?

Citations

- state every source you use
- give scientific credit to your work



M. C. Escher [*Drawing Hands*](#), 1948





Plagiarism

i.e. “the practice of taking someone else’s work or ideas and passing them off as one’s own (Oxford Dictionaries 2014)

It means to steal words, ideas, creative works, and it’s:

- illegal, because of the copyright law (L.633/1944 and other rev.);
- reprehensible, because it runs against intellectual honesty – the basic rule of our University.

Plagiarism Affair: Defense Minister Guttenberg Resigns

German
Tuesda
signific

Fresh Trouble for Free Democrats: Another German Politician Faces Plagiarism Accusations

Silvana Koch-Mehrin, a rising star in Germany's Free Democratic Party, is being accused of plagiarism of her doctoral thesis and her university has started a probe. Similar allegations cost Karl-Theodor zu Guttenberg his job as defense minister.

Romania PM plagiarized thesis: university academics

BY RADU MARINAS
BUCHAREST | Fri Jul 20, 2012 7:42am EDT

Romania's leftist Prime Minister Victor Ponta looks on before a meeting with interim President Crin Antonescu and the chairmans of both the lower and upper chambers of the parliament at the presidential palace in Bucharest June 16, 2012.

CREDIT: REUTERS/RADU SIGHETI





There can be different kinds of plagiarism.
Some are more evident...

You read:

The emancipation from economic traditionalism appears, no doubt, to be a factor which would greatly strengthen the tendency to doubt the sanctity of religious tradition, as of all traditional authorities.

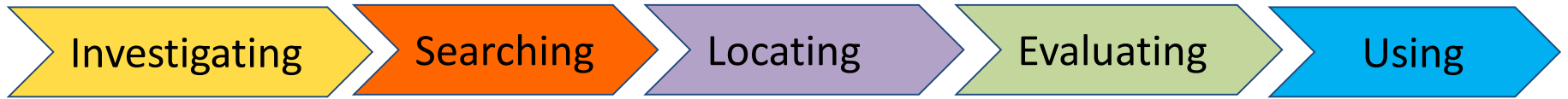
But it is necessary to note, what has often been forgotten, that the Reformation meant not the elimination of the Church's control over everyday life, but rather the substitution of a new form of control for the previous one.

You write:

The emancipation from economic traditionalism appears, no doubt, to be a factor which would greatly strengthen the tendency to doubt the sanctity of religious tradition, as of all traditional authorities.

But it is necessary to note, what has often been forgotten, that the Reformation meant not the elimination of the Church's control over everyday life, but rather the substitution of a new form of control for the previous one.

You have to use the 'quotation marks' and to cite the source !!!
(Max Weber, *The protestant ethic and the spirit of Capitalism*, Allen & Unwin, 1930, p. 36)



...other are more hidden.

You read:

The emancipation from economic traditionalism appears, no doubt, to be a factor which would greatly strengthen the tendency to doubt the sanctity of religious tradition, as of all traditional authorities.

But it is necessary to note, what has often been forgotten, that the Reformation meant not the elimination of the Church's control over everyday life, but rather the substitution of a new form of control for the previous one.

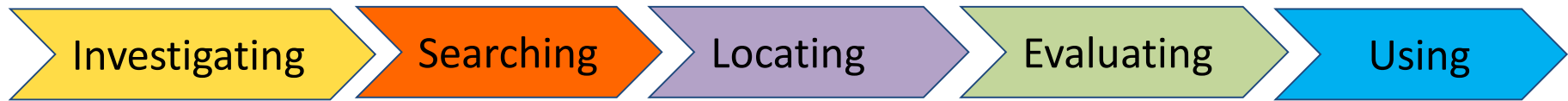
You write:

The emancipation from economic traditionalism gave strength to the tendency to doubt the sanctity of religious tradition.

But the Reformation meant only substitution of the Church's control on every day life with another form of control, not the elimination of it.

**If you reword a book's passage
you have to cite the source!**

(Max Weber, *The protestant ethic and the spirit of Capitalism*, Allen & Unwin, 1930, p. 36)



Citation styles

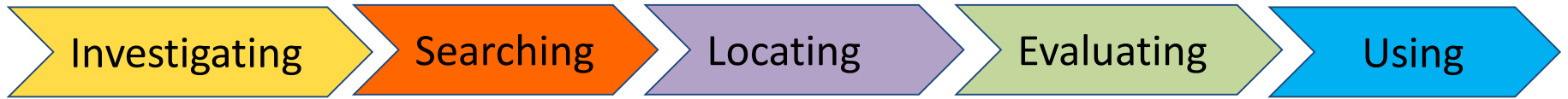
Every citation style establishes rules about:

- Details
 - like author, title, publication date, retrieval date, etc.
- Key frame and format
 - Series of details (according to the type of material!)
 - Punctuation, fonts, space.

Different citation styles (international and sector-based standard)

Chicago A/Chicago B?/Harvard?/or...





Reference management

A reference management software can help you to:

- import citations from catalogues, databases and websites
- create and organise bibliographies for theses, books and articles
- insert and format citations within the text of documents



RefME

KBibTeX

EndNote™ basic

citeulike



zotero

[Further information](#)

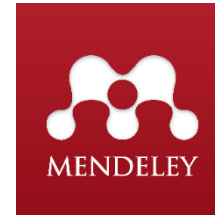




Reference management

Many applications are available, but here are the most popular softwares:

zotero



If you're not sure which citation management software is best for you check out our [Comparison chart](#) (ITA)



Investigating

Searching

Locating

Evaluating

Using

Different plannings:

- how to find sources?
- which layout?
- how to cite?
- how to write a dissertation?**



Publico dominio: Sidney Paget, 1892

Investigating

Searching

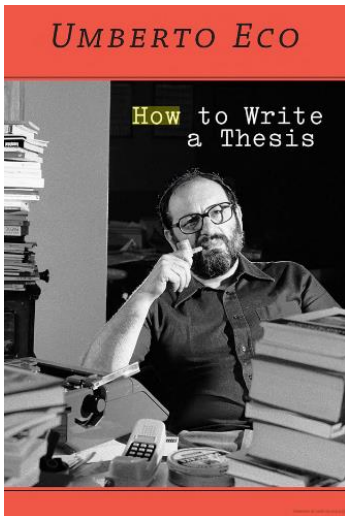
Locating

Evaluating

Using

How to write a dissertation

Text planning:



- Presentation, analysis, theory discussion
- Introduction, **primary** and **secondary sources** analysis, discussion, methods, conclusions, bibliography, appendices...

Umberto Eco, How to Write a Doctoral Thesis: The Humanistic Subjects, 1977



PaDUA
@thesis

 [Accedi \(solo Staff\)](#)

Padova Digital University Archive



[home](#)

[info](#)

[help](#)

[contatti](#)

[bibliotecari](#)

- To consult other theses
- To submit your thesis and make it more visible
- To avoid plagiarism



Investigating

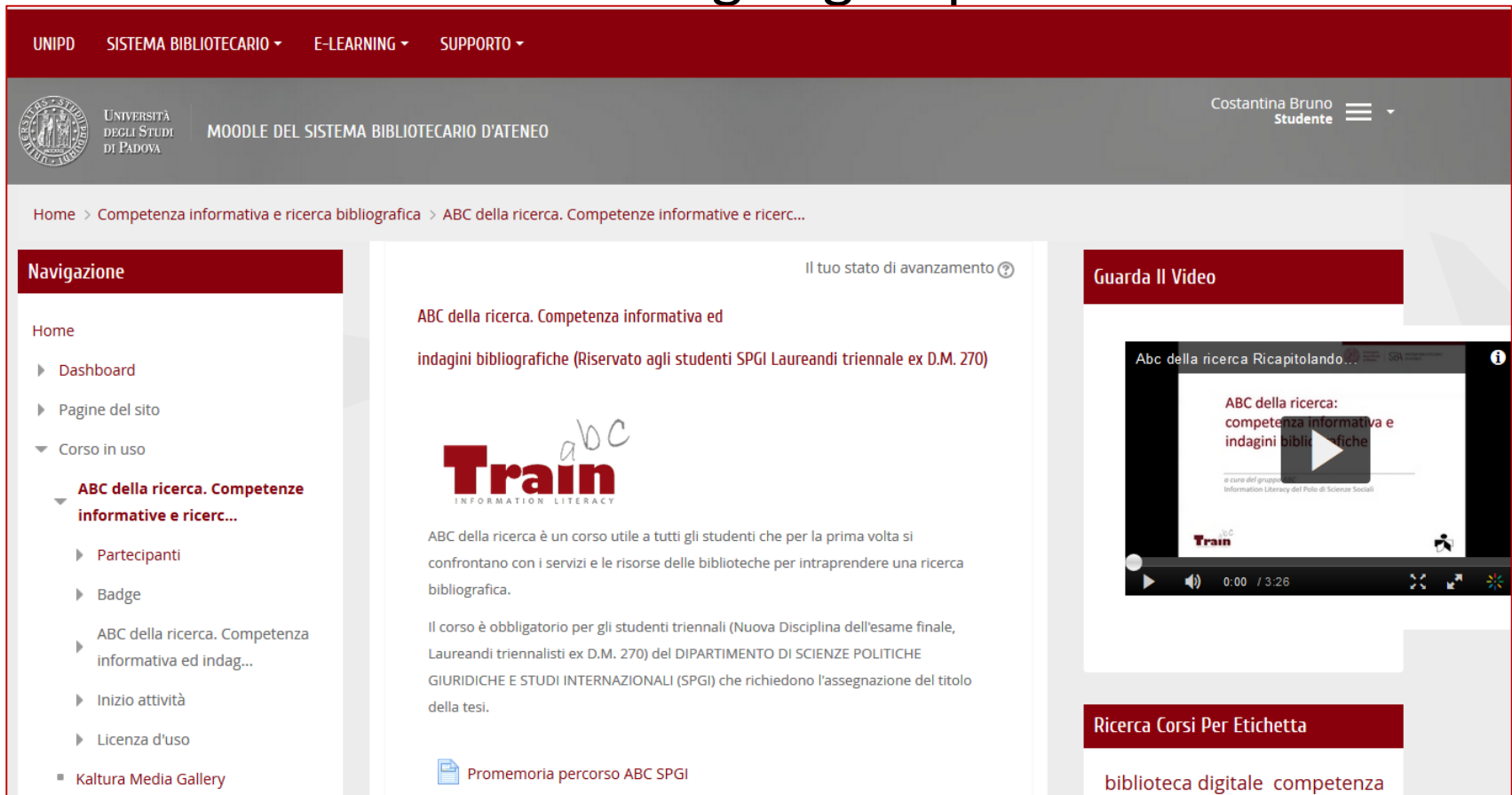
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Evaluating

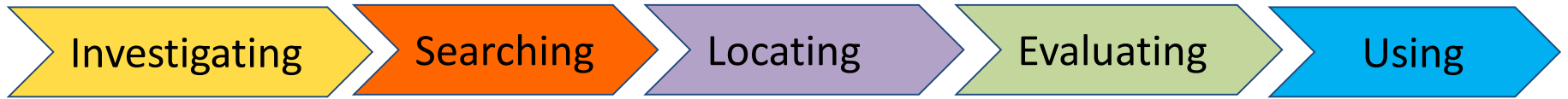
Using

Now Abc is on Moodle.
Complete the online course and
then attend the training in group with a librarian.



The screenshot shows a Moodle course page with a dark red header. The navigation menu includes 'UNIPD', 'SISTEMA BIBLIOTECARIO', 'E-LEARNING', and 'SUPPORTO'. The user is identified as 'Costantina Bruno Studente'. The course title is 'Moodle del Sistema Bibliotecario d'Ateneo'. The breadcrumb trail is 'Home > Competenza informativa e ricerca bibliografica > ABC della ricerca. Competenze informative e ricerc...'. A left sidebar titled 'Navigazione' lists 'Home', 'Dashboard', 'Pagine del sito', 'Corso in uso', 'ABC della ricerca. Competenze informative e ricerc...', 'Partecipanti', 'Badge', 'ABC della ricerca. Competenza informativa ed indag...', 'Inizio attività', 'Licenza d'uso', and 'Kaltura Media Gallery'. The main content area shows the course title 'ABC della ricerca. Competenza informativa ed indagini bibliografiche (Riservato agli studenti SPGI Laureandi triennale ex D.M. 270)' and the 'Train' logo. Below the logo, it states: 'ABC della ricerca è un corso utile a tutti gli studenti che per la prima volta si confrontano con i servizi e le risorse delle biblioteche per intraprendere una ricerca bibliografica. Il corso è obbligatorio per gli studenti triennali (Nuova Disciplina dell'esame finale, Laureandi triennalisti ex D.M. 270) del DIPARTIMENTO DI SCIENZE POLITICHE GIURIDICHE E STUDI INTERNAZIONALI (SPGI) che richiedono l'assegnazione del titolo della tesi.' A link for 'Promemoria percorso ABC SPGI' is provided. On the right, a video player titled 'Guarda Il Video' shows a video titled 'Abc della ricerca Ricapitolando...' with a play button and a progress bar at 0:00 / 3:26. Below the video is a 'Ricerca Corsi Per Etichetta' section with the tag 'biblioteca digitale competenza'.





Don't miss your train!

Check the schedule and [sign in](#).



Investigations go on...

- Lesina, Roberto. Il nuovo manuale di stile. 2. ed. Bologna, Zanichelli, 1994.
- Eco, Umberto. Come si fa una tesi di laurea. 10 ed. Milano, Bompiani, 1995.
- De Francesco, Corrado e Delli Zotti, Giovanni. Tesi (e tesine) con pc e web. Milano, F. Angeli, 2004.
- Riediger, Hellmut. Scrivere tesi, saggi e articoli. Milano, Bibliografica, 2009.
- Sala, Virginio B. Tesi di laurea con computer e internet. Milano, Apogeo, 2009
- Guida alle citazioni bibliografiche
[https://it.bul.sbu.usi.ch/learning/guide to citing references](https://it.bul.sbu.usi.ch/learning/guide%20to%20citing%20references)
- Per una sintesi del Chicago Manual of Style cfr.
<http://www.aib.it/aib/contr/dellorso1.htm>
- Per il sistema Harvard cfr.
http://www.economia.unipd.it/sites/decon.unipd.it/files/DIDATTICA_Guida%20riferimenti%20bibliografici%20OTEM.pdf
- How to do research Kentucky virtual library
<http://legacy.kyvl.org/kids/homebase.html>



Pubblico dominio: Sidney Paget, 1892

Credits

Riarranged from:

- Open Publication Licence: TIP - Tutorial for InfoPower, University of Wyoming Libraries 2010
<http://tip.uwyo.edu/categories.html>
(Thanks to Cheryl E. Goldenstein!)
- 'ABC della ricerca: competenza informativa & indagini bibliografiche' Massimo Ferrante (vers.11/2011).

