



This cribsheet is intended to give you an introduction to the type of resources you should be using for assignments. This will vary with subject and assignment type. Please follow the advice provided by your tutor in the assignment brief.

Define your terms

Look at the assignment you've been given. Try to pick out the keywords on which you will base your search.

Eg. Critics of **standard costing** argue that it is of limited usefulness for **cost control** in an **inflationary** environment.

Or, if your assignment was about, for example, anti-social behaviour, you could think of additional keywords such as, crime, alcohol, policing, housing etc.

If necessary find a definition of any terms you are unsure of. You can find this in text books, dictionaries (including online) or an online reference database such as Oxford Reference Online or Credo Reference. Searching **Discover@Bolton** (details below) will also provide you with a definition.

Books

Use textbooks when you require general theories, background information and related research on a topic. Access your recommended module reading list material via **Reading Lists Online**, which you should be able to access via your Moodle module or the Library website homepage. You can access any eBooks direct from Reading Lists Online and find out about the availability and location of print copies in the Library. Search for additional textbook material via the Library Catalogue or Discover@Bolton (details below).

Journal articles and academic databases

Scholarly journals provide details of current and past original research on specific topics carried out by academics or industry experts. Use the detailed examples given in the articles to reinforce the arguments and theories you have found in the textbooks.

Most journals are available electronically, but there are a few journals that are only available in print in the library. Individual journals should only be used if recommended by your tutor. Academic databases are collections of journals and contain articles from thousands of journals. Databases can be multidisciplinary, such as ProQuest Central and SCOPUS, or specific to a particular discipline such as law or health. There is a list of recommended databases on your subject guide – **Subject Guides** from the Quick Links menu on the library homepage. You can also access them via the **Databases** Quick Links on the library homepage to view the electronic resources A-Z list. You can use the databases to search for

journal articles for your assignments, but the most time-saving way to search for journal articles is to use Discover@Bolton.

Discover@Bolton

Discover@Bolton allows you to search the majority of our databases* and the Library catalogue at once via a single search interface. The full-text content of journal articles and ebooks, for which we have access, can be retrieved via Discover@Bolton. The availability and location of print books and other material in the Library is also shown.

You can access Discover@Bolton via your subject pages or the library homepage <http://www.bolton.ac.uk/library/Home.aspx>.

Use the keywords you have identified from your assignment brief as your search terms. You will see a list of results, including a mixture of resources, such as books, journal articles, newspaper articles, theses, etc. Use the filters on the left-hand side of the screen to refine or sort your results. You can refine by item type, subject area or publication date, for example, to restrict your results to eBooks only click **Full Text Online** and **Book/eBook**.

**Note that not all databases are included, eg. Lexis Library and Westlaw*

Full-text access: some journals in the databases are Abstract only (summary of the article) and therefore, do not have a full-text link. If necessary, you can order an article via the online Inter-Library Loans service - www.bolton.ac.uk/library/Borrowing/Inter-Library-Loans.aspx. However, there should be plenty of full-text articles available for your research.

Internet

Anyone can publish on the Internet, therefore website information can be unreliable. Only a limited amount of scholarly information is available on the open web, most is password-protected, requiring a subscription, so use Google and sites such as Wikipedia with caution, if at all.

However, there is a lot of useful information on the websites of government departments, professional organisations and university repositories such as Bolton's UBIR. You can find reports, statistics, legislation, commentary on current events, etc. There is a list of useful sites on the Useful Websites section of your subject guide.

Study skills

LEAP Online (formerly BISSTO) supports the student Learning Excellence Achievement Pathway and provides online tutorials for academic skills such as finding appropriate information for assignments, writing essays or reports, right through to writing a dissertation.

Referencing:

There is a section in LEAP Online on referencing. Take advice from your tutor regarding which referencing system you should use.

Further help

Have a look at our range of crib sheets and screencasts or speak to a member of staff at the Help Desk if you require any further help and guidance. Telephone: 01204 903232 or email: subjecthelp@bolton.ac.uk.