Information skills

Eva Dann
December 2019
Aims of this session

- Workshop 1:
  - Introduction to keyword searching
  - Locating resources
- Break
- Workshop 2:
  - Further search skills
  - Evaluating Information
  - Referencing
Go to menti.com
Enter the code 58 46 68
Aims of workshop 1

- Keyword searching
- Locating library resources
- Additional resources
Search strategy

My research topic:

What do I want to find out?
Identify key concepts & terms

- Review and refine search results
- Select relevant databases and resources
- Combine search terms with Boolean operators
- Run search in selected resources
What are the keywords for

Business ethics and sustainability in international companies
Searching resources

What are the keywords for 

**Business ethics and sustainability in international companies**
Alternatives

- Synonyms
  e.g. governance / policy / regulation

- Alternative spellings
  e.g. organisation or organization

- Changing terminology
  e.g. global warming / climate change
### Business ethics and sustainability in international companies

<table>
<thead>
<tr>
<th>Keywords</th>
<th>Alternative terms / synonyms</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Business ethics</td>
<td>corporate social responsibility, corporate ethics / values / principles</td>
</tr>
<tr>
<td>2. Sustainability</td>
<td>environment, sustainable development</td>
</tr>
<tr>
<td>3. International companies</td>
<td>global organisations, multinationals</td>
</tr>
</tbody>
</table>
Select relevant databases and resources

- Identify key concepts &
- Select relevant databases and resources
- Combine search terms with Boolean operators
- Run searches in selected resources
- Review and refine search results
Types of resources

Journals
- Military Review
- The Journal of Asian Studies

Books
- Sociology

Statistics
- The Office for National Statistics
- UK National Statistics

Websites
- CPS (Crown Prosecution Service)

Databases
- JSTOR

Reports
- HER MAJESTY'S INSPECTORATE OF PRISONS
Selecting information sources

Using LibrarySearch
Selecting information sources

Library Subject Guides
http://libguides.rhul.ac.uk
Project Management and Engineering Training
Speed databasing activity

Information about ‘Business ethics and sustainability in international companies’
Accessing resources

CampusAnywhere (VPN)

Senate House Library

Use other libraries

Inter-Library Loans
Information skills workshop 2
Aims of this workshop

- Developing your search strategy
- Evaluating information
- Managing your references
Search strategy

1. Identify key concepts & terms
2. Select relevant databases and resources
3. Combine search terms with Boolean operators
4. Run searches in selected resources
5. Review and refine search results
Combine search terms with Boolean operators
Boolean operators

What is Boolean searching?

cat OR dog

@RHUL.Library
Phrase searching

What is phrase searching?

feathered dinosaurs
Wildcards

Use truncation/wildcard characters ($ ? * -) to replace letters in search terms:

- Global* = global, globally, globality, globalisation, etc.
- Globali?ation = globalisation, globalization
- Wom?n = woman, women
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Share search terms for
Business ethics and sustainability in international companies
Run search in selected resources

- Identify key concepts &
- Select relevant databases and resources
- Review and refine search results
- Combine search terms with Boolean operators
- Run search in selected resources
Activity

Search the databases for:

1. Corporate social responsibility
2. “corporate social responsibility”
3. “corporate social responsibility” AND ethics
4. “corporate social responsibility” OR ethics
5. “corporate social responsibility” NOT ethics
Review and refine search results
Evaluating resources
Evaluating Resources using CRAB

**Currency**
- How old is the resource?
- Has the field changed since it was written?
- Is the website maintained?
- How old is too old for your topic area?
- When was the research conducted?

**Relevance**
- Is the document scholarly or peer reviewed?
- Is the topic covered in the right level of detail and scope?
- Where and in what language was it originally published?
- Who is the intended audience for the resource?
- Would you be happy to cite this in your final work?

Use CRAB and the question prompts to place your resource on the scale at the bottom of each section. Then use your findings to decide whether to use the resource or not.

**Authority**
- Is it easy to identify the author and publisher?
- In what areas does the author have expertise?
- Does the author have any affiliations?
- Have other sources cited this author?
- Is the author part of a wider organisation?

**Bias/Purpose**
- Is it clear who paid for the research and publication?
- Are the claims referenced?
- Is the information verifiable?
- Does the author acknowledge their bias or privilege?
- What is the aim or purpose of the work?

Is this resource suitable for your work?
- Not suitable—will not use
- Suitable—will use

Too old  ↓  Totally up to date  ↓  Irrelevant  ↓  Very relevant

No authority  ↓  Authoritative  ↓  Only biased opinion  ↓  Balanced and impartial
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Bias

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Why do I need to reference?

Acknowledge the author
Show your research
Repeatability
Avoid plagiarism
Saving results

Most databases allow you to:

- Select and save results to a folder
- Save, print, download or email results
- Save search histories and re-run them
- Create alerts and / or set up RSS feeds (Zetoc)

- Always make a note of your search queries and which database you used.
RefWorks

- Go to RefWorks
  http://libguides.rhul.ac.uk/referencing/newrefworks
- Referencing from Business Source Complete
- Share a reference with me!

Eva.dann@rhul.ac.uk
Referencing guidelines


HU 808.027 PEA
Conclusion

We talked about:

- Search strategies
- What resources to use
- Evaluating resources
- Referencing
Any questions?

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Make an appointment via
http://libguides.rhul.ac.uk/pmem