Library Tutorial for Psychology Students
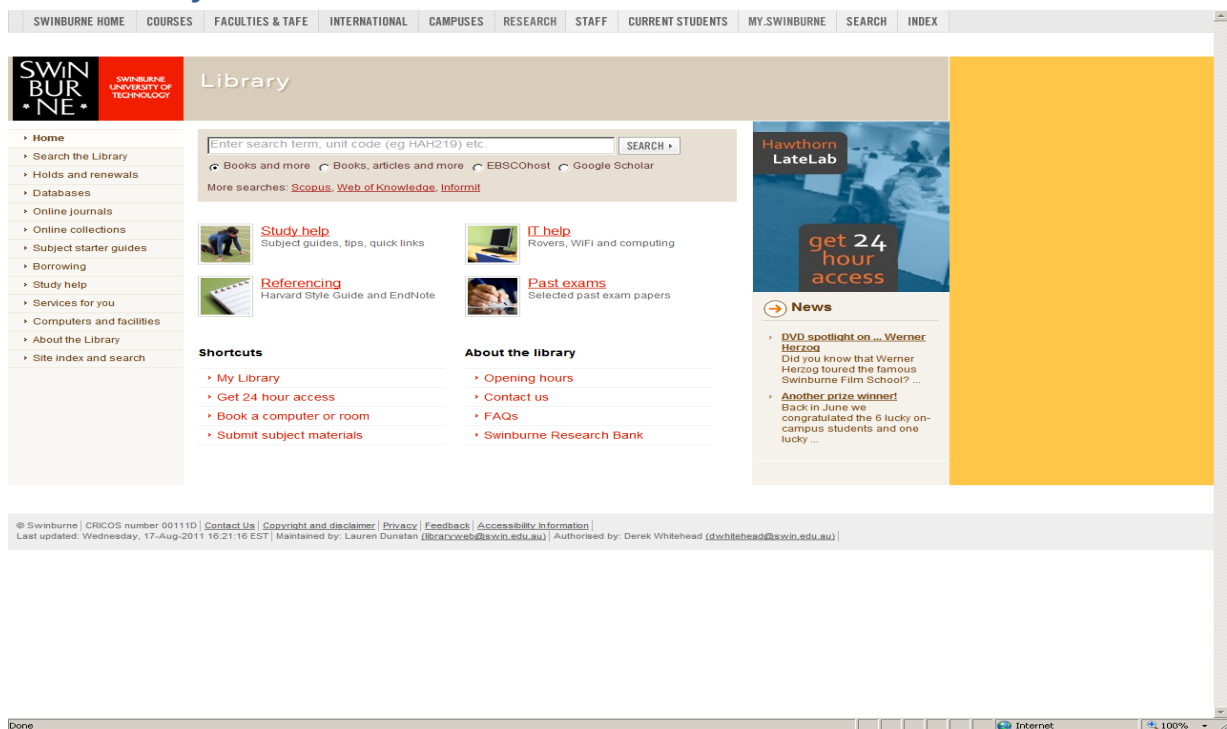
PSS110

2012

This tutorial covers:

- Library website overview
- Services for OUA students
- Researching your assignment topic
- Finding the articles listed in your assignment
- Searching the library for books, articles and more
- Citing what you find

The Library Website Overview

Take some time to explore the links on the library website. Here are some**:**

Study Help gives you links to tutorials, subject guides and more,
Referencing: more about this important topic later,
Opening hours: if you live close enough you might want to visit in person,
Contact details all here. You're welcome to visit in person, ring, email, sms.

Special services for OUA students

Find out more via **Service for you**, or you can just **Search the index**.

Keep clicking…services for OUA students are just a bit different from those of our Off Campus and Swinburne Online students so be sure to follow the right link.

Library

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OUA students

Students studying at Swinburne via Open Universities Australia can use on campus facilities, access online resources, borrow in person from any of the five campus libraries as well as borrow by mail. To borrow in person just bring photo ID and your OUA student card or Swinburne letter of offer.

Borrowing by mail

› **Place a request**

You can request most books and audiovisual material.
You cannot request reserve collection, high demand or journals.
You can also request a photocopy of a journal article.

Collection	Number of items	Loan period
Books	30	14 days
Audiovisual	30	7 days

Renewals

- Log in to My Library to renew your loans
- Or contact the library to renew your loans
- Initial loans are 1 week longer than standard to allow for postal services
- Renewals will be for the standard loan period
- You will not be able to renew if you have overdues, $10 or more in fines, or someone has placed a hold on your item.

Returns

- You must **pay for return postage**.
- Fines apply to overdue, lost or damaged items.
- Return via post to:
  Library OUA Loans
  Swinburne Library, Lilydale
  Swinburne University of Technology
  Locked Bag 218
  Lilydale VIC 3140
  Australia

Borrowing from other libraries

OUA students are **not eligible** for the CAVAL Reciprocal Borrowing Program. However, you are welcome to visit any tertiary library and use its facilities and resources on campus. You may also wish to inquire about registering as a community borrower, which generally incurs a fee.

Study help

Subject Starter Guides recommend key databases, journals and websites for each area of study at Swinburne. They are good starting points for finding information in your subject.

Contact us

Contact the library for help with your assignment topics, researching your subject and general enquiries.

Contact library-off-campus-OUA-service@swin.edu.au for loan enquiries.

It's a good idea to read the information on this webpage.
If you live too far away to borrow books in person, it's important that you fill out this web request form. Do NOT place holds on books because we won't know they have to be posted to you.

Scroll down the page for our contact details.

MyLibrary

Login to renew any books you have borrowed, or place holds on books if you're able to visit our campus libraries in person. The link is easy to find on our website.

Subject Starter Guides

- When you need online information sources such as periodical articles for your topic, but are not sure which to use or how to get to them, have a look at these.

- Browse lists of helpful online journals, websites and other information divided by study themes.

- These help you with assignments and research.

- They direct you to recommended online resources in the area of your topic.

- Resources include databases of journal articles, newspaper articles, statistics, related websites, e-books and more.

- Find them under **Study help,** or via the link in the left margin. Here is the Psychology subject starter guide. If you scroll right down you'll find some more helpful tutorials:

Your assignments

The full research report (a combination of Assignments 1 and 2) will consist of a report on the differences that exist between two (2) different personality domains (Extraversion and Neuroticism) in levels of perceived stress and coping styles. Researchers, such as Ebstrop, Eplov, Pisinger, and Jorgensen (2011), have suggested that stress is a risk factor for mental health problems for many individuals. There are many definitions of the concepts of stress and coping, and you can find some of these in your text book, or in the articles that you have been referred to (details under references), and perhaps in the other one article that you are required to find using Swinburne's library resources such as the electronic data bases.

Researching the topic

Defining the topic

These are the first steps and very important:

Read your essay question or assignment details **VERY** carefully:

- Analyse the question, determine what you are being asked to do and how you are to do it; what are the verbs: *compare, contrast, critically review, present evidence, define, evaluate…*

- Get a general understanding of the topic
- Build a list of keywords and synonyms to allow searching using alternative terms if necessary.

    e.g. *coping styles, stress, extraversion, neuroticism, personality differences, positive coping, negative coping, emotion-focused, problem-focused, wellbeing, perceived stress….*

Filling in the gaps

- Before you start searching, make sure you find and read the references provided by your lecturers. In this case you'll need to learn some research skills and find them yourself – but this tutorial will help you do that. You'll also need to find at least one article yourself and once again, this tutorial will help you.
- If you don't know much about the topic, you may need to consult a reference work such as an **encyclopedia** or **subject dictionary** for background. Here's a link to one of our online dictionaries found just by typing **psychology dictionary**:

    http://ezproxy.lib.swin.edu.au/login?url=http://www.credoreference.com/book/penguinpsyc

- It may also help clarify the key concepts/words to use in your literature search.
- Many of these reference works are now available online via **Library Search or Subject Starter Guides**

Then think about:

How much material you need: in this case the first assignment is an 800 word report introduction and you are asked to find at least one additional reference other than those on the list: it must be a peer reviewed journal article, books or book chapters.

Searching the Library for books and more

- You can search all the resources held at all the campus libraries: books, periodicals, audiovisual items on the shelves, e-books, periodicals in databases

- Place holds on books that are on loan or at another campus library if you live locally.

REMEMBER TO USE THE WEBFORM TO REQUEST BOOKS IF YOU DON'T!

- Start searching straight away just by typing in some keywords…..**stress, coping, personality differences** for example

   - Note that the default search is for **books and more…**

In the Library website, type in keywords for the topic you are researching. Note that the radio button defaults automatically to **Books and more**. You'll probably need to try different combinations of keywords:

Many of these reference works are available online, as are many of our books. **Books and more** searches for both books on the shelves and online.
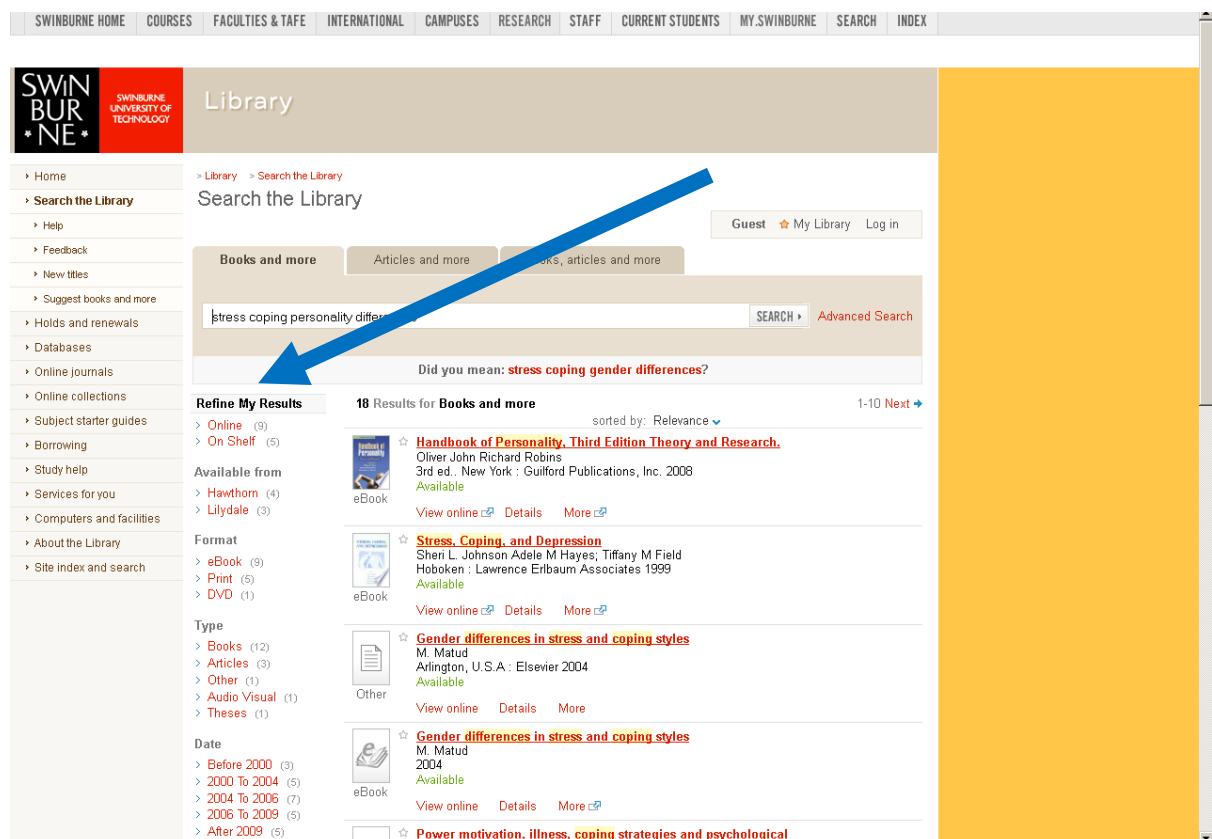
If you live close enough to one of our campus libraries you can borrow in person
(if we have the book in hard copy), or place a hold by logging into **MyLibrary.**

Otherwise fill out the web request form and we will send it to you. E-books – read them online straight away.

Searching for periodicals

Firstly, when you're given the details:

- You can search for periodical (journal) titles that are kept on the shelves in the campus libraries
  - *AND*
- All the periodical titles available in the electronic databases.
-
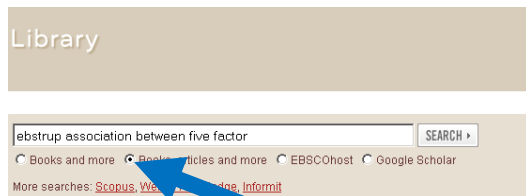
You have been given a list of articles to find, with all the citation details, for example:

Ebstrup, J. F., Eplov, L. F., Pisinger, C., & Jørgensen, T. (2011). Association between the Five Factor personality traits and perceived stress: is the effect mediated by general self-efficacy? *Anxiety, Stress & Coping, 24*, 407-419. doi: 10.1080/10615806.2010.540012

There are lots of ways you can find the full text of an article, if we subscribe to it. Here are two…

Type some of the keywords straight into the Library search box and select **Books, articles and more**
or
Using the **Online Journals** link

Typing into the search box

Then select View online…and follow the links.

You can do this to find all the articles in the list.

Or, you might prefer to do it another way:

2. Use the Online Journals link
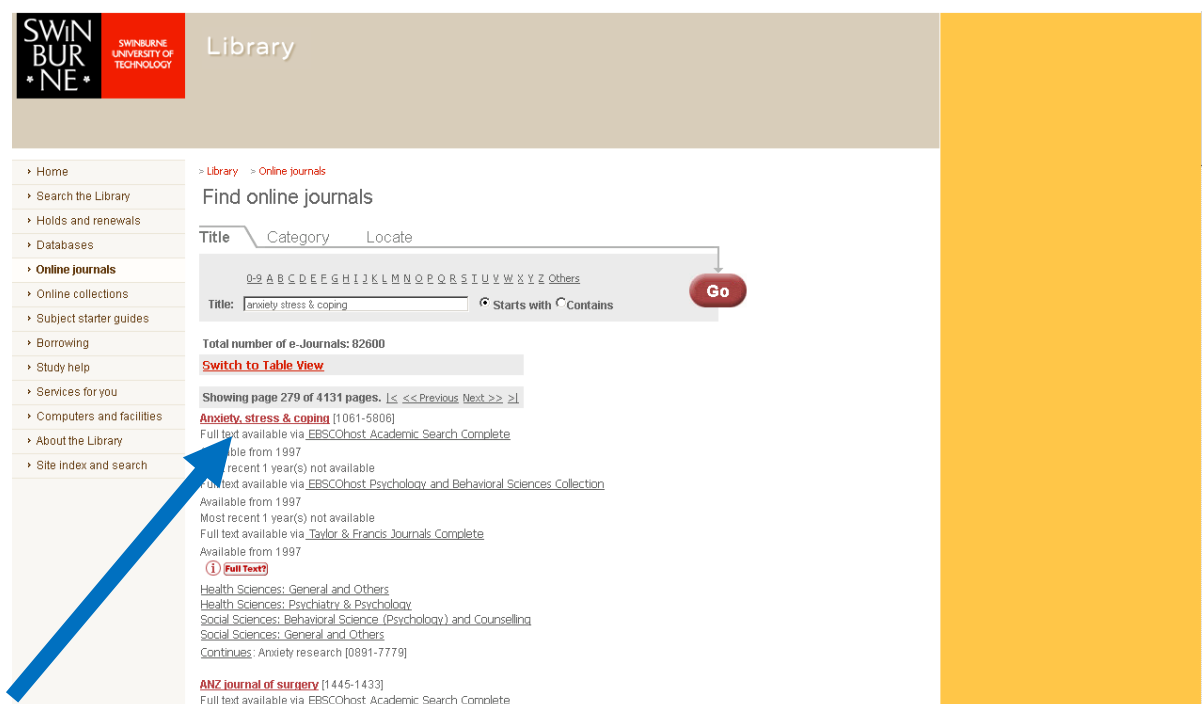
Follow the links to access the full text in one or more of our databases. You'll need the information provided in the citation or reference to drill down.

Finding periodical (journal) articles on your topic

- Periodical, or journal, articles in psychology are often primary resources, i.e. a lot of research is published in psychology journals first,
- They are a valuable scholarly information resource,
- If you have a reference on a reading list, search the Library by periodical name (using the advanced search option mentioned in Part 1) to see if we hold the year and volume number, either on the shelves or online,
- You can also check **Subject Materials Online**, using your unit code or just keywords e.g. author/title.
- Although we have some on our shelves, the majority are available in online databases.

Databases – why use them?

- They are convenient to use
- They allow you to search through hundreds of journal titles and issues simultaneously
- Usually discipline-based: business, law, computer science, psychology etc.
- Updated regularly
- The articles they contain provide the main form of primary source material and your lecturers expect you to use them

Searching for Books, articles and more

This screen below demonstrates how easily you can search our online resources and still come up with good results; type keywords into the library search box and select Books, articles and more:

Thousands of results appear in relevance order. Use the facets on the left to refine your search. Follow the online resources link where you'll generally get the full text:
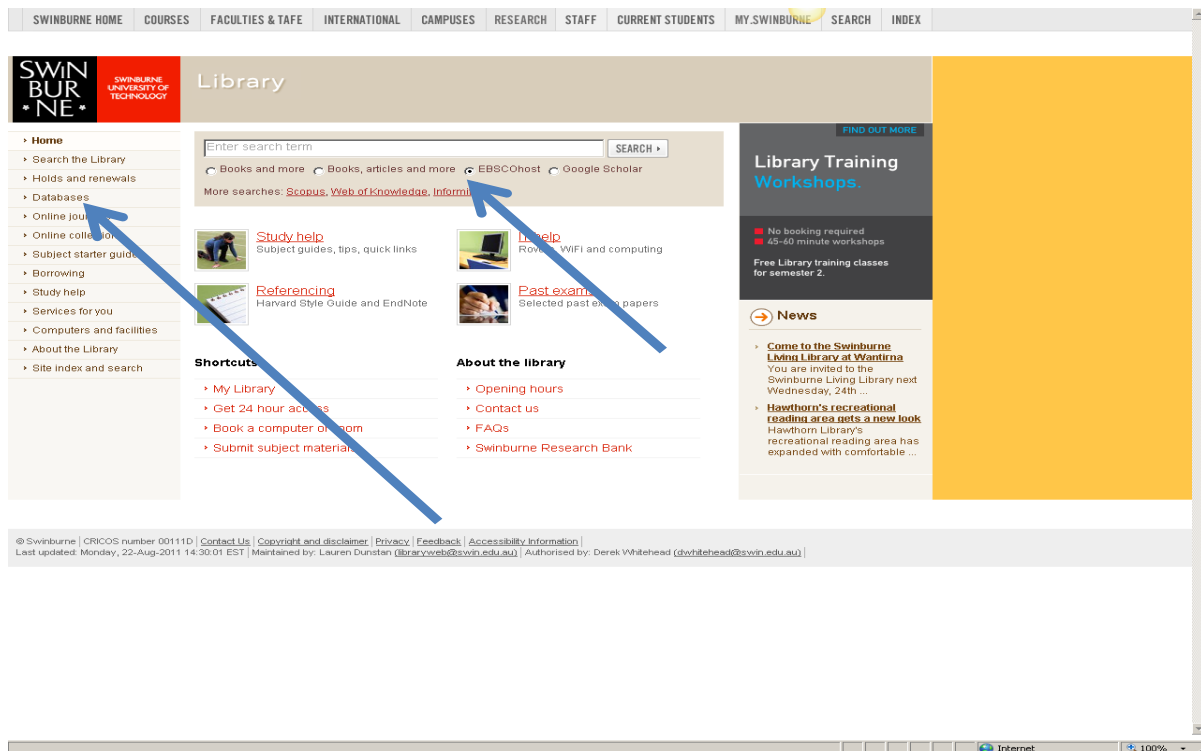

EBSCOhost Databases

*You can also select **EBSCOhost** by changing the radio button (on the Library home page), type in your keywords and select search or just press the enter button.*
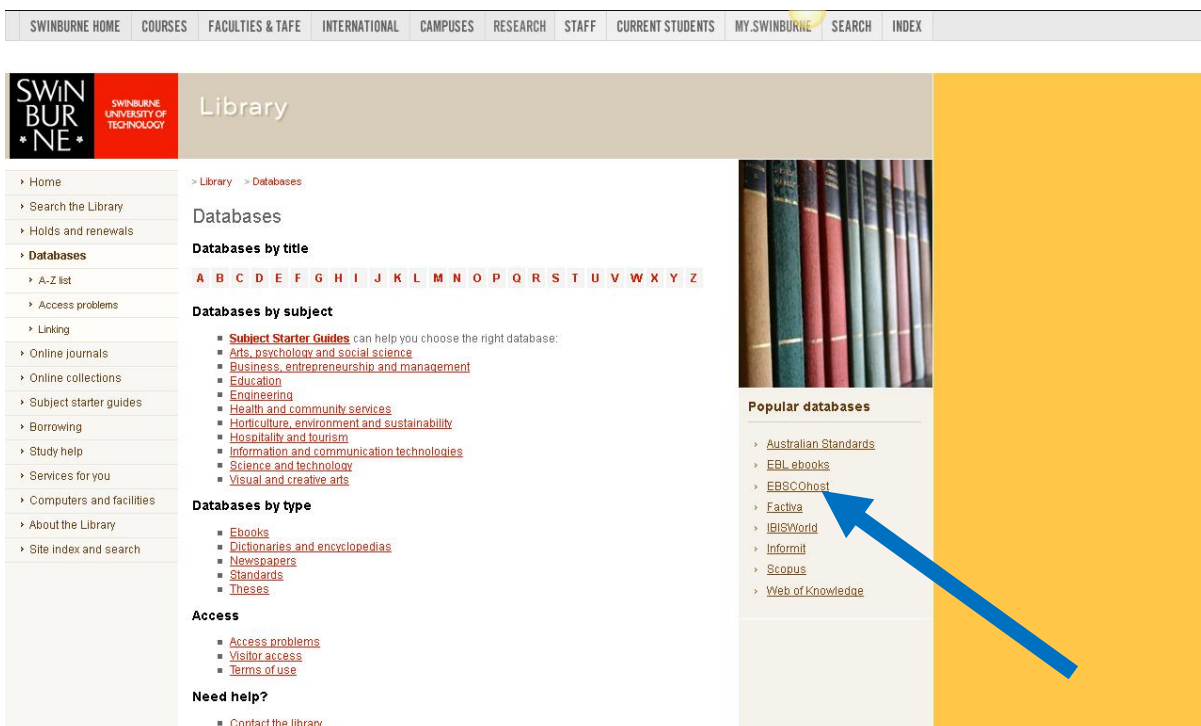
As you can see it's just as easy to search the Library resources as it is to search Google, but you'll find good quality scholarly articles in the online databases that you need when you're studying at university level.

Library

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Enter search term   SEARCH ›

○ Books and more ○ Books, articles and more ⦿ EBSCOhost ○ Google Scholar
More searches: Scopus, Web of Knowledge, Informit

Study help
Subject guides, tips, quick links

IT help
Rover, WiFi and computing

Referencing
Harvard Style Guide and EndNote

Past exams
Selected past exam papers

Shortcuts
› My Library
› Get 24 hour access
› Book a computer or room
› Submit subject material

About the library
› Opening hours
› Contact us
› FAQs
› Swinburne Research Bank

FIND OUT MORE
Library Training Workshops.

■ No booking required
■ 45–60 minute workshops

Free Library training classes for semester 2.

News

› **Come to the Swinburne Living Library at Wantirna**
You are invited to the Swinburne Living Library next Wednesday, 24th …

› **Hawthorn's recreational reading area gets a new look**
Hawthorn Library's recreational reading area has expanded with comfortable …

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Last updated: Monday, 22-Aug-2011 14:30:01 EST | Maintained by: Lauren Dunstan (libraryweb@swin.edu.au) | Authorised by: Derek Whitehead (dwhitehead@swin.edu.au)

Internet   100%

The library subscribes to about 400 databases, the favourite (and largest provider of full text) being those provided by **EBSCOhost**.
Just search for your topic in EBSCOhost by selecting the radio button, above, or
find a list of **Databases** that we subscribe to via the link above.

The next screen allows you to select a database in the alphabetical sequence (we subscribe to almost 400) or just select one of the favourites….

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Databases

Databases by title

A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

Databases by subject

■ **Subject Starter Guides** can help you choose the right database:
■ Arts, psychology and social science
■ Business, entrepreneurship and management
■ Education
■ Engineering
■ Health and community services
■ Horticulture, environment and sustainability
■ Hospitality and tourism
■ Information and communication technologies
■ Science and technology
■ Visual and creative arts

Databases by type

■ Ebooks
■ Dictionaries and encyclopedias
■ Newspapers
■ Standards
■ Theses

Access

■ Access problems
■ Visitor access
■ Terms of use

Need help?

■ Contact the library

Popular databases

› Australian Standards
› EBL ebooks
› EBSCOhost
› Factiva
› IBISWorld
› Informit
› Scopus
› Web of Knowledge

Follow the links until you get to the screen (see below) where you can select as many EBSCO databases as you like to search, all at the same time.
If you're doing this from home you will be asked to authenticate (log in) first because we need to be sure that only our own staff and students access this.

Searching a number of EBSCOhost databases at the same time

Now for a sample search using five of the databases:

> Academic Search Complete

> PsycARTICLES

> PsycBOOKS

> PsycINFO

> Psychology and Behavioural Sciences Collection
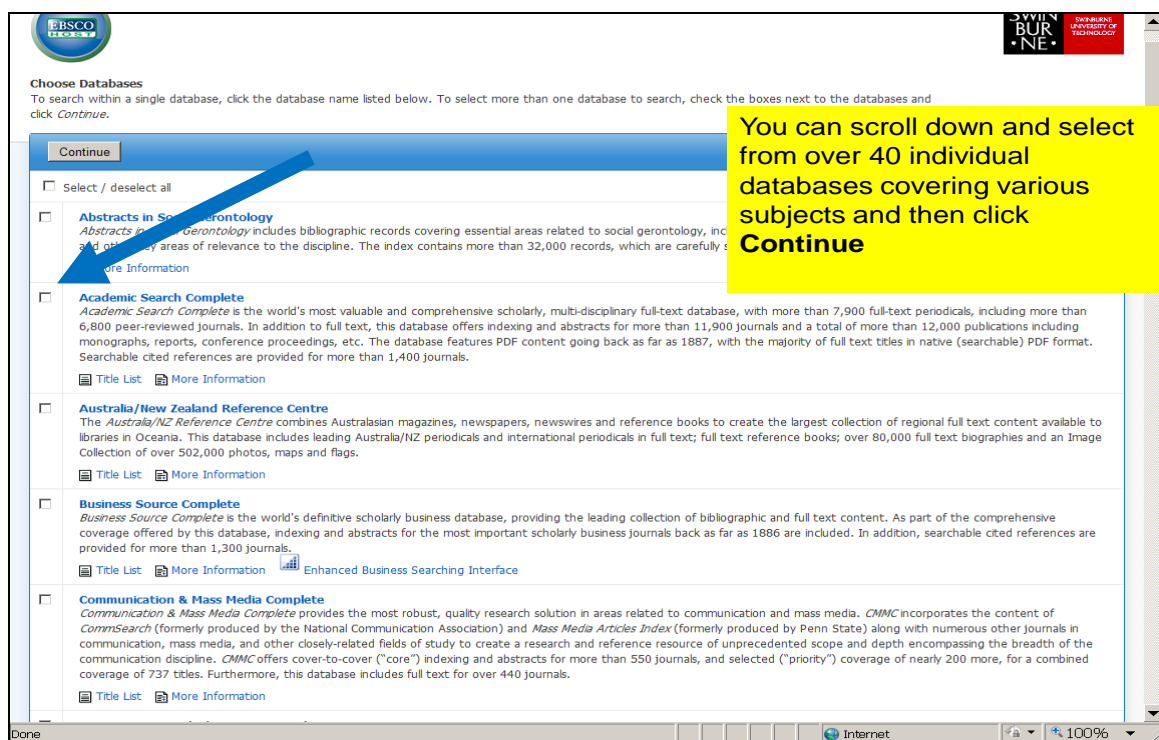
Tick the box next to each of these databases and click *Continue* to access the search page:

Then type some keywords into the search box:

Tip: if you type double quote marks around **personality differences** the words will be searched as a phrase, not separated. This will bring up more relevant results. Note that this database allows for spelling variations (but not mistakes).

Default sort is by relevance; change this if you wish.

The results screen shows first 10 brief records (citations).Click on **Full text?** to see if it's available in another of our databases. EBSCOhost provides the full text of the article citations (and abstracts) in a large percentage of cases. Note the link to the full text in pdf.

Also note the **subject terms** that have been assigned to the article; they can often provide you with other helpful search terms that you may not have thought of.

What if there is no full text for the article in EBSCOhost?

- Click on the **Full text?** button. It will check for links on other databases or online journals that Swinburne subscribes to.

- If there are none, it will give options for searching other resources.

Explaining your search results

- The results screen shows the first 10 brief records of journal articles

- Each record provides author, title of the article, name of the journal (periodical), publication date, volume, issue and page numbers

- Some will have direct links to the full text within the database we're searching, others will have a **Fulltext?** link to other resources (if available)

- Click on the article title link to get the full record including the abstract of the article (you can usually decide whether the article is relevant by reading this)

Search Techniques

Advanced Search

- **Advanced search** allows you to really control the searching process to increase the relevance of your results(such as searching for terms in different fields such as author, journal title, words in the abstract etc)

Boolean Operators

Use these to connect words to show the relationship between keywords and to make your search more relevant.

For example:

AND narrows a search, e.g. extraversion and neuroticism will only retrieve articles about both topics together

OR broadens a search, e.g. extraversion or neuroticism will retrieve articles about either or both of those topics.

NOT can be used to exclude certain terms from your results, e.g. stress not building materials will retrieve articles dealing with all types of stress except in building materials.

Advanced searching in EBSCOhost

An **advanced search** gives you more control – especially if you are trying to narrow down a large number of search results to find the most relevant articles:

Select the Boolean operators if you wish, or a field to search (we've chosen words in the abstract for stress and coping). Add some more rows if you need to. You might also want to tick the Scholarly (peer reviewed) box on the left.

Using the MyEBSCO facility

If you want to:

- save search results in folders
- set up a search alert
- share documents for a group project

then sign into **MyEbscohost** to help manage your research:
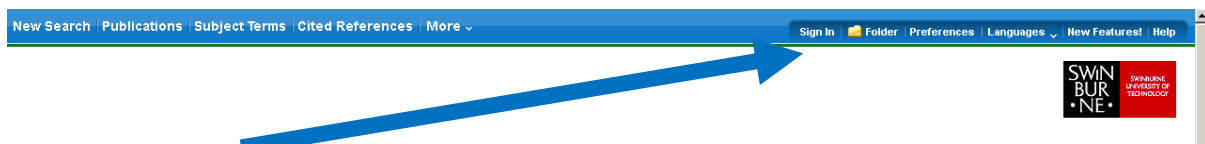
Sign in or create your account here.

Other useful databases

The **Psychology Subject Starter Guide** has a list of some others that are helpful:

- Psychology collection on Gale

- Scopus

- Sage Premier

- SpringerLink

- ScienceDirect Freedom Collection

- Web of Science….and more

To sum up searching databases

- The easiest way is to search the lot - books, articles and more – and you'll get good results

- Search a number of databases at the same time

- There are many useful psychology databases

- Use the simple **BASIC** search option or

- The **ADVANCED** search allows you to search specific fields for multiple search terms which should increase the relevance of your results

- Trial and error and practice are important aspects of learning good searching techniques!

But what about Google?

- If you only use the internet to find information for your assignments, you are likely to be disadvantaged in terms of the relevance and quality of the information retrieved.

- However, there are some worthwhile resources on the WWW, such as **Google Scholar**, and some tips from the Library Home Page about evaluating what you find.

Search Google Scholar via the library website so that your Scholar preferences will be set up. If you do this, you'll be able to see which articles are available full text in the library's databases – otherwise you'll be asked to pay!

Note that Google Scholar provides an advanced search function that you may wish to use.

Evaluating information on the Internet

Here is a useful **Subject Starter Guide**:

Plagiarism

- This is cheating – using the work of others without acknowledgement
- Keep records of all information sources used, i.e. full citations, so that you can acknowledge the work of authors you quote or paraphrase

See **site index and search** on the lower left of the **Library Home Page** and select **Guides** under **'G'** for *Swinburne's guide to avoiding plagiarism*

Citing correctly

- Psychology students at Swinburne University follow the style of the **Publication Manual of the American Psychology Association** (APA Style)
- To make it easier for undergraduates, Swinburne recommends using
    > Findlay, B. (2009) How to write psychology research reports and essays. (5th ed.) French's Forest NSW: Pearson Education Australia.
- Findlay's book is an inexpensive guide to reporting the results of psychological experiments and includes:
    > How to cite in-text references
    > How to organise reference lists

The library also has a link to APA referencing : find it via the Referencing link on the Library website.

Summing up:

- Access the Library website all day every day
- When logging in from off campus you will be prompted for your SIMS username and password (instructions appear when connecting to databases etc)
- Find Services for OUA students under the Services for you link on the Library website
- Contact us in person, by phone, email, webform, sms
- Find great books, e-books, journal articles and much more
- Use the internet such as Google Scholar but remember that you'll probably need to search the Library website again to see if you can get the articles you want free of charge.
- Don't forget to cite correctly using the APA style

Thank you and good luck!

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