

## Art, Crafts and Design – Personal Investigation

### Finding sources and avoiding plagiarism – quick tips

**Keywords** – search terms are the key to finding relevant and reliable information for your personal investigation. Use them with your search tools, e.g. library catalogues, online databases, search engines.

- Keep them simple, avoid general words, and be descriptive. You may need to try synonyms (words that mean the same), broader/narrower terms, or alternative spellings.


#### Boost your search:

Operator/modifier	Example search terms	Results
None	urban decay	May receive a large number of results, many of which may not be relevant. Results containing the word urban, results containing the word decay, results containing both words.
AND (+)	urban AND decay	Narrows your search, making it more specific – only receive results containing both words (though not necessarily together on the page).
NOT (-)	apple -iPhone AND -Mac	Narrows your search, makes your search more specific, returning fewer results. Results containing the word apple (the fruit) and excluding apple technology.
OR	bread OR loaf	Broadens your search using synonyms. You may receive more results, whilst keeping your search relevant to your topic.
Phrase “ ”	“urban decay”	Using speech marks turns your keywords into a phrase. This narrows your search, making it more specific. Returns results with your search terms on the page exactly as you have typed them, adjacent to each other.
Truncation *	educ*	Search for several words with the same stem at the same time. Broadens your search whilst keeping your search relevant to your topic. E.g. education, educator, educating, educational...

**Use library sources** – these are reliable and relevant to your subject

- Search the library catalogue using advanced search – AND/OR/NOT ([www.opac.aquinasa.ac.uk](http://www.opac.aquinasa.ac.uk))
- Books are in number order on the shelves – use the *classmark* from the search results to help you locate the book

The number you need to look for on the spine of the book is given in the search results



**Mark**

Classmark: Main 709.2 KOT

Location: **Main - LC CREATIVE ARTS ( Copies= 1 Available= 1)**

Author: [KOTZ, Mary Lynn](#)

Publisher: [Abrams](#)

Date: 2004

- Art, crafts and design books can be found on the first floor of the Learning Centre, at the back of the room, to the right.



- Use the eBook search. Remember outside the College you will need to use your college network credentials to access them. AQ and your number plus @aquinas.ac.uk and your college password.
- Visit the library website – <https://aquinaslc.org>, choose *eResources* and *Art and Design* for links, and details of how, to access our online resources.

#### **If you use the internet:**

- Use Google Scholar (<https://scholar.google.co.uk/>) and Google Books (<https://books.google.co.uk/>)
- Use artist/designer/museum/gallery websites
- Remember not all information found on the internet is accurate, unbiased
- Google doesn't search all of the web and you may not be able to access some of the search results as they may require login details.

#### **As you find information and help you to avoid plagiarism:**

- Make notes, record quotes from relevant sources.
- For the notes from each source record the details of the source. You will need these for referencing. Use your referencing guide to remind you of the details you will need for each type of source.

#### **Referencing:**

- Is a 2 step process, the in-text citation and the full reference in your bibliography
- The in-text citation should go next to a quotation or when you paraphrase someone else's ideas/concepts, or include someone else's images etc. in the body of your work. This should include the surname of the person/people whose ideas/work you have referred to and also the date the source you have used was published.
- At the end of your work, in your bibliography provide a full reference for each of the sources you have used in your work. You should have a full reference for each of your in-text citations.
- Sample in-text citation - Phillips (2014, p32) explains that "referencing must be done consistently throughout your work".
- Sample bibliography reference - Phillips, M. (2014) *How to reference*, London, Pavilion Press.
- Remember the format of each bibliography reference may not be the same, they vary depending on the type of source you have used. Use your reference guide to help you with the format of the reference for each type of source.

**Remember** - we are here to help. Please ask at the first or second floor Learning Centre helpdesk if you are unsure of how to locate or access our resources, or have any questions about online searching or referencing.