



Introduction to information skills 1: finding an item on a reading list and citing it in an assignment

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This handout has been designed for you to keep and refer to during your studies.

This session will cover the following:

- Dealing with references: differentiating between a journal article, book, book chapter or report from a reading list.
- Finding items on a reading list in the Library, either in print or electronic.
- Reserving and renewing books.
- Citing references in assignments and avoiding plagiarism.

1 Interpreting reference lists

There are many different ways to list details of references.

Before you can find an item in the Library, you need to find out what sort of reference it is. This will determine how and where you look for it. While you are LSHTM, you will mainly be asked to look at journal articles, books, and book chapters.

1.1 Is my reference a journal article?

You can usually tell if an item is a journal article if it has lots of numbers at the end and includes the title of the article and the title of the journal.

Some examples of references to journal articles taken from reading lists submitted to the Library:

- Creese A et al. (2002) Cost-effectiveness of HIV/AIDS interventions in Africa: a systematic review of the evidence. *The Lancet* 359: 1635-1642.
- D'Houtard, A. and Field M.G. (1984). "The image of health: variations in perceptions by social class in a French population." *Sociology of Health and Illness*, 6: 30-60.
- Thornicroft G, Rose D, Kassam A, Sartorius N. Stigma: ignorance, prejudice or discrimination? *Br J Psychiatry* 2007 March;190:192-3.

They have all been written slightly differently, but they all include the following pieces of information:

- | | |
|-----------------------|--------------------|
| • Author's names | • Title of journal |
| • Year of publication | • Volume number |
| • Title of article | • Page numbers |

Note: Sometimes the journal title is written as an abbreviation. There are standard abbreviations used for journal titles in medicine. Check the PubMed Journals Database (www.ncbi.nlm.nih.gov/journals) if you are unsure of an abbreviation.

1.2 Is my reference a book?

References to whole books tend to be shorter than references to other types of information. Some only contain the author's name, the book title and the year of publication. They should also list the publisher and the edition (if the item is not the first edition).

Here are some examples of references to books submitted in reading lists to the Library:

- Hahn, R. (1999) *Anthropology in Public Health*. Oxford University Press.
- Bulatao, R. A. (1989). The Value of Family Planning Programs in Developing Countries. Santa Monica, CA, RAND.

- “Environmental Health Policy” by David Bell. Understanding Public Health Series. Open University Press 2006.

Again, they have been written slightly differently, but they should all include the following pieces of information:

- Author/Editor’s names
- Year of publication
- Title of book
- Edition (if not the first edition)
- Publisher
- City of publisher

1.3 Is my reference a book chapter?

These tend to be the longest references as they should give details of the chapter and the book it comes from. Often you will find two lists of authors, one for the chapter and one for the book. You will also find two titles, one for the chapter and one for the book. The list should also tell you which chapter number you are required to read, or provide page numbers.

Some examples of references to book chapters submitted in reading lists to the Library are:

- James M, ‘Historical research methods’, in Kevin McConway (Ed), Studying Health and Disease (Open University Press, 2001), 55-71.
- Collier, S.J. and A. Ong (2005). Chapter 1: Global assemblages, anthropological problems. *Global Assemblages. Technology, Politics, and Ethics as Anthropological Problems*. A. Ong and S.J. Collier. Oxford, Blackwell: 3-21.
- Friend J. The strategic choice approach. In Rosenhead J. *Rational Analysis for a Problematic World Revisited*. John Wiley & Sons, Chichester 2001.

These should list the following pieces of information:

- Chapter authors
- Chapter title
- Book editors (if different to chapter authors)
- Book title
- Publisher
- City of Publisher
- Year of publication
- Edition (if not the first edition)
- Page numbers or chapter number

1.4 Exercise 1: deciphering reading lists

For each of the following references, state whether they are a journal article, book, or book chapter.

Hummer RA, Rogers RG, Eberstein IW (1998). Sociodemographic differentials in adult mortality: a review of analytic approaches. <i>Population and Development Review</i> 24. 553-578.	
Jack Dowie. Decision Analysis: the ethical approach to medical decision-making. In Raanan Gillon (ed.) <i>Principles of Health Care Ethics</i> ; Chapter 37: 421-434.	

Zhang J, Smith KR. Indoor air pollution: a global health concern. Br Med Bull 2003;68:209-225.	
Barr, N (1998) <u>The Economics of the Welfare State</u> , 3 rd ed, Oxford University Press	
Frost L, Reich MR, Fujisaki T. A partnership for Ivermectin: Social worlds and boundary objects. In Public-Private Partnerships in Public Health. 2002 Dedham, Massachusetts, USA.	
Murray CJ, Lopez AD. On the comparable quantification of health risks: lessons from the Global Burden of Disease Study. Epidemiology 1999; 10: 594-605.	

2 Finding items in the library

Once you've decided what sort of reference you have, you can then look for it in the Library catalogue.

The Library catalogue lists all of the print and electronic items available in the Library and can be searched online at <http://unicorn.lshtm.ac.uk>.

2.1 Finding a book

We want to find a copy of the following book:

Wonderling D, Gruen R, Black N. Introduction to health economics.
Maidenhead: Open University Press; 2005.

We can search the catalogue using either the title of the book or the author's name. Type either into the box and click Search.

The screenshot shows a search box with the text "introduction to health economics" entered. To the right of the box is a dropdown menu set to "words or phrase" and a "Search" button. Below the search box is a link for "Complex Search".

OR

The screenshot shows a search box with the text "wonderling" entered. The dropdown menu is open, showing options: "words or phrase", "author", "title", "subject", "series", and "journal title". The "author" option is highlighted. A "Search" button is visible to the right of the dropdown. Below the search box is a link for "Complex Search".

The catalogue returns any items which match our search, with the most recently published items at the top of the list.

Click the Details button to find out where the book is shelved in the Library and whether there are any copies available.

Search Results
words or phrase "introduction to health economics" search found 6 titles.

#1	CBT (a.)	2005
Details	Introduction to health economics David Wonderling, Reinhold Gruen, Nick Black Wonderling David	
Keep	30 copies available	
		▶ URL
#2	ZVO.S	1998
Details	The business of consumption : environmental ethics and the global economy	

When you click the Details button, you see more information about the item. .
Check to make sure you have found the edition you need.

Location | **Item Record**

Introduction to health economics David Wonderling, Reinhold Gruen, Nick Black
Change Catalog Display
Wonderling David

ISBN: 0335218342

Personal name: Wonderling, David
Personal name: Gruen, Reinhold
Personal name: Black, Nick

Title: Introduction to health economics / David Wonderling, Reinhold Gruen, Nick Black

Publication info: Maidenhead : Open University Press, 2005

Physical description: [iv],265p
Series Title: (Understanding public health)

LC topical subject: Economics, Medical

Ref. indicator no: You may print, copy or download once up to 5% (or one chapter) of this work for the purposes of private research or study for non-commercial use. Any attempt to exceed this amount will cause the publication to lock, denying all users access to this resource.

Electronic access: Electronic access to this publication is available to staff and students of LSHTM from within the School network or via Remote Access by clicking this link

We have found the correct book, so we can click on the Location tab to find out where the book is kept in the Library.

Location	Item Record																								
<p>Introduction to health economics David Wonderling, Reinhold Gruen, Nick Black Wonderling David</p> <p>Publisher: Open University Press Pub date: 2005 Pages: [iv],265p ISBN: 0335218342 Item info: 30 copies available. 33 copies total in all locations. A Look Inside: ▶ URL</p>																									
<p>Holdings Change Holdings Display</p> <table border="1"> <thead> <tr> <th>Call number</th> <th>Copies</th> <th>Material</th> <th>Location</th> </tr> </thead> <tbody> <tr> <td rowspan="4">CBT</td> <td>26</td> <td>One-Week loan</td> <td>Barnard Room</td> </tr> <tr> <td>3</td> <td>One-Week loan</td> <td>On loan to user(s)</td> </tr> <tr> <td>1</td> <td>One-Week loan</td> <td>Missing</td> </tr> <tr> <td>1</td> <td>Electronic Book</td> <td>Online Access</td> </tr> <tr> <td rowspan="2">CBT (a.)</td> <td>1</td> <td>Overnight loan</td> <td>Enquiries desk</td> </tr> <tr> <td>1</td> <td>Reference book</td> <td>Enquiries desk</td> </tr> </tbody> </table>		Call number	Copies	Material	Location	CBT	26	One-Week loan	Barnard Room	3	One-Week loan	On loan to user(s)	1	One-Week loan	Missing	1	Electronic Book	Online Access	CBT (a.)	1	Overnight loan	Enquiries desk	1	Reference book	Enquiries desk
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	1	Reference book	Enquiries desk																						

There are five categories of books in the Library:

- **One-week loans**
- **Two-week loans**
- **Overnight loans:** available to take away overnight. These must be returned by 09:30 on the following day. These are available from the Library Enquiries Desk.
- **Reference books:** available to consult in the Library only. These are available from the Library Enquiries Desk.
- **Electronic books:** these can be read online on any computer – you may have to enter your network username and password if prompted.

We can see from the catalogue that we have 26 copies of this book which are located in the Barnard Room and can be borrowed for one week. Three copies are on loan. One copy is missing. One copy is available electronically. One copy is available to loan overnight. One copy is available for reference.

To find the book on the shelf in the Barnard Room, you need to note down the call number (CBT) and the publication date (2005). You can take it to the Enquiries Desk with your School ID to borrow it.

2.1.1 Electronic books

This book is also available as an electronic book, this means that you can read it on a computer and print out a chapter or selected pages. Click the link on the Item Record screen to access the e-book.

Ref. indicator no: You may print, copy or download once up to 5% (or one chapter) of this work for the purposes of private research or study for non-commercial use. Any attempt to exceed this amount will cause the publication to lock, denying all users access to this resource.

Electronic access: Electronic access to this publication is available to staff and students of LSHTM from within the School network or via Remote Access by clicking this link

2.2 Finding a journal article

If you are looking for a journal article, you first need to search the catalogue for the journal the article is in, then see if we have the publication year or volume you need. Choose the journal search option under the main search box and then enter the name of the journal (not an abbreviation). Click search.

Journal Title

Journal Search

A list of journal titles with those words in the title are returned.

#4	JOURNALS
<input type="button" value="Details"/>	Journal of infectious diseases Infectious Diseases Society of America
<input type="button" value="Keep"/>	1 copy available in Journals

Click the Details button to see which volumes we have available and to click through to the electronic journal. Note that the volumes and years available for the print and electronic versions may differ.

Location **Item Record** [Change Catalog Display](#)

Journal of infectious diseases
Infectious Diseases Society of America

key: 00221899
ISSN: 0022-1899
Title: Journal of infectious diseases

Publication info: Chicago, IL University of Chicago Press

Time period contents: PRINT HOLDINGS: 1904- ; Volume 1-
Time period contents: ELECTRONIC HOLDINGS: 1997- ; Volume 175(4)-

Electronic access: [Click here to access journal via TDNet](#)

Print journals are shelved alphabetically by title.

- Journals published from 2010 to present are shelved in the Reading Room
- Journals published between 1995 and 2009 are shelved in the Gallery
- Journals published before 1995 are kept on closed shelves and need to be ordered from the Library Enquiries Desk.

Print journals are reference only and cannot be removed from the Library. You can access electronic journals from any computer with an internet connection.

3 Reserving and renewing books

As well as holding information on all of the items available from the Library, the catalogue also lets you see details of your Library account.

To do this you need to log in with your barcode number (the number at the bottom of your School ID) and your PIN. Your PIN will be emailed to you once the Library has received your details from Registry. If you have lost your PIN, ask at the Library Enquiries Desk where we can give you a new one.

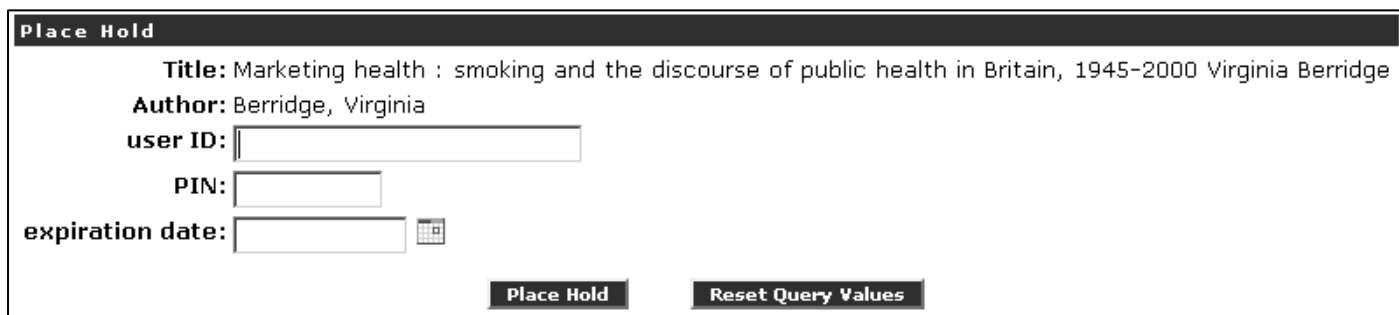
3.1 Reserving an item

If all one-week or two-week loan copies of an item are on loan, you can reserve a copy. Once a copy comes back into the Library, it will be kept at the Library Enquiries Desk for you to pick up. You will receive a message in your School email account to let you know the item is available. It will be held for you for four days.



To reserve a copy of an item, find it on the catalogue first. Once you have clicked the Details button to view information about the book, click the Place Hold link on the menu on the left.

You will then be asked to enter your barcode number and PIN, plus a date you want your request to expire.

A screenshot of the 'Place Hold' form. The form has a title bar 'Place Hold'. Below it, the title and author of the book are displayed: 'Title: Marketing health : smoking and the discourse of public health in Britain, 1945-2000 Virginia Berridge' and 'Author: Berridge, Virginia'. There are three input fields: 'user ID:', 'PIN:', and 'expiration date:'. The 'expiration date:' field has a calendar icon. At the bottom, there are two buttons: 'Place Hold' and 'Reset Query Values'.

Click Place Hold to send your request to the system.

3.2 Renewing your books

To view details of your Library account and to renew your books you should click the Loans and Renewals option on the main page. You can do this on any computer.



Library & Archives Service Library Catalogue

Library Catalogue

Information Gateway

Loans and Renewals

Click Renew Materials to view the items you have on loan and to renew them.

Click List Charged Items to view your loans.

You can then choose which items you would like to renew. Click Renew Selected Items to send your request to the system.

Select Items to Renew

2 items eligible for renewal. Use check boxes below to mark list items for Renew.

Select Items to Renew **Renew all**

<input checked="" type="checkbox"/>	Principles of social research edited by Judith Green and John Browne	Green Judith 1961-	Due: 15/9/2008,20:25
<input type="checkbox"/>	Stress perspectives and processes	Bartlett Dean	Due: 22/9/2008,20:25

If your items are overdue, you must contact the Library to renew them. If another Library user has requested an item that you have on loan, you will not be able to renew it and must return it to the Library.

3.3 Exercise 2: finding items in the Library

Split into teams and try to find the items on the reading list provided by Library staff. The items should all be available in the Library. Bring the items back to your desk. Library staff will be available to answer any queries you have.

4 Citing references and avoiding plagiarism

In the UK, researchers must clearly state which ideas and work are their own and which belong to other people. If you do not do this, you may give the impression that you are trying to gain credit for someone else's achievements. This may lead to allegations of plagiarism, which is a form of intellectual theft and is treated as such by the School.

The main way to avoid plagiarism is to cite your sources of information in your academic work. As well as allowing any of your readers to consult your references, this also gives authority to your work by demonstrating the breadth of your research.

The LSHTM Academic Writing Handbook is available at

(www.lshtm.ac.uk/edu/qualityassurance/academicwritinghandbook.pdf) and gives

extensive guidance on avoiding plagiarism and citing references correctly. It is strongly recommended that you make use of this resource. Your course handbook

may also contain information specific to your programme of study such as a preferred referencing style.

5 Keeping within the law: copyright

What is copyright?

Copyright exists in any original work (or part of that work) from the moment it is created. The rights holder (usually the author, but in some cases the employer) is granted certain rights which are protected by law over how the work may be used - this includes copying.

What about copying for personal study?

The "fair dealing" exception of the Copyright Designs and Patents Act 1988 allows individuals to make a **single** copy of:

- up to 5% of a single published work, or
- **one** article from a single journal issue or
- **one** chapter from a book,

This should only be used for your own private research or study.

What about using digital material?

Just because something has been put up online, this does not mean that it is free to copy and reproduce. Unless copyright has been explicitly waived by the rights holder, you should assume that information online holds copyright.

More information on copyright can be found on the Library webpage at www.lshtm.ac.uk/library/libraryinfo/copyright.html

6 Getting more help

The Library has produced a range guides to help you find the information you need for your studies www.lshtm.ac.uk/library/collections/using_catalogue.html. If you are trouble finding material in the Library please ask at the Enquiries desk.