

Study Skills Induction for New Learners:

3. Searching for Sources and Referencing

Please note: these workshops are interactive!

Message the lecturer if you are unable to unmute your microphone during the session.

Session will start at: 00:00

Searching for Sources and Referencing: Workshop Content

Name at least 3
online research
tools to locate
sources for your
assignments

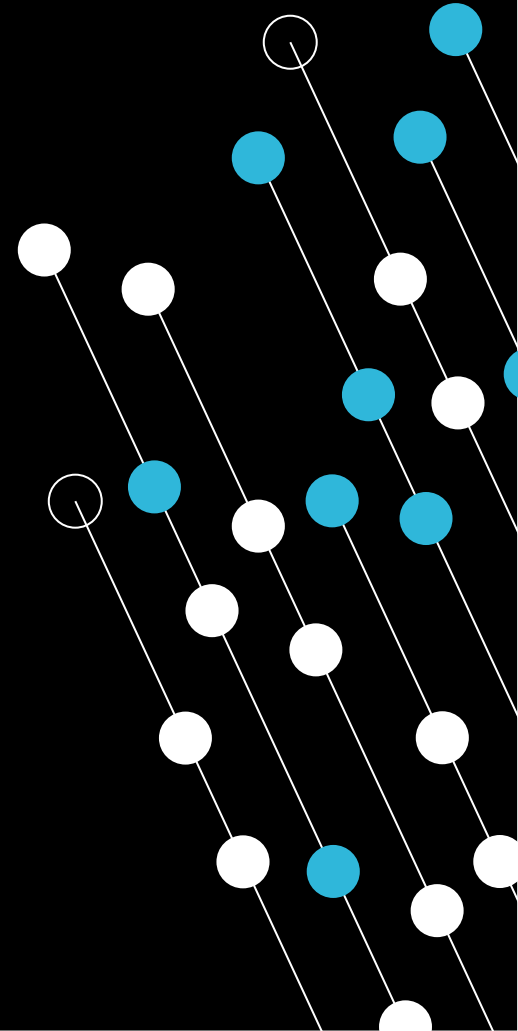
Apply the CRAAP
test to identify 3
credible sources
from Google
Scholar

Produce an
accurate in-text
citation for a
selected source

By the end of the session you will be able to:

Identify and locate credible online sources and incorporate these into assignments with correct referencing.

1. Searching for Sources: An Introduction



Why is it important to use sources in academic writing?



Affords your work **academic credibility**.



Validates your **conclusions and recommendations** for future practice.



Supports and contextualises your **ideas and critical arguments**.



Demonstrates the **depth and breadth of your research**.



Facilitates the development of your **subject knowledge**.

Searching for Sources

Task

1

How will you locate sources for your assignments?

2

Can you foresee any potential challenges with this?

Searching for Sources

Answer

1

How will you locate sources for your assignments?

Review the set texts on your **module reading list**.

Identify sources referenced or **recommended in your lectures**.

Look on your **module page** for additional recommended reading.

Conduct a **search using online research tools** for further sources.



Searching for sources is **not a linear process!** You will go back and forth between reading and writing as your ideas and knowledge develop.

Searching for Sources

Answer

1

How will you locate sources for your assignments?

Conduct a **search using online research tools** for further sources.

Library Resources:



[VLeBooks](#)



[Northumbria University Library](#)



[Solent University Library](#)

Searching for Sources

1

How will you locate sources for your assignments?

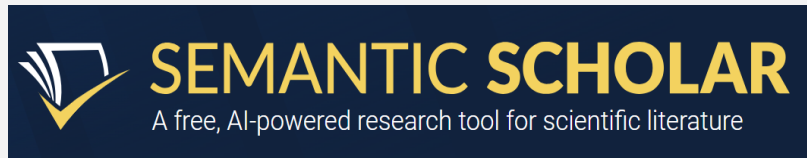
Answer

Conduct a **search using online research tools** for further sources.

Open Access Research Tools:



[Google Scholar](#)



SEMANTIC SCHOLAR
A free, AI-powered research tool for scientific literature

[Semantic Scholar](#)



BASE

[BASE](#)



DOAJ
OPEN
GLOBAL
TRUSTED

[Directory of Open Access Journals](#)



JSTOR

[JSTOR](#)



doab
directory of
open access
books

[Directory of Open Access Books](#)

Searching for Sources

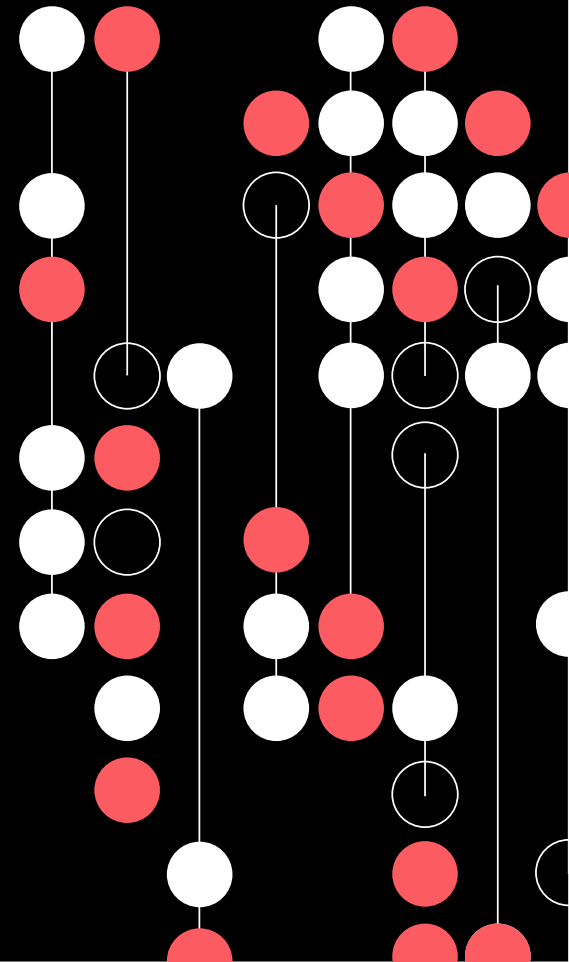
Answer

2

Can you foresee any potential challenges with this?

- Lack of **knowledge of online research tools**.
- **Finding relevant sources** for the assignment topic/subject area.
- **Feeling overwhelmed** by the number of sources available.
- Assessing **the credibility, validity and reliability** of sources located.

2. Identifying Appropriate Resources



Identifying Appropriate Resources

The CRAAP Test:

The CRAAP Test is a helpful 'checklist' for assessing the reliability and credibility of a resource. This checklist is usually presented as a list of questions and examines:

Currency – the timeliness of the information.

Relevance – the importance of the information to your needs.

Authority – the source of the information.

Accuracy – the reliability, truthfulness, and correctness of the content.

Purpose – the reason the information exists.



CRAAP Test: Useful Questions

TIP!

When gathering sources for an assignment, it is good practice to **interrogate the literature** by asking these questions.

Currency: The timeliness of the information

- When was the information published or posted?
- Has the information been revised or updated?
- Is the information current or out of date for your topic?

Relevance: The importance of the information for your needs

- Does the information relate to your topic or answer your question?
- Have you looked at a variety of sources before choosing this one?

Authority: The source of the information

- Who is the author/ publisher/ source/ sponsor?
- What are the author's credentials or organizational affiliations given?

Accuracy: The reliability, truthfulness, and correctness of the content

- Is the information supported by evidence?
- Has the information been reviewed or refereed?

Purpose: The reason the information exists

- What is the purpose of the information?
- Does the point of view appear objective and impartial?

Identifying Appropriate Resources

Task

Is this source appropriate to include in your assignment?

1

Article from **The Guardian**
Newspaper



Sat 24 Aug 2024 16.00
BST

AI cheating is overwhelming the
education system - but teachers shouldn't
despair

John Naughton



Identifying Appropriate Resources

Answer



Is this source appropriate to include in your assignment?

1

Article from **The Guardian** Newspaper

Quality newspaper but may be based on opinion as opposed to fact. **Consider the authority of the author.** What are their qualifications and credentials?



Sat 24 Aug 2024 16.00
BST

AI cheating is overwhelming the education system - but teachers shouldn't despair

John Naughton



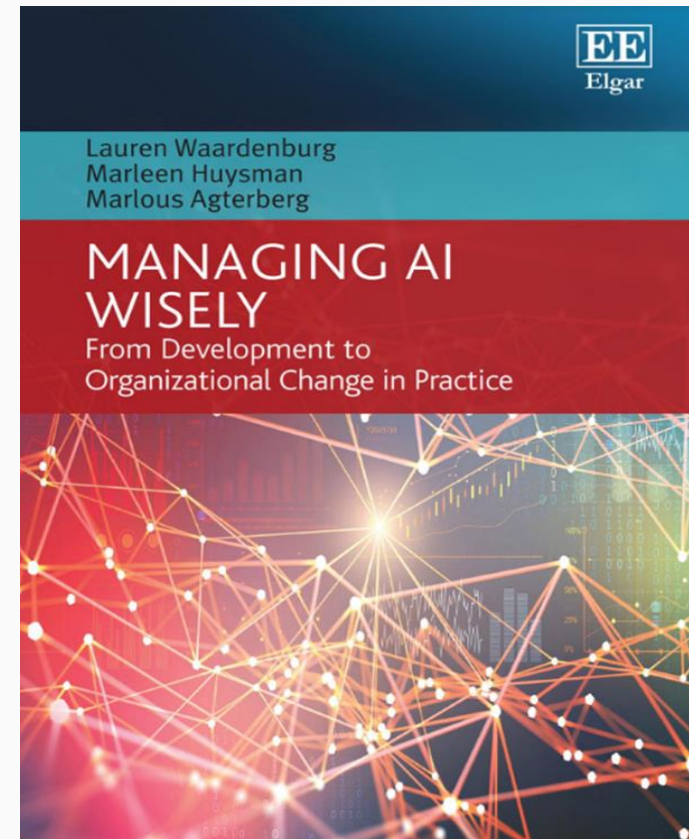
Identifying Appropriate Resources

Task

Is this source appropriate to include in your assignment?

2

Textbook from VLE
Books



Identifying Appropriate Resources



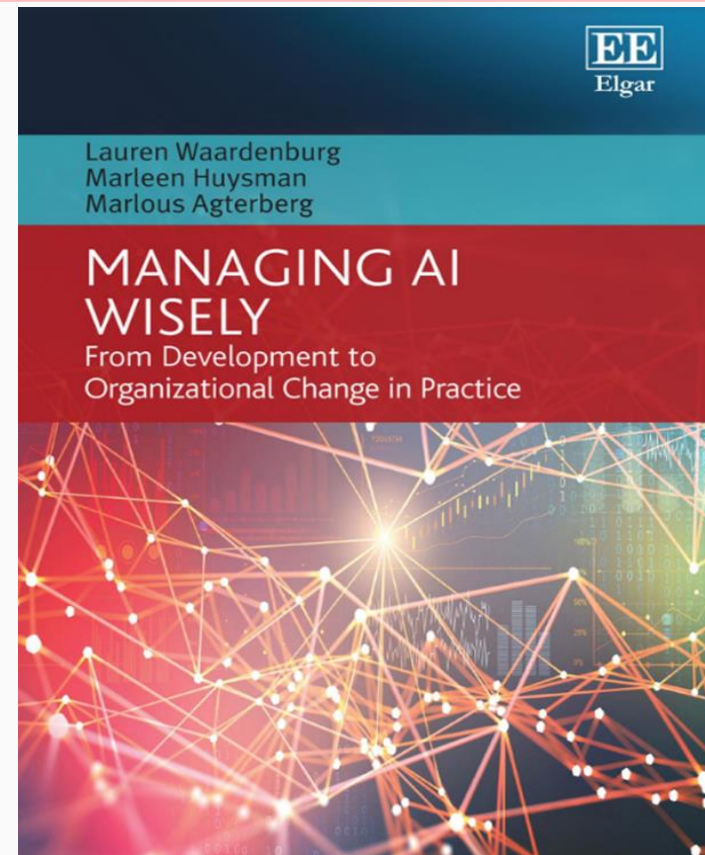
Is this source appropriate to include in your assignment?

Answer

2

Textbook from VLE Books

This would be considered a credible source. However, **consider the currency**. When was it published? Is this the latest most up-to-date edition?



Identifying Appropriate Resources

Task

Is this source appropriate to include in your assignment?

3

Wikipedia page



Artificial intelligence in industry

[3 languages](#) ▼[Article](#) [Talk](#)[Read](#) [Edit](#) [View history](#) [Tools](#) ▼

From Wikipedia, the free encyclopedia

Industrial artificial intelligence, or **industrial AI**, usually refers to the application of [artificial intelligence](#) to industry.^[1] Unlike general artificial intelligence which is a frontier research discipline to build computerized systems that perform tasks requiring human intelligence, industrial AI is more concerned with the application of such technologies to address industrial pain-points for customer value creation, productivity improvement, cost reduction, site optimization, predictive analysis^[2] and insight discovery.^[3] Although in a dystopian vision of AI applications, intelligent machines may take away jobs of humans and cause social and ethical issues, industry in general holds a more positive view of AI and sees this transformation of economy unstoppable and expects huge business opportunities in this process.^[4]

Identifying Appropriate Resources



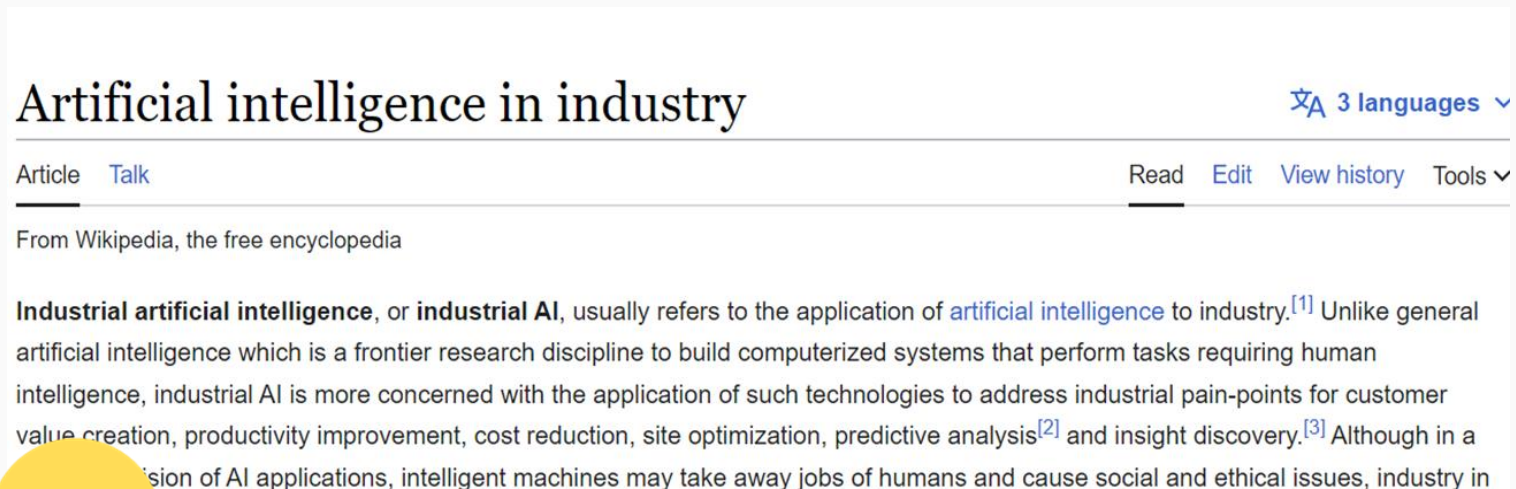
Is this source appropriate to include in your assignment?

Answer

3

Wikipedia page

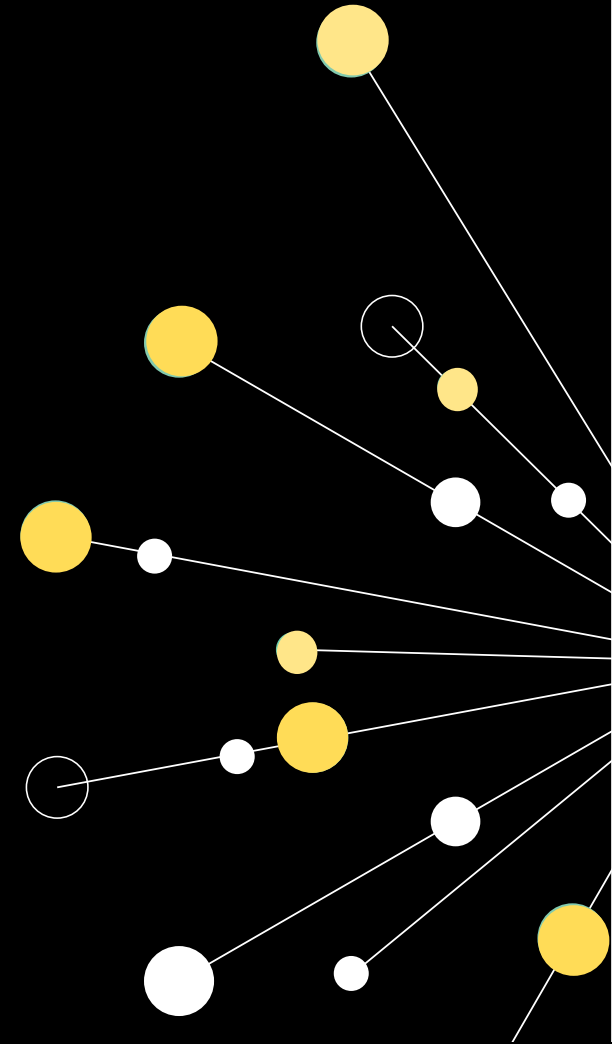
Wikipedia is not an appropriate source as it **lacks authority and accuracy.**



TIP!

Wikipedia articles **can be useful** for gaining **foundation level knowledge** and for locating **more credible sources in the reference list.**

3. Generating Search Terms



Generating Search Terms

Before searching for online sources, you need to look at your assignment brief and identify key **subject-matter words** and **limiting words** to generate search terms.

Subject-Matter Words

Describe the topic you should be writing about.

Limiting Words

Help **narrow the focus** of your answer.

Generating Search Terms

Task

What are the **subject-matter words** and **limiting words** in this assignment question?

"Critically evaluate the impact of artificial intelligence on employment in the UK."

Generating Search Terms

Answer

What are the **subject-matter words** and **limiting words** in this assignment question?

Critically evaluate the impact of **artificial intelligence** on **employment** in the **UK**.



You can input these key words as a starting point when using online research tools.

Generating Alternative Search Terms

You may find the search terms you have generated are not yielding good results. Therefore, it is useful to think of alternative search terms by making a list of synonyms.

Task

Think of at least 1 synonym for the key words listed below:

Key word	Synonyms
Artificial Intelligence	
Employment	
UK	

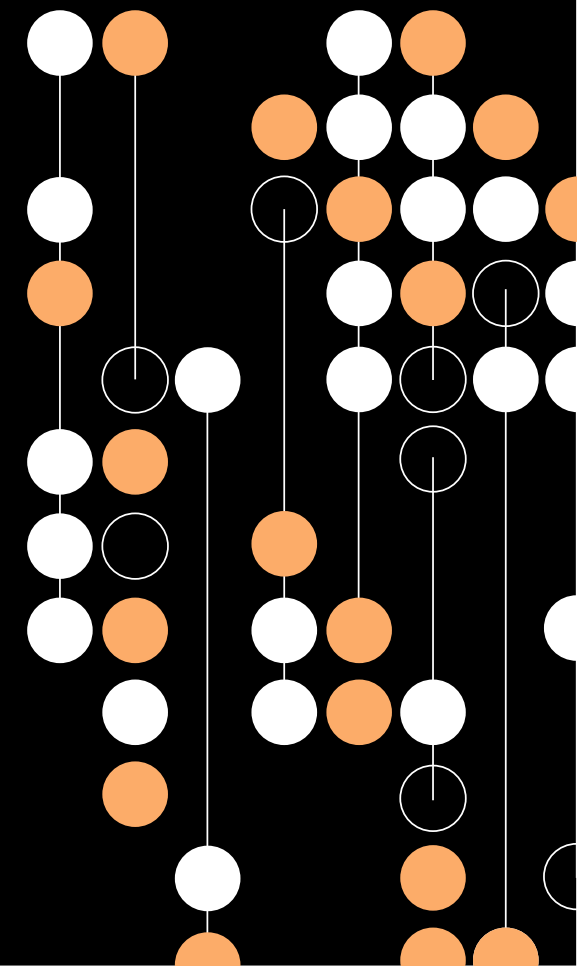
A **synonym** is a word that has the same meaning as another word. For example, 'big' is a synonym of 'large'.

Generating Alternative Search Terms

Answer

Key word	Synonyms
Artificial Intelligence	AI / Machine-Learning
Employment	Workforce / Labour force
UK	Great Britain / United Kingdom

4. Google Scholar



Benefits of Google Scholar



Provides a way to **search for relevant scholarly literature** in one convenient place.



Enables research across **many disciplines and source types**.



Grants access to **most relevant articles** in your field and enables you to view **complete documents**.



Shares the **author's affiliations** with universities, labs and companies.



Shows when and where the source was published and **how recently** it has been cited.

Task

Search for Google Scholar on your internet browser and type in the original key words from the assignment question.

1

Google Scholar

Artificial intelligence employment UK



☒ Articles ☐ Case law

This will take you to a range of **publications** showing the **author**, **publication date** and **number of citations**.

[PDF] The impact of **artificial intelligence** on **employment**

[PDF] researchgate.net

G Petropoulos - Praise for Work in the Digital Age, 2018 - researchgate.net

... to the extensive use of **artificial intelligent** systems in our ... productivity—will dominate in the **artificial intelligence** (AI) era? ... a net positive impact on **employment**. The automobile industry ...

☆ Save Cite Cited by 126 Related articles All 19 versions

Artificial intelligence and **employment**: new cross-country evidence

[PDF] frontiersin.org

A Georgieff, R Hyee - Frontiers in **artificial intelligence**, 2022 - frontiersin.org

... This analysis only covers the **United Kingdom** and the United States 21 because of data ... require AI skills in the **United-Kingdom**; a similar relationship emerges in the United-States 22

☆ Save Cite Cited by 42 Related articles All 8 versions

Artificial intelligence and **employment**: New cross-country evidence

[PDF] oecd-ilibrary.org

A Georgieff, R Hyee - 2021 - oecd-ilibrary.org

... seen impressive advances in **artificial intelligence** (AI) and ... possible links between AI and **employment** in a cross-country ... Force Surveys, to analyse the relationship with **employment**. ...

☆ Save Cite Cited by 54 Related articles All 6 versions

TIP!

To **access the full document**, click the **link on the righthand side** and not the title.

Identifying Appropriate Resources: Currency

TIP!

When identifying appropriate resources to use in your assignment, **consider the timeliness of the information**. When was the article published? Is the information up to date?

[PDF] The impact of **artificial intelligence** on **employment**

[PDF] researchgate.net

G Petropoulos - Praise for Work in the Digital Age, 2018 - researchgate.net

... to the extensive use of **artificial intelligent** systems in our ... productivity—will dominate in the **artificial intelligence** (AI) era? ... a net positive impact on **employment**. The automobile industry ...

☆ Save Cite Cited by 126 Related articles All 19 versions

Artificial intelligence and **employment**: new cross-country evidence

[PDF] frontiersin.org

A Georgieff, R Hyee - Frontiers in **artificial intelligence**, 2022 - frontiersin.org

... This analysis only covers the **United Kingdom** and the United States 21 because of data ... require AI skills in the **United-Kingdom**; a similar relationship emerges in the United-States 22

☆ Save Cite Cited by 42 Related articles All 8 versions

Artificial intelligence and **employment**: New cross-country evidence

[PDF] oecd-ilibrary.org

A Georgieff, R Hyee - 2021 - oecd-ilibrary.org

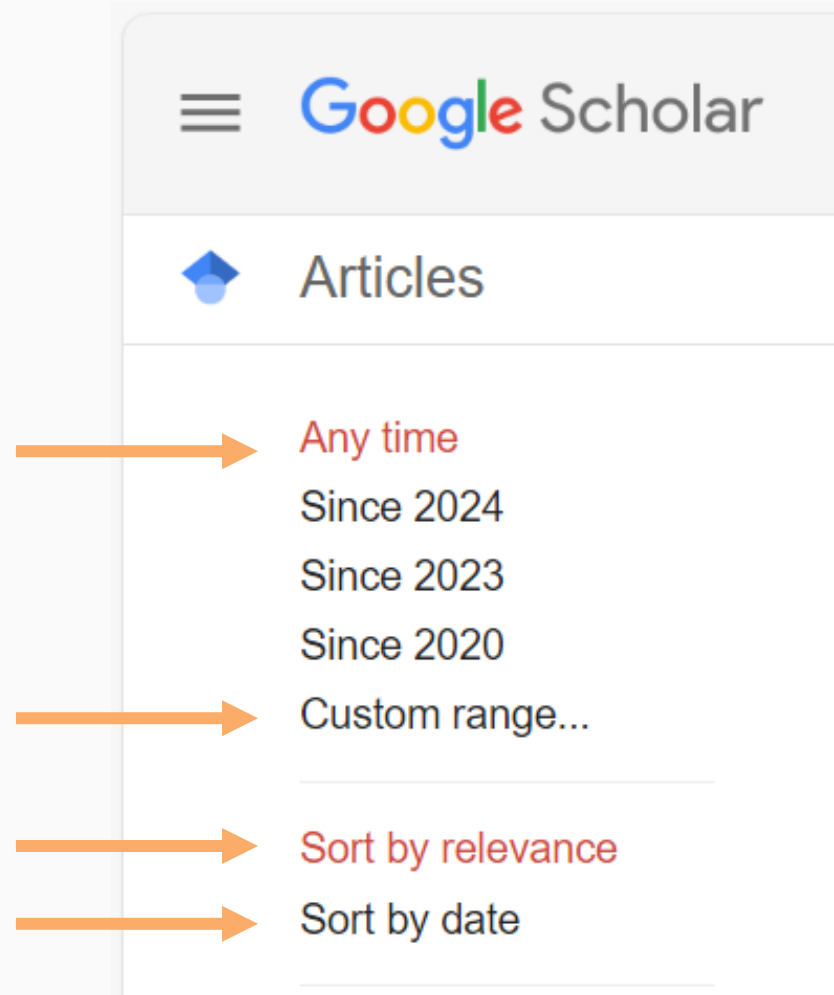
... seen impressive advances in **artificial intelligence** (AI) and ... possible links between AI and **employment** in a cross-country ... Force Surveys, to analyse the relationship with **employment**. ...

☆ Save Cite Cited by 54 Related articles All 6 versions

Identifying Appropriate Resources: Currency

TIP!

You can use the tool bar on the left-hand side to **sort by date** and **relevance**. You can also **adjust the date range** accordingly.



Identifying Appropriate Resources: Authority

TIP!

When identifying appropriate resources to use in your assignment, it is a good idea to **check the author's affiliations, number of citations and publishing history.**

Artificial intelligence as augmenting automation: **Implications for employment**

[PDF] smu.edu.sg

[FT Tschang, E Almirall](#) - Academy of Management Perspectives, 2021 - journals.aom.org

... of automation's **impact** on **employment** and skills, illustrating ... a hollowing-out of middle-skill **jobs**. We then use case evidence ... **UK's** National Health Service, the AI's use might not **impact** ...

☆ Save Cite Cited by 246 Related articles All 6 versions

Task

Using the link provided, evaluate the author's credentials to write on this topic.

Identifying Appropriate Resources: Authority

Answer



F. Ted Tschang

Singapore Management University.

Verified email at smu.edu.sg

Innovation Theory Human-Centered Design Impact of Digitisation Sustainable Development

 FOLLOW

TITLE

CITED BY

YEAR

Balancing the tensions between rationalization and creativity in the video games industry

FT Tschang
Organization science 18 (6), 989-1005

482

2007

Digital divide: Determinants and policies with special reference to Asia

MG Quibria, SN Ahmed, T Tschang, ML Reyes-Macasaquit
Journal of Asian Economics 13 (6), 811-825

363

2003

Design capital and design moves: The logic of digital business strategy

CJ Woodard, N Ramasubbu, FT Tschang, V Sambamurthy
Mis Quarterly, 537-564

337

2013

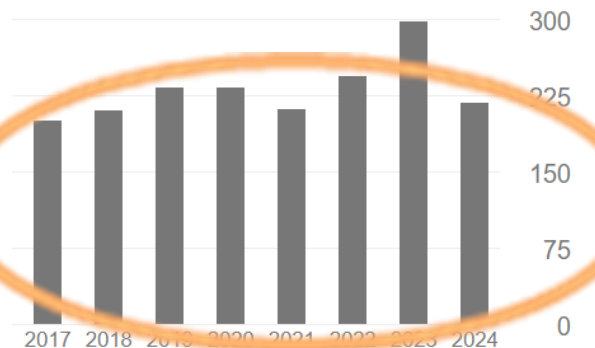
Cited by

[VIEW ALL](#)

All

Since 2019

Citations	3938	1444
h-index	29	16
i10-index	43	22



Identifying Appropriate Resources: Relevance

1

A key skill on the degree apprenticeship is to be able to **identify resources** which are **relevant for your purposes**. Does the information relate to your **topic** or question?

Artificial intelligence as augmenting automation: **Implications for employment**

[PDF] smu.edu.sg

[FT Tschang](#), [E Almirall](#) - Academy of Management Perspectives, 2021 - journals.aom.org

... of automation's **impact** on **employment** and skills, illustrating ... a hollowing-out of middle-skill **jobs**. We then use case evidence ... **UK's** National Health Service, the AI's use might not **impact** ...

☆ Save [Cite](#) Cited by 246 [Related articles](#) [All 6 versions](#)

3

Identifying Appropriate Resources: Relevance

Artificial intelligence as augmenting automation: Implications for employment

Abstract

There has been concern that artificial intelligence may cause significant unemployment, but proponents say that AI augments jobs. Both of these positions have substance, but there is a need to articulate the mechanisms by which AI may actually do both, and in the process, transform the balance of work available. We examine economic studies of automation's impact on employment and skills, illustrating the favouring of nonroutine skills over the

Key Words

Artificial Intelligence, Employment, Automation, Augmentation, Replacement

After reading the abstract, do you think the article is relevant to the example assignment question? Be prepared to justify your response!

Task

Advanced Search



☰ Google Scholar

Articles

Case law

Profiles

🎓 My profile

★ My library

✉ Alerts

📊 Metrics

🔍⁺ Advanced search

⚙ Settings



Advanced search



Find articles

with **all** of the words

with the **exact phrase**

with **at least one** of the words

without the words

where my words occur

☒ anywhere in the article

☐ in the title of the article

Return articles **authored by**

e.g., "PJ Hayes" or McCarthy

Return articles **published in**

e.g., J Biol Chem or Nature

Return articles **dated** between

 —

e.g., 1996

Identifying Appropriate Sources

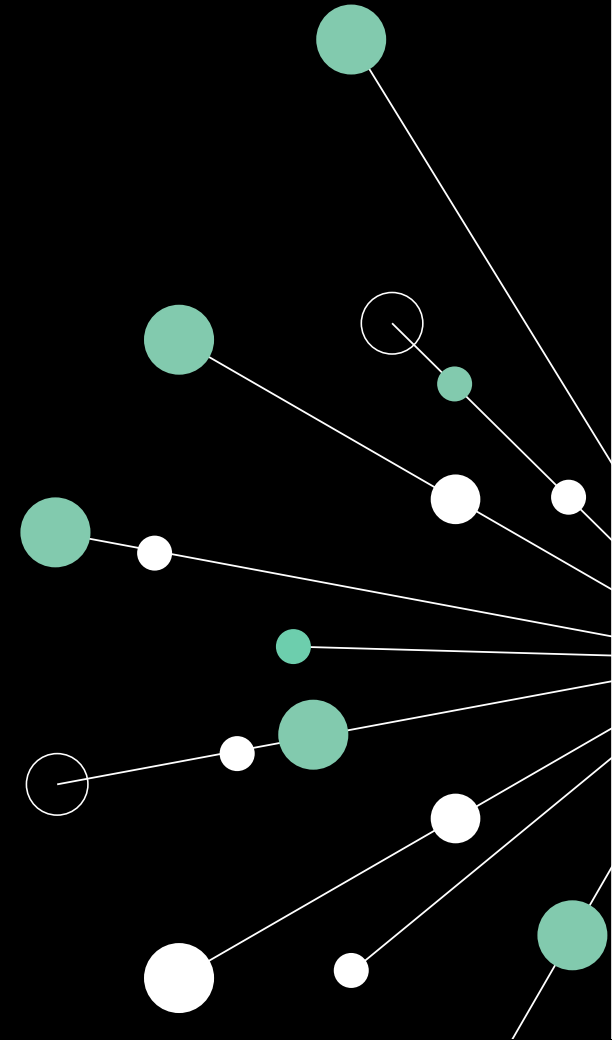
Task

Use the alternative search terms generated earlier in the session to find one – or more – appropriate source for the example assignment.

Critically evaluate the impact of artificial intelligence on employment in the UK.


Key word	Synonyms
Artificial Intelligence	AI / Machine-Learning
Employment	Workforce / Labour force
UK	Great Britain / United Kingdom

5. An Introduction to Referencing



Your Referencing Guide

Using the relevant link provided, download *either* the **QA Harvard Referencing Guide** or **Solent Harvard Referencing Guide** from the Apprentice Learner's Portal.

How we help What we do Who we are Resources For individuals 🔍 👤 💬


The Academic Community of Excellence (ACE) team

The Academic Community of Excellence (ACE) team provide guidance for **degree apprentices** alongside regular classes on topics such as academic style, critical analysis, relating theory to practice, research skills, reflective writing, referencing, and much more.

We assist learners in three main ways:

1. Academic skills resources for self-study, available here on the Learner Portal.
2. Workshops to practise and develop academic skills - [book your place here](#)
3. One-to-one tutorials to discuss your assignments - [book one here](#)

[ACE workshops schedule July – September 2024](#)



Introduction to Referencing

Task

1

When do you need to provide references in your assignments?

2

Where do you need to provide references in your assignments?

Introduction to Referencing

1

When do you need to provide references in your assignments?

Answer

You should provide a reference **whenever you include an idea or piece of information from another source.**

This could be a **paraphrase, direct quote** or a **summary.**

- Books
- Journal Articles
- Conference Papers
- Videos
- Government Reports
- Websites

Introduction to Referencing

Answer

2

Where do you need to provide references in your assignments?

1

In the **main body** of the assignment

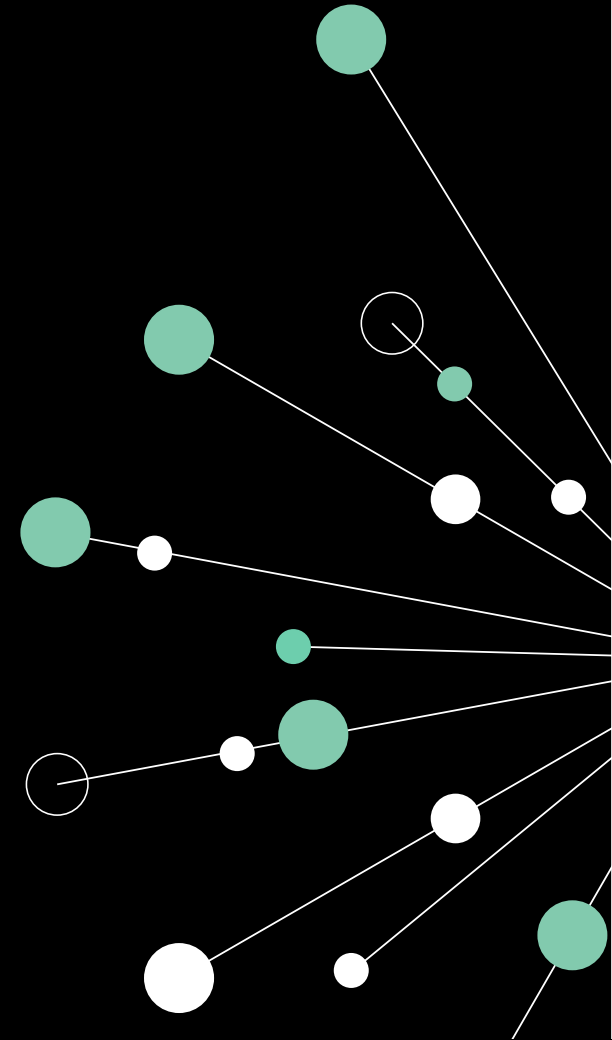
In-text citations appear next to the idea or piece of information you have included from another source (within the same sentence).

2

At the **end of the assignment**

Your **reference list** provides the full publication details of the sources cited in the assignment.

In-Text Citations





In-Text Citations

An in-text citation is a **short acknowledgement included whenever you quote or take information from a source** in academic writing. It gives enough information to uniquely identify the source in your reference list.

TIP!

Regardless of the source type, the format of your in-text citation will generally be:

QA Harvard: **(Surname, Year)** or **(Organisation, Year)**
Solent Harvard: **(Surname Year)** or **(Organisation Year)**

In-Text Citations: QA Harvard Example

Paraphrase/Summary

Machine learning can deliver a much-improved and more robust cyber security solution through judiciously analysing data (**Sarker, 2023**).

Author

Date

Note: In today's workshop, example in-text citations are highlighted in bold. Please **do not** bold in-text citations in your assignments!

Direct Quotation

Machine learning can “intelligently analyse cybersecurity data and provide a dynamically upgraded and up-to-date security solution” (**Sarker, 2023, p.1474**).

Author

Date

Page number (if applicable)

In-Text Citations: Solent Harvard Example

Non-Print Resources

This advance in computing technology is considered revolutionary and emerges alongside recent developments in fields such as artificial intelligence (**BBC News 2023**).

Date

Author

Print Resources

Digital communication has enhanced the capacity of people to connect across cultures but replicating the human connection felt in physical interactions remains an industry-wide challenge (**Smith 2024, p.12**).

Author

Date

Page number

In-Text Citations: Task

Task

Complete the in-text citation for this journal article

Author	Ewan McGaughey
Title of Article	Will robots automate your job away? Full employment, basic income and economic democracy
Journal	Industrial Law Journal
Publication Date	14 th July 2021

Answer**In-Text Citation (QA)**

(McGaughey, 2021) / (McGaughey, 2021, p. xx) for a direction quotation

In-Text Citation (Solent)

(McGaughey 2021) / (McGaughey 2021, p. xx) for a print source

In-Text Citations: Tips



If there is no named author, use the **name of the organisation**.



If you cannot find a date of publication date, try to **find the same information elsewhere**.

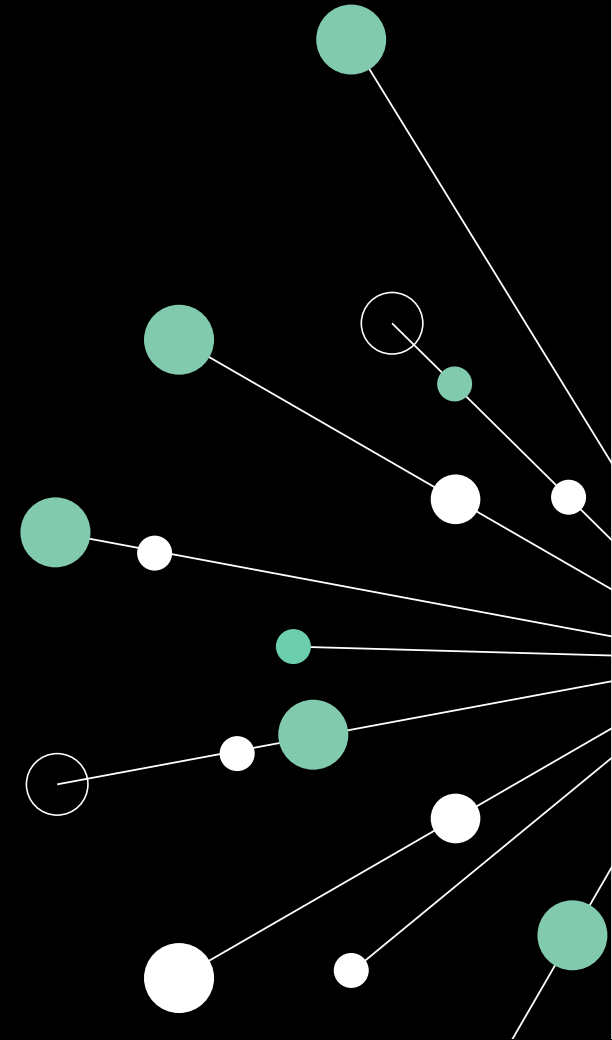


If there are **four or more authors** you must include the first named author, followed by 'et al.'



Look at pages 5-10 of the QA Apprenticeships Harvard Referencing Guide, **or** pages 1 and 4 of the Solent Harvard Referencing Guide for guidance on formatting **multiple citations, sources with the same author and year** and **secondary citations**.

Reference List





Reference List

Your reference list appears at the end of your assignment. **Each reference list entry corresponds with an in-text citation in your main body**, providing further details of publication so your reader can identify and verify the source.

TIP!

Different sources, e.g. books, journal articles and conference papers, are formatted differently.

Always use your **QA Apprenticeships Harvard Referencing Guide** or **Solent Harvard Referencing Guide** to complete your references.

Example Reference List: QA Harvard


References

DuBrin, A. (2012) *Management essentials*. 9th edn. London: Cengage Learning.


Lofgren, J. (2020) *The Approachable Leader: Adapting Your Style To Work For Your Employees*. Available at:
<https://www.forbes.com/sites/forbescoachescouncil/2020/10/15/the-approachable-leader-adapting-your-style-to-work-for-your-employees>
(Accessed: 9 September 2024).

Porter, M. (2008) 'The five competitive forces that shape strategy'. *Harvard Business Review*, 86(1), pp. 25-40.


Vergidis, K., Tiwari, A. and Majeed, B. (2008) 'Business process analysis and optimization: beyond reengineering', *IEEE Transactions on Systems, Man, and Cybernetics, Part C (Applications and Reviews)*, 38(1), pp. 69–82. Available at: <https://doi.org/10.1109/TSMCC.2007.905812> (Accessed: 26 July 2024).




Begins directly beneath your assignment with the title 'References' or 'Reference list'



It must be in **alphabetical order**, with **clear spaces** between each entry.



Different sources (e.g. books, journal articles) **are referenced differently**.



For online sources, provide the **full URL** and **the date you last accessed the source**.

Example Reference List: Solent Harvard


References

DUBRIN, A., 2012. *Management essentials*. 9th ed. London: Cengage Learning


LOFGREN, J., 2020. *The Approachable Leader: Adapting Your Style To Work For Your Employees* [viewed 9 September 2024]. Available from: <https://www.forbes.com/sites/forbescoachescouncil/2020/10/15/the-approachable-leader-adapting-your-style-to-work-for-your-employees>

PORTER, M., 2008. The five competitive forces that shape strategy. *Harvard Business Review*, 86(1), 25-40


VERGIDIS, K., A. TIWARI, and B. MAJEED, 2008. Business process analysis and optimization: beyond reengineering, *IEEE Transactions on Systems, Man, and Cybernetics, Part C (Applications and Reviews)*, 38(1), 69–82




Begins directly beneath **your assignment** with the title 'References' or 'Reference list'



It must be in **alphabetical order**, with **clear spaces** between each entry.



Different sources (e.g. books, journal articles) **are referenced differently**.



For online sources, provide the **full URL** and **the date you last accessed the source**.

Referencing: Tips



Only include the **first initial** of the author's name.



Always use the official **referencing guide** to format your entries correctly for different source types.



Store your sources so you can refer back to them if necessary, e.g. OneNote, Excel Spreadsheet, Word Document, Favourites, Collections.

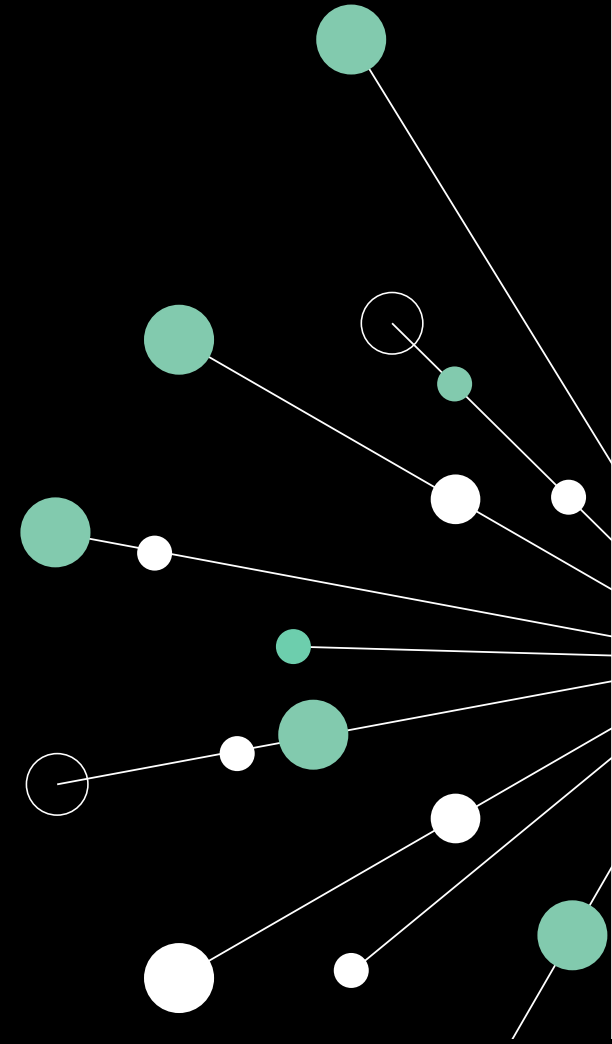


Reference as you go! Avoid leaving your referencing until the last minute.



Do not use automatic reference generators!

Review



Searching for Sources Online - Review



Searching for sources and incorporating them into your work is a non-linear process

Searching for Sources Online - Review



The 'C' in the CRAAP Test stands for 'Credibility'

Searching for Sources Online - Review



Google Scholar enables you to assess the authority of the author by sharing author affiliations and number of citations

Searching for Sources Online - Review



References appear in two places in your assignment: the main body and reference list

References and Further Reading

Central Michigan University (2024) *The CRAAP Test*. Available at:
https://libguides.cmich.edu/web_research/craap (Accessed: 20 September 2024).

Pears, R. and Shields, G. (2019) *Cite Them Right*. 11th edn. London: Red Globe Press.



Onboarding Feedback

Thank you for attending this ACE Workshop.
We would be grateful if you could take 2 minutes to provide **feedback** based on your onboarding experience.

Do you require further academic support?

Look on the
ACE Page for
resources

Check out our
upcoming
workshops

Book a 1-2-1
tutorial

Any questions?

