Finding & Evaluating Quality Resources

Main types of research resources:

1. **Books** (print or ebooks)
   Search for using OneSearch (or Library Catalogue)

2. **Journal articles**
   Search for using OneSearch (or Databases)

3. **Web resources**
   Search for using Google or Google Scholar
To get to the Wintec Library homepage → Go to [www.wintec.ac.nz/library](http://www.wintec.ac.nz/library)

Distance services

To be eligible for distance services – you need to live more than **40 km away from Wintec’s Hamiton campuses**, and, **you are required to be on campus less than once per fortnight**.

You can request books from Wintec or other libraries. Wintec will courier books out to you, with a return courier bag provided to return them. Where possible, we will provide you with the ebook.

**Requesting books as a distance student:**

Find the books you want by searching the Library Catalogue. Copy the information (title, author, call number) and email it to library@wintec.ac.nz

Requests will be processed within 1 working day and couriered out to you.
OneSearch (Books, journal articles, DVDs)

What is OneSearch?
OneSearch is the way to search for Wintec Library resources! Almost all of what we have (books, ebooks, journal articles and more) can be found through OneSearch’s single search box on the front page of the Wintec Library website. A single search can turn up millions of Wintec Library results and resources.

So, it’s kind of like a Google for Wintec Library?
Pretty much! Like Google, it’s fast and easy to use. Unlike Google, it will give you superior academic results from EBSCOhost, ProQuest, ScienceDirect and our other databases, as well as Wintec Library’s print book, ebook, and other collections.

What else should I know about OneSearch?
Anyone can use OneSearch to see what Wintec Library has, but accessing our databases, our ebooks, or our other online collections will still require a Wintec login. Unfortunately, OneSearch won’t show results from Lippincott’s, or New Zealand Standards. Instead, you can find links to their search pages in the sidebar of every OneSearch results page.

Using OneSearch

Step 1: Search Strategies

Key words:
It is best to understand about using Key Words to find the resources you need before you begin your actual search. Key words are the main words in your assignment question or statement (e.g. smoking cessation and teenagers). Computers search most effectively when given key words to search for.

Key concepts:
Where possible, try to determine appropriate themes, phrases, related terms, broader and narrower terms related to your topic area.

Phrase searching:
For words that are phrases (2 or more words that usually go together) – use “” speech marks around the words to keep them together in that order (e.g. “professional practice”). This is called Phrase Searching and it will give you focussed and better quality results.
**Boolean Operators:**

**Boolean Operators** are used to connect and define the relationship between your search terms. When searching electronic databases, you can use Boolean operators to either narrow or broaden your record sets. The three Boolean operators are **AND**, **OR** and **NOT**.

Use **AND** to narrow your search: all of your search terms will present in the retrieved records.

Use **OR** to broaden your search by connecting two or more synonyms. Example: online courses OR Web-based instruction OR distance education. The database retrieves all the unique records containing one term, the other, or both.

Use **NOT** to exclude term(s) from your search results.
**Advanced Search** also allows use of the Operators:

![Advanced Search Form]

**Truncation:**
Using either * or ? in a word can enable a search for multiple words without having to write them all out. For example,
Searching for NURSING THEO*  
Will bring back results for Theory, Theories, Theoretical, Theoretician’s etc.

Be aware that all databases are different so in some * work and in others it is ?.

**Synonyms:**
Sometimes you’ll find that you need to use words that have the same or similar meanings to your keywords to get some results.
For example, a search for Dementia could also use the words ‘Alzheimer’s’, ‘Senility’ or ‘Disorientation’.

To find synonyms you can use online Thesaurus such as: Power Thesaurus

![Power Thesaurus]

Or Thesaurus.Com

![Thesaurus.com]

You can use any online synonym page you feel comfortable with. We don’t expect you to know the words, we all require help at times.
**Subject Headings:**

Articles and books in library databases and catalogues are assigned subject headings by people who review each document. Each article or book is looked at carefully and then assigned one or more subject headings. These subject headings are selected from a specific list of possible subject headings.

Use your search results to your advantage by looking at the Subject Headings of your returns. Sometimes they may be within an area of specialisation you were not aware of or hadn’t thought to look at. Use these Subject Heading’s to find other material that may be related to you and your search.

Also, always check through the references/bibliographies of articles you read or use. This is a good way of finding related material as if your using an article then it’s like the author(s) have looked at material that’s related to your search. Again, this is a simple and easy way of expanding the range of material that is pertinent to your work and reading.

**Abstracts:**

Evaluating Journal Articles

*Question To Ask: Is this article going to be useful?*

- Look at the title of the journal article. Does it sound like it is on your topic?
- Look at the journal title?. Does it relate to your topic?

Read the Abstract. Does it cover your topic?. Take a few minutes to read the Abstract, it is a summary of the whole article. You will save yourself a lot of time and you may save yourself money not printing off an article that is not worthwhile.

Are there terms in the abstract you can use for further searches?, are there terms or concepts in the abstract you can utilise?
Filter within your results:

- **Filter by timeframe.** If you need information on current practices, you will need to reduce the timeframe. If you want primary sources, you may need to search further back.

- **Filter by resource type.** If having all the resources displayed as once is confusing – just click on individual resource types (e.g. book or journal articles) to see only one resource on your screen.

- **Resources not included in OneSearch.** Most of our resources are included in a OneSearch, however, these are not included: Lippincott Procedures, Nursing Reference Centre, Newztext (newspapers). You will see a link to these resources on the right hand side of the page.
Books at Wintec Library

Wintec has a variety of books that you will use throughout your studies. There are print (physical paper-based) and electronic (online, accessible from anywhere in New Zealand). We encourage you to use our books, but please remember your fellow students want to use them too! Please be prepared to share books (at times everyone wants the same books) and return them by the due dates (so other students to use them for their assignments too).

Basic print book info:

- You can borrow print books for three different time frames (2 hours, 3 days, 28 days).
- If the print book you want is out – you can recall it.
- You can renew a print book you already have three times.

Recalling books:

If a book is on loan to another student (it has a red cross next to it, or there are 0 copies available) then you can recall it. The student who has the book out will get an email and be asked to return the book within 5 days. If you are a local student (not Distance), then you will get an email/text to let you know when the book is available for you to pick up from Wintec Campus. If you are a Distance student, then the book will be couriered out to you - it make take up to 1-2 weeks from the time you requested it.

Find the book on the Wintec Library Catalogue. Click on the Title of the book to see more details.

To recall the book – click on the Recall this item link (near bottom on page).

Log in using your username and password.

Click on the Recall item link.

Change the Pick Up At: location to Wintec Distance. This is very important!!! You want it to be couriered out to you. Then click on the Submit button.

- If you are a Distance student - change the Pick Up At: location to Wintec Distance. This is very important. You want it to be couriered out to you. Then click on the Submit button.
- If you are a **local Hamilton student** – then leave the pick up location as City Issues Desk and you will get an email/text to let you know when to collect the book from Wintec Library campus.

You should then get a message saying: **Your request was successful** to confirm it worked.
Proquest Ebook Central: Search and Print

Proquest Ebook Central is our main ebook provider. These ebooks can be found in either the OneSearch screen, or by going straight into Proquest through the ebooks button on the Library front page. Below is a screen shot of the search results in Proquest.

Similar to OneSearch, you can use filters on the left hand side to narrow down your search by year published or subject.

Once you have selected the book, you can choose to read it online or download it. This page will tell you how much you can download or print, based on copyright legislation. Sometimes you are not able to download an ebook, in which case you can read online, and download chapters.

You will see that this book says "access to 3 copies of this book" - so if you cannot open to read online, you'll need to try again later - it means one of your classmates is probably reading it. Some other books may have unlimited access, or, occasionally 1 person at a time. You will be timed out of an ebook if are not using it, after about 30 minutes.
Once you have opened the book (by clicking Read Online) you can search within the book. The results will tell you which chapter the word is mentioned in, and then highlight it on the page, as shown as below.

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When you search OneSearch, you may see other types of ebooks that are available as PDF. This means they are from a different supplier. You can still search within the book, print or download some pages, and again, there may be limits on how many people can open the ebook at one time.

Be aware that this database will not highlight the word you searched for on the page. You can also print from these ebooks.
**What is a Database?**

A **Database** contains mainly academic journal articles (also known as **scholarly** or **peer-reviewed**). These articles have been reviewed by scholars/experts in the subject area and considered to be of good quality and suitable for your academic assignments. Wintec subscribes to these databases, so the journal articles they contain are not usually freely available via Google.

The power of database searching is that you also have the ability to strongly filter by **full text** (the full PDF article), **scholarly articles** (no newspapers, magazines) and **timeframe** (e.g. last 10 years).

- **CINAHL complete** via EBSCOhost
  This is the definitive research tool for nursing and allied health professionals. With CINAHL Complete, users get fast and easy access to top nursing and allied health journals, evidence-based care sheets and quick lessons.

- **Cochrane Library**
  is a collection of six databases that contain different types of high-quality, independent evidence to inform healthcare decision-making.

- **Lippincott Procedures**
  Lippincott Procedures are a point-of-care procedure guide to help clinicians save time and provide safer and more effective care. This is the customised midland instance.

- **Nursing Reference Center** via EBSCOhost
  Provides relevant clinical resources to nurses at point-of-care. Includes evidence based care sheets and an integrated search across CINAHL resources.

- **ScienceDirect**
  A multi-disciplinary database covering agriculture, business, biology, chemistry, earth sciences, engineering, health, and veterinary nursing.

- **Te Puna (NZ)**
  Search for material held by New Zealand libraries and libraries around the world.

- **MIDIRS Midwifery Digest**
  Midwifery Digest MIDIRS is an internationally recognised midwifery journal, providing in-depth articles written by leading industry professionals.

- **Kai Tiaki Nursing New Zealand**
  *Kai Tiaki Nursing New Zealand* is NZNO’s monthly journal, posted directly to over 40,000 NZNO members.
  *Kai Tiaki* covers professional and industrial issues facing nurses and other health workers around the country, records major NZNO initiatives, profiles different practice areas and informs members of current health policy issues. It provides a forum for nurses to publish practice, education and research articles and to debate important professional and policy matters.
Saving & Printing a journal article

If you decide that you do want to read the article …

- **Download the PDF** and save it to your own computer. You can then print and read it.

- You might want to set up folders for each of your papers and assignments, so they are organised in some order and are easy to find.

- Make sure you save your documents to a couple of locations (e.g. on your computer, your email or a USB stick). Don’t just have it saved on your USB stick which you may lose.

Finding text within a PDF article:

Use **Ctrl + F**. This opens a text box to type in your search word(s). Press **Enter** or use the arrows and it will take you directly to where these words appear in the body of the article. This will help you to decide whether this article is useful or not.
Using the Cite function for your Referencing

You can access this when you have the Abstract page or PDF up on your screen. Click on the Cite icon. You can then copy and paste the APA reference onto your References page.

*Remember:* you will need to check the reference – it is not always correct and you may need to edit it.

Go to your Word document and paste using the very right hand (Keep text only) Paste option.
Internet (web resources)

- Take care when selecting internet resources to use for your assignments.
- The internet has some quality websites suitable for you to use for your research.

NZ Government departments:
- e.g. Ministry of Health ([www.health.govt.nz](http://www.health.govt.nz))

(For a listing of all Government departments)

Reputable organisations:
- e.g. Your professional associations or organisations.

Google Scholar

- Searches across most of the Wintec databases, but it doesn’t pick up all articles or links to full text.
- It will pick open-source journal articles not contained in Library subscribed databases.
- However, you will get a large quantity of results, which need to be strongly evaluated.
- It also does not allow you to narrow down your search as strongly as you can using the Library databases.

If you use Google Scholar – you will need to change the settings so that it links to any full text resources that Wintec subscribes to.

Steps for setup on your computer:
- Go to Google Scholar: [http://scholar.google.co.nz/](http://scholar.google.co.nz/)
- Click on the Settings link (top right of screen)
- Click on Library links (left side of screen)
- Type in Wintec and click on the find symbol (magnifying glass) to bring up Wintec options. Click in the two Wintec boxes to select them.

When you do a search – you will see Wintec Article Finder will appear in the right hand side of the page. Click on the Wintec Article finder link, click on the database link, and the article and PDF should appear on your screen.
Referencing your work

Referencing is a standard way to acknowledge where information has come from. It indicates to your tutors that you have carried out research while avoiding plagiarism (using other peoples work and ideas as if they were your own).

Anti-plagiarism software

Turnitin is software that highlights text that has not been referenced correctly (plagiarism). Wintec runs most student assignments through Turnitin.

APA Referencing Guide

Go to the Library home page and click on the Referencing link.
Click on the APA Referencing Handout.

Wintec Library reference guides:

- APA Referencing at Wintec LibGuide (This guide contains all the information in the reference guides below)
- APA Referencing Guide
- APA Referencing FAQs
- APA Referencing - Nursing Resources
- APA Referencing Visual Media Guide - Images, Figures, & Tables
- APA Referencing - U.S. State Abbreviations
MyLearning & Moodle

MyLearning

*MyLearning* is a webpage with links to information of interest to Wintec students. Go to the Wintec homepage ([www.wintec.ac.nz](http://www.wintec.ac.nz)). Scroll down to the bottom of the page and click on the *MyLearning* link (under *Quick Links*). You might want to bookmark or save this page into your Favourites for quick future retrieval.

### Quick Links

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### Moodle

You will see the link to *Moodle* on the front page of *MyLearning*. You need to come to the *MyLearning* page to link to *Moodle* which is a learning management system created by your Tutors.

You will need to log in (click on the **Login in** link) using your Wintec username and password.
On the right hand side under **My Courses** - you will see all the courses that you are currently enrolled in. Click on the course link to open up **Moodle**. Each **Moodle** course will be slightly different as Tutors create the look of their course. **Moodle** is a place where you can access course material, readings, quizzes, see assignment information, participate in discussion forums and upload your assignments. You are advised to check your emails regularly (daily). Contact your Tutors with any **Moodle** queries.

![Moodle Interface](image)

**Wintec student email & file storage**

Wintec gives all students a student email (**Outlook**) and an optional file storage space (**OneDrive**). Click on the top left hand icon (9 dots in square) to see the submenu for these items.

![Wintec Email & Storage Interface](image)

You are advised to check your emails regularly (daily). You can choose to use the email Wintec has given you for student emails, or you can forward Wintec student emails to own personal email. To forward your Wintec student emails - click on cog symbol, click on **Options**, then click on **Forwarding** (under **Accounts**).

![Wintec Forwarding Options](image)

Click in the **Start Forwarding box** and type your own personal email in the **Forward my email to** box. Lastly, click on **SAVE** to complete the process. Your Wintec student emails will now be forwarded to your personal email. You might want to test this by sending an email to your Wintec student email, which is: **username@student.wintec.ac.nz** (type your actual username at the start of the email).
OneDrive is an optional storage space with a storage capacity of 25GB where files are held on a secure server in the cloud. OneDrive allows you to save and access files from any computer with an internet connection (i.e. sync, short for synchronising). If you have your own place to store files at home or elsewhere – you don’t need to use this. The main thing is that you have files stored somewhere on a secure server (cloud-based or email). A USB stick or mobile device can be lost or stolen. Even your home desktop computer might be corrupted, so do have some other backup. OneDrive also gives you access to MS Word, Excel and PowerPoint software. These are not the full version of software, but enough to be able to create basic documents.

Free Microsoft Office for Wintec students

Wintec will provide current students with free Microsoft Office software for the time that they are students at Wintec. This is full version of MS Office and you can download on your personal computer. Here is the link with more information. If you have any questions – please contact the Wintec ITS Helpdesk: 0800 587 500 (Freephone) or email StudentHelpDesk@wintec.ac.nz.