

Are you beginning a research project?

Here's what you need to know

There are many sources of information available to you, and thus, it is important to know where to access resources for your academic research that are reliable, accurate, objective and current.

The purpose of this guide is to point you in the right direction and introduce some invaluable tips and resources to get the most out of your online research.

A more detailed version of this Research Skills document can be found on the Killara BYOD Learning Hub under the Lion Library tab

What are RELIABLE sources?

Reliable or academic sources may include:

- Professional Journals / Articles
- Edited books
- Government websites / reports
- Professional Association websites
- Historical society websites
- University websites/articles
- Newspapers

Unreliable or non-academic sources may include:

- Wikipedia
- Popular magazines
- Blogs
- YouTube channels



Academic Misconduct / Malpractice (Plagiarism, cheating & collusion)

Academic Misconduct / Malpractice may include:

- Copying or building upon ideas or quotes from a source without acknowledging the author (plagiarism)
- Copying another student's work and passing it off as your own (cheating)
- Collaborating extensively with another student on an individual task (collusion)
- The Killara High School Assessment Policy states:

*“Students determined to have been involved in **malpractice** in relation to any assessment task, including exams, may expect to **receive a zero mark for that task.**”*

Note: Teachers at Killara High School often submit assessments using *Turnitin* (the Internet-based plagiarism detection service). Any plagiarism will be automatically picked up by the *Turnitin* service.



Online Search Tools-EBSCOhost

EBSCOhost – an online database (collection) of academic articles, journals, images and news

Killara High School pays a subscription so that you can access this treasure trove of online academic articles, books, photographs, videos etc.

Login details:

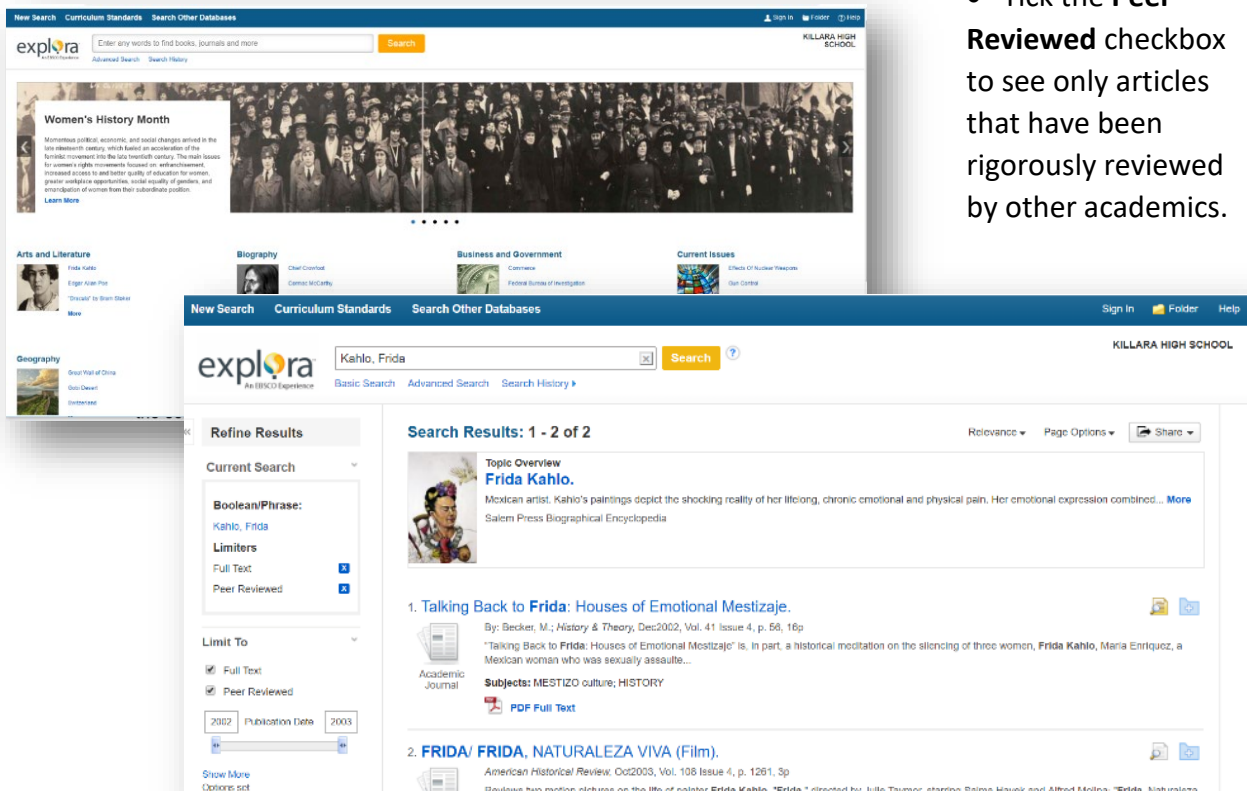
- Go to <http://search.ebscohost.com>
- Username *ask library staff for username*
- Password *ask library staff for password*

Once you are logged in, scroll down and choose the **Explora Secondary Schools** service link.



- Enter your search terms into the search bar or click on one of the listed topics.
- If you click on one of the listed topics, the first listing will be a **Topic Overview** which may be useful for your research.

- Tick the **Peer Reviewed** checkbox to see only articles that have been rigorously reviewed by other academics.

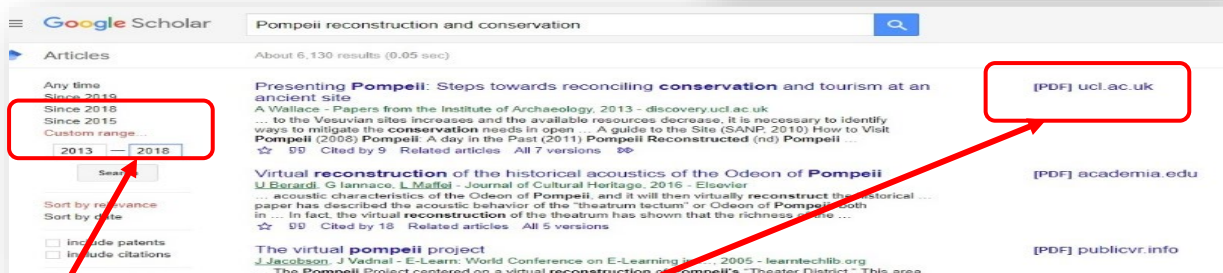
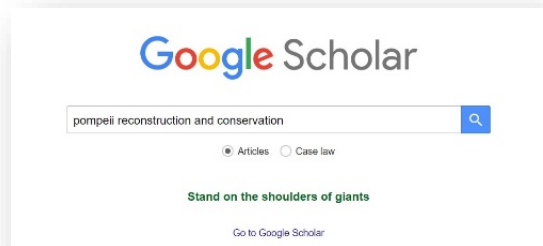


- Tick the **Full Text** checkbox to see only full articles.
- Change the **Publication Date range** to narrow your search to more recent articles.

Online Search Tools-Google Scholar

Google Scholar – search for academic articles through Google

- Go to Google
- Search “**Google Scholar**”
- Enter your search terms

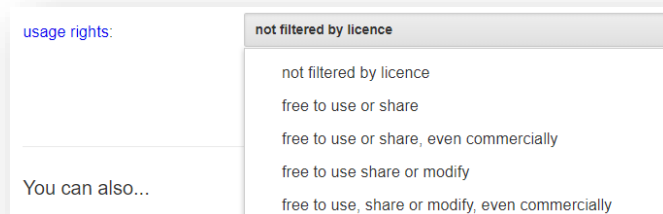


- Look for articles with a **[pdf]** link in the right-hand column
- Change the **date range** to narrow your search to more recent articles

How to find License-free Images using Google

You can only use online images in your work if they are freely available and are not restricted by copyright. To locate unrestricted images:

- Go to 'Google Images'
- Search using keyword/s
- Click on 'Settings'
- Click on 'Advanced Search'
- Scroll down to 'Usage Rights'
- Select 'Free to use or share' **OR** 'Free to use share or modify'
- Click 'Advanced Search' button



Any images that you use in your work must be referenced – check your referencing style guide.



Watch this YouTube video “How to Google like a Pro” for some excellent tips on effectively targeting your online searches.

<https://www.youtube.com/watch?v=RODQfwc72P>

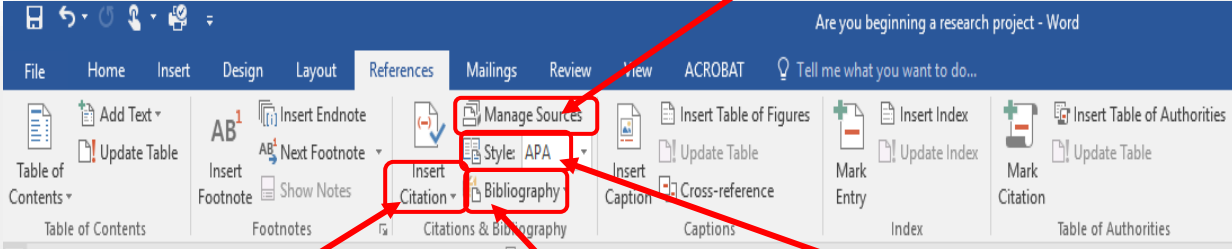
Referencing

- Your teacher will usually tell you which referencing style to use for your assessment
- Find an online referencing guide for that style – university guides are often good eg: <http://libguides.mq.edu.au/referencing>
- Be consistent (use the same referencing style throughout your assessment)
- Reference all of your sources
- Avoid plagiarism (*which is neglecting to acknowledge your sources*) by making a list of your sources as you use them
- Reference as you go!

Using Microsoft Word to Reference your Work

This is a huge time-saver!

You can easily insert references, footnotes and citations into your work, and create an instant Reference List (bibliography/works cited), using Microsoft Word. (NB: Microsoft Word only supports certain referencing styles)



The image shows a screenshot of the Microsoft Word interface, specifically the References ribbon. Three red boxes highlight key features: 'Manage Sources', 'Bibliography', and 'Style: APA'. Three callout boxes with arrows point to these features, providing instructions on how to use them.

You can manage your reference list from here.

You can insert a citation from your list of citations here.

Once your assignment is complete you can insert your complete list of references from here.

You can change your Reference Style here.

Full Instructions can be found on the Microsoft Office Support website. Search Google for “Microsoft Office bibliography citations references”

<https://support.office.com/en-us/article/create-a-bibliography-citations-and-references-17686589-4824-4940-9c69-342c289fa2a5?ui=en-US&rs=en-US&ad=US>

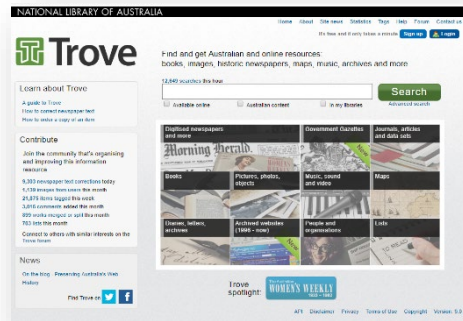
Join Public Libraries *Access free quality resources*

You can broaden your research and get a great head start in your research by using the huge variety of resources available at many libraries, rather than only relying on the Killara High School collection. You can easily join all of these libraries and access all of their resources for free.

National Library of Australia - Trove

<https://trove.nla.gov.au/>

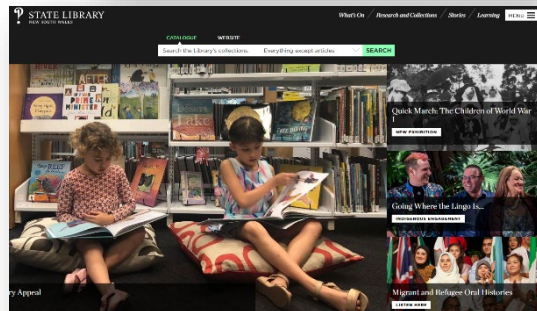
Find and access Australian and online resources: books, images, historic newspapers, maps, music, archives and more.



State Library of NSW

<https://www.sl.nsw.gov.au/>

The State Library of NSW has amazing research and other HSC resources on their website. Just search for “State Library HSC Base Camp” and “State Library NSW eResources”

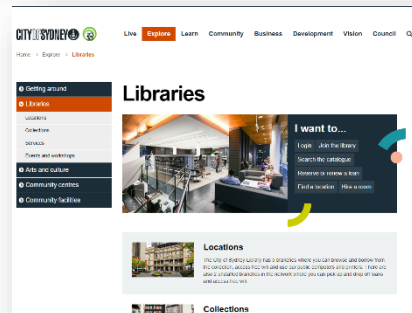


The State Library also holds free 'HSC Help' sessions for English, History and Society & Culture twice a year.

City of Sydney Library

<https://www.cityofsydney.nsw.gov.au/explore/libraries>

Any resident of NSW can join the City of Sydney library for free, and access their huge range of resources online or in print.



Your Local Library

Your local library will have a selection of HSC and other resources in print and online, and may give you access to online subscription databases for academic research.

Search for your local council library on Google:

Eg: “Ku-ring-gai Library”

http://www.kmc.nsw.gov.au/Services_facilities/Facilities_and_venues/Ku-ring-gai_Library

