

The background of the entire page is a photograph of two hands writing on a document. One hand holds a yellow pencil, while the other points to a specific spot on the paper. The image is overlaid with a semi-transparent blue filter. In the top right and bottom left corners, there are decorative hexagonal patterns. In the bottom right, there is a decorative graphic of many thin, curved lines radiating from a point.

RESEARCH ASSISTANCE & GUIDENCE

Prepared by: IUBAT Central Library Team

Research Assistance and Guidance

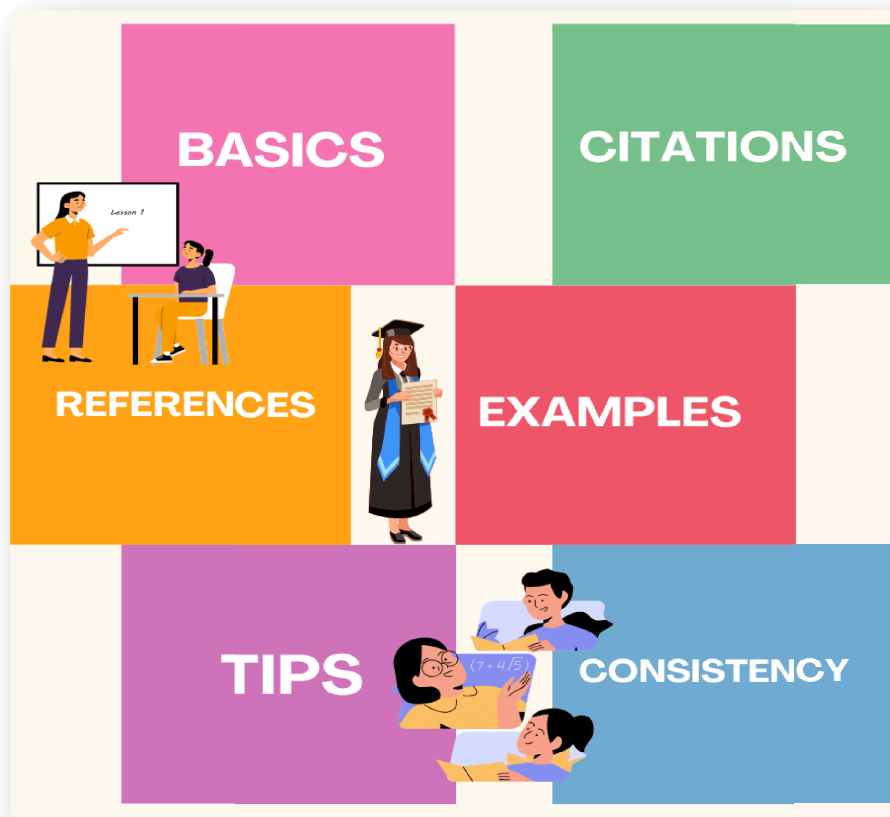
Segment-01

-Referencing Guidelines:

-Bibliographic Citation or Reference: A bibliographic citation is a brief reference where a researcher includes text of the sources of material they used. It is helpful to demonstrate that the idea that a researcher presents in his or her writing—whether it be through a direct citation, summary, or paraphrase—comes from another researcher or researchers whose works are consulted. In academic writing, referencing a source demonstrates the breadth and quality of the research project.

-Reasons of Referencing:

- ❖ To acknowledge other peoples' ideas.
- ❖ It is evidence of the substantiality and factual foundation of study.
- ❖ It provides support for the validity, dependability, and trustworthiness of the study's conclusions and findings.
- ❖ It enables curious readers to keep track of and pursue the referenced works in order to expand their knowledge.
- ❖ It is the only valid way to avoid plagiarism as an academic offence.
- ❖ To provide proof of the level and scope of reading.



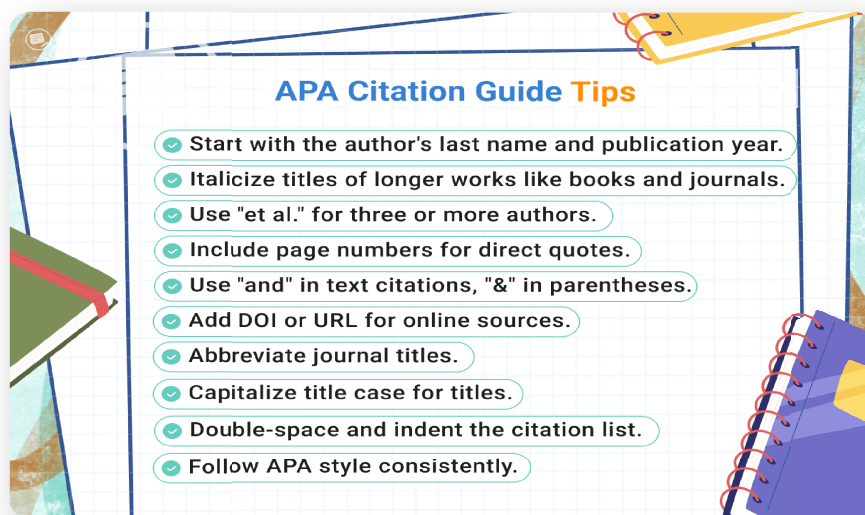
-Various Referencing Styles as Follows:

- American Psychological Association style popularly called APA style. and American Sociological Association (ASA) style.
- Modern Language Association (MLA) style. It is used in the Liberal Arts and Humanities.
- Chicago Manual of style called Kate Turabian style.
- Vancouver Style. It is used in the field of Medicine.
- American Chemical Society (ACS) Style
- Council of Biology Editors (CBE) Style.
- Colombia Guide on Online Style (CGOS)
- British Standard Style
- Institutional Styles also called In-House Styles such as the University of Ibadan Manual of Style (UIMS).

Popularly Used Referencing Style:

APA as Most Popular Referencing Style:

Citations in APA style are made by putting the year of publication and the last name of the author directly into the article's body. This is known as the author/date approach. It is the approved style of the American Psychological Association and is widely used in the social sciences. The American Psychological Association has a separate handbook that covers new electronic media. For more knowing about the referencing style please visit <https://apastyle.apa.org/>



Harvard Referencing Style:

In UK universities, the most widely used referencing style is Harvard. The author and year are mentioned in-text in Harvard style, and a reference list contains all of the source's information.

In-text citation	Referencing is an essential academic skill (Pears and Shields, 2019).
Reference list entry	Pears, R. and Shields, G. (2019) <i>Cite them right: The essential referencing guide</i> . 11th edn. London: MacMillan.

For automatically generate accurate Harvard references open the link given below:

--<https://www.scribbr.co.uk/referencing/generator/harvard/>

For more please visit: <https://www.mendeley.com/guides/harvard-citation-guide/>

Harvard Citation Format

If you're interested only in one chapter of some book, you should cite it separately instead of referencing the entire source. Just add "Ch. 4" (or a number you need) at the very end.

Author, A. A., Year of publication. Title of Document. [medium] Name of Organization/Publisher. Available at: <link> [Accessed Day Month Year].

Capitalize the document's title (unless it's an article).

For many authors, list all authors in the order they're mentioned in the source itself. Put 'and' before the final name.

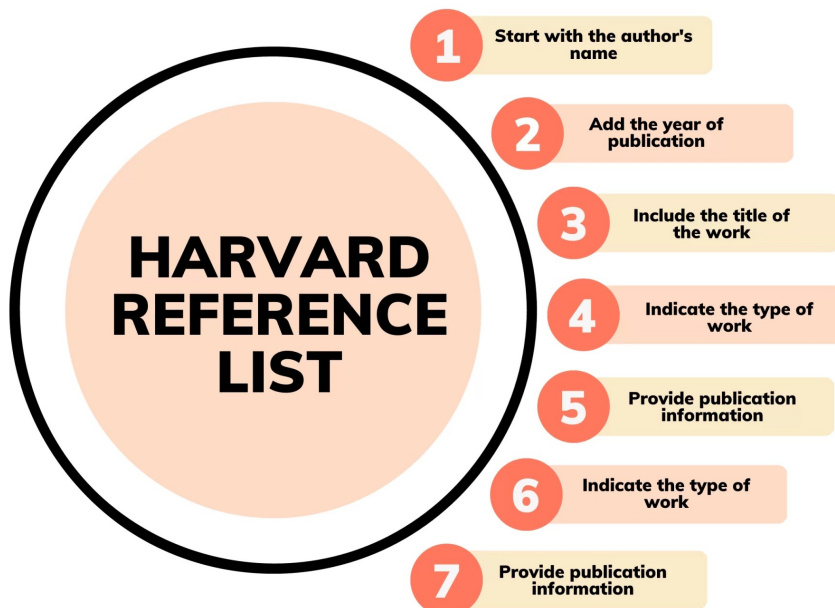
For journal articles, you're going to need volume and issue numbers. Remember that journals' and magazines' titles must be in italics while titles of articles shouldn't be formatted.

Example in Bibliography:

Loms Group Ltd., 2017. Use of Ethical Practices. [online] Loms Group Ltd. Available at: <<http://www.loms.com/111>> [Accessed 8 April 2019].

Example in Text:

According to Kostins (2009), it is crucial to research rare sea species.



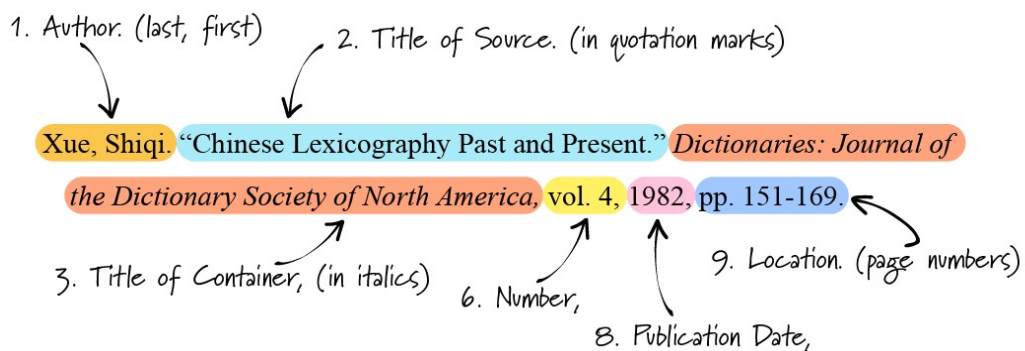
MLA Referencing Style:

- Titles of whole books, plays, films and artworks should be in italics. In the context of using EndNote, this style is referred to MLA-italics.
- Titles of chapters, articles, essays and poems that are part of longer works should be in “quotation marks” with no italics.
- ‘Title case’ should be used, i.e. capitalize each word in the titles of articles, books, etc, but do not capitalize articles (the, an), prepositions, or conjunctions unless one is the first word of the title or subtitle: *Gone with the Wind*, *The Art of War*, *There Is Nothing Left to Lose*.
- The first line of a reference should have a hanging indent.

For more Information Visit: <https://style.mla.org/>

-Some Referencing Methods or Style and Relatable Disciplines

Methods	Applicable Departments and Disciplines
Harvard Methods	All Language Studies, History, Arts, and Literary studies, Theology, Sociology, Criminology, etc.
APA Methods	Social and behavioral sciences such as Education Library and Information Science, management Sciences, Nursing, other behavioral and Social Science disciplines.
Vancouver Method	Medicine, Computer Science, Mathematics, Statistics, Physics, Zoology, Plant and Biotechnology Departments, etc.
MLA Method	Linguistics and Literary Subjects



-Reference Management Software:

-Mendeley (Desktop):

- Absolutely No Cost
- Simple To Utilize
- Contains Different Citation Styles.
- Suitable for a variety of devices.
- Possesses greater room for storing repositories.
- Extract Pdf Data Automatically.
- Multiple Operating Systems are supported.



**To deal with Mendeley properly and build up In-Text Citation, some procedures or guidelines need to be followed.

To Get the Guidelines click on the following link below:

-- <https://uj.ac.za.libguides.com/mendeley/gettingstarted>

And to Get More Information about Mendeley click the link: <https://www.mendeley.com/guides>

-EndNote (Basic):

-EndNote can assist in:

- ❖ To keep all references, such as tables, figures, charts, and photos, arranged and managed in one location.
- ❖ To utilize many online resources and databases, including Google Scholar, EBSCOhost, Ovid, PubMed, Cochrane Library, Embase, Scopus, Web of Science, and others, to import or search for references.
- ❖ To organize and arrange references, use groups, color tags, and group sets.
- ❖ Organize, peruse, and mark up PDF documents.
- ❖ To make and arrange bibliographies according to preferred style..
- ❖ To create reference lists for photos, tables, articles, and other information in Word or other word processing programs, use the CWYW tool in EndNote.
- ❖ Up to 100 researchers can access the library or a specific group using the desktop or web version.



-Most Useful Features and Functions:

- Bringing in references from web-based databases.
- Searching for references in secluded databases directly from EndNote.
- Importing PDFs with bibliographic data extracted automatically.
- Annotating PDFs.
- Choosing a style from a collection of over 7000 styles or your own customized style.
- Organizing references in groups or via color tags.
- Finding Full text articles.
- Updating references.
- Citing references while writing (CWYW).
- Creating a bibliography or recommended reading list.
- Using EndNote creatively for other purposes, such as systematic reviews, etc.

-What's New at EndNote 21 (Basic):

Visit <https://youtu.be/YE4ovrxsXWM> to watch Clarivate's video introducing the new features of EndNote 21, the most recent version of the program.

To Get More Information Visit: <https://libguides.rutgers.edu/endnotetutorials/introduction>

-Zotero:

Zotero is software for managing references and bibliographies. It works with a variety of web browsers and is free.



***Functions of Zotero**

- Gather sources for referencing
- Organize the resources for citation and reference
- Sort citations according to various styles.
- Integrate Zotero with the internet to create a reference or bibliography in a word document.

***Facilities of Zotero**

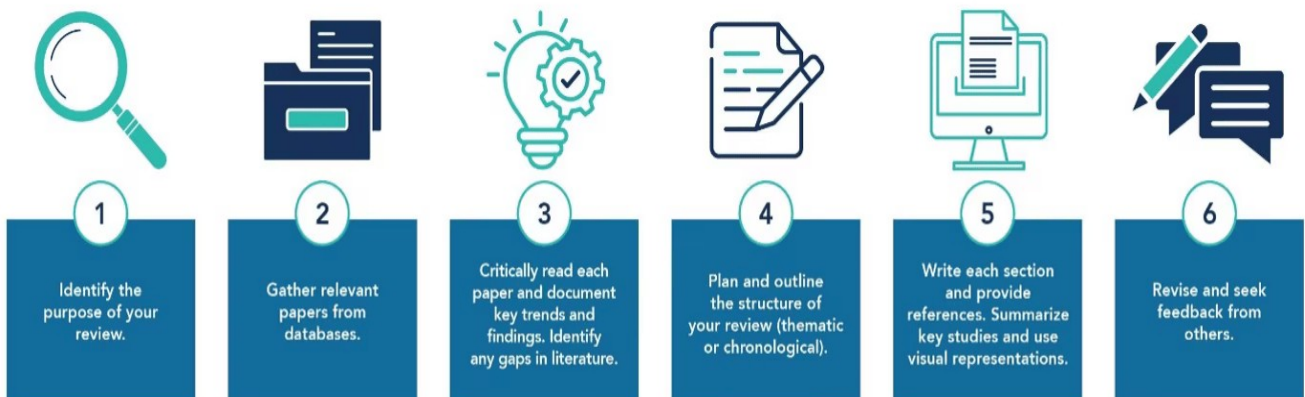
- Hold all references together in one place
- Straightforward references taken from databases
- Automatically formats citations and bibliographies in various styles
- APA, IEEE etc using Microsoft Word and Open Office.
- Syncing and remote access to the Zotero library are possible.

*Important Links

- Zotero website : <https://www.zotero.org/>
- Zotero support : <https://www.zotero.org/support/>
- Promotional materials : <https://www.zotero.org/support/present>
- Zotero user guide : https://www.zotero.org/support/quick_start_guide

-Literature Review for Research (in details):

A literature review is a description, summary, and critical evaluation of scholarly works on a certain topic. A literature review combines both summary (a recap of important information) and synthesis (a reorganization of that information which reflects the approach to a research problem). A researcher may be asked to write a literature review on a certain topic for a class, or may need to include a literature review as one part of a research paper, thesis, or dissertation.



*Types of Literature Review that Affect on Research Procedure:

- Argumentative Review
- Integrative review
- Historical review
- Methodological review
- Systematic review
- Theoretical review

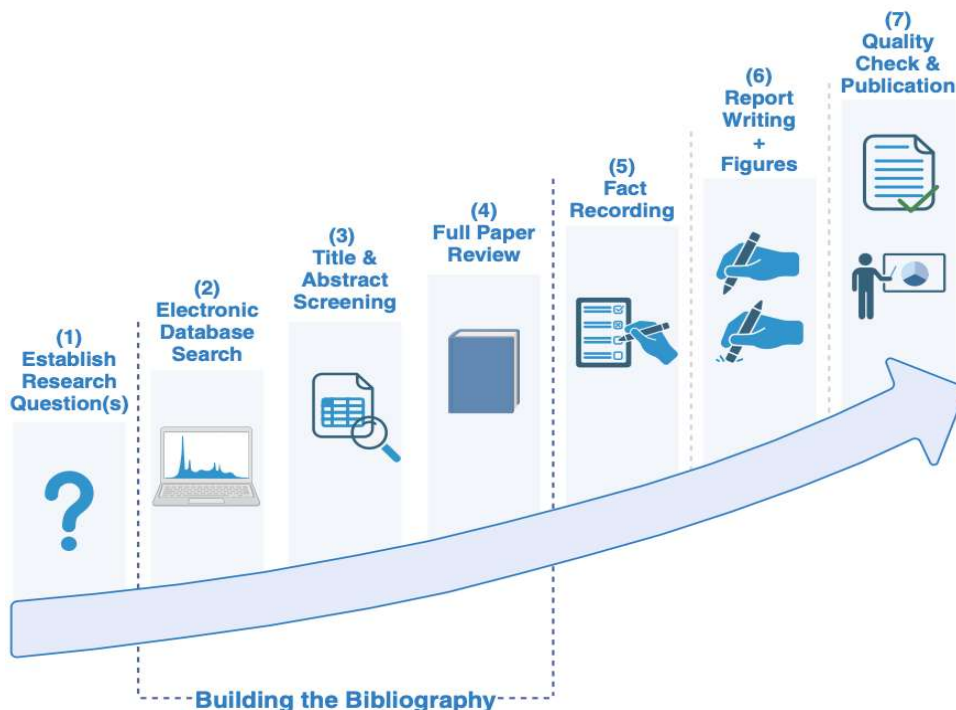
*Steps that need to be followed in Literature Review:

- ❖ Determining the focus of literature review
- ❖ Finding literature to review that is related to research topic
- ❖ Evaluating the contribution of each source
- ❖ Synthesizing
 - Thematic

- Chronological
- Methodological
- ❖ Writing the literature review

***Helpful tips:**

- To gain an idea of what a literature review comprises, look at samples written by experts in your area.
- Remain adaptable; the process of creating a literature review is not sequential. Once you begin writing, you could discover that you need to go back and get additional reading to study or that you need to reassess the literature you have previously located. It could be necessary for you to rearrange your sources or modify your synthesis approach.
- Remember that the purpose of the literature review is to contextualize your own research questions within the context of the body of previous research. You should save your unique thoughts and analysis for other paper parts.
- Reviews of the literature should include a clear opening, smooth transitions, and a concluding remark that ties everything together. Make sure the reader understands the goal and format, particularly for lengthy assessments of the literature.
- Steer clear of repetition: If three academics make the same or a related argument, address it once and then include citations for each of the three authors.
- Cite every source to avoid plagiarism.
- Utilize a reference management tool, like Mendeley or Zotero, to facilitate your writing.



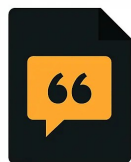
-Why In-Text Citation?

An in-text citation serves the purpose of indicating to your reader where your material is sourced. It includes:

- Recognizing the original author's contribution to avoid plagiarism.
- Allowing readers to verify your claims and do follow-up research
- Demonstrating engagement with the literature in the area of study

Scholars are perceived as having constant conversations on academic writing, both inside and across different disciplines of study. To keep this dialog continuing, it is important to demonstrate precisely how the new study connects and borrows from preexisting sources.

An in-text citation should be included whenever a researcher **quotes** or **paraphrases** a source in text.



IN-TEXT CITATION

A citation that appears in the body of a source-based essay

Examples: APA (Smith, 2020)
MLA (Smith 2020)

The results of the study were inconclusive (Smith, 2020). _____

-Bibliography:

A list of written sources that were utilized to prepare a thesis or research report is called a bibliography. There are several ways to use the bibliography. Such as:

- Reference: This comprises the list of references to the documents that the work actually uses and cites.
- Source Consulted: These comprise a comprehensive list of sources, which is not confined to the subject itself.
- Selected Bibliography: This comprises references that are both cited and pertinent to the topic.
- Bibliographical notes: This includes notes along with sources that are referenced.

**** *The bibliographical entry follows an alphabetical order. The alphabetization is based on the last name (surname) of the author. The comprehensive list is divided mainly into two major parts. The first part records the primary sources namely basic texts and classics etc. The second part takes the list of*

secondary sources such as modern works, articles, unpublished materials and such other works. A separate alphabetical order may be followed for the both categories.

--Sources of Information that assist in research

Documentary Sources:

*Primary Sources of Information:

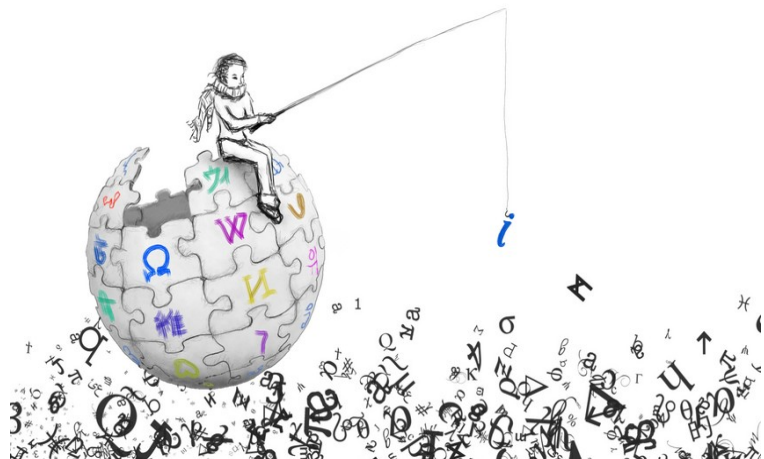
• Unprocessed data, interpretations of previously understood concepts or facts, fresh experiments or observations, etc. are examples of primary sources. Primary sources come in a wide range of forms, are numerous, and are dispersed extensively. Periodicals, newspapers, technical reports, dissertations, conference papers, trade and product bulletins, patents, standards, and conference papers are examples of primary sources.

*Secondary Sources of Information

- Abstracting periodicals
- Indexing Citation index
- Encyclopedia
- Bibliography
- Hand Book

*Tertiary Sources of Information:

- 📖 Guide to Literature
- 📖 Directory
- 📖 Year Book
- 📖 List of Research in Progress
- 📖 Bibliography of Bibliographies



Non- documentary Sources:

Formal:

- Research organizations
- Societies
- Industries
- Government departments
- Universities

Informal:

- Conversation or discussion
- Visitors
- Attendance at professional meetings informal sources

-Acknowledgement:

- <https://www.scribbr.co.uk/referencing/harvard-style/>
- <https://jfpublisher.com/articles/7-advantages-of-using-mendeley>
- <https://uj.ac.za.libguides.com/mendeley/gettingstarted>
- <https://www.mendeley.com/guides>
- <https://libguides.rutgers.edu/endnotetutorials/introduction>
- <https://ulab.edu.bd/sites/default/files/Zotero-Manual-31.10.2018.pdf>
- <https://ctl.unm.edu/assets/docs/resources/literature-reviews.pdf>
- [https://guides.libraries.psu.edu/apaquickguide/intext#:~:text=Include%20an%20in%2Dtext%20citation,%3A%20\(Field%2C%202005\).](https://guides.libraries.psu.edu/apaquickguide/intext#:~:text=Include%20an%20in%2Dtext%20citation,%3A%20(Field%2C%202005).)
- <https://www.scribbr.com/citing-sources/in-text-citation-styles/>
- https://ucanapplym.s3.ap-south-1.amazonaws.com/RGU/notifications/E_learning/study_online/Ph.D_Coursework.pdf
- <https://nios.ac.in/media/documents/SrSecLibrary/LCh-006.pdf>
- <https://mgcub.ac.in/pdf/material/2020041602040949a4e33e9c.pdf>
- Uzuegbu, C.P. & Onyenachi, J.C. (2015). Bibliographic Citation and referencing methods. In Ahaoma Ibegwam, Fundamentals of library and information science education (pp. 97-120). Ibadan, Nigeria: Stirling-Horden
- IISTE
- University of Toledo
- Rutgers University Library

Sagement-02

-Plagiarism Guide:

-What is Plagiarism?

Using other words or ideas without giving them credit is called plagiarism. Even if someone paraphrasing others thoughts and putting them in quotation marks, also needs to provide credit to the original author and sources.



-Types of Plagiarism:

- **Word for Word Plagiarism:** Accurately replicating the written content of a source.
- **Paraphrasing:** Putting other work into own words without giving credit
- **Copy & Paste Plagiarism:** utilizing text that you have copied and pasted from an electronic source as own.
- **Word Switch Plagiarism:** Merely changing a few words of a statement taken from a source.
- **Style Plagiarism:** Replicating the style and format of a source's writing.
- **Metaphor Plagiarism:** Interpreting analogies or metaphors from other source as own.
- **Idea Plagiarism:** Using someone else's idea or own creative concepts.
- **Self-Plagiarism:** Repurposing sections of earlier works in later works, either as a paper with a new title or as an assemblage of earlier works.

-Why should be concerned about plagiarism?

- If you are plagiarizing, you are lying to yourself. You don't learn how to write about yourself or get feedback catered to your own needs and skills. Plagiarism-filled writing is akin to employing a pal to play tennis for you—you'll never earn an ace!
- Since it presents someone else's work as your own, plagiarism is dishonest.

- The original work of others is devalued by plagiarism.
- Taking or using someone else's property—a writer's work—without giving them credit or compensating them fairly is immoral. Moreover, violations of copyright may result in fines or damages.

-How to avoid Plagiarism:

In order to avoid plagiarism, you must give credit when:

- ✓ Utilizing someone else's concepts, viewpoints, or hypotheses
- ✓ Employing data such as facts, figures, illustrations, music, drawings, and so on, or any other kind of information that is not generally known.
- ✓ Quoting verbatim or from written works written by others.
- ✓ Interpreting someone else's written or spoken words.
- ✓ Using writing samples from your own past.

-Best Practice to Avoid Plagiarism

-Composing Summaries or Paraphrases:

- Put a reference to the original work somewhere in the paraphrase or synopsis.
- Try composing your paraphrase or summary of a piece without consulting the source if you're having problems summarizing.
- Verify your summary or paraphrase against the original source.
- Verify your summary or paraphrase against the sentence and paragraph structures.
- Any unique terms or phrases that you are unable to or do not want to change should be surrounded by quote marks.

-Composing Straight Quotes:

- Make sure the quote is followed by the name of the source.
- Put quotation marks around the quote.
- Use ellipsis to denote omitted material in quotations to shorten them by eliminating extraneous information, however keep in mind that: An ellipsis within a sentence is indicated by three ellipsis points, and an ellipsis between two sentences is indicated by four points.
- Insert new text in brackets to change a quote's language, being cautious not to change the quote's original meaning.
- Choose quotes for your paper that will make the biggest impression; if you use too many straight quotes from sources, it may appear as though you don't have anything to say.

Composing About the Thoughts of Authors:

- Note the name of the idea's originator in the sentence or throughout a paragraph about the idea.
- Use parenthetical citations, footnotes, or endnotes to refer readers to additional sources about the idea.
- Be sure to use quotation marks around phrases or words that the idea's originator used to describe the idea.

Revising, Proofreading, and Finalizing Your Paper:

Proofread - check your notes and sources to make sure that anything coming from an outside source is acknowledged in the following ways:

- In-text citation
- Footnotes or endnotes (if required)
- Bibliography, References, or Works Cited page
- Quotation marks around short quotes; longer quotes set off by themselves

-Things to Avoid When Writing:

- Entire documents from electronic sources copied and pasted
- Pasting text from electronic sources without putting it in quotations and giving due credit to the original source
- Using third parties to write all or some of your papers
- Recapitulating concepts without providing reference
- Excising passages from sources without enclosing them in quote marks.
- Precisely summarizing
- Statistical quotations without attribution
- Using unfamiliar terminology and sections that you are unable to explain
- Utilizing images, recordings, or voice over's without consent or recognition
- A translation from one language to another that does not correctly attribute its source
- Not referencing personal interviews, lectures, video chats, or other non-traditional sources

For Plagiarism Checking please log in to: https://www.turnitin.com/login_page.asp

For Free Plagiarism Checking, Visit: <https://www.grammarly.com/plagiarism-checker>

Acknowledgement:

https://www.utep.edu/student-affairs/osccr/_files/docs/avoiding-plagiarism.pdf

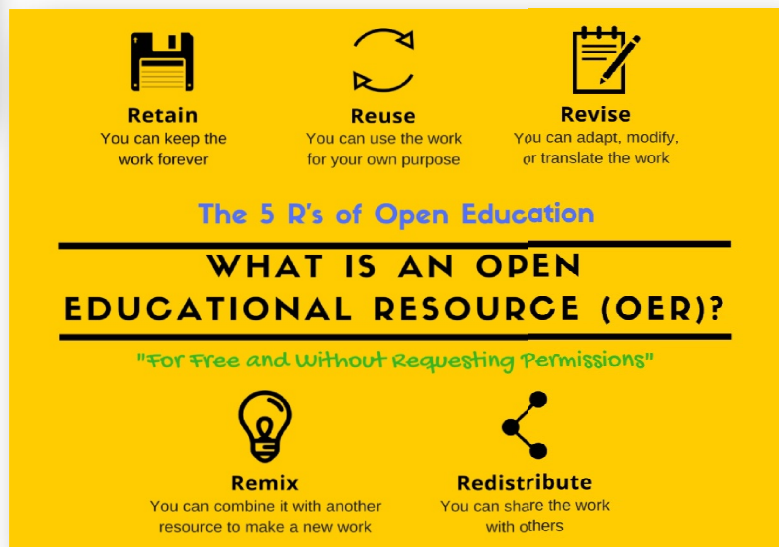
<https://writing.ecu.edu/uwc/wp-content/pv-uploads/sites/186/2021/02/Avoiding-Plagiarism-PDF.pdf>

Segment 3

-Open Educational Resources (OER)

Based on these notions of open, Wiley et al. (2014) provides the following definition of OER: “Educational materials which use a Creative Commons license or which exist in the public domain and are free of copyright restrictions are OER.”

Similarly, UNESCO states: “OER are teaching, learning and research materials in any medium – digital or otherwise – that reside in the public domain or have been released under an open license that permits no-cost access, use, adaptation and redistribution by others with no or limited restrictions.”



-Some OER Repository List & Link:

- ❖ WikiEducator (Link: https://wikieducator.org/Main_Page)
- ❖ World Digital Library (Link: <https://www.loc.gov/collections/world-digital-library/about-this-collection/>)
- ❖ Wikiversity (Link: https://en.wikiversity.org/wiki/Wikiversity:Main_Page)
- ❖ The Scholar's Box (Link: <https://okapi.wordpress.com/projects/fipse-the-scholars-box/>)
- ❖ Saylor.org (Link: <https://www.saylor.org/>)
- ❖ Open University (Link: <http://www.open.ac.uk/>)
- ❖ Open of Course (Link: <https://www.open-of-course.org/courses/>)
- ❖ Open Learning Initiative (Link: <http://oli.cmu.edu/>)
- ❖ OpenDOAR (Link: <https://v2.sherpa.ac.uk/opensoar/>)

- ❖ OER Commons (Link: <https://www.oercommons.org/>)
- ❖ NPTEL (Link: <https://nptel.ac.in/>)
- ❖ MERLOT (Link: <https://www.merlot.org/merlot/index.htm>)
- ❖ Classroom Resources (Link: <https://www.nctm.org/classroomresources/>)
- ❖ Maricopa Learning Exchange (Link: <http://distance-educator.com/maricopa-learning-exchange/>)
- ❖ Lumen Learning (Link: <https://lumenlearning.com/>)
- ❖ GALILEO Open Learning Materials (Link: <https://oer.galileo.usg.edu/>)
- ❖ Free Curricula Center (Link: <https://newworld.ac/freecurricula/>)
- ❖ Digitalibra (Link: <https://digitalibra.omeka.net/>)
- ❖ Commonwealth of Learning (Link: <https://www.col.org/>)
- ❖ Beyond textbooks (Link: <http://www.beyondtextbooks.org/>)

-OER Search Engine Aggregators:

The Creative Commons search website adds an open license filter to searches that are begun here and links to other search engines that offer this feature.

For Creative Common Serach, Visit the Link: <https://search.creativecommons.org/>

-Some OER Platforms & Links:

- Curriki (Link: <http://www.curriki.org/>)
- Digital Green Community Videos (Link: <https://solutions.digitalgreen.org/videos/library/>)
- Khan Academy (Link: <https://www.khanacademy.org/>)
- LibreTexts (Link: <https://chem.libretexts.org/>)
- Merlot (Link: <https://www.merlot.org/merlot/index.htm>)
- MIT Open Course Ware (Link: <https://ocw.mit.edu/>)
- NDLA (Link: <https://ndla.no/>)
- National Science Digital Library (NSDL) (Link: <https://oercommons.org/hubs/NSDL>)
- NPTEL (Link: <https://nptel.ac.in/>)
- Oasis (Link: <https://oasis.col.org/home>)
- OER Commons (Link: <https://www.oercommons.org/>)
- Open Learn (Link: <http://www.open.edu/openlearn/skills-for-work>)
- OpenLearn Create (LabSpace) (Link: <https://www.open.edu/openlearncreate/>)
- OpenStax CNX (Link: <https://openstax.org/>)
- Open Text Book Library (Link: <http://open.umn.edu/opentextbooks/>)
- PhET Interactive Simulations (Link: <https://phet.colorado.edu/>)
- Skills Commons (Link: <https://www.skillscommons.org/>)
- Ted-Ed (Link: <https://ed.ted.com/>)
- Vimio (Link: <https://vimeo.com/>)
- Wikibooks (Link: https://en.wikibooks.org/wiki/Main_Page)
- Athabasca University Open Courseware (Link: <https://ocw.lms.athabascau.ca/>)

-Acknowledgement:






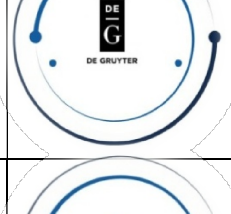

<https://unevoc.unesco.org/home/OER+platforms+and+services>

<https://guides.vpcc.edu/oer/repositories>




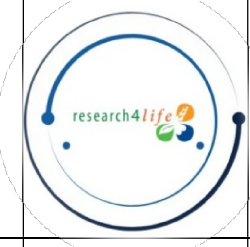
<https://www.itc.nl/research/way-of-working/open-science/open-educational-resources.pdf>

Segment: 4

IUBAT Central Library research consortiums are as follows:

Sl.	Logo	Name of Journals	E-Journals/ E-Books	Web Links
LiCoB-BAS				
1		AIP	28+	https://www.aip.org/
2		ASABE	7+	https://elibrary.asabe.org/
3		ASME	36	https://asmedigitalcollection.asme.org/
4		ASCE	42	http://ascelibrary.org/
5		Cambridge University Press	380+	http://journals.cambridge.org/
6		De Gruyter Journals	340	http://www.degruyter.com/search?t1=BB
7		EBSCO including CMMC	5000+	http://search.ebscohost.com

8		International Forestry Review	1	https://www.ingentaconnect.com/content/cfa/ifr
9		Institute of Physics (IOP)	28	https://www.iop.org/
10		Nature Publishing Group	130+	www.nature.com
11		Oxford University Press	365	https://academic.oup.com/journals
12		Project MUSE	820+	http://muse.jhu.edu/search
13		Royal Society of Chemistry	48	https://pubs.rsc.org/en/journals/
14		Springer	2500+	http://link.springer.com

15		Indian Journals	290	http://www.indianjournals.com/ijor.aspx
16		Scientific American	1	https://www.scientificamerican.com/
BDREN/UGC-UDL				
17		IEEE	3,115	https://ieeexplore.ieee.org/Xplore/home.jsp
Registered Site				
		Research4life	200000+	https://login.research4life.org/tacsg_r1portal_research4life_org/
18		Hinari	50000+	https://login.research4life.org/tacsg_r1portal_research4life_org/
19		AGORA	50000+	https://login.research4life.org/tacsg_r1portal_research4life_org/
20		ARDI	50000+	https://login.research4life.org/tacsg_r1portal_research4life_org/
21		GOALI	50000+	https://login.research4life.org/tacsg_r1portal_research4life_org/
22		OARE	50000+	https://login.research4life.org/tacsg_r1portal_research4life_org/

TIGERfed:

TigerFed is a secure identity and access management system used by the Bangladesh Research and Education Network (BDREN). It allows users from member universities and research institutions in Bangladesh to access multiple online academic services using one institutional login.

The International University of Business Agriculture and Technology (IUBAT) use TigerFed services provided by the Bangladesh Research and Education Network (BDREN) to enable remote access to its

academic and research resources. Through TigerFed authentication, IUBAT users can securely access subscribed electronic resources from off-campus locations.

Link: <https://tigerfed.docs.bdren.net.bd/iubat/>



Secure access to the internet for remote access interfaces.

