ACHIEVER'S EDUCATION CONSULTANT
08141710097
SUMMARY OF GST104 WITH PAST QUESTIONS

ACHIEVER'S EDUCATION CONSULTANT 08141710097

Ice Breaker

This module will tell you how to go about it also introduce you to all other types of libraries and special services they offer.

Research/Special libraries School libraries Public libraries National libraries

This unit will introduce you to types of libraries.

[...]

A library's collection can include
books, periodicals, newspapers, manuscripts, films, maps, prints, documents, microform, CDs, cassettes, videotapes, DVDs, e-books, audio books, databases, and other formats. These written archives marked the end of prehistory and the beginning of history. According to Zhang the earliest discovered private archives were kept at Ugarit. Also, there was evidence of libraries at Nippur about 1900BC and at Nineveh about 700BC showing a Library classification system.

Private or personal libraries consisting of written books appeared in classical Greece in the 5th century BC. From the 15th century in Central and Northern Italy, libraries of humanists and their enlightened patrons existed. It had a collection of 70,000 volumes of antique books. In North American, personal collections of books were brought over to the continent by French settlers in the 16th century.

The oldest non-personal library on the North America continent was founded at the Jesuit College in Quebec City in 1635.

[...]

The purpose of establishing these libraries is to meet the information needs of staff and students in the institutions they belong. The library is the heart of these institutions since all they do revolve round books. Basically, these libraries support all academic programmes offered in the institutions.

Function of Academic Libraries

Provision of conducive reading environment and facilities Research /Special Libraries Research libraries are also special libraries. They are purposely established to cater for patrons with special and specific interest. Special libraries serve an identified group of users with common interest. They are privately owned and funded by the organization that established them.

Their subject area is usually defined from onset. The information supplied by these libraries to their patrons is usually comprehensive and up-to-date, mainly for research. Up to date books and electronic

materials are also found in research libraries.

Functions and services of research/special libraries

Provision of in-house training activities to new users and staff members alike.

Provision and production of bibliographies

A space must be allocated for CAS in the library for the exhibition of newly published materials. The librarian must know users' profile and send relevant information to them on their area of interest. Provision of other supportive services such as provision of photocopying, printing and document delivery services. Inter-library loans and network are also provided by special libraries.

Special libraries perform some other internal and external services, such as writing of periodic reports , organizing conferences, seminars, talks for users and outsiders. School Libraries School libraries are libraries that are established in schools, they are attached to primary and secondary schools. School libraries main objective is to serve the educational needs of pupils, students and teachers.

Functions of school libraries

Help pupils to improve their vocabulary. Support academic or school work. Help teachers and pupils to be current and up-to date with daily information sources. Help to train pupils in the use of reference materials Public Libraries Public library is a library that is open to everybody and is generally accessible by the public.

Its source of funding is public taxes and operated by civil servants. There are five fundamental characteristics shared by public libraries. The basic difference between a public library and other types of libraries is that the main aim of public library is to provide the information needs of the general public rather than provide the information needs of just a particular school, institution, or research population. The services of the public library are free.

[...]

They usually engage in repackaging of information using audio-visual materials and indigenous languages to render information services to the illiterate class.

Specialized library services

In this unit, you will learn about the various services of the library. These services are designed to ease academic work and research. The services provided to users depend on the objectives of the parent organization of the library. All these services will be treated in this unit.

[...]

The outcome of the interview will determine what source in the 10 library or outside the library to use in order to provide answers to the queries.

Directional

This type involves reader questing for a specific location within the library.

Ready/quick reference question

This is when a reader asks a specific question relating to the use of library materials in the reference sections. To answering these types of queries, most libraries have created a special desk called the information desk.

Search Questions

Such questions cannot be met by one single reference source in the library. The reference librarian may need to consult dictionaries, encyclopedias, handbooks, indexes, abstracts, etc. to answer such questions.

Research Questions

Here the user is faced with a research topic that requires comprehensive reference sources in order to provide literature review. In addition, the library may refer the user to experts in the field.

Vertical files

This is to enable the library to know the nature of user's queries and get adequately prepared to answer them in future.

Current Awareness Services

The purpose of current awareness service is to keep users abreast with up to date information in their specialized field of interest. The reference librarians achieve this, by collating all latest documents and by using user's profile, sends them through telephone calls, e-mail, scan etc to users. Materials such as preprints of papers, photocopy of table of contents, periodicals routings, library bulletins, can be sent to users. Current awareness service is not a personalized service, thus information provided to users is in broad subject categories without necessary targeting a user.

Information can be provided on journals, books, conference proceedings, theses and dissertations, newspapers, and magazines. Inter Library Loan Service Resource sharing and collaboration is one of the new trends in librarianship. A library may not be able to meet the information needs of all its users due to limited resources. Any user in need of any material that is not available in his library, informs the reference librarian who in turn loans such a material from any collaborating library for the user.

Libraries go into partnership and collaboration to enable them share resources. Such resources must be returned by the reference librarian on or before the date due.

Lending Services 12

The librarian at the circulation section of the library is responsible for charging and discharging of library resources. He will provide information in this regard to the users. For example, only registered library

ACHIEVERS EDUCATION CONSULTANT 0141710097

users can borrow books and other library resources. Also, potential library users are required to register before being permitted to use the library.

Registration of clientele may be manual, or computer based. There is a slip that all books available for loan carry in the library. This slip is pasted at the loose leave at the back of every book in the library. A Date-Due-Slip usually contains the author's name title of the book, date due, accessioning number, and call mark.

24th August, 2017

Date-Due-Slip The length of time a book can be borrowed depends on the library's policy. The number of books and the duration of time a book can be borrowed differ with students and staff. He can search by subject, title or author etc. the class mark indicates the location of the book on the shelf. Once the book is retrieved from the shelf, the user can now go straight to the circulation desk with it for charging.

If the user keeps the book after expiration date, at return, he must pay the fine of N100 per day. The first daily task of the circulation department is the shelving of all books consulted by library users the previous day. The library users usually advised to leave consulted books on the reading tables and in the carrels. The circulation staff is expected to gather these books first thing in the morning, while statistics is taken of the books consulted by users.

These shelves are usually labeled at the outer sides' front and by the sides according to subjects.

Reservation Service

Personal books from lecturers can be kept for their students in the reserve collection room.

User Education

This can be in form of library orientation or classroom instruction. At the end of the tour, there is usually a special session with the group to discuss the various activities of the library and how readers could benefit from the services of the library. In the case of classroom instruction, user education is a credit-earning course. Library activities are integrated with the curriculum of students who are expected to earn credit for the course.

The objective of the course is to teach students the skills that will enable them explore the resources of the library and, more importantly, to assist the students in the research methodology course, which is often compulsory in most undergraduate programmes. The main objective of SDI is to provide users with information that will 14 promote their research and other day- to- day activities. With SDI the user is relieved of the problem of sieving through many documents before getting the relevant documents. Thus, the user's time is saved for other purpose.

The librarian must collect the research profile of users. This is achieved through giving users a well-designed form to fill and a one-on-one interview by the librarian with users. This way, the user's area of interest is determined with precision. With a referral letter, the user can be directed for example, to professional organizations, research institutes, individual specialists and other libraries that can meet the information needs of a reader.

Translation Service

This is done when users request for a translation of information materials needed from English to indigenous language that users can comprehend. The library therefore must maintain a list of professional translators that can be easily contacted to render such service. This service is particularly needed in scientific libraries with periodicals in foreign languages. Literature Search Service Special libraries normally provide this specialized service to their users.

Literature search is a systematic search for knowledge and information contained in resources of the library on a topic or theme. The library catalogue is the main source for searching for relevant documents, either by author, title or subject entries. A comprehensive bibliographic detail of these relevant documentsis compiled.

Referral service is when

A user is directed to another library, to an alternative source of information if such information is not available in his/her library. You will learn about research technique in the text module. This will give you opportunity to learn more about the services of library. In this unit, you have learned about general library services such as lending services, Inter-library loan service and document delivery, reservation service, reference service, current awareness service and user education.

Specialized library services such as literature search, selective dissemination of information, referral service and translation service were also explained. Most students get confused on how to get started with their research. This module is to help you get started with your research by helping you identify the various information sources you can consult for your research. It also takes you through a step by step process of reviewing your literature.

List of databases you can consult was provided.

[...]

The term is difficult to define because it has several dimensions.

[...]

The choice of the source to consult depends on the type of information sought. Primary Sources Primary sources are original materials on which other sources of information are based. Secondary Sources Secondary sources of information are created from primary sources of information.

The authors of secondary sources did not have first – hand experience of the event being researched.

Primary sources are

D. Electronic sources of information All researchers have at their disposal the three basic information sources to satisfy their information needs. However, their choice of source depends on the type of information needed. You will be taken step by step on the process of writing literature review.

Intended Learning Outcome

ACHIEVE EDUCATION

By the end of this unit, you will be able to review literature on any research topic of your choice within a limited time. The Concept of Literature Review Literature review is a critical analysis of related literature to research topic. It is not just a critical analysis of related literature but also a summary of all available literature that related to your research topic.

[...]

The next step is to get familiarized with resources that will be relevant to your research topic. Also you need to identify databases and also open educational resources you may need to use in the course of your research. There are some scholarly research search engines that may be beneficial to you.

[...]

Include your own note. Once you have gathered all relevant literature, first skim each article to have an idea of its general purpose and content. The skimming will enable you to group the article into categories ie into topics and sub topics. As you read each article please take note of the follow.

Decide on the format in which you will take notes as you read the articles. All quotes must be accompanied by page references. Evaluate the article by emphasizing on the strengths and weaknesses. This will help you to avoid just mere summarizing what you read to critical analysis of each article.

As you read take note of major trends or pattern that can lead to generalization across studies. It is also important to take note of existing inconsistencies across studies as you read. Identify gaps in the literature which you may address as you plans and write your review. Evaluate your reference list to ensure that it is up to date and has reported the most current work.

A typical review should cover the last five years. However, land mark studies that have helped shape the field of study can be used. When reading through the literature, the notes taken may be disjointed. Now withyour focus on your purpose and putting into consideration your opinion on the topic, reorganize your notes.

Under each outline, let your readers know your own line of argument, then your narratives that follows should explain and justify your line of argument. You must recognize and take note of differences among studies as you build up your arguments. Discuss the relationships between studies and its role in the advancement of the present study. You should do a quick summary, draw conclusion and write implications.

Remember to use relevant statistics and quotes to flesh up your outline. Start the writing of your review by indicating the broad problem area while avoiding global statements. You can refer your readers to other reviews on issues that 9 you may not be discussing in detail. You should cite separately results of previous studies that are inconsistent.

Don’t forget to cite specific and relevant references used. Developing a coherent essay for coherency provides an overview at the beginning of a long literature review. At the beginning of a review, state what the review will or will not cover. You must state your point of view early in the review.

Your essay must be clear and cohesive, integrating all key details of the literature at the same time communicating your point of review. Use your topic outline with subheadings for long reviews. There must be a smooth transition to help trace your argument.

Which of the following is the basic step in literature review?

Literature identification, Questionnaire design, Analyzing Literature, Synthesize, the literature. Literature identification, sampling writing the review, synthesizing the literature. There is a systematic way of reviewing literature. The review of literature is not as tedious as people perceive it, once the skill is learnt.

Much of the researchers' time is saved when he/she knows what to do and how to go about it. What you have learned in this unit will help you in your literature review.

Unit 3: Databases Contents

In the previous unit you learnt the systematic ways of carrying out a review of literature.

[...]

Explain why a particular database may be suitable for a particular researcher and not for another. A database is a searchable collection of published works. The database helps the researcher to find reliable information from trusted sources. A database may be dedicated to a single subject or cover several subjects.

Academic Search Premier

This is a multi-disciplinary database that provides full text for more than 4,600 journals, including approximately 3,900 peer reviewed titles. A total of 8,500 journals are indexed and abstracted. Available on this database are Pdf back files to 1975 for over 100 journals.

Pub Med/Medline

PubMed was developed by the National Library of Medicine and provides free access to Medline. PubMed has been avoidable since 1996. It contains over 27 million references including the Medline database. Over 250,000 articles on ScienceDirect are open access.

Scopus

This database was launching in 2004.

SAGE

SAGE journals are Open access. It supports both gold open access publication and green open access archiving. Gold access journals provide worldwide, barrier free access to the full – text of articles online. Most SAGE pure gold open access journals are supported by the payment of an article processing charge by the author, institution or research funder of the accepted manuscript.

ACHIEVER'S EDUCATION CONSULTANT 0814717097

Articles in green access journals have a period of time when access to published content is temporarily restricted. This database provides access to collections in the fields of food, agriculture, environmental science and related social sciences.

ERIC

It contains over 1.5 million journals articles, research reports, curriculum and teaching guides, conference papers, dissertations and theses and books.

What is the most suitable database for students in social sciences: 14

You have just seen a good number of databases, but you can only use those within your field of study or covering your research topic. It is important to note that you can seek help from the librarian in case of any difficulty in accessing these databases. Most access is by subscription however the university has already paid for you in some cases.

[...]

Lack of fund has been a major challenge to students undergoing research in most institutions. This will be given full attention in this unit.

[...]

Johnstone defined Open Educational Resources as the open provision of educational resources, enabled by information and communication technologies for consultation, use and adaptation by a community of users for non-commercial purposes.

Most researchers will be interested in open access journals and reference works which fall under the first category "learning content"

Below is a list of some Open Access Journals to help you in your research. The ones listed have full open access. However, some Journals have delayed open access while some are hybrid open access. A hybrid open access journal is a subscription-based Journal in which some of the articles offer open access.

[...]

In Law, The Open Access Law Movement provides free access to nearly 1,200 databases.

The two main categories of repositories are

Someone somewhere may have paid for it. Tertiary Institutions, Research Bodies and even authors pay for these quality materials that you as a student can access for free. So there is a need for the federal government and Institutions to sponsor more researches so that authors will be willing to release their research outcomes to the public. The video is a summary of what you have read 20 in this unit.

Module 3: Organization of Library Materials

This is the reason why this module is not just presenting the catalogues but also the main classes of the

ACHIEVERS EDUCATION CONSULTANT 141710097

various classification schemes. This unit will teach you how to use the different types of library catalogues.

[...]

Locate a book on the library shelve using library catalogue Library catalogue is seen as a complete organized record of all libraries' contents. The library catalogue can be likened to a book index. The librarians, when processing a resource material provides the information with many access points as required by library users who may look for the information in the library. For a user to gain access to library collections, it is better to go through the catalogue or an index to that collection.

Access points are headings that users employ to locate needed materials. This means that the user can search and access the needed materials through the title, author or subject. The ideal thing for every library is to have three access points/catalogues/indexes for all materials in the library. However, every document must have its main entry which is its main access points.

[...]

The book catalogue is expensive to produce and easily gets out of date due to its inflexibility. This type of catalogue was gradually replaced by card catalogues.

[...]

Library users may have to wait for each other to have access to the book catalogue. The cards give very relevant information about the books in the library as well as indicating their location on the shelves. These cards are filed alphabetically in catalogue trays that are placed in the cabinets. These cabinets are arranged in a convenient location in the library for easy retrieval.

Advantages of Card Catalogue

Several users can have access to the card catalogue at the same time.

Disadvantages of Card Catalogue

This might take up much space. Its implication is that, the document on the shelf may never be used. Its implication is that he has to remember the title or know the subject heading of the information he needs. Imagine if you have catalogue in different locations, you may have to do more work.

Basically, they are used as backup as online catalogues have overtaken them.

Disadvantages of Microform Catalogue

Students find it difficult to use. Expensive equipment is required for users to have access and use it. On-line Public Access Catalogue is the most modern form of catalogue. As soon as bibliographic records are inputted into the computer, they can be accessed instantly at different points.

Many on-line library catalogues such as library of congress online can be accessed through the internet.

ACHIEVER EDUCATION CONSULTANT 0741710097

[...]

It can be used from far away location, so that the users can access a local, national and international cataloguing database.

One of the options below is a unique advantage of online catalogue

The onus is on researchers including students to learn how to use the different types of catalogues. However, whenever you need help don't hesitate to call on the librarian who is always willing to help out. In the next unit you shall be introduced to the different classification schemes to help you understand the coding systems used in the catalogues. You have learned the functions and the different types of catalogues.

Classification is the act of grouping like documents together, basically according to their subject content. By the end of this unit, you will be able to source for information using different library classification schemes. Numerous books acquired in the library must be arranged to increase their utility to the optimum level. Users will find it difficult to locate a document, if there is no arrangement of any sort.

The library user lacks time and would not be patient to go through all the library resources because he needs just one document. Due to the varying forms and purpose of documents, it becomes essential to arrange them systematically on shelves. A user would be in a better position to help himself if shelves are provided with an adequate number of shelf guides. In a situation where the library collection is unclassified, library guides will be useless to users and users will feel lost.

So, in order to provide an effective reference service, it is 8 essential that the documents are arranged systematically. This would also help save the time of the reference staff and as well as that of the readers themselves. The purpose of library classification is to create a system out of disorder and provide a comprehensive view of the documents on a given subject. This leads to maximum use of a collection, thus satisfying the law of library science as formulated by SR Ranganathan.

[...]

Save the time of the staff Library is a growing organization The basic aim of librarianship is to bring the user in contact with a specific document or information. Out of the various techniques that a librarian may adopt to achieve this, library classification is one of them. It helps to organize documents and information so that users can use sources of information effectively.

[...]

The scheme is based on the collection of library of congress in United States. It was mixed notation. Cutter numbers are special numbers given to individual authors. The notations and cutter numbers together form the class mark or call number of a book.

[...]

2011/date of publication The class mark is found at the spine of every book in the library or at the left upper side of a book.

Dewey Decimal Classification 10

You may come across very few academic libraries that use Dewey classification scheme to organize their collection. Unlike the library of congress classification, Dewey classification is pure and not mixed. Each main class is divided into 10 divisions and each division into 10 sections.

[...]

Again each of these ranges of numbers can be further subdivided into ten e.g. .

[...]

Each of these topics may be further divided into more specific subject areas. A decimal point is used after the first three digits to separate the specific subjects.

[...]

This classification scheme is widely used in French speaking countries of North Africa, in Spain and Latin America and throughout Eastern Europe. In the English-speaking world, it is used by special libraries and most especially in those with strong emphasis on technological interests. There are many similarities between DDC and UDC, for instance the ten main classes of DDC are retained in UDC. However, class 4 was merged with class 8 in UDC.

[...]

903’18 Town, city cultures Bliss Classification Bliss Classification is also called Bibliographic classification . It was devised by Henry Evelyn Bliss in 1935. The system is utilized most extensively in British libraries.

X/Y Language, Literature 13

Colon Classification The colon classification has a set of main classes that are divided into facets. All facets are regarded as manifestations of five fundamental categories namely.

[...]

Basically, this scheme helps to remove the short comings observed in class K-Law, the library of congress classification scheme.

[...]

Library of Congress Classification Scheme You have just concluded a study on library classification schemes. This is to enable you understand the system of coding and organizing library materials. Without this knowledge you may find it difficult to understand and use the catalogues of several libraries.

Module 4: ICT Use in the Library

ACHIEVERS EDUCATION CONSULTANT 08141710097

This module seeks to introduce digital libraries and computer-based literature search to you as a student and researcher in order for you to get conversant with the services they can offer and use them. The traditional method which is obsolete and not efficient is giving way to a more efficient method of handling library operations. The use of digital library will help to save your time, retrieve more and relevant resources. It will also help you to become more productive and efficient in general.

The traditional library system is gradually being replaced by the electronic system. You as a student will be limited if you adhere to the old system. You must be dynamic and embrace a more efficient system. This unit highlights what you stand to gain as a student or researcher when you use the digital/electronic library.

By the end of this unit, you will be able to search for information using digital libraries. Various reasons contributed to the change from traditional to electronic library.

Disadvantages of the Traditional Library System

Library holdings will continue to grow. The rate of growth is fast. The space at the library's disposal is limited while their collections will continue to grow. The first is that of storage space and the second, is the problem of how to organize such volume of information.

Because of information explosion library operations take many hours to perform manually. Accuracy is also lost while working manually, due to information explosion.

Benefits of Digital Libraries

A library user can search through the OPACs of many of the world's libraries and utilize a number of their online resources through the web. Digital libraries permit you, as a library user to have access to information anytime from anywhere subject to the availability of requisite resources. With digital libraries several library users can simultaneously have access to a single electronic copy from different locations. Copies of the information on the net can be speedily delivered to users on demand, thus savings users' time and removing the challenge of geographical distance to information.

The electronic information can be reformatted to the specification of users. The problem of loss through theft is eliminated.

Challenges for Establishing Digital Libraries

This issue will be extensively discussed in another module.

Below are all disadvantages of traditional library system except one

This means you cannot use library databases, open educational resources, OPAC, etc. All your searches will be manual which is very tedious and less productive. You have to go about it systematically because you want your search to include all relevant information on your topic. This unit will teach you how to construct a search strategy using the internet.

Structured; search

ACHIEVERS EDUCATION CONSULTANT 08141710097

Eliminate junks from your retrieved resources before use.

Module 5: Good Reading Habit/Study Skills

Most people who desire to excel in their academic pursuit hardly know how to go about attaining the dreams. The problem is that majority of such people are challenged in one way or the other. Such challenge could be that they are married and have family issues that are demanding their attention and time. Some have been out of school for a while and find it difficult coping with reading.

while others have the challenge of combining schooling with work. This module will introduce you to basic study habits that will enhance your academic excellence.

Unit 1: Basic Study Techniques/Methods Good Study Methods

Students who follow these methods learn more easily, retain material for longer periods of time, and save themselves hours of study time. In this unit you will learn good study and reading methods.

[...]

There are steps you must take in order to develop good study skills. This schedule must be faithfully kept from day-to-day. The amount of time needed for study will vary for each individual. An average of four hours of study each day is recommended.

Equipping Your Study Area with All the Materials You Need

You can return the calls after you have finished studying. Not Relying on Inspiration for Motivation Students must not leave studying time to when they feel like. You must stick to your daily schedule for studying whether you are motivated or not.

Keeping a Well-Kept Notebook Improves Grades

Knowing where to find your materials when you need them is crucial. Taking Good Notes as Insurance against Forgetting Students must learn to take good notes efficiently as their instructor's stress important points in class and as they study. Good notes are a "must" for just-before-test/examination-reviewing. Without notes, you will need to reread and review the entire course material or textbook before an examination or test.

With notes, you can recall the main points in just a short time.

Over- learning Material Enhances Memory

Experts suggest that after you can say, "I know this material," that you should continue to study that material for an additional one-fourth of the original study time. In an experimental study, students who over-learned material retained four times as much after a month than students who didn't over-learn.

SQ3R READING METHOD

ACHIEVER ACADEMIC CONSULTANT 08111710097

SQ3R is a Reading/Study formula designed to help process and increase retention of written information.

[...]

Write questions to give purpose and improve concentration.

[...]

Reciting helps to put the information into your long-term memory. Put what you have learned into your own words. Do the following after you have read a section.

[...]

Studying in an appropriate setting means _____.

SQ3R which is a reading method stand for

S=Survey, Q=Question, 1st R=Read, 2nd R=Recite, 3rd R=Review A practice of good study and reading habit is a lifelong learning skill that everyone should have. Practicing it may seem difficult at the beginning, but it becomes easy after some practice. Practice of good study and reading habits take you beyond passing your examinations.

Unit 2: Developing Good Reading Habit

In the previous unit, you learnt all the necessary steps you needed to take to improve your study method specifically for academic and exam purpose.

[...]

Once mastered, reading becomes a lifelong source of enjoyment and entertainment for you.

Improve your reading skills

This can significantly enrich your reading experience. Don't be discouraged. Keep nurturing your skills and develop at your own pace. They should be well arranged in your reading corner or room.

You can always visit the library for new books and also the internet for open educational resources.

[...]

This will motivate you and you will begin to gain the benefit of talking to intelligent readers. Your goal must be realistic and achievable. You can talk to friends with common interests. It will teach you to articulate your own tastes as a reader.

This way, you know what to read at each time.

What do you look out for when you read for content?

ACHIEVERS EDUCATIONAL CONSULTANT 08147710097

15 to 20 minutes every day can lead to great success in passing your examinations and meeting with daily demand in the society.

[...]

If you want to have good grade in your exam, begin to study course materials early. The volume of work and the difficulty level of the course should help you to determine how early to start serious studying. You need also to understand your rate of assimilation. It is important to start your study early.

Your brain needs time to subconsciously digest all you have read. You are advised to start your study early to avoid staying up all night. Avoid cramming. Check to ensure that you have all the handouts or the course materials for that subject.

You can enrich your notes with summaries from textbook chapters. This you can do by borrowing someone else's notes. Good notes can make all the difference when studying for exams. Read your note over and over.

Pay attention during exam revision by your lecturers as clues to areas of concentration can be released to students consciously or unconsciously. You may also want to know how the exam will be graded and whether it will be multiple choice questions or essays. Don't hesitate to talk to your student counsel if you're feeling really stressed. Practice answering the questions within the specified time limits.

Always check your exam time table for details. Find out the venue and check how long it will take you to get there. You must not arrive late to your examination venue so practice waking up early or set an alarm clock.

[...]

Determine which question to answer first. Start with questions you can best answer to boost your confidence. Determine how much time you will spend on each question and section. Start thinking about your answers.

Any five of the following: start studying early early sorting of your subject materials Knowing your examination venue before exam date Knowledge about the examination Reviewing of past questions Being composed Wise use of reading time accurate interpretation of questions Reviewing of answers

Generally, early preparation gives you sufficient time to learn your course content and build self-confidence.

[...]

This law grants the author of an intellectual creation exclusive right for exploiting and benefiting from their creation. The purpose of this law is to stimulated creativity of human mind for the benefit of all by ensuring that the advantages accrued by using a creation benefit the creator. This will encourage creativity and allow investors in research and development a fair return on their investment. Intellectual property confers on individual enterprises or other entities the right to exclude others from the use of

their creations.

Intellectual property legal titles relate to the acquisition and use of a range of rights covering different type of creations. These may be industrial or literary and artistic.

[...]

This right is usually for a while after which such work can be freely accessed by the entire public. After some time, other countries gradually came up with their own legislation based on statute of Anne. This can happen only if that work is protected otherwise another person may pirate and distribute the work as his own.

[...]

One of such infringements is plagiarism which will be highlighted in this unit.

[...]

The right to create derivative works based upon it. The right to distribute copies of the work to the public. The right to publicly display or perform the work.

[...]

Plagiarism is defined as the taking of the original work or works of another and presenting it as your own. The word "work" here, can include a variety of things such as ideas, words, images, etc. Anything that is seen as an unethical and unattributed use of another's original creation can be defined as plagiarism.

[...]

It doesn't cost anything to acknowledge ideas and works used in the course of research. Protect your reputation and that of your institution by ensuring that you do not morally or legally infringe on authors rights.

Objectives

Unintentional plagiarism can occur if you fail to reference correctly. So, you must ensure that you properly acknowledge the ideas or words of others that you use during your academic work or research. There are different types of referencing. In this unit, you shall be learning Harvard in-text citing and referencing.

Demonstrate with examples, Harvard In-Text Citations Harvard referencing style is commonly used by students and researchers to cite information sources.

[...]

Where multiple sources are used by same author, citations are listed in order by the date of publication.

ACHIEVERS EDUCATION CONSULTANT 08142010097

[...]

Conference proceedings are academic papers presented at conferences that are yet to be published.

If not published online

The Efficacy of Two Computer-assisted Instructional Modes on Learners' Practical Geography Achievement at the Secondary School Level in Ibadan Metropolis. A dissertation is a lengthy paper or project written as a requirement for obtaining a doctoral degree.

[...]

▪ Girls Just Want To Have Fun. Government Publications are documents produced by local, state, or federal government / institutions. ▪ Government Agency OR Last name, First Initial., .

[...]

▪ Gatsby's infatuation with Daisy is often revealed in the story, often in simple phrases such as, "... he turned toward her with a rush of emotion" . "▪ "A range of values can express emotion, too. " Stark, high-contrast drawings may carry a strong emotional charge" . ▪ "Rather than constantly seeking approval from others, try to seek approval from the person who matters the most - yourself" .

[...]

A good use of referencing styles will help you to avoid infringement which usually has severe consequences.

E-Databases and Internet Resources Citing

In this unit, you will be made to learn another type of referencing style commonly used by university students and researchers in their academic work. APA referencing style is most frequently used within the social sciences.

[...]

Demonstrate with examples APA databases and internet resources citing APA citation style which is an author- data citation style was developed mainly for use in psychology. It has however, been adopted by other disciplines. All in text citation must have a corresponding reference list entry, and the converse applies for reference list entries.

General Referencing Rules

All the references in the reference list must also be cited in the body of the work. All references cited in the body of the work must also be included in the reference list. The reference list should be arranged alphabetically by author's surname. Be consistent with your referencing style across the document.

[...]

ACHIEVERS EDUCATION CONSULTANT 08141710097

As a rule, the in-text citation is placed immediately after the information being cited. However, for emphasis, you may vary where to place your citation.

[...]

If you are citing a source which has been cited within another with the secondary reference details, for example . Only the secondary reference should appear in the reference list. If your citation is at the end of a sentence, place your full stop after the reference.

Italicize the volume number and do not write "vol" before the volume number

Include the issue number in a bracket if available and leave no space between the volume number and issue number. Never include issue numbers of Journals that have continuous pagination.

Pay specific attention to the following in the example above

The year of publication appears immediately after author's name in bracket followed by a full stop. Remember to put a full stop after the title. In addition, capitalize all the first letters of every word except for connecting words, then a comma e.g The Electronic Library. The volume number is italicized and no space between it and issue number, then a comma e.

Databases and Internet Resources Citing The general format for referencing Journal article from a database or Journal's website is as follows

URLs can change unlike DOI which is permanent. In a situation where DOI is not available, use URL of the resource.

[...]

Other styles are very similar but with minor changes which you can learn on your own.

ACHIEVER'S EDUCATIONAL CONSULTANT 8141710097