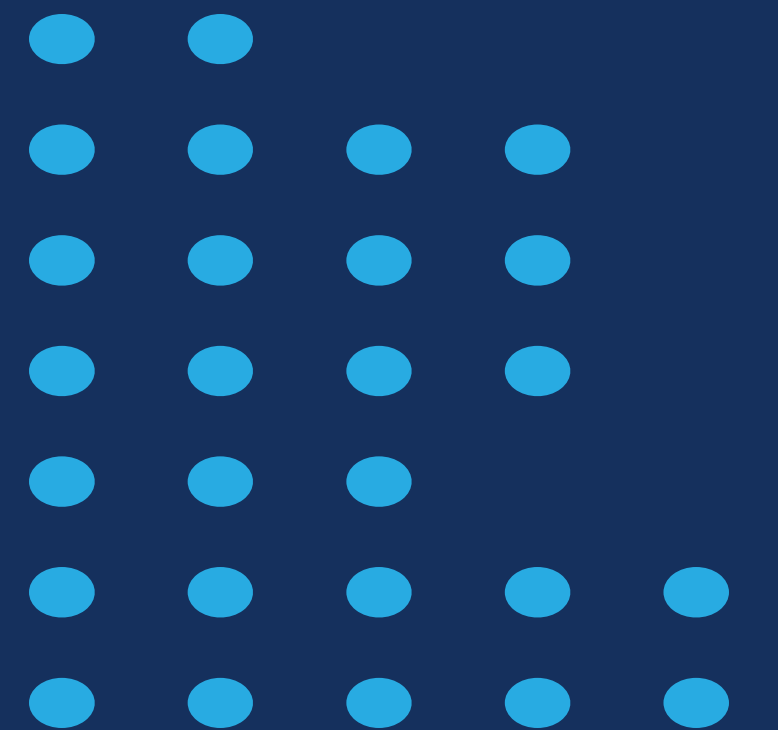
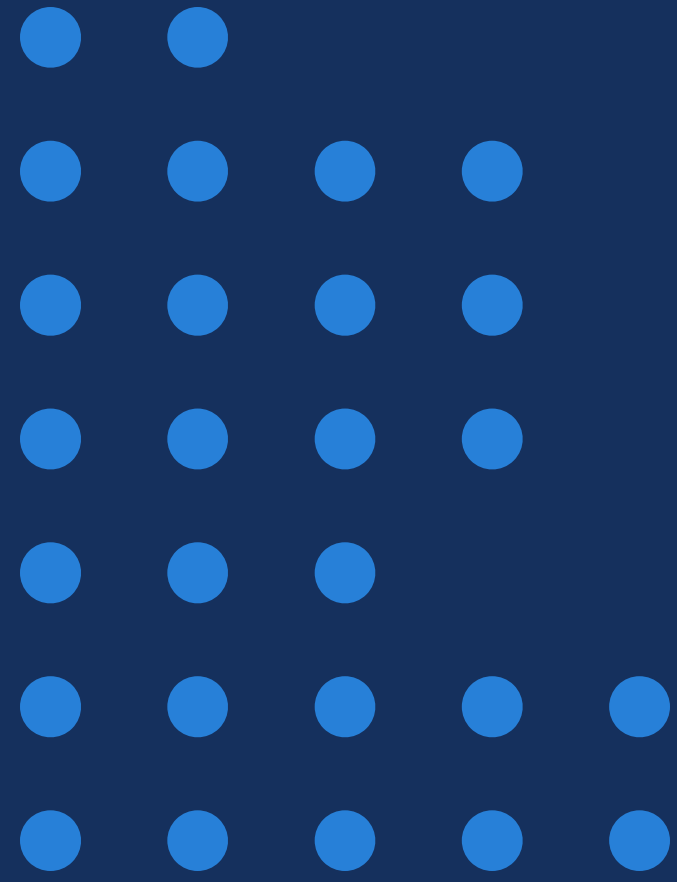




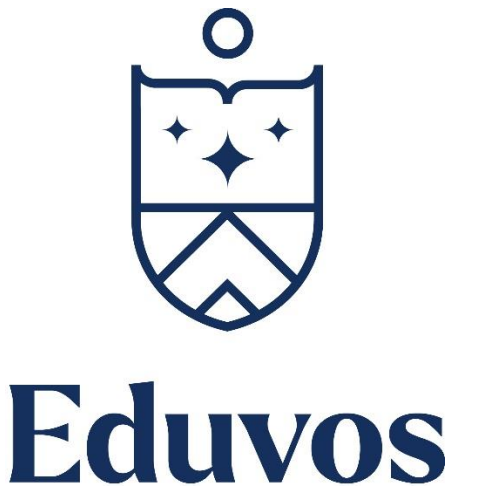
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# RESOURCE CENTRE

# ORIENTATION & INDUCTION



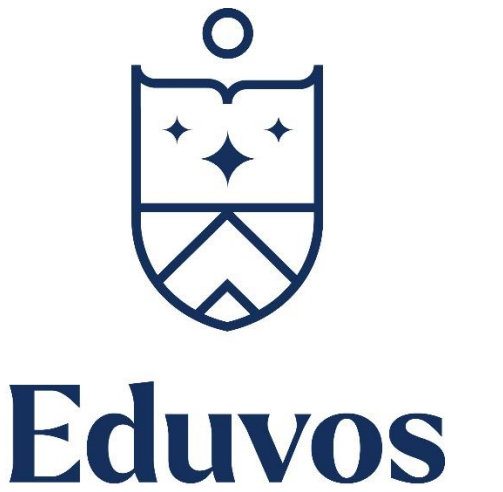
# Resource Centre facilities



## Get to know your Resource Centre

- Campus Resource Centres – operating hours and services
- Resource Centre Page on myLMS
- Subscription Online Databases available at Eduvos – Proquest & Lexis Nexis
- myLibrary – the Eduvos Integrated Online Library Catalogue
- Referencing and plagiarism

# Resource Centre Operating Hours



Monday to Thursday

08:00 to 16:30

Friday

08:00 to 16:00

Weekends and Public Holidays - closed.

The R.C. facilities are available to all registered students, support staff and academics.

# Services offered by the Resource Centre



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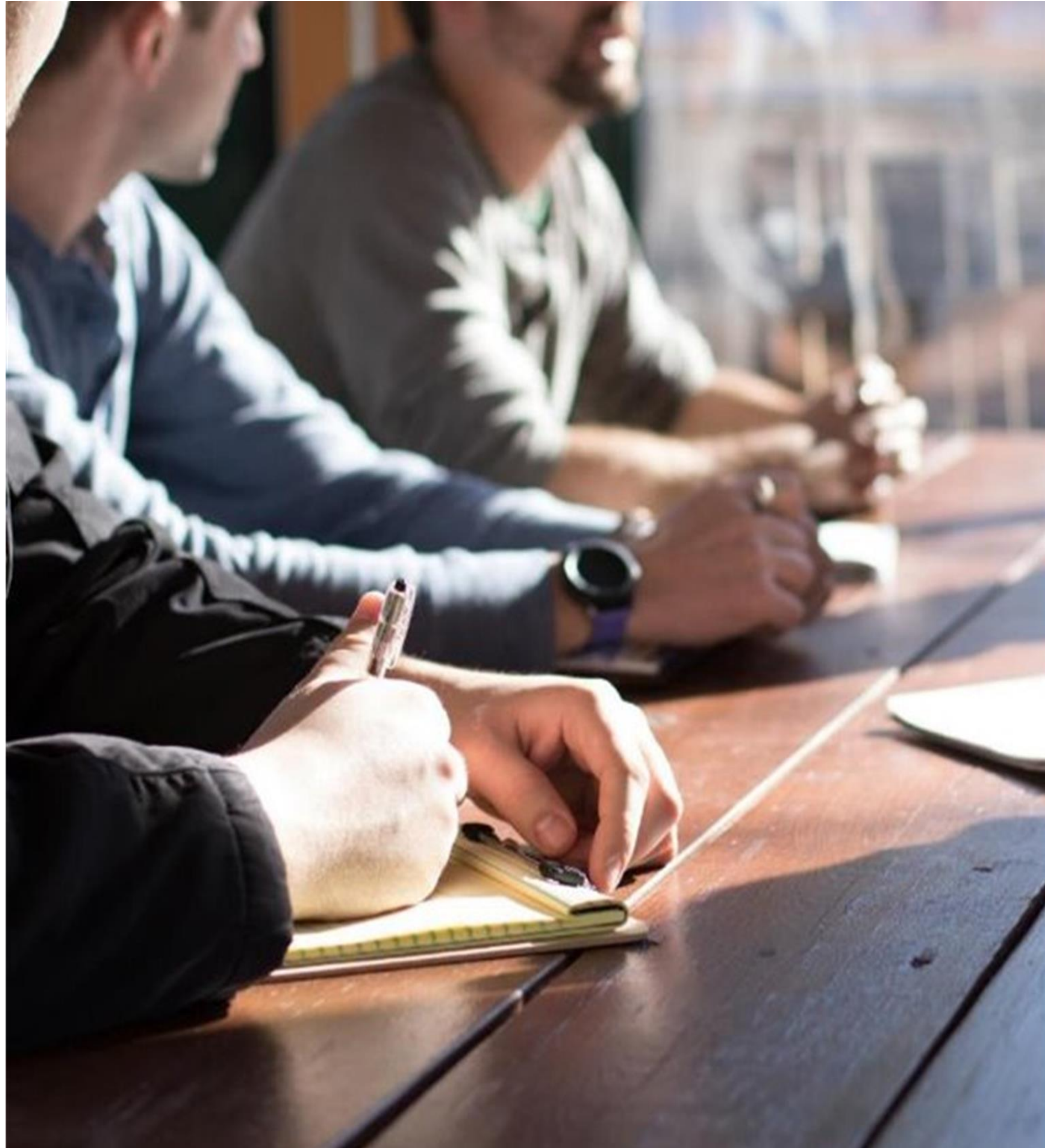


- Loaning out books
- Access to newspapers and business magazines
- Access to computers and printing services
- Inter – Campus Loans
- Training on how to use Information Databases
- Training on how to reference your information sources
- Training on how to use Information Searching Techniques
- Free Wi-Fi for research and study purposes

# Training sessions offered



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Please book a session in the resource centre for:

## **Assignment Preparation**

- Instruction on literature search
- Assignment writing skills e.g., paraphrasing
- Assistance with referencing
- Plagiarism and Turnitin

## **Access and how to use our electronic resources – on and off campus**

- ProQuest
- LexisNexis
- Open Access Resources
- Google Scholar

## **Information literacy and library instruction**



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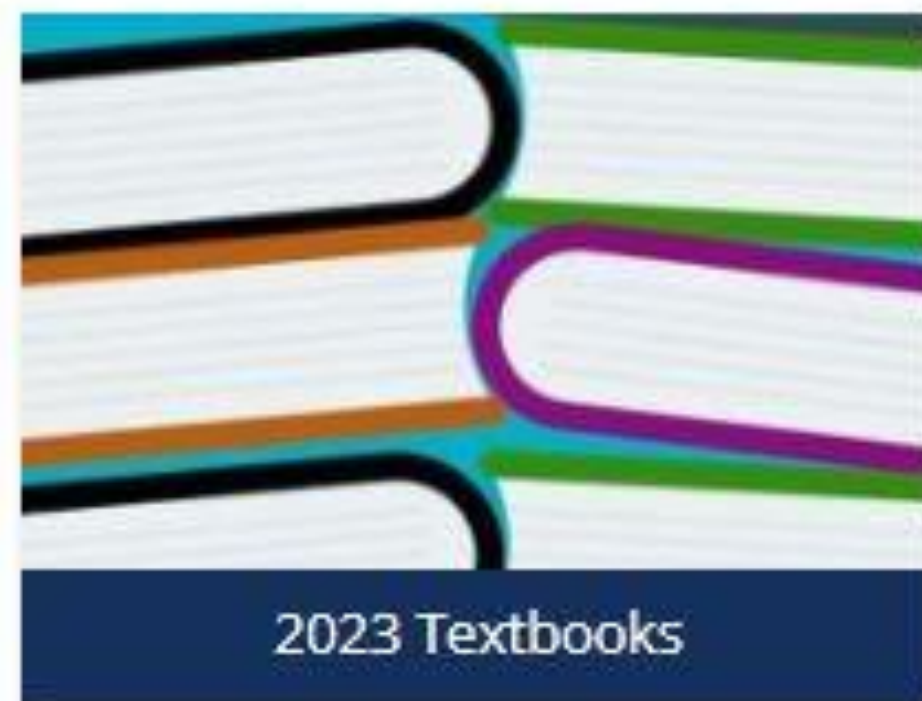
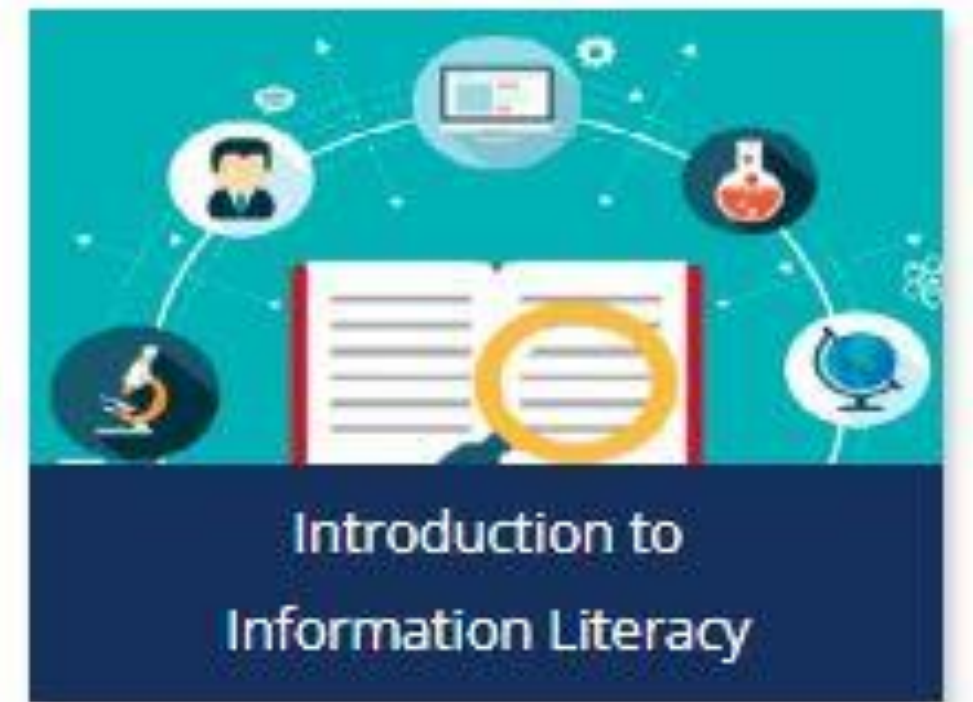
Resource Centre

Page

# Tabs on the Resource Centre Page



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# What you find on the Resource Centre page Tabs



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**Welcome Tab** where you will find background information about the RC services and Rules and Regulations that will guide you during your Academic Year



**Links to Information Resources Tab** - access to databases that we subscribe to as an Institution and other Open Access Academic Information Resources you can use for your research.



**User Guides Tab** – where you will find information guides that will help you understand how to use the different resources in the Resource Centre



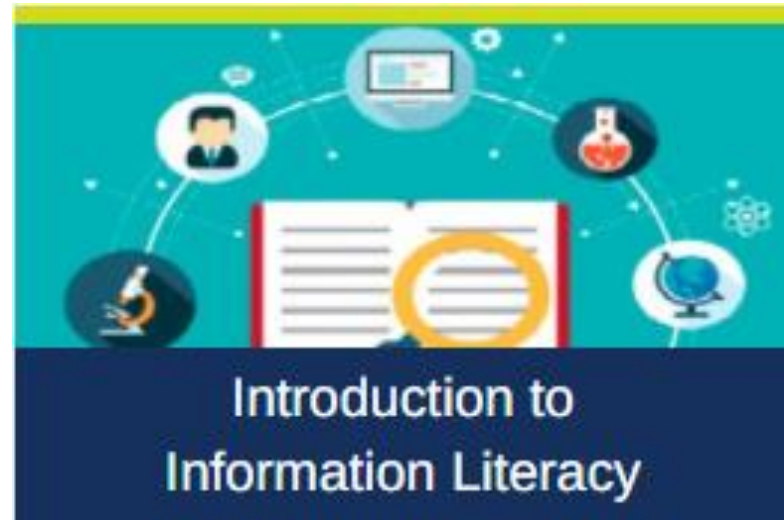
**Communication & FAQ Tab** - Allow you the opportunity to send a query or book an appointment with your RC manager for training. Also find answers to your most frequently asked questions here.



# What you find on the Resource Centre page Tabs



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**Information Literacy Module Tab** - This is a compulsory module, that all students need to complete.

## On completion you will be:

- Able to recognize when you need information,
- know where and how to find the correct information using search tools such as Boolean logic, truncation and phrase searching by using information finding tools such as the Internet, the Library Catalogue (OPAC), Dewey Decimal Classification and Databases.
- be able to evaluate the information found
- understand the legal implications when using information, e.g., Avoiding plagiarism and infringement of copyright.
- know how to effectively communicate the information by writing an assignment using correct referencing, give a presentation, etc.

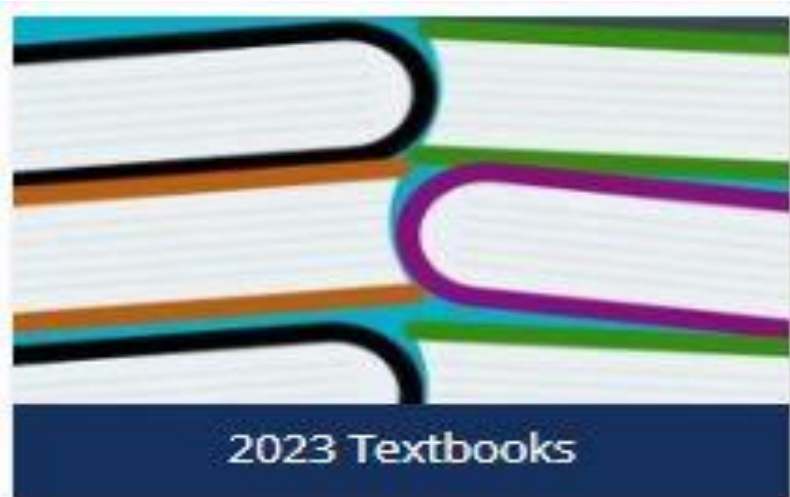
# What you find on the Resource Centre page Tabs



**Dictionaries & Thesauri Tab** - access to various online dictionaries and thesauri for your convenience.



**Open Access Tab** where you will find links to open access resources that you can use to find information for your assignments, etc.

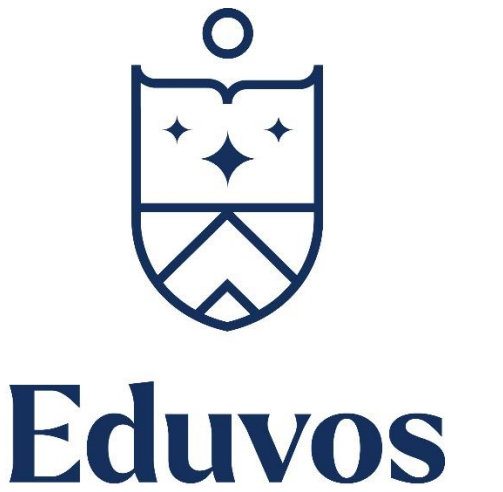


**2023 Textbooks Tab** – where you will find information about your prescribed textbooks for 2023 e.g. how to obtain your textbooks, etc.



**Events Tab** where you will find updates on upcoming webinars hosted by the Resource Centre

# Extra E-Resources accessible through the Resource Centre Page



**Google Scholar**

**Open Access Resources e.g.:**

- Directory of Open Access Journals
- CORE
- SAGE Journals
- Open access at Oxford University Press
- Wiley
- Open Access at WWIS
- Sabinet African Journals

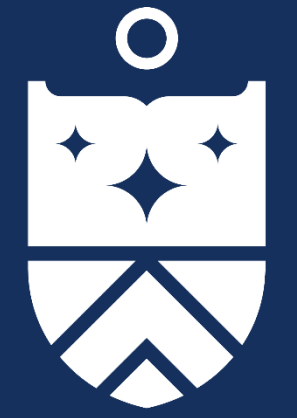
# Welcome to the Resource Centre Space

To get started, refer to the [Welcome](#) section below.

*We wish you all the best in your studies!*



© href="https://www.freepik.com/vectors/technology">Technology vector created by macrovector - www.freepik.com



# Eduvos

## Calendar

January 2022

Mon	Tue	Wed	Thu	Fri	Sat	Sun
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

- Hide site events
- Hide category events
- Hide course events
- Hide group events
- Hide user events
- Hide other events

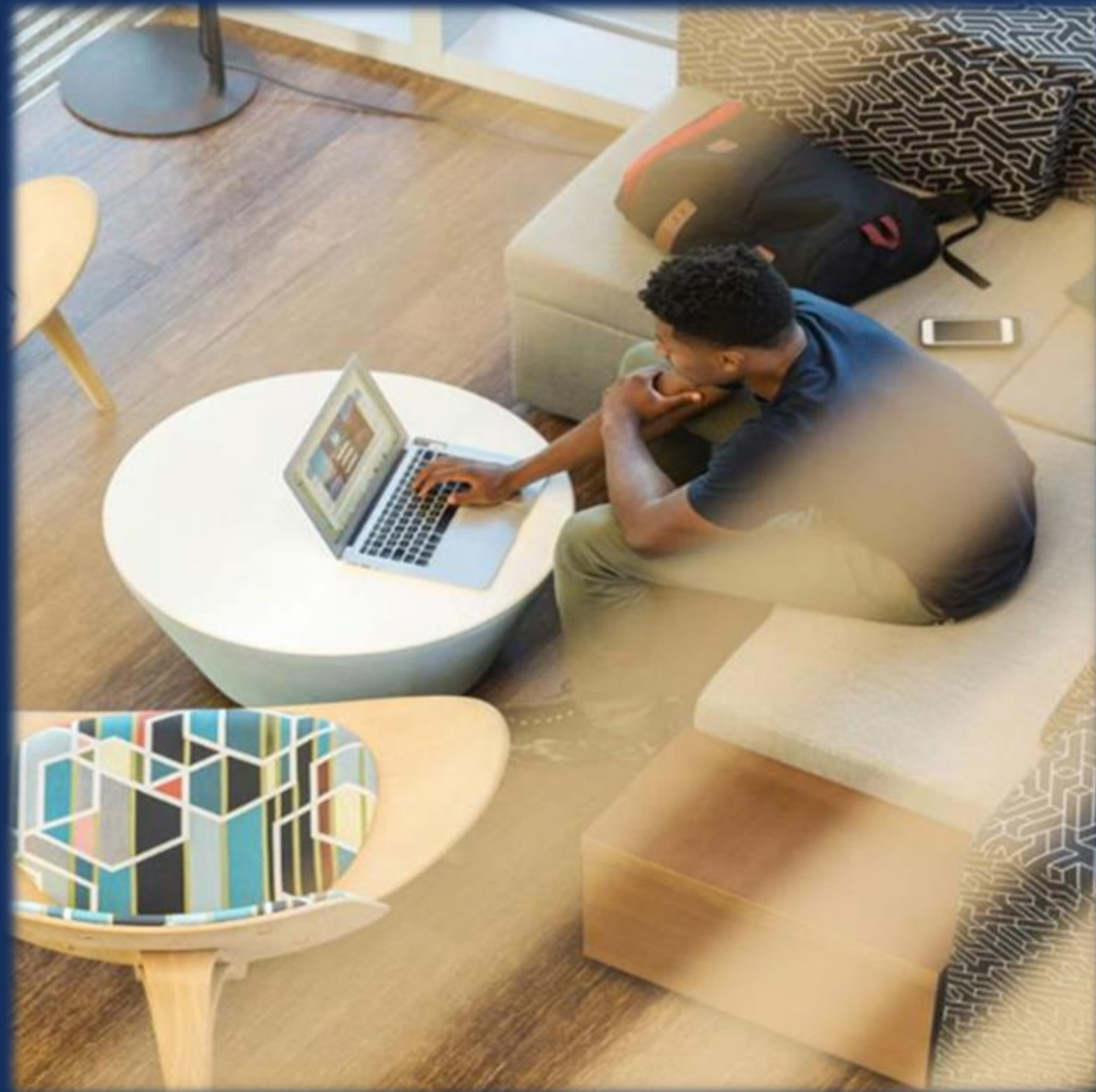
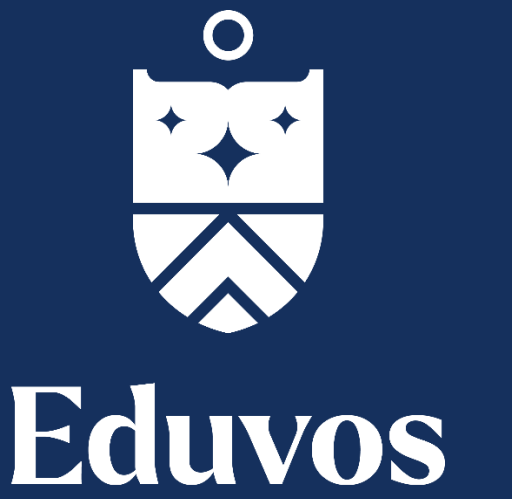
## Comments

[Save comment](#)

Please take note that the Comments section on the Resource Centre page is for Resource Centre related queries only.

 Welcome to the Resource Centre Page	 Links to Information Resources	 User Guides	 Communication & FAQ's	 Introduction to Information Literacy
 Dictionaries & Thesauri	 Open Access Resources	 2023 Textbooks	 Events	 Survey

# Subscription Online Databases available at Eduvos



ProQuest Central




# Find the ProQuest link on the “Links to Information Resources Tab” on the Resource Centre Page

## Links to Information Resources

---

Please click the links to access the different Online Information Resources provided in this section

**ProQuest**



ProQuest

**ProQuest** databases provide a single source for scholarly journals, newspapers, reports, working papers, and datasets along with millions of pages of digitized historical primary sources and more than 450,000 ebooks. This resource covers a variety of subjects.

Use the following details to log in:

- **Username: eduvos**
- **Password: Learn#2021**
- **[ProQuest eBook Central](#)**

# Find the Lexis Nexis link on the “Links to Information Resources Tab” on the Resource Centre Page



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## Links to Information Resources

Please click the links to access the different Online Information Resources provided in this section

### **LexisNexis**

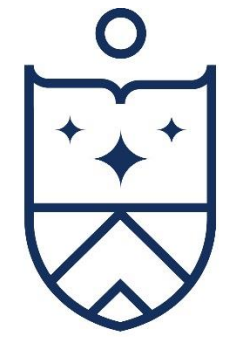


**LexisNexis Library is a comprehensive online legal research tool for small law, established law and larger organisations, offering you a collection of trusted legal content that covers all aspects of law. Be confident with the matter at hand with in-depth legal insight. This is very useful for our Law students and researchers**

**The first time you access the library you will be required to register.**

- **Your username: student email address**

**Fill out the form and click on the Register button to get access to the library.**



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### Sign In

Remember me

[Forgot Password?](#)

Use of this service is subject to [Terms and Conditions](#), [Privacy Policy](#) and [Cookie Policy](#). Please review this information before proceeding.

**LOGIN**

**REGISTER**

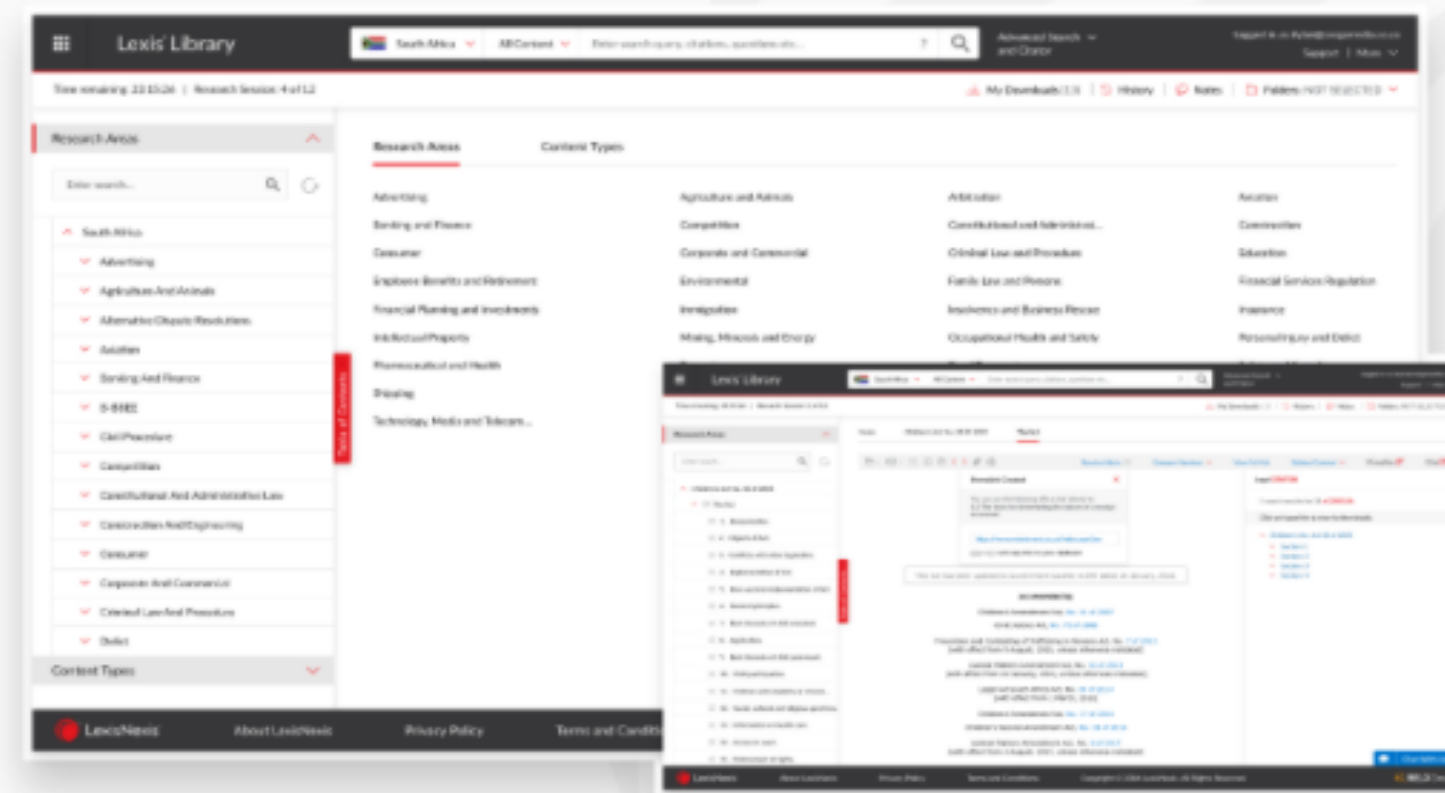
#### Customer Support

+27 86 076 5432 (office hours) | +27 79 529 4777 (after hours)

[customer care@lexisnexis.co.za](mailto:customer care@lexisnexis.co.za)

Access the **COVID-19 Corona Virus South African Resource Portal** at:  
<https://www.sacoronavirus.co.za>

**Lexis<sup>®</sup>Library**  
Expert research, unprecedented insight.

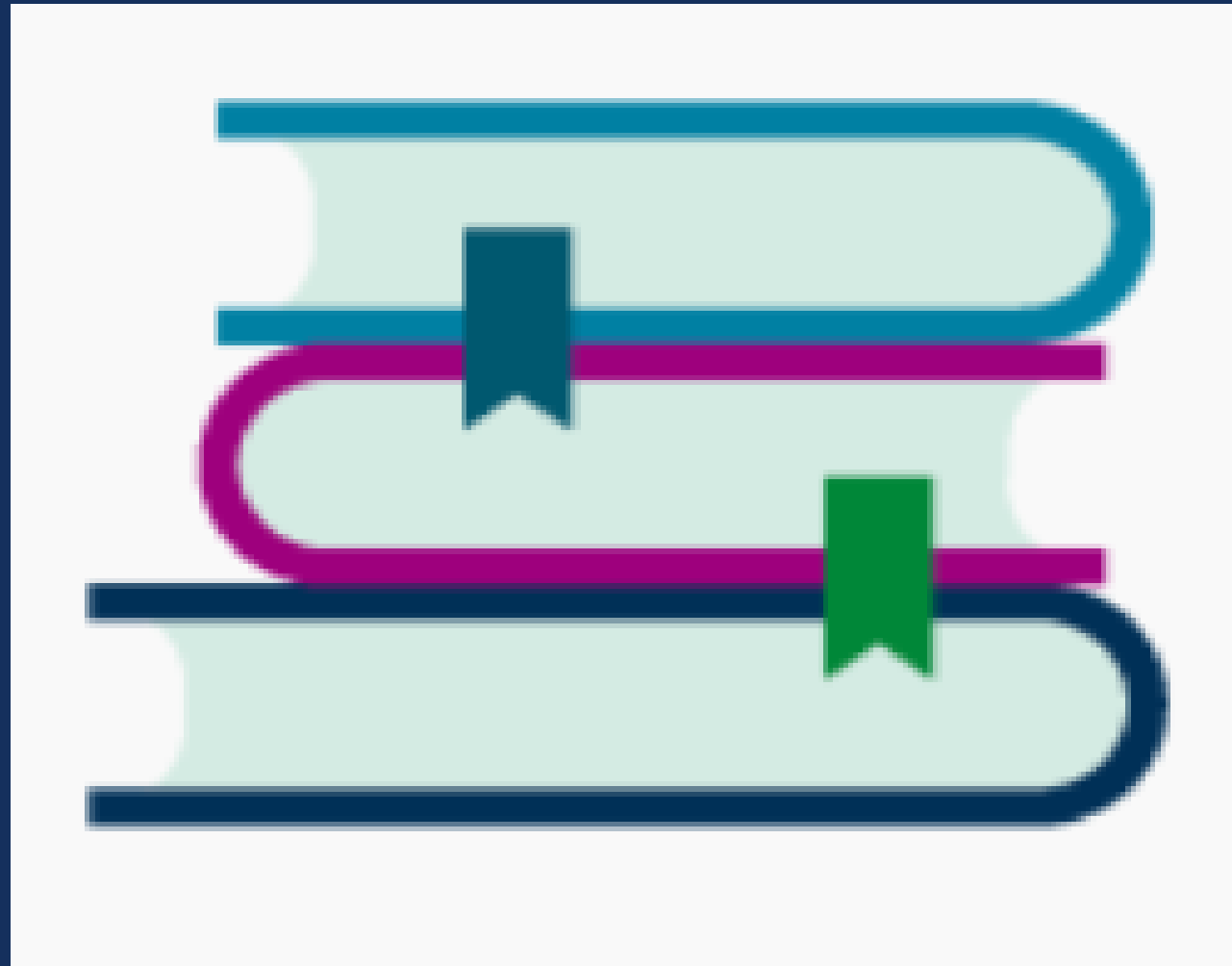
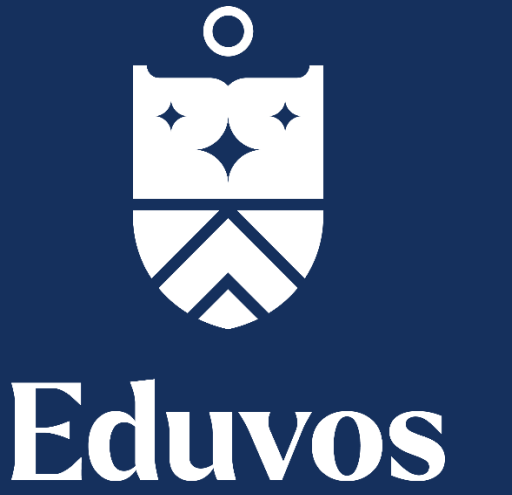


**READ MORE**



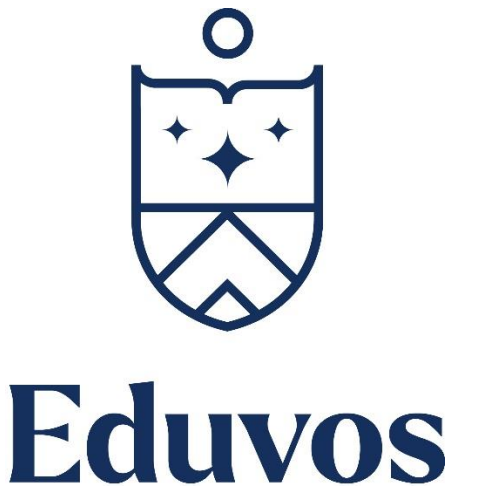


# Eduvos Integrated Online Library Catalogue



MyLibrary

# What is myLibrary?



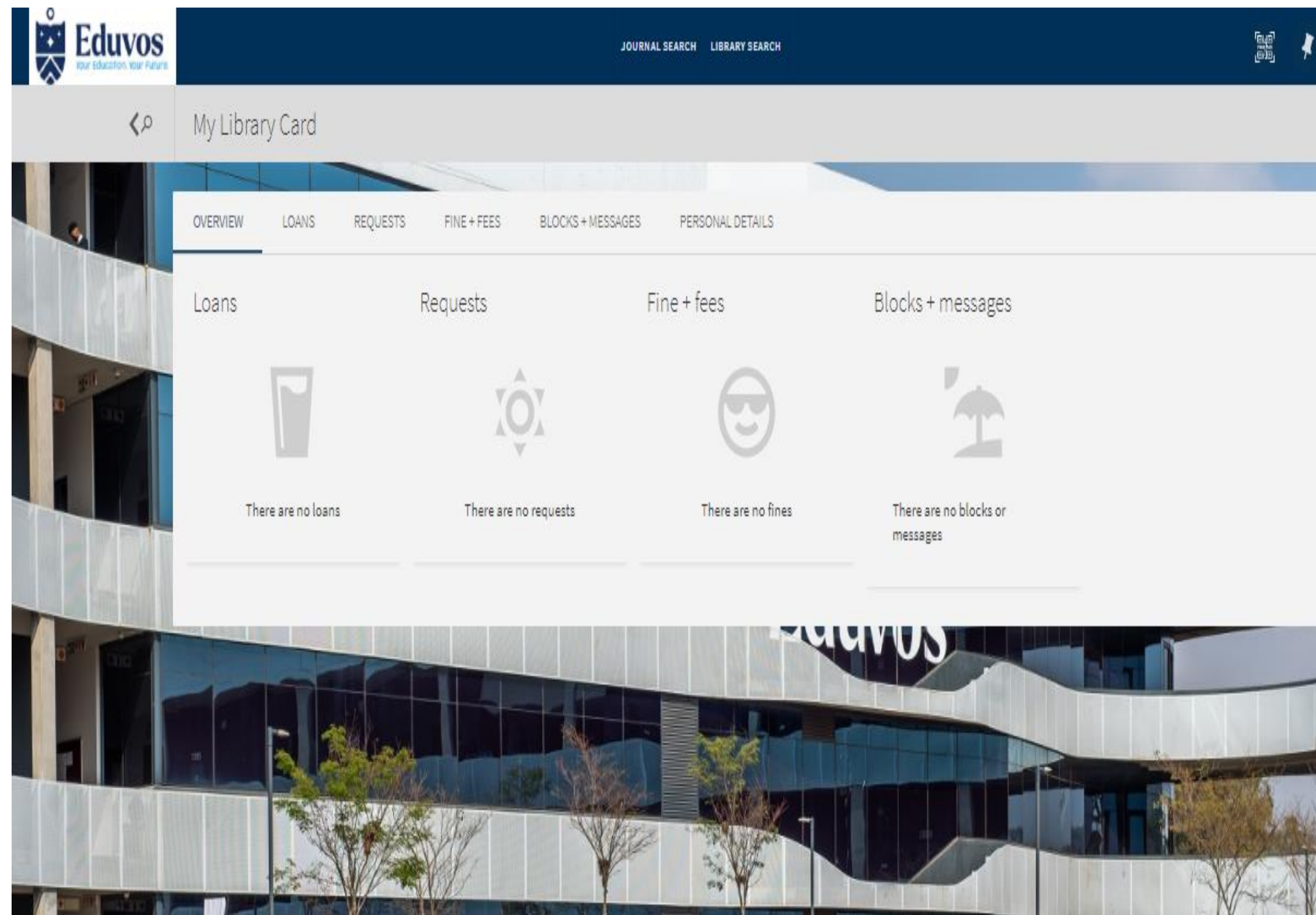
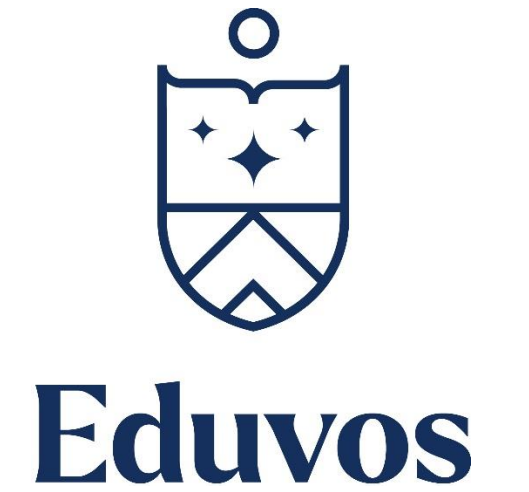
myLibrary is an Online Library catalogue that allows patrons to access Information Sources that are in their Resource Centre (Library) as well as available online Databases.

Examples of Online Databases are:

Proquest eJournals , Proquest ebook Central, DOAJ, DOAB etc.

All registered Eduvos students and current staff can access myLibrary at any given time, wherever they are.

# myLibrary allows you to :



- ❑ See books you've borrowed from the Resource Centre
- ❑ See blocks and fines you might have accumulated
- ❑ Request books that are available in other Eduvos Campus Resource Centres
- ❑ Save your searches, enabling you to access your search history

# Referencing and Plagiarism



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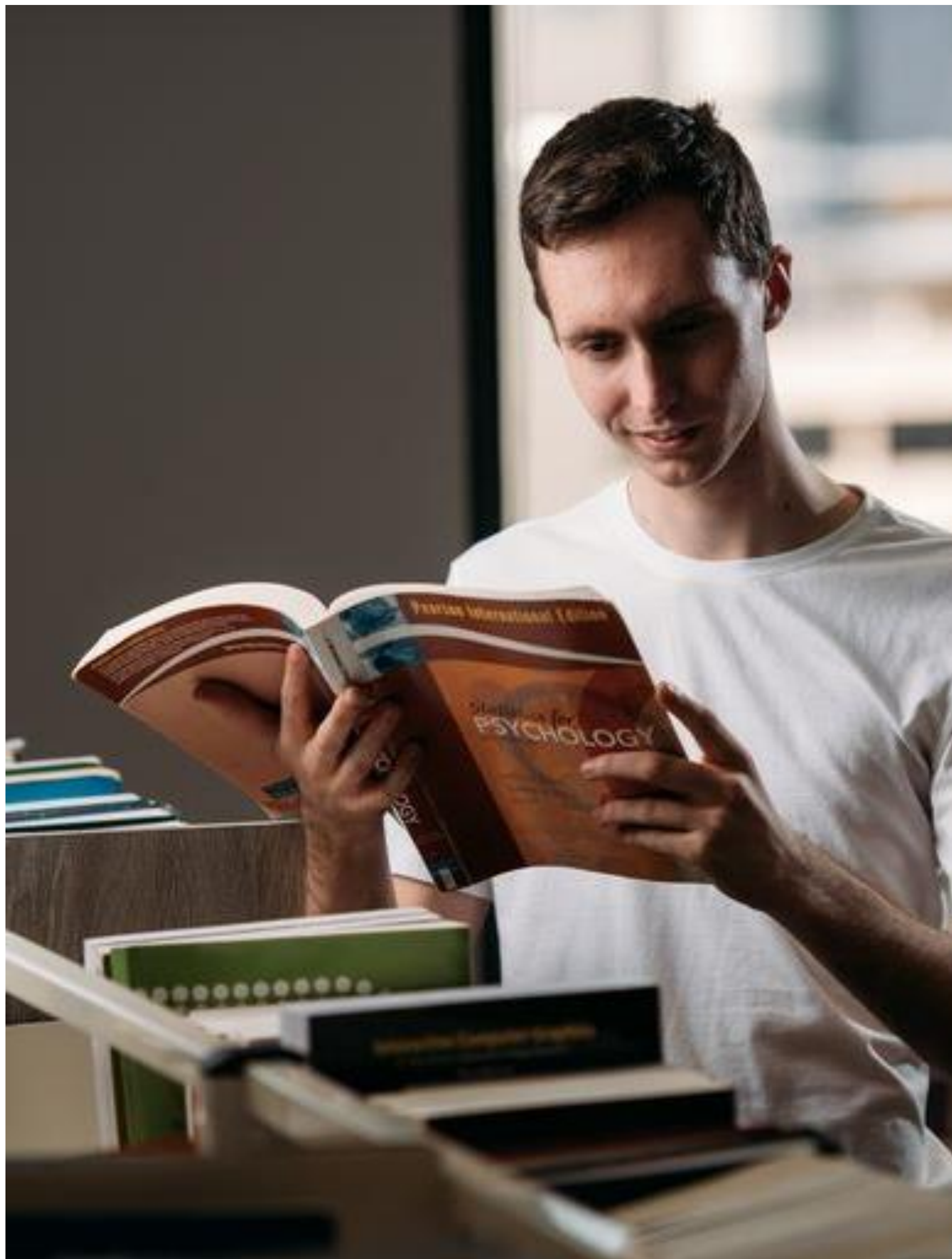


For assistance on referencing and how to avoid plagiarism:

1. Please visit the Resource Centre for one-on-one training sessions
2. Refer to the Referencing Guide on the Resource Centre page

# What is referencing?

- It is acknowledging your source(s) in the body of your work (in-text referencing or citation) and linking your citations to your list of works cited (also known as reference list)
- ... a source of information (such as a book or passage) to which a reader or consulter is referred (Merriam- Webster, 2022).
- **What must be referenced?**  
Quotes, Facts , Figures, diagrams, images or any other visual material, ideas and theories, statistics/studies, interpretations, paraphrases



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# Reference Style

- Eduvos mostly use two Referencing Styles :
  - **Harvard Referencing Style**
  - **APA Referencing Style – Psychology students only**
- 
- What is Harvard Style?
  - Harvard Style is an author-date system of referencing. It uses in-text citations in the body of the text (assignment) and a REFERENCE LIST on a separate page at the end of the assignment. Citations and Reference List goes together like bread and butter – you cannot have a citation without a reference.



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# In-text Referencing - Citation

used to acknowledge the work or ideas of others. They are placed next to the text that you have paraphrased or quoted, enabling the reader to differentiate between your writing and other peoples'

## ■ For Example:

When presenting ideas or information from a source, include the authors' surname/s and date of publication in brackets within the text of your writing, e.g. These skills need to be developed over time (Smith, Williams and Snicker, 2010).

Where you refer to the authors' name in the body of the text, include the date of publication in brackets, e.g., Smith et al. (2010) suggest increased penalties and driver education as two possibilities.



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# Referencing Elements

Referencing elements consist of elements such as: the name of the **author(s)**, **publication details** consisting of the **year of publication**, **city of publication** and **publisher**, the **title of an information** material which can be a book, journal article or web page and page number.

The author is usually written surname first, followed by the first and middle name, titles are excluded e.g. Dr, Mrs., Professor, etc.



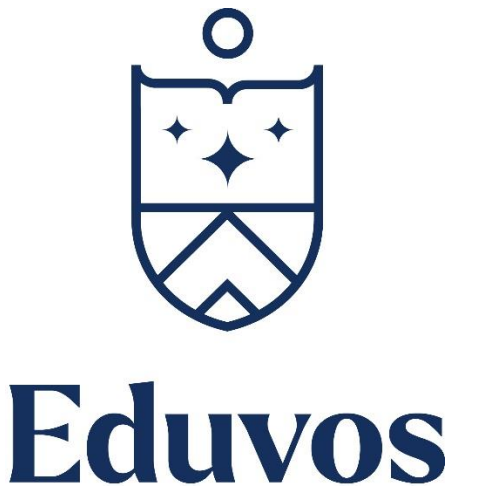


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# What is a Reference List?

- Your reference list should be located on a separate page at the end of your assignment and titled references/reference list. It should include the full details of all your in - text references (arranged alphabetically A-Z by authors surnames and not numbered).
- The terms ‘Bibliography’ and ‘Reference List’ are often used interchangeably, however a reference list only includes items you have referenced in your assignment whereas, a bibliography also includes items used to prepare your assignment.

# Example of a Reference List



## Harvard Referencing Method

Barker, R. 2009. A qualitative thematic analysis of Facebook profiles. *Journal of Qualitative Research*, 42(1): 7-14. [Online]. Available at: <http://pps.sagepub.com/content/7/3/203> short[accessed 23 November 2017].

Davis, G., Oscar, B., Santana, L and Burke, A. 2014. *Statistics for the social sciences using Excel®: A first course for South African Students*. Cape Town: Oxford University Press Southern Africa.

Spaull, N. 2013. Poverty and privileged: Primary school inequality in South Africa. *International journal of educational development*, 33(2): 436-447

## APA referencing Method

Advent Health University. (2019). *APA style (American Psychological Association)*. Advent Health University: R.A. Williams Library. <https://libguides.ahu.edu/apa>

Cameron, S. (2008). *The business student's handbook: Learning skills for study and employment*. (4th ed.). Harlow: Financial Times, Prentice Hall.

Streefkerk, R. (2019, October 11; revised April 21, 2022). *APA 7th edition: The most notable changes*. Scribbr. <https://www.scribbr.com/apa-style/apa-seventh-edition-changes>



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# How to avoid plagiarism?

- Quotations
- Paraphrasing – Use own words
- Summarising
- Proper referencing, Referencing styles used at Eduvos:
  - ✓ HARVARD Referencing Style
  - ✓ APA Referencing Style
- Author. Date. Title. Place of publication:  
Publisher



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