

Niagara College Libraries + Learning Commons Information Skills Online  
Handbook



# Niagara College Libraries + Learning Commons Information Skills Online Handbook

*A Guide to Getting Started with Research for Niagara College  
Students*

*JACKIE CHAMBERS PAGE AND SISCOE BOSCHMAN*



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# Introduction

This handbook introduces and reinforces essential information literacy skills for students beginning their post-secondary careers. The material is directed specifically at Niagara College students, but can be used by anyone.

Subjects include: avoiding plagiarism, generating search terms, effective internet searching, evaluating information, references, and more.

The authors would like to thank Kent Reynolds, nLibraries + Learning Commons, for contributing to the proof-reading and usability testing of this handbook.





# INTRODUCTION TO COLLEGE RESEARCH

This section will introduce some essential concepts to help you get started with your research assignments. Chapters include:

- [Understanding Your Assignment](#)
- [Developing a Research Topic](#)
- [What is a Library Database?](#)
- [The CRAAP Test and Evaluating Resources](#)



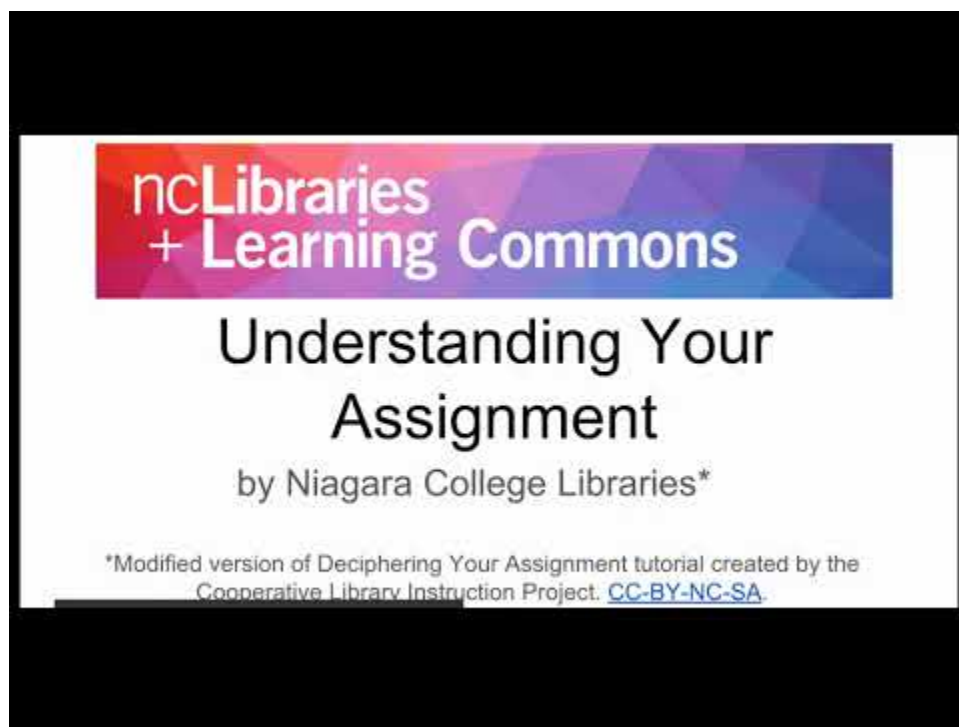
# Understanding Your Assignment

## Learning Outcomes:

After completing this chapter, you will be able to:

1. better understand an assignment by deconstructing it to its basic parts,
2. identify appropriate resources to successfully complete an assignment.

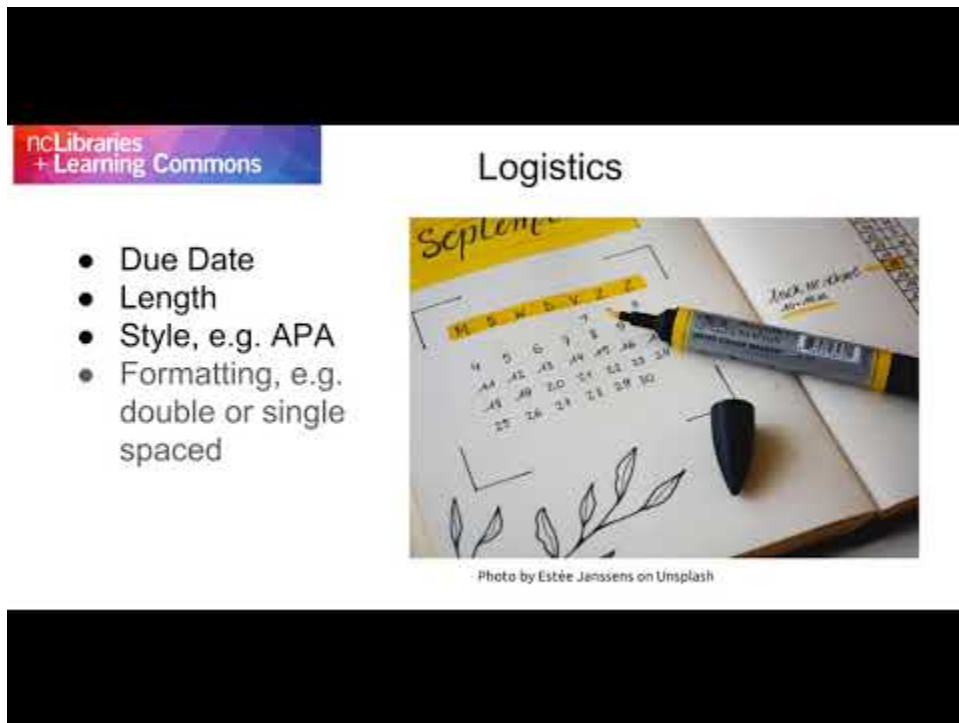
## Introduction:



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<https://ecampusontario.pressbooks.pub/ncinfoskills/?p=21>

[Watch this video on Microsoft Stream.](#)

## Assignment Logistics:



nCLibraries  
+ Learning Commons

### Logistics

- Due Date
- Length
- Style, e.g. APA
- Formatting, e.g. double or single spaced

Photo by Estée Janssens on Unsplash

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## Check your understanding:



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## Identifying the Topic:



NURS 235

As discussed in class, the impact of nursing workloads on patient safety is a growing concern. Several strategies have emerged to alleviate this problem from rearranging work hours to emphasizing better self-care for nurses.



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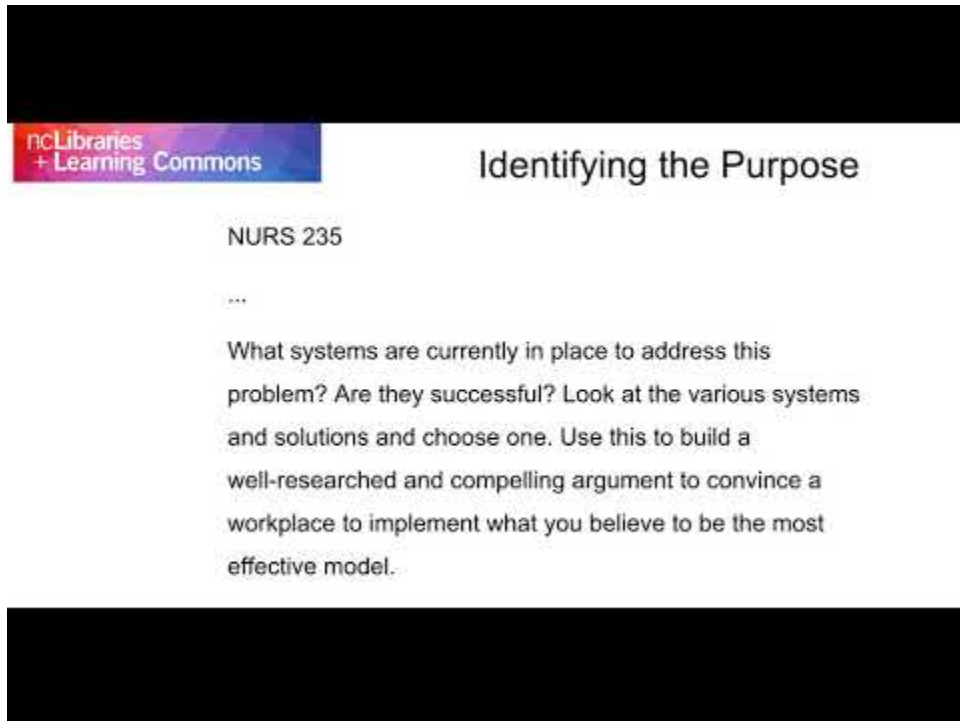
[Watch this video on Microsoft Stream.](#)

## Check your understanding:



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## Identifying the Purpose:



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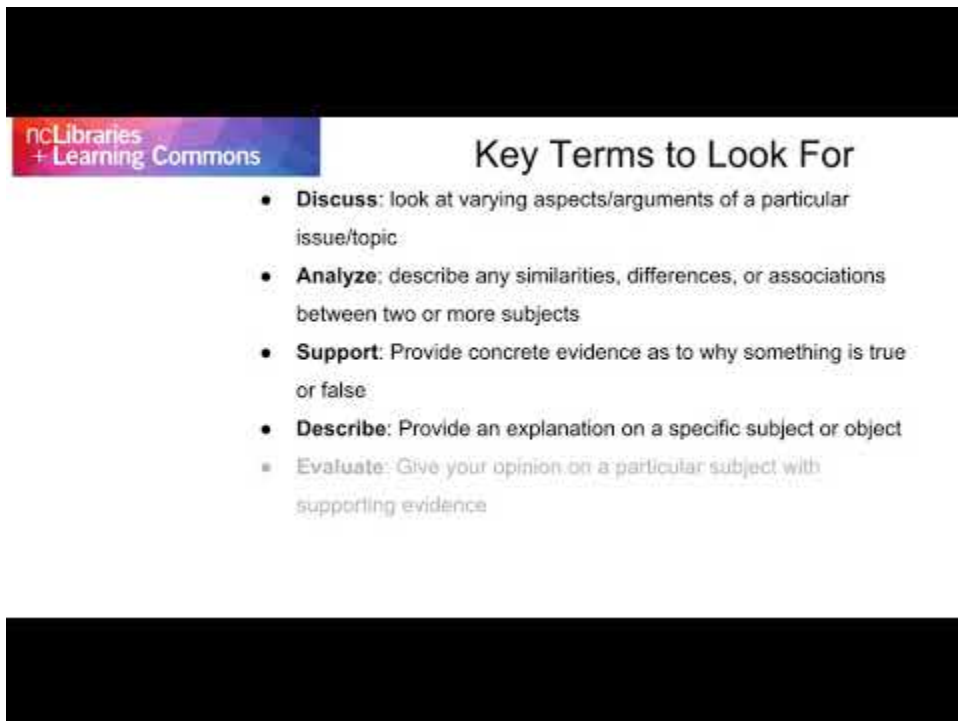
[Watch this video on Microsoft Stream.](#)

## Check your understanding:



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## Key Terms in an Assignment:



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- **Discuss:** look at varying aspects/arguments of a particular issue/topic
- **Analyze:** describe any similarities, differences, or associations between two or more subjects
- **Support:** Provide concrete evidence as to why something is true or false
- **Describe:** Provide an explanation on a specific subject or object
- **Evaluate:** Give your opinion on a particular subject with supporting evidence

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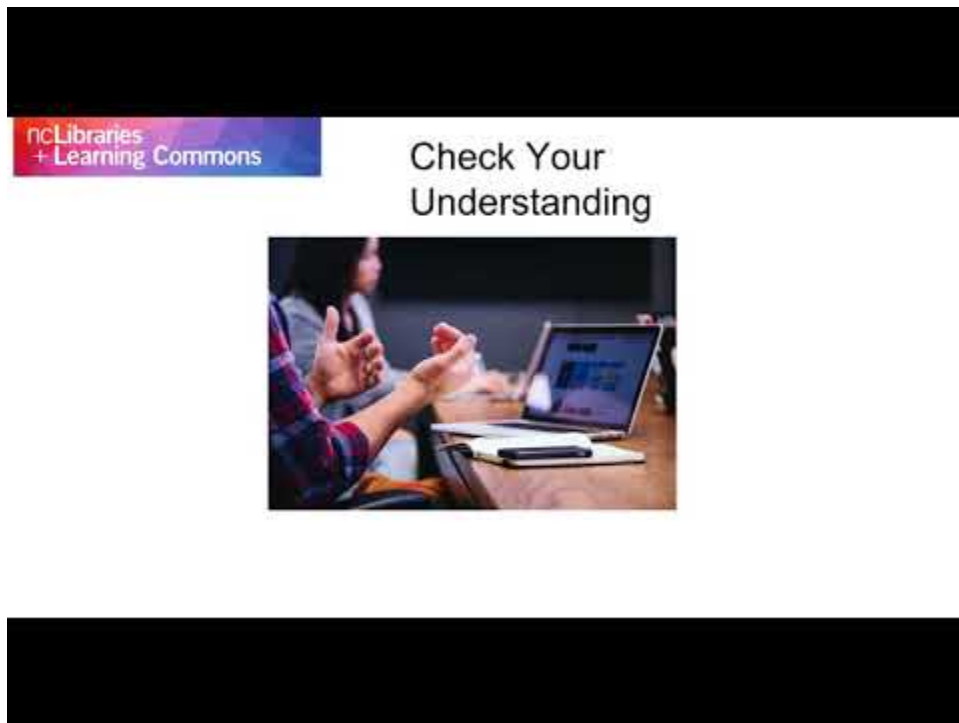
[Download a copy of key terms through The Learning Portal from College Libraries Ontario](#)

## Check your understanding:



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## Review your Interpretation of the Assignment:



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[Watch this video on Microsoft Stream.](#)

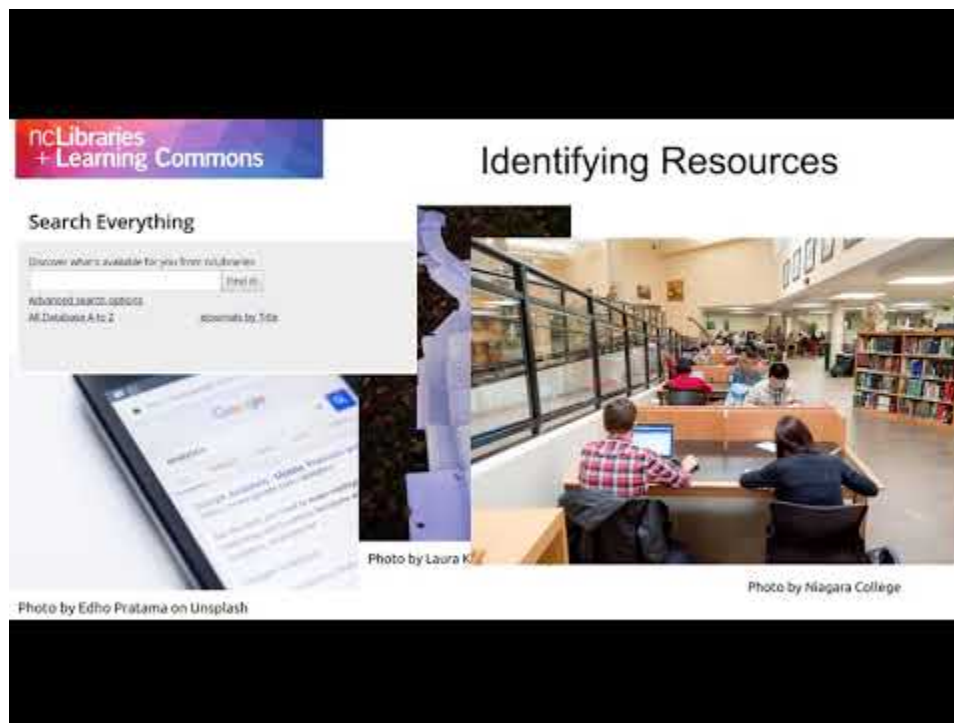
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## Identifying Resources:



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[Watch this video on Microsoft Stream.](#)

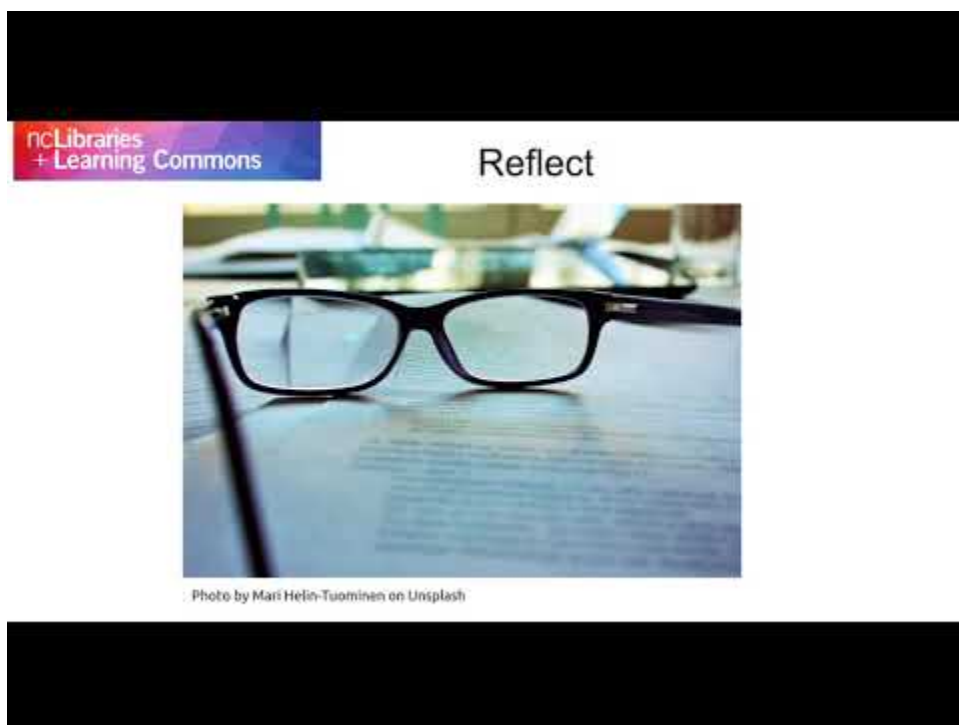
## Check your understanding:



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## Reflect on the Assignment:



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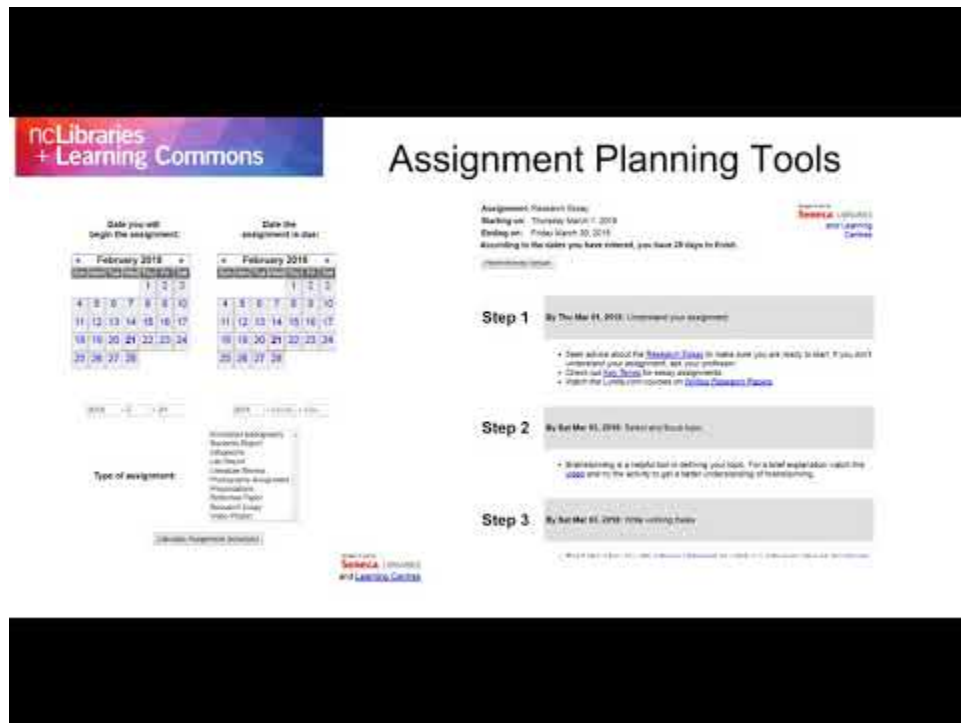
[Watch this video on Microsoft Stream.](#)

## Check your understanding:



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# Assignment Calculators:



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[Watch this video on Microsoft Stream.](#)

Examples of useful assignment planning tools:

- [Seneca College](#)
- [University of Toronto](#)
- [Ryerson University](#)

## Chapter Summary:



1. Note the logistical information, such as, due date, length, and number of sources.
2. Identify the topic of the assignment
3. Identify the purpose of the assignment by looking for key terms
4. Ask for clarification from your instructor, if needed, before beginning the assignment



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<https://ecampusontario.pressbooks.pub/ncinfoskills/?p=21>

[Watch this video on Microsoft Stream.](#)

## Further Questions?

Email [library@niagaracollege.ca](mailto:library@niagaracollege.ca).


# Developing a Research Topic

## Learning Outcomes:

After completing this chapter, you will be able to:

1. identify some goals to keep in mind as you choose a topic,
2. choose an approach to further develop, broaden or narrow your topic,
3. search for resources to get you started.

## Introduction:

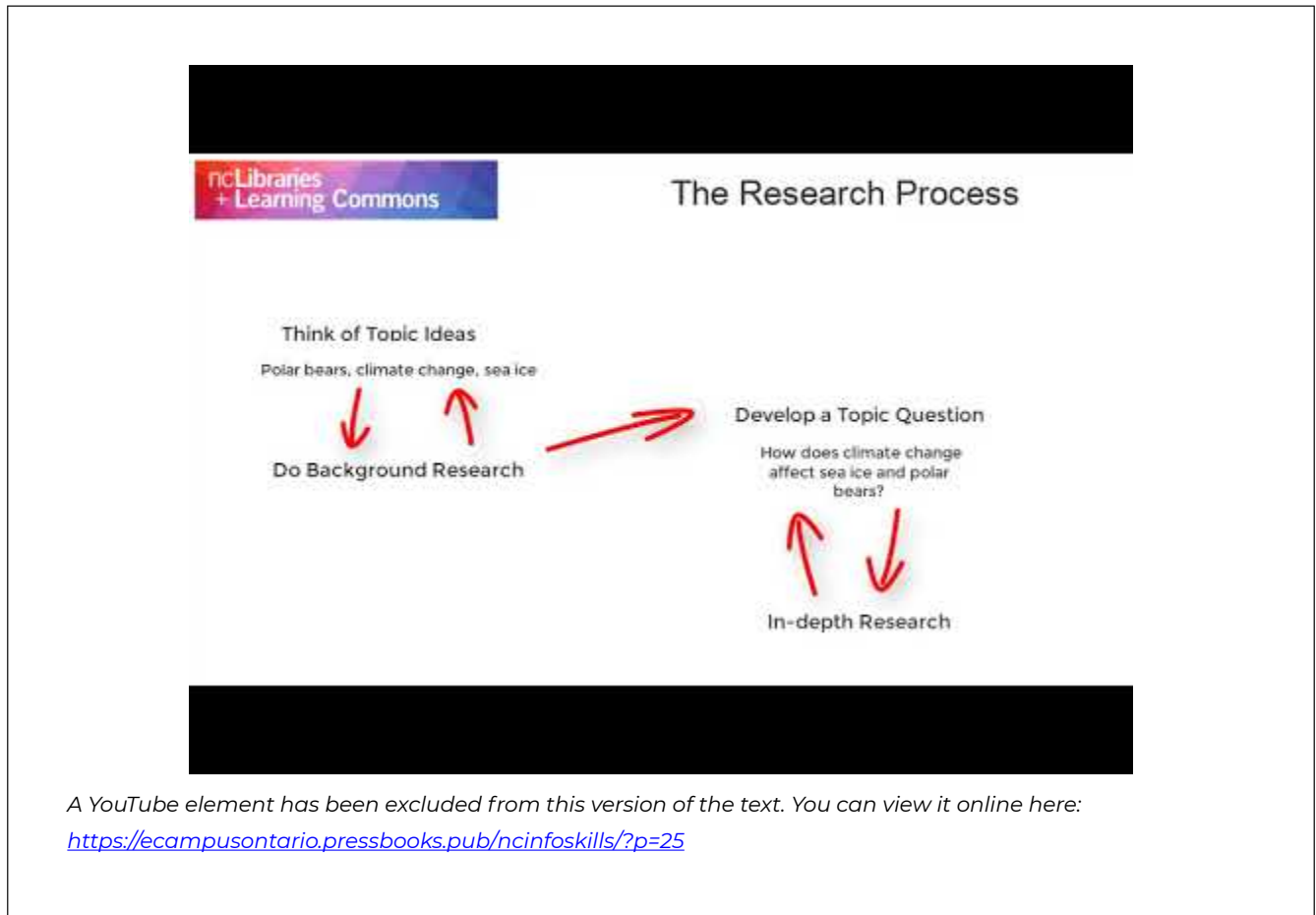


The collage features several images: a logo for 'ncLibraries + Learning Commons' in the top left; a polar bear on an ice floe; a stack of colorful banknotes; a large question mark on a screen with a person standing next to it; a close-up of a person's face; a modern building; a fire scene; and a hockey game in progress. The word 'Introduction' is written in the top right of the collage area.

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<https://ecampusontario.pressbooks.pub/ncinfoskills/?p=25>

[Watch this video on MS Stream](#)

## Research Process Overview:



[Watch this video on MS Stream](#)

## Check your understanding:



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## Goals of Choosing a Topic:

**nclibraries + Learning Commons**

### Goals

**Meet Assignment Requirements**

**Research Assigned!**

- Need at least 2 scholarly sources
- 3 pages in length
- Support your thesis
- Reference in APA format

**Interesting to you and your readers**

**Mix of sources available**

Research Data

NEWS

Magazines and Journals

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[Watch this video on MS Stream](#)

## Check your understanding:



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# Brainstorming



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## Brainstorming Approaches



Historical

How has the discussion of the financial crisis changed since 2008?



Geographical

How did the impact of the financial crisis differ in the US and Canada?



Sociological

Who lost the most after 2008? the rich or the poor? Blue collar or white collar workers?

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## Check your understanding:



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## Broadening and Narrowing your Topic:

**ncLibraries + Learning Commons**

### Broadening and Narrowing

Too broad:	"The life of polar bears"	>	Better:	"The effect of climate change on polar bears"
Too narrow:	"The 2008 financial crisis and bank losses in Niagara"	<	Better:	"The 2008 financial crisis and its effect on Canadian banks"

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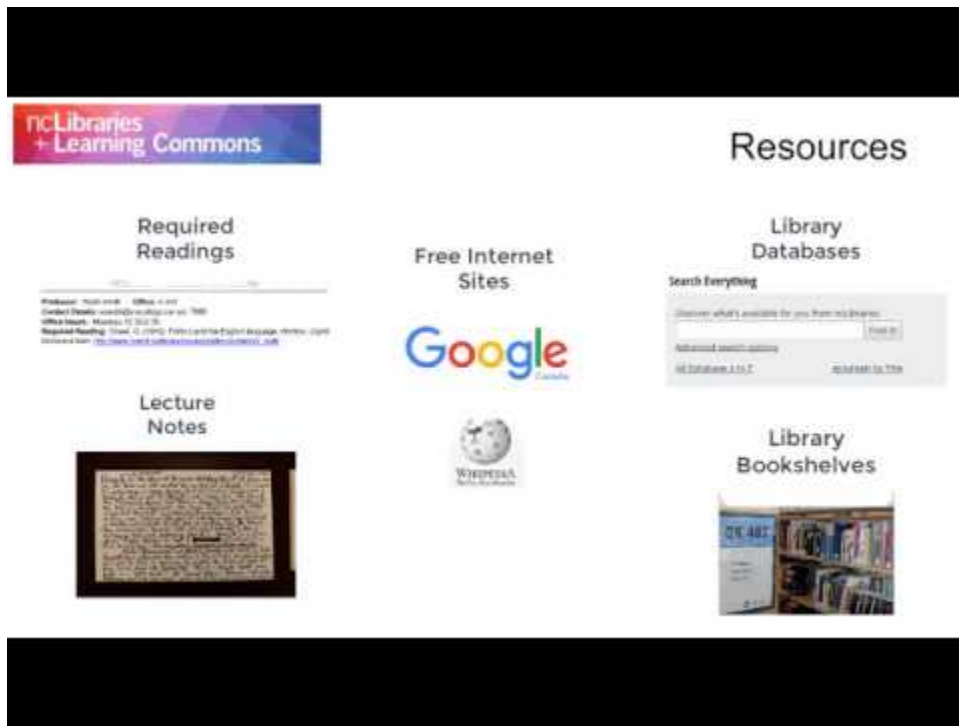
[Watch this video on MS Stream](#)

## Check your understanding:



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## Helpful Resources:



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## Check your understanding:




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## Further Resources:

ncLibraries  
+ Learning Commons

# Questions?



- Contact a librarian
- Visit these websites for further information

The Niagara College Library. [www.niagaracollege.ca/library](http://www.niagaracollege.ca/library)

The Learning Portal, College Libraries Ontario, The Writing Hub- Planning Your Essay. <https://tlp-lpa.ca/writing/planning>

Purdue Online Writing Lab (OWL). Invention: Starting the Writing Process. <https://owl.english.purdue.edu/owl/resource/587/01/>

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<https://ecampusontario.pressbooks.pub/ncinfoskills/?p=25>

### [Watch this video on MS Stream](#)

For further information on this topic:

The Learning Portal by College Libraries Ontario, The Writing Hub – Choose a Topic. <https://tlp-lpa.ca/research/choose-a-topic>

Purdue Online Writing Lab (OWL). Invention: Starting the Writing Process. <http://owl.english.purdue.edu/OWL/resource/587/01>

## Check your understanding:

H5P

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## Further Questions?

Email [library@niagaracollege.ca](mailto:library@niagaracollege.ca).

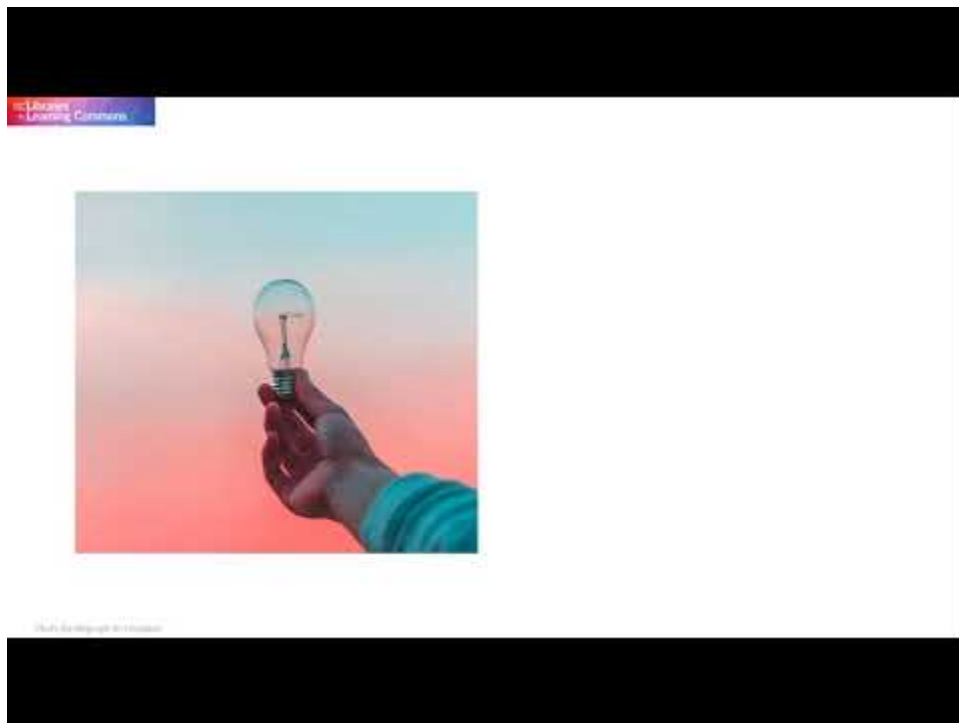
# What is a Library Database?

## Learning Objectives:

By the end of this chapter, you will be able to:

1. define what a library database is,
2. list different ways of how to access a library database on the library's website,
3. articulate the benefits of using library databases in order to complete your research.

## Introduction:

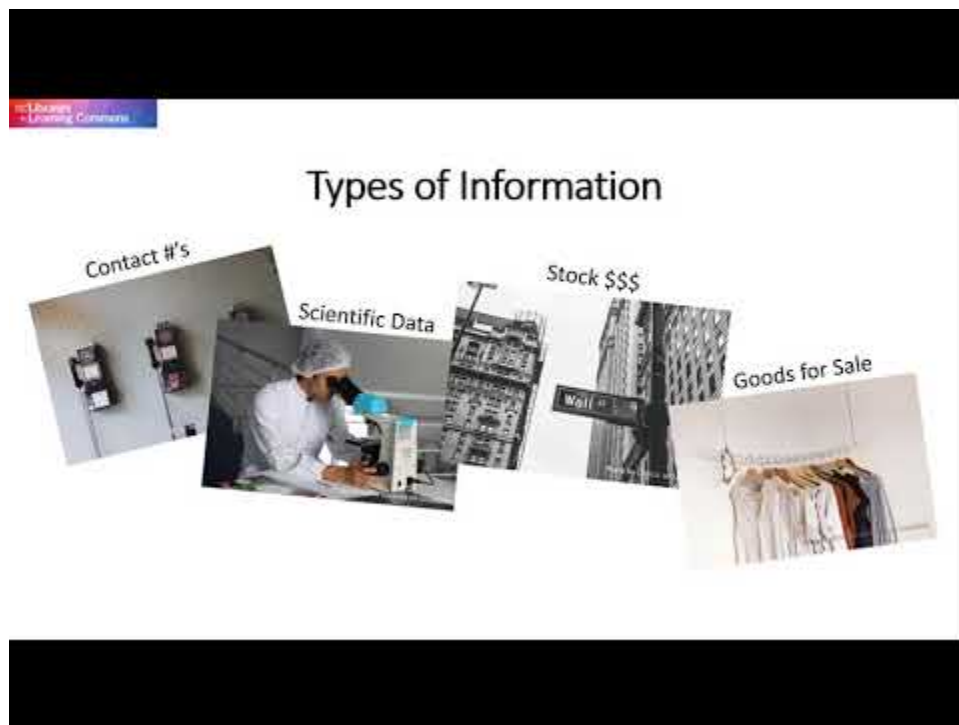


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<https://ecampusontario.pressbooks.pub/ncinfoskills/?p=27>

[Watch this video on Microsoft Stream.](#)

## Library Database Definition:



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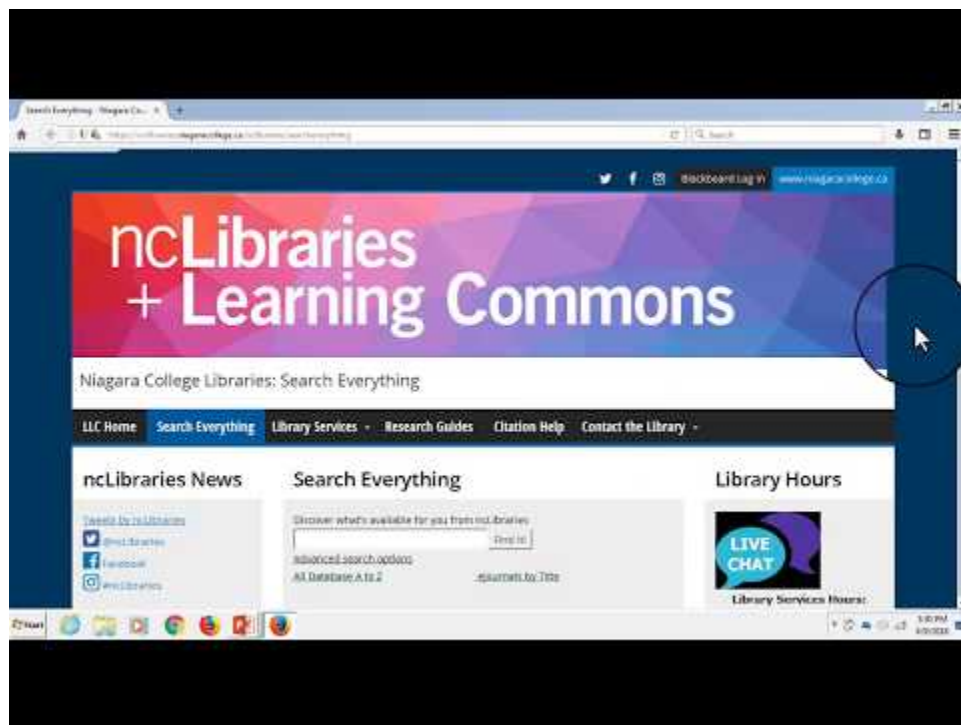
[Watch this video on Microsoft Stream.](#)

## Check your understanding:



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## How to Find a Library Database?:



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## Check your understanding:




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## Benefits of Using a Library Database:



**LIBRARY =**



**= GOOGLE**

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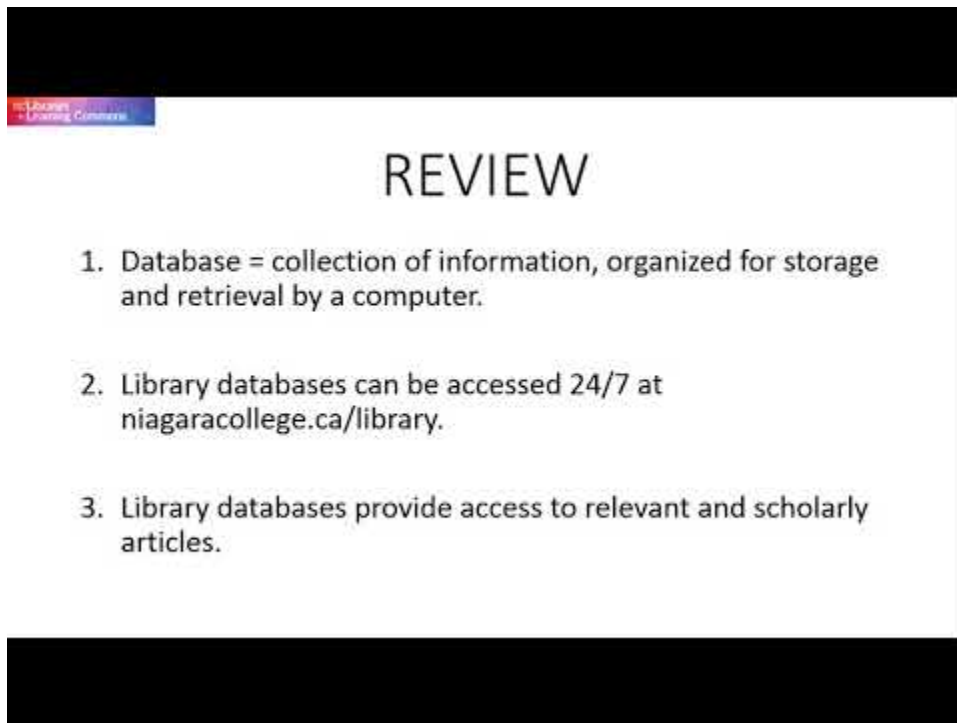
[Watch this video on Microsoft Stream.](#)

## Check Your Understanding:



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<https://ecampusontario.pressbooks.pub/ncinfoskills/?p=27#h5p-39>

## Review:



The screenshot shows a presentation slide with a black header bar at the top. Below the header, there is a small logo for 'Niagara College' in the top left corner. The main title of the slide is 'REVIEW' in large, bold, black letters. Below the title, there are three numbered points:

1. Database = collection of information, organized for storage and retrieval by a computer.
2. Library databases can be accessed 24/7 at [niagaracollege.ca/library](http://niagaracollege.ca/library).
3. Library databases provide access to relevant and scholarly articles.

At the bottom of the slide, there is a black footer bar.

*A YouTube element has been excluded from this version of the text. You can view it online here:*

<https://ecampusontario.pressbooks.pub/ncinfoskills/?p=27>

[Watch this video on Microsoft Stream.](#)

## Further Questions?

Email [library@niagaracollege.ca](mailto:library@niagaracollege.ca).

# The CRAAP Test and Evaluating Resources

## Learning Outcomes:

After completing this chapter you will be able to:

1. identify key components to evaluating information,
2. apply the CRAAP test as an evaluation tool.

## Introduction:

This chapter will outline some key concepts to consider when analyzing internet sources. This knowledge will help you do better research for assignments and in daily life.



*A video element has been excluded from this version of the text. You can watch it online here:*

<https://ecampusontario.pressbooks.pub/ncinfoskills/?p=41>

View the video with closed captions: <https://www.screencast.com/t/ldgATv88W>

## The importance of evaluating sources:



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## Check your understanding:



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## Consider the source:



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## Check your understanding:



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## Motivation & Bias:



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## Check your understanding:



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## Check the evidence:



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## Check your understanding:



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## Timeliness:



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View the video with closed captions: <https://www.screencast.com/t/mQ6Mts1csxVh>

## Check your understanding:



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## The CRAAP/RADAR Test:



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View the video with closed captions: <https://www.screencast.com/t/jKww03odKI>

## Check your understanding:



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## What makes news “fake”?



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View the video with closed captions: <https://www.screencast.com/t/dntdiX9NLN>

## Check your understanding:



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## Conclusion: be a skeptic!



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View the video with closed captions: <https://www.screencast.com/t/OGcSDzLSzEbr>

## Check your understanding:



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## Questions & credits:



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View the video with closed captions: <https://www.screencast.com/t/KhASPMQK>

## Further Questions?

Email [library@niagaracollege.ca](mailto:library@niagaracollege.ca).





# IDENTIFYING AND DISCOVERING RESOURCES

In this section, you will learn some key concepts to help you distinguish between different types of sources and how to develop effective search strategies to locate the resources you need. Chapters include:

- [Popular vs. Scholarly Sources](#)
- [Primary and Secondary Sources](#)
- [Generating Search Terms](#)
- [Internet Searching Tips](#)



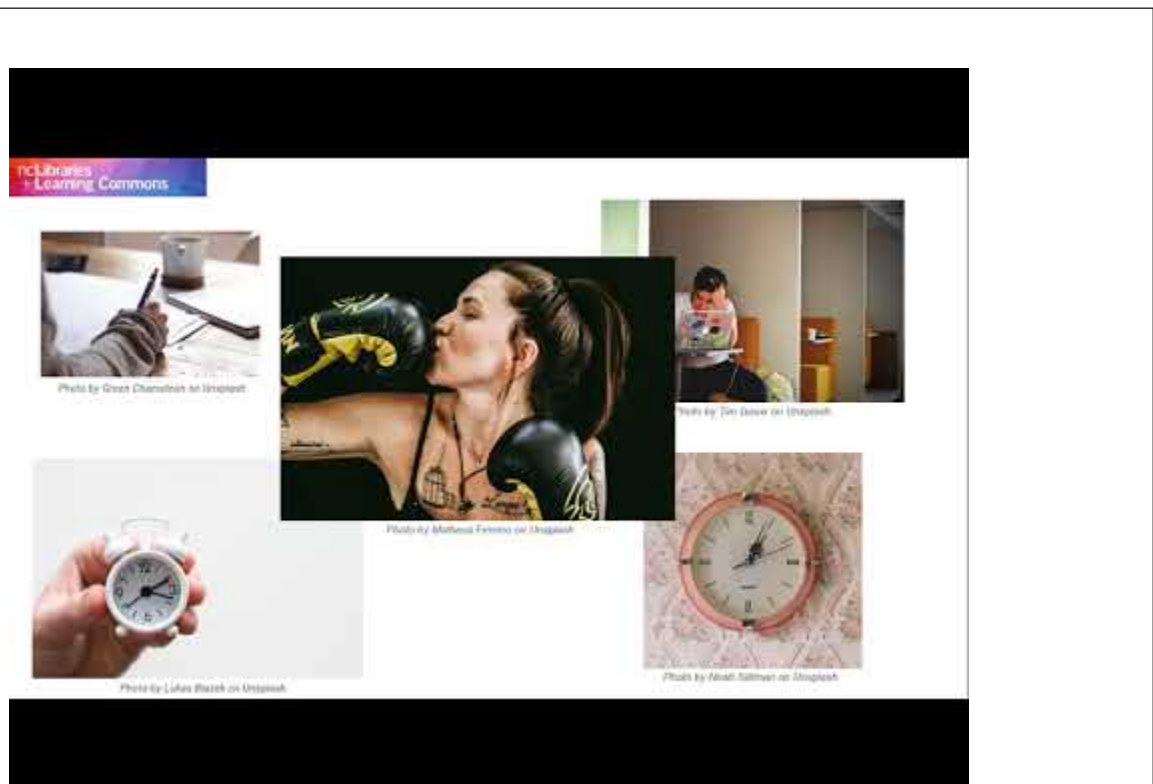
# Popular vs. Scholarly Sources

## Learning Objectives:

By the end of this chapter, you should be able to:

1. articulate the differences between popular and scholarly periodicals,
2. use these differences to help identify whether or not an article is popular or scholarly when doing a research assignment for class.

## What is a Periodical?:



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<https://ecampusontario.pressbooks.pub/ncinfoskills/?p=31>

## Check your understanding:



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<https://ecampusontario.pressbooks.pub/ncinfoskills/?p=31#h5p-61>

## Popular vs. Scholarly Periodicals:



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<https://ecampusontario.pressbooks.pub/ncinfoskills/?p=31>

## Check your understanding:



An interactive H5P element has been excluded from this version of the text. You can view it online here:  
<https://ecampusontario.pressbooks.pub/ncinfoskills/?p=31#h5p-63>

## Finding Scholarly Articles:



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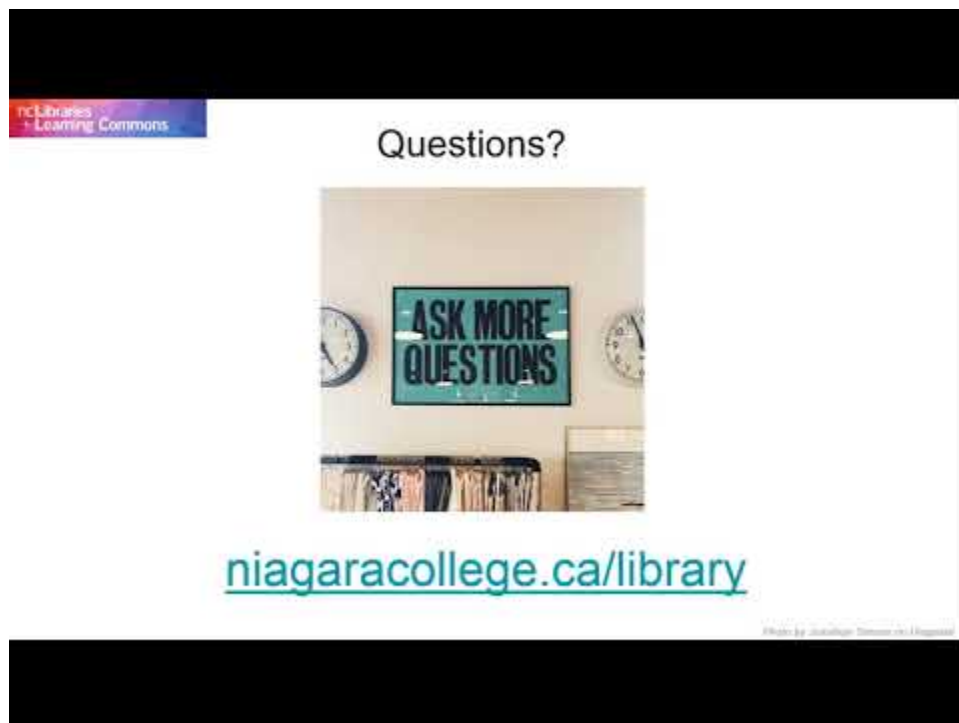
## Check your understanding:



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<https://ecampusontario.pressbooks.pub/ncinfoskills/?p=31#h5p-64>

## Conclusion:



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<https://ecampusontario.pressbooks.pub/ncinfoskills/?p=31>

## Further Questions?

Email [library@niagaracollege.ca](mailto:library@niagaracollege.ca).

# Primary and Secondary Sources

## Learning Outcomes:

After completing this chapter, you will be able to:

1. distinguish between primary and secondary sources,
2. use each type of source appropriately in your research.

Content originally created by Jen Klaudinyi for CLIP, modified by Jaclyn Chambers Page for Niagara College Libraries

## Introduction:



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<https://ecampusontario.pressbooks.pub/ncinfoskills/?p=33>

View video with closed captions: <https://www.screencast.com/t/TfYSu69vfXT0>

## Primary Sources: What are they?



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<https://ecampusontario.pressbooks.pub/ncinfoskills/?p=33>

View video with closed captions: <https://www.screencast.com/t/b49butdYGoK>

## Check your understanding:



*An interactive H5P element has been excluded from this version of the text. You can view it online here:*

<https://ecampusontario.pressbooks.pub/ncinfoskills/?p=33#h5p-28>

## Primary Source Examples:



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<https://ecampusontario.pressbooks.pub/ncinfoskills/?p=33>

View recording with closed captions: <https://www.screencast.com/t/NVPn7GJiQcw2>

## Check your understanding:



*An interactive H5P element has been excluded from this version of the text. You can view it online here:*  
<https://ecampusontario.pressbooks.pub/ncinfoskills/?p=33#h5p-29>

## When to use Primary Sources:



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<https://ecampusontario.pressbooks.pub/ncinfoskills/?p=33>

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## Check your understanding:



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<https://ecampusontario.pressbooks.pub/ncinfoskills/?p=33#h5p-30>

## Secondary Sources: What are they?





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<https://ecampusontario.pressbooks.pub/ncinfoskills/?p=33>

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## Check your understanding:



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<https://ecampusontario.pressbooks.pub/ncinfoskills/?p=33#h5p-31>

## Secondary Source Examples:



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<https://ecampusontario.pressbooks.pub/ncinfoskills/?p=33>

View the video with closed captions: <https://www.screencast.com/t/6Ahgzft3rbx>

## Check your understanding:



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<https://ecampusontario.pressbooks.pub/ncinfoskills/?p=33#h5p-32>

## When to use Secondary Sources:



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<https://ecampusontario.pressbooks.pub/ncinfoskills/?p=33>

View video with closed captions: <https://www.screencast.com/t/jfSSFeKxqTTI>

## Check your understanding:



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<https://ecampusontario.pressbooks.pub/ncinfoskills/?p=33#h5p-33>

## Primary and Secondary Sources Compared:



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<https://ecampusontario.pressbooks.pub/ncinfoskills/?p=33>

View video with closed captions: <https://www.screencast.com/t/hWlutzx968k>

## Check your understanding:



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<https://ecampusontario.pressbooks.pub/ncinfoskills/?p=33#h5p-34>

## Primary and Secondary Sources: The Importance of Context



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<https://ecampusontario.pressbooks.pub/ncinfoskills/?p=33>

View video with closed captions: <https://www.screencast.com/t/WyOK0DyG>

## Check your understanding:



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<https://ecampusontario.pressbooks.pub/ncinfoskills/?p=33#h5p-35>

## Primary and Secondary Sources: Review



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<https://ecampusontario.pressbooks.pub/ncinfoskills/?p=33>

View the video with closed captions: <https://www.screencast.com/t/pOL4TJ2kdzG>

## Check your understanding:



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<https://ecampusontario.pressbooks.pub/ncinfoskills/?p=33#h5p-36>

## Questions:



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<https://ecampusontario.pressbooks.pub/ncinfoskills/?p=33>

View the video with closed captions: <https://www.screencast.com/t/yzYd0ab4u19>

## Credits:



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<https://ecampusontario.pressbooks.pub/ncinfoskills/?p=33>

View the video with closed captions: <https://www.screencast.com/t/TOgEALL2czB>

## Further Questions?

Email [library@niagaracollege.ca](mailto:library@niagaracollege.ca).

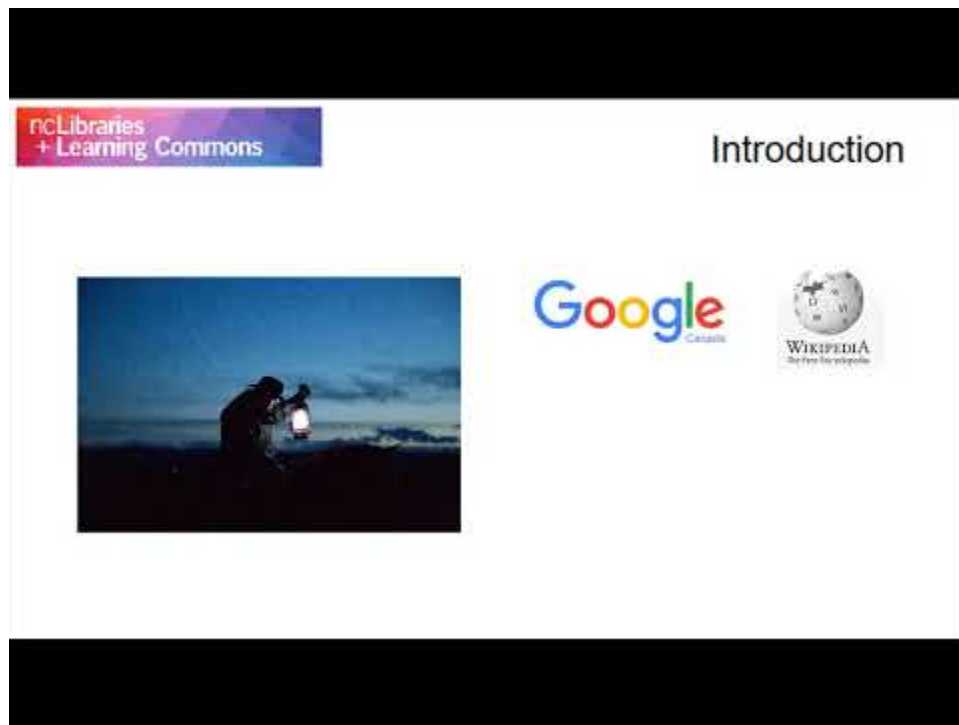
# Generating Search Terms

## Learning Outcomes

After completing this chapter, you will be able to:

1. describe why creating good search terms is important,
2. identify different strategies for creating effective search terms.

## Introduction

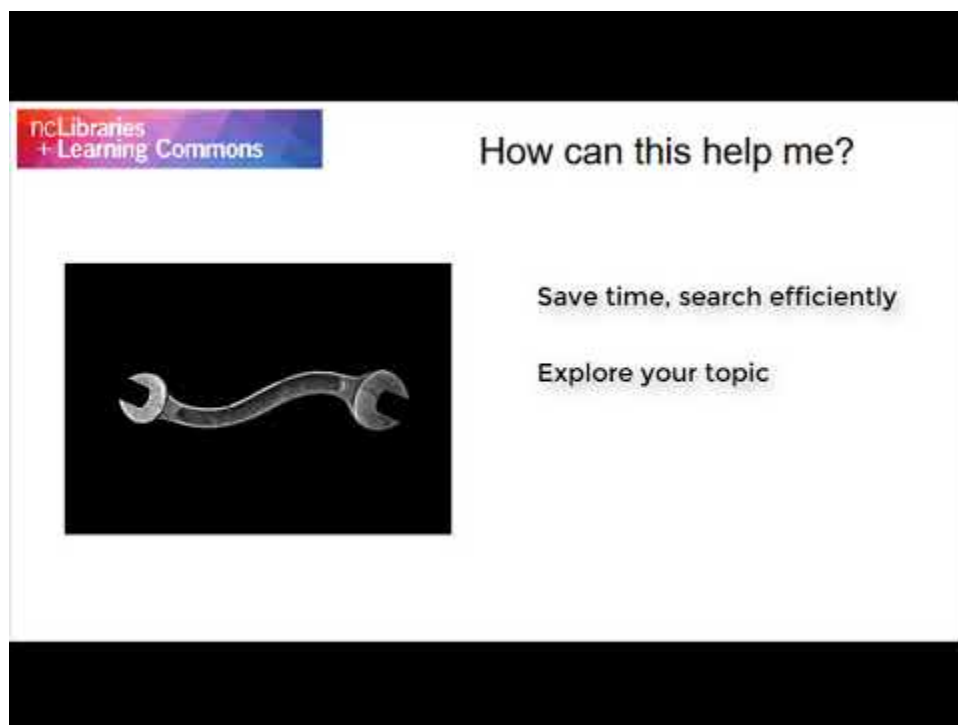


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<https://ecampusontario.pressbooks.pub/ncinfoskills/?p=23>

[Watch the video on Microsoft Stream.](#)

## How Effective Search Terms Help



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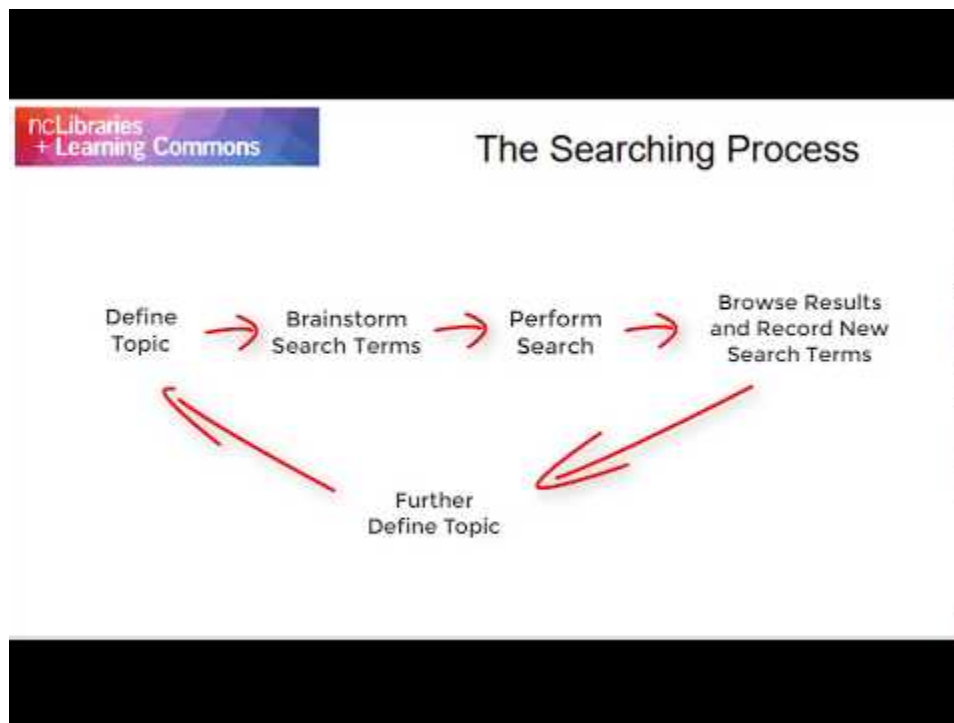
[Watch this video on Microsoft Stream.](#)

### Check your understanding:



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<https://ecampusontario.pressbooks.pub/ncinfoskills/?p=23#h5p-22>

## The Research Process



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[Watch this video on Microsoft Stream.](#)

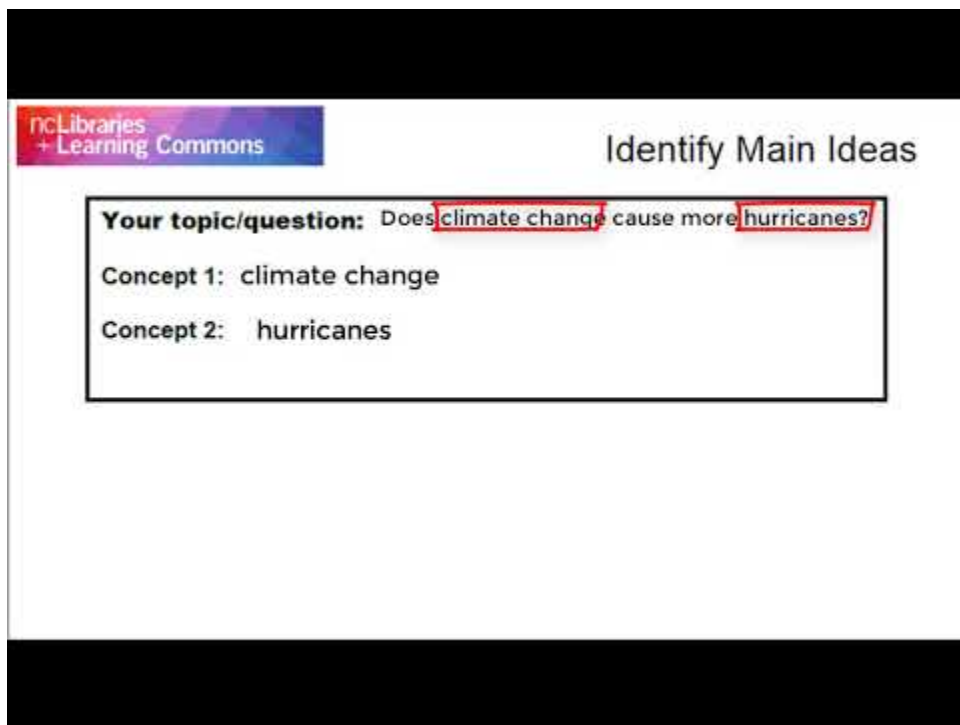
### Check your understanding:



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<https://ecampusontario.pressbooks.pub/ncinfoskills/?p=23#h5p-23>

## Identify Main Ideas



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+ Learning Commons

### Identify Main Ideas

**Your topic/question:** Does climate change cause more hurricanes?

**Concept 1:** climate change

**Concept 2:** hurricanes

A YouTube element has been excluded from this version of the text. You can view it online here:

<https://ecampusontario.pressbooks.pub/ncinfoskills/?p=23>

[Watch this video on Microsoft Stream.](#)

## Check your understanding:

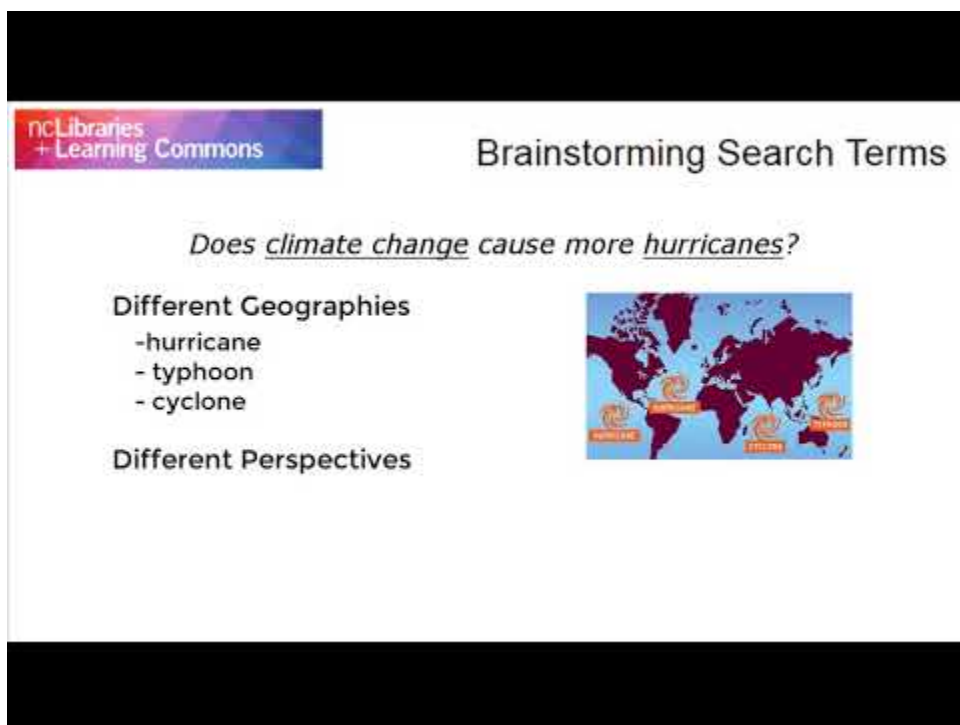


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<https://ecampusontario.pressbooks.pub/ncinfoskills/?p=23#h5p-24>



## Brainstorming Search Words



The screenshot shows a presentation slide with a black header bar at the top. Below the header is a logo for 'ncLibraries + Learning Commons' on the left and the title 'Brainstorming Search Terms' on the right. The main content of the slide is centered and includes the question 'Does climate change cause more hurricanes?'. Below the question, there are two sections: 'Different Geographies' with a list of terms: '-hurricane', '- typhoon', and '- cyclone'; and 'Different Perspectives'. To the right of the text is a world map with several orange circular icons overlaid on it, each containing a search term like 'hurricane' or 'typhoon'. The slide is framed by black bars at the top and bottom.

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<https://ecampusontario.pressbooks.pub/ncinfoskills/?p=23>

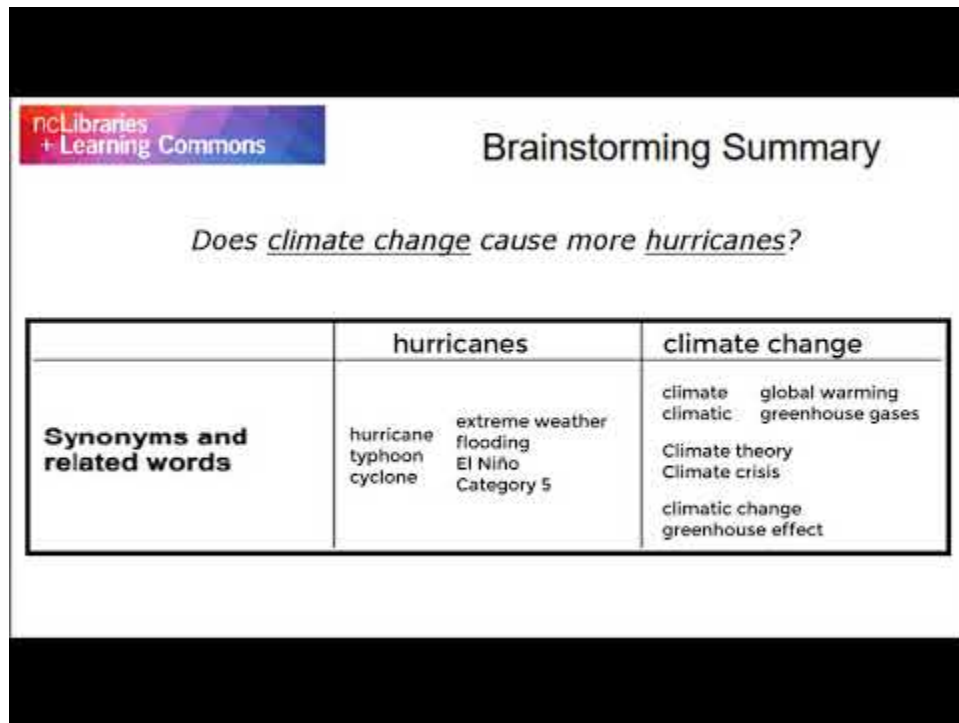
[Watch this video on Microsoft Stream.](#)

## Check your understanding:



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<https://ecampusontario.pressbooks.pub/ncinfoskills/?p=23#h5p-25>

## Synonyms and Related Words



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### Brainstorming Summary

*Does climate change cause more hurricanes?*

	hurricanes	climate change
<b>Synonyms and related words</b>	hurricane typhoon cyclone  extreme weather flooding El Niño Category 5	climate climatic Climate theory Climate crisis  climatic change greenhouse effect  global warming greenhouse gases

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<https://ecampusontario.pressbooks.pub/ncinfoskills/?p=23>

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## Check your understanding:



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<https://ecampusontario.pressbooks.pub/ncinfoskills/?p=23#h5p-26>

## Questions



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Questions?



[www.niagaracollege.ca/library](http://www.niagaracollege.ca/library)

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Horse rider photo by [Priscilla Du Preez](https://unsplash.com/photos/5447istDJl8) on [Unsplash](https://unsplash.com/photos/5447istDJl8), available at <https://unsplash.com/photos/5447istDJl8>  
Wrench photo by [Matt Artz](https://unsplash.com/photos/5GcFQ4mC) on [Unsplash](https://unsplash.com/photos/5GcFQ4mC), available at <https://unsplash.com/photos/5GcFQ4mC>  
Transcription by The drawing is signed, 'Electrical World, N.Y.' [Public domain], via Wikimedia Commons. Available at: [https://upload.wikimedia.org/wikipedia/commons/3b/3b9/Transcription\\_using\\_cylinder\\_phonograph.png](https://upload.wikimedia.org/wikipedia/commons/3b/3b9/Transcription_using_cylinder_phonograph.png)  
The difference between a hurricane a cyclone and a typhoon, by [allispossible.org.uk](https://www.allispossible.org.uk/). Used under a Creative Commons Attribution-Non-Commercial 2.0 Generic license (CC BY-NC 2.0). Cropped from original. Available at <https://i.flic.kr/p/hvoJdg>  
More questions than answers, by [Tom Waterhouse](https://i.flic.kr/p/b20VwSP). Used under a Creative Commons Attribution-Non-Commercial 2.0 Generic license (CC BY-NC 2.0). Available at <https://i.flic.kr/p/b20VwSP>

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<https://ecampusontario.pressbooks.pub/ncinfoskills/?p=23>

[Watch this video on Microsoft Stream.](#)

## For further information on this topic:

The Learning Portal by College Libraries Ontario. The Writing Hub – Choose a Topic. <https://tlp-lpa.ca/research/choose-a-topic>

Purdue Online Writing Lab (OWL). Invention: Starting the Writing Process. <http://owl.english.purdue.edu/OWL/resource/587/01>

## Further Questions?

Email [library@niagaracollege.ca](mailto:library@niagaracollege.ca).

# Internet Searching Tips

## Learning outcomes:

After completing this chapter, you will be able to:

1. apply advanced search techniques to find appropriate internet resources,
2. develop strategies to search the internet efficiently.

## Introduction



*A video element has been excluded from this version of the text. You can watch it online here:*  
<https://ecampusontario.pressbooks.pub/ncinfoskills/?p=29>

View the video with closed captions: <https://www.screencast.com/t/gnnzYCCLLGv8>

## Google Basics



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## Check your understanding:



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## Search Strategies



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### Check your understanding:



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<https://ecampusontario.pressbooks.pub/ncinfoskills/?p=29#h5p-17>



A video element has been excluded from this version of the text. You can watch it online here:  
<https://ecampusontario.pressbooks.pub/ncinfoskills/?p=29>

View the video with closed captions: <https://www.screencast.com/t/3FIrsrDO>

### Check your understanding:



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<https://ecampusontario.pressbooks.pub/ncinfoskills/?p=29#h5p-18>



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<https://ecampusontario.pressbooks.pub/ncinfoskills/?p=29>

View the video with closed captions: <https://www.screencast.com/t/SQezoUiNvLd5>

## Check your understanding:



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<https://ecampusontario.pressbooks.pub/ncinfoskills/?p=29#h5p-19>

## Google Advanced Search Features



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View the video with closed captions: <https://www.screencast.com/t/kP5LiSIAi3mR>

## Check your understanding:



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## Other Search Engines to Try



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<https://ecampusontario.pressbooks.pub/ncinfoskills/?p=29>

View the video with closed captions: <https://www.screencast.com/t/sVpBiHqe>

## Check your understanding:



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## Review



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View the video with closed captions: <https://www.screencast.com/t/BOUy4UXiy>

## Questions



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View the video with closed captions: <https://www.screencast.com/t/8rvWeRP7m2>

## References



A video element has been excluded from this version of the text. You can watch it online here: <https://ecampusontario.pressbooks.pub/ncinfoskills/?p=29>

View the video with closed captions: <https://www.screencast.com/t/MgPlug4b0g>

Find more information from these sources:

- [How to Search on Google](#)
- [Refine Web Searches](#)

## Credits



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<https://ecampusontario.pressbooks.pub/ncinfoskills/?p=29>

View the video with closed captions: <https://www.screencast.com/t/bNUKnDBmWkz>

## Further Questions?

Email [library@niagaracollege.ca](mailto:library@niagaracollege.ca).



# ACADEMIC INTEGRITY: OVERVIEW

This section provides an overview of academic integrity and honesty. Chapters include:

- [Avoiding Plagiarism](#)
- [Copy"Right"](#)



# Avoiding Plagiarism

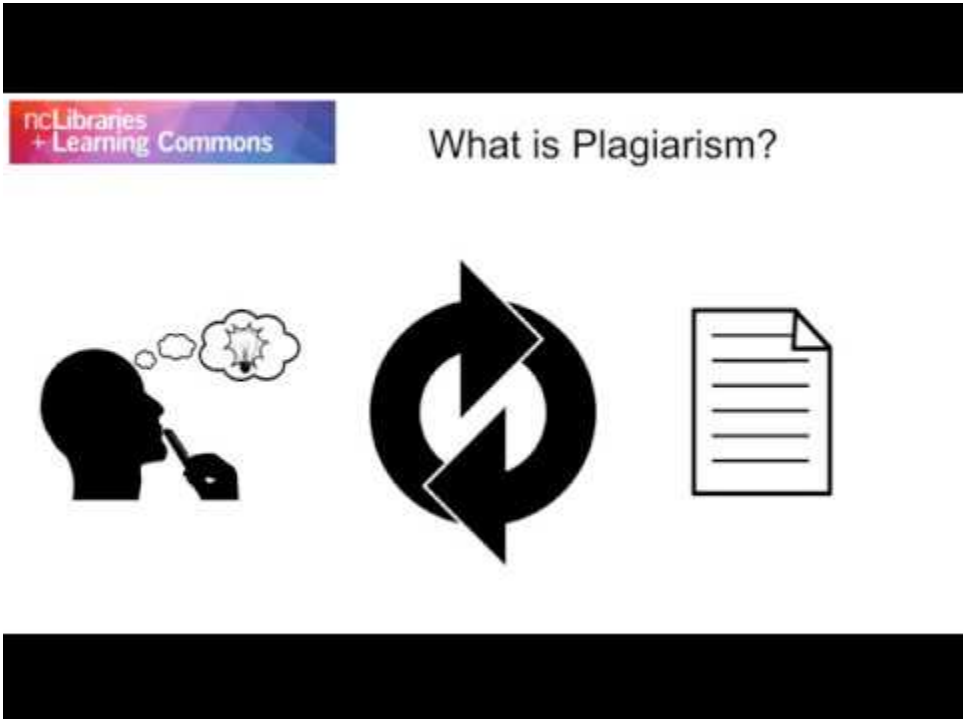
## Learning Outcomes:

After completing this chapter, you will be able to:

- define plagiarism,
- identify consequences for committing plagiarism at Niagara College,
- describe some common types of plagiarism,
- name one way to avoid plagiarism in your own work.

## Introduction:

Unsure of what plagiarism actually is? Watch this video to find out.



A YouTube element has been excluded from this version of the text. You can view it online here:  
<https://ecampusontario.pressbooks.pub/ncinfoskills/?p=37>

[Watch this video on MS Stream](#)

## Check your understanding:



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<https://ecampusontario.pressbooks.pub/ncinfoskills/?p=37#h5p-83>

## Student Responsibilities:

As a Niagara College student, you are responsible to uphold the College's standards for academic integrity and honesty. Here are two essential items you need to be aware of regarding plagiarism:

- [Niagara College's Academic Honesty Policy](#)
- [Niagara College's Academic Rights and Responsibilities Policy](#)

The same information can also be found in the "Academic Responsibilities" section of the student handbook.

## Check your understanding:

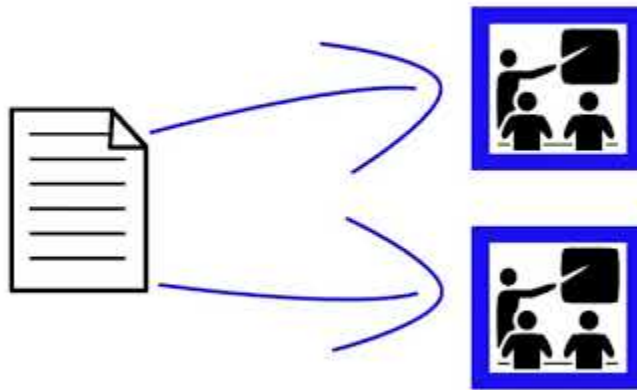


An interactive H5P element has been excluded from this version of the text. You can view it online here:  
<https://ecampusontario.pressbooks.pub/ncinfoskills/?p=37#h5p-78>

## Types of Plagiarism:

There is more than one way to get accused of committing plagiarism. Watch this video to learn the different types of plagiarism so that you can avoid it in your own work.

## What is Plagiarism: Resubmitting



Paper image by Open Free Vector Images from Pixabay  
School images by OpenClipart, vectors from Pixabay

(Sturges.com, 2016)

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[Watch this video on MS Stream](#)

## Check your understanding:



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<https://ecampusontario.pressbooks.pub/ncinfoskills/?p=37#h5p-84>

## The Why, Where, and When of Citing:

One of the easiest ways to avoid being accused of plagiarism is to always cite your sources. Watch this video for more information on why you should cite your sources, as well as where/when to cite your sources.



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<https://ecampusontario.pressbooks.pub/ncinfoskills/?p=37>

[Watch this video on MS Stream](#)

## Check your understanding:



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<https://ecampusontario.pressbooks.pub/ncinfoskills/?p=37#h5p-85>

## Additional Sources:

- [ncLibraries' "Avoiding Plagiarism" module](#)
- [ncLibraries "Citation + Plagiarism" research guide](#)
- [The Learning Portal's "How to Cite" guide](#)

## Further Questions?

Email [library@niagaracollege.ca](mailto:library@niagaracollege.ca).

# Copyright

## Learning Outcomes:

After completing this chapter, you will be able to:

1. identify key principles of Canadian Copyright Law,
2. understand how to copy “right” as a Niagara College Student,
3. articulate limits to the Public Domain and Fair Dealing,
4. name alternatives to traditional copyright practices.

## Overview of Canadian Copyright Law:

### What you will learn today:

- The definition of copyright
- How a work is protected by copyright
- What is protected by copyright and what is not protected by copyright

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<https://ecampusontario.pressbooks.pub/ncinfoskills/?p=39>

[Watch this video on MS Stream](#)



## Check your understanding:



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An interactive H5P element has been excluded from this version of the text. You can view it online here:  
<https://ecampusontario.pressbooks.pub/ncinfoskills/?p=39#h5p-66>

## Copyright Policy at Niagara College:

As a Niagara College student, you are responsible for following the copyright practices of the college. In particular, you should be aware of:

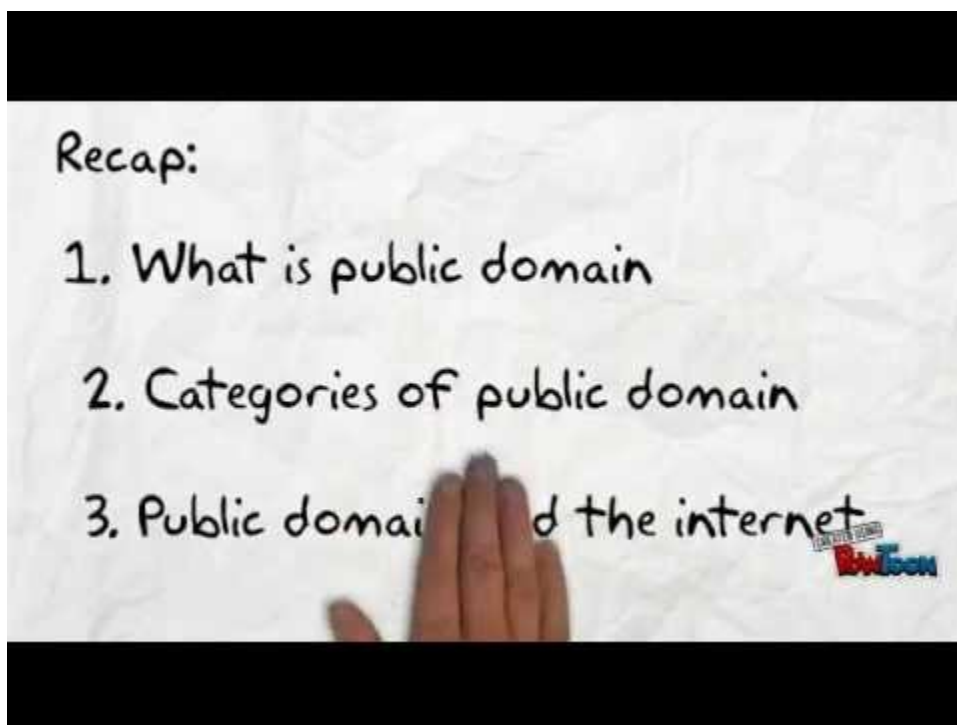
- [Niagara College's Copyright Compliance Policy](#)

## Check your understanding:



An interactive H5P element has been excluded from this version of the text. You can view it online here:  
<https://ecampusontario.pressbooks.pub/ncinfoskills/?p=39#h5p-87>

## Understanding the Public Domain:



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<https://ecampusontario.pressbooks.pub/ncinfoskills/?p=39>

[Watch this video on MS Stream](#)

## Check your Understanding:



An interactive H5P element has been excluded from this version of the text. You can view it online here:

<https://ecampusontario.pressbooks.pub/ncinfoskills/?p=39#h5p-88>

## Understanding Fair Dealing:



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<https://ecampusontario.pressbooks.pub/ncinfoskills/?p=39>

[Watch this video on MS Stream](#)

## Check your understanding:



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<https://ecampusontario.pressbooks.pub/ncinfoskills/?p=39#h5p-89>

## Understanding the Creative Commons:



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<https://ecampusontario.pressbooks.pub/ncinfoskills/?p=39>

If you cannot view this video on YouTube, please review the information on [creativecommons.org](https://creativecommons.org) as an alternative.

## Check your understanding:



An interactive H5P element has been excluded from this version of the text. You can view it online here:

<https://ecampusontario.pressbooks.pub/ncinfoskills/?p=39#h5p-90>

## Additional Resources:

- [ncLibraries "Copyright for Students" Subject Guide](#)
- [ncLibraries "Guidelines for Posting, Scanning, and Copying"](#)

- [ncLibraries "Citation + Plagiarism" Subject Guide](#)

## Further Questions?

Email [library@niagaracollege.ca](mailto:library@niagaracollege.ca).



# ACADEMIC INTEGRITY: CITATIONS

This section provides an overview of how to document your sources using a variety of citation styles. Chapters include:

- [APA Style](#)
- [IEEE Style](#)
- [MLA Style](#)





# APA Style

## Learning outcomes:

After completing this module, you will be able to:

1. explain why it is important to document sources,
2. describe different types of commonly used citation styles,
3. know how to construct and use citations in your own work.

## Introduction

Please watch the following video to learn some key facts about citations. Make sure you take note of the section on “common knowledge”:



A YouTube element has been excluded from this version of the text. You can view it online here:

<https://ecampusontario.pressbooks.pub/ncinfoskills/?p=483>

[Watch this video on MS Stream](#)

## Check your understanding:



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<https://ecampusontario.pressbooks.pub/ncinfoskills/?p=483#h5p-49>



An interactive H5P element has been excluded from this version of the text. You can view it online here:  
<https://ecampusontario.pressbooks.pub/ncinfoskills/?p=483#h5p-50>

## The Importance of Scholarly Sharing:

As you learned in the plagiarism module, by giving credit to your sources you are contributing to the conversation of scholarship!

What does this mean? Citing your sources allows others to conduct further research into your topic by following the same path you took and drawing their own conclusions. Appropriate sourcing also demonstrates that you are a respectful and diligent researcher, which is essential to your professional reputation.

## ncLibraries Citation + Plagiarism Guide:

The ncLibraries [Citation + Plagiarism guide](#) is a tool created to help you construct citations successfully. Please review the guide and complete the digital “scavenger hunt” below (all of the answers can be found in the guide):



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<https://ecampusontario.pressbooks.pub/ncinfoskills/?p=483#h5p-51>



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<https://ecampusontario.pressbooks.pub/ncinfoskills/?p=483#h5p-52>



An interactive H5P element has been excluded from this version of the text. You can view it online here: <https://ecampusontario.pressbooks.pub/ncinfoskills/?p=483#h5p-53>

## APA Jumble:

Use the [Citation + Plagiarism guide](#) to help you choose the correct reference in [this APA jumble](#).

## Integrating your citations:

In order to ensure you avoid plagiarism, you also need to integrate sources into your work correctly.

You may have noticed the examples in the previous tutorial forgot to emphasize this point, so here is a helpful guide to help you use your sources appropriately (examples are APA Style): [Integrating Quotations.pptx](#).

You can also download helpful tip sheets from [College Libraries Ontario's Learning Portal](#), including:

- [Using Quotations](#)
- [Paraphrasing](#)
- [Avoiding Plagiarism](#)

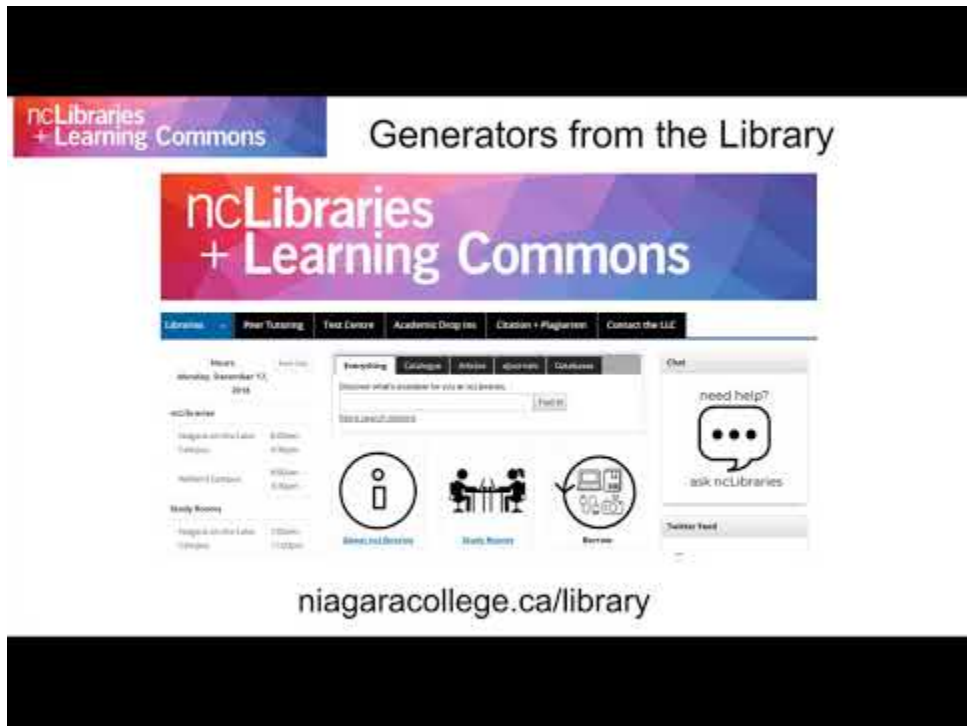
## Check your understanding:



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## Citation Generators:

There are a number of citation generators available online for free and from library databases. These are extremely useful tools, but always make sure to proofread your results!



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## Check your understanding:



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## Additional Resource: The Learning Portal

Visit College Libraries Ontario's [Learning Portal](#) for further resources on citing and referencing.

## References

Buck, S. (n.d.). Why you need to cite sources [Video file]. Retrieved from <https://softchalkcloud.com/lesson/serve/iLrII5R1x7FUmo/html>

HumberLibraries. (2014, November 12). APA in minutes [Video file]. Retrieved from <https://youtu.be/mIjDr93WC4A?list=PLOjUhNG9PY-GI5hMLuxDQ2ywiCcdVJNa0>

Klaudinyi, K. (n.d.). Incorporating sources into your research paper [Video file]. Retrieved from <https://softchalkcloud.com/lesson/serve/8kJ0PRcb3E9wlo/html>

Memorial University Libraries. (2013, September 10). Referencing sources in APA style: A basic introduction [Video file]. Retrieved from [https://youtu.be/gGtKh\\_-9OC0](https://youtu.be/gGtKh_-9OC0)

NC Libraries. (2014, December 19). Don't lose "cite" of avoiding plagiarism [Video file]. Retrieved from <https://youtu.be/IJlqWTAN8Qc>

NC Libraries. (2017, October 4). The why, where, and when of citing [Video file]. Retrieved from <https://youtu.be/4sMLdrwVzvo>

NC Libraries. (2018, December 17). Citation generation with nLibraries [Video file]. Retrieved from <https://youtu.be/qZt3FBOxIFs>

## Further Questions:

Email [library@niagaracollege.ca](mailto:library@niagaracollege.ca).

# IEEE Style

## Learning Outcomes:

After completing this chapter, you will be able to:

1. explain why it is important to document sources,
2. describe different types of commonly used citation styles,
3. know how to construct and use citations in your own work.

## Introduction:

Please watch the following video to learn some key facts about citations. Make sure you take note of the section called “Common Knowledge.”



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<https://ecampusontario.pressbooks.pub/ncinfoskills/?p=484>

[Watch this video on MS Stream](#)

## Check your understanding:



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<https://ecampusontario.pressbooks.pub/ncinfoskills/?p=484#h5p-49>



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<https://ecampusontario.pressbooks.pub/ncinfoskills/?p=484#h5p-50>

## The Importance of Scholarly Sharing:

As you learned in the plagiarism module, by giving credit to your sources you are contributing to the conversation of scholarship!

What does this mean? Citing your sources allows others to conduct further research into your topic by following the same path you took and drawing their own conclusions. Appropriate sourcing also demonstrates that you are a respectful and diligent researcher, which is essential to your professional reputation.

## ncLibraries Citation + Plagiarism Guide:

The ncLibraries [Citation + Plagiarism guide](#) is a tool created to help you construct citations successfully. Please review the guide and complete the digital “scavenger hunt” below (all of the answers can be found in the guide):



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<https://ecampusontario.pressbooks.pub/ncinfoskills/?p=484#h5p-72>

## IEEE Jumble:

Use the [Citation + Plagiarism guide](#) to help you choose the correct reference in this [IEEE Jumble](#).

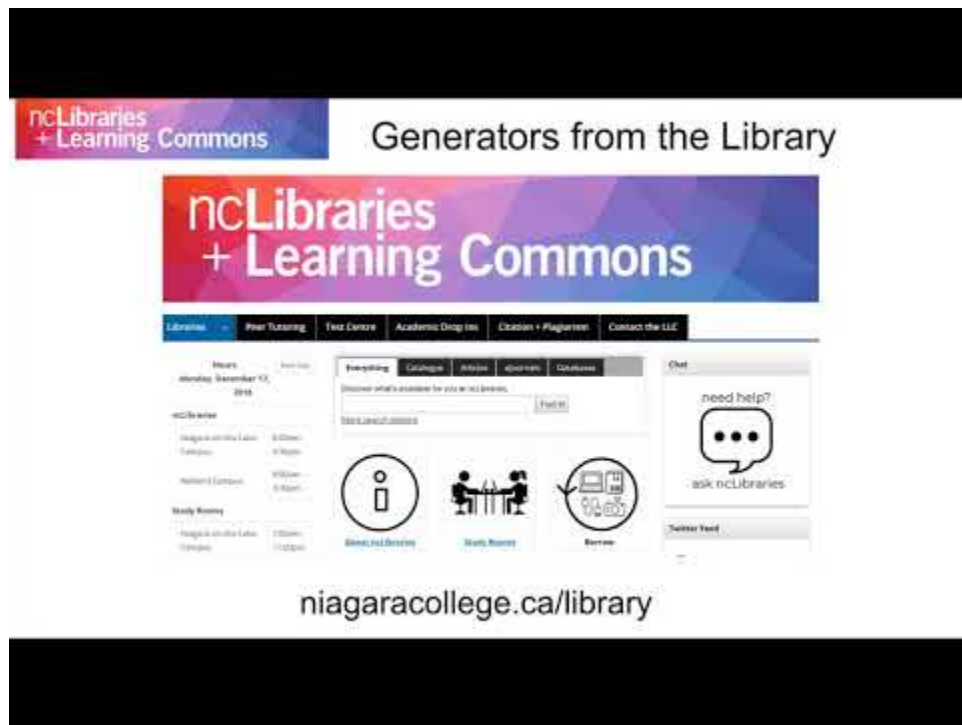
## IEEE Citation Guide:

In addition to nCLibraries [Citation + Plagiarism guide](#), the [2018 IEEE Reference Guide](#) is freely available online for users to access.

Users are instructed to consult the [Chicago Manual of Style](#) for resources not listed in this guide.

## Citation Generators:

There are a number of citation generators available online for free and from library databases. These are extremely useful tools, but always make sure to proofread your results!



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## Check your understanding:



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## Additional Resources: The Learning Portal

Visit College Libraries Ontario's [Learning Portal](#) for further resources on citing and referencing.

In particular, consult the following resources for information on how to incorporate your sources into the body of your essay:

- [A Guide to Summarizing](#)
- [Paraphrasing](#)
- [Using Quotations](#)
- [Avoiding Plagiarism](#)

## References:

[1] ncLibraries. *The Why, Where, and When of Citing*. (Oct. 4, 2017). Accessed: Aug. 11, 2020. [Online Video]. Available: [https://youtu.be/bSDplvw\\_zqg](https://youtu.be/bSDplvw_zqg)

[2] ncLibraries. "Citation + Plagiarism." ncLibraries and Learning Commons. [https://youtu.be/bSDplvw\\_zqg](https://youtu.be/bSDplvw_zqg) (accessed Aug. 11, 2020).

[3] *IEEE Reference Guide*, IEEE Periodicals, Piscataway, NJ, USA, 2018.

[4] *Chicago Manual of Style*, The University of Chicago Press, Chicago, Ill, USA, 2017.

[5] ncLibraries. *Citation Generation with ncLibraries*. (Dec. 17, 2018). Accessed: Aug. 11, 2020. [Online Video]. Available: <https://youtu.be/qZt3FBOX1Fs>

[6] College Libraries Ontario. The Learning Portal. <https://tlp-lpa.ca/home> (accessed Aug. 11, 2020)

## Further Questions?

Email [library@niagaracollege.ca](mailto:library@niagaracollege.ca).

# MLA Style

## Learning outcomes:

After completing this module, you will be able to:

1. explain why it is important to document sources,
2. describe different types of commonly used citation styles,
3. know how to construct and use citations in your own work.

## Introduction

Please watch the following video to learn some key facts about citations. Make sure you take note of the section on “common knowledge”:



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<https://ecampusontario.pressbooks.pub/ncinfoskills/?p=485>

[Watch this video on MS Stream](#)

## Check your understanding:



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<https://ecampusontario.pressbooks.pub/ncinfoskills/?p=485#h5p-50>

## The Importance of Scholarly Sharing:

As you learned in the plagiarism module, by giving credit to your sources you are contributing to the conversation of scholarship!

What does this mean? Citing your sources allows others to conduct further research into your topic by following the same path you took and drawing their own conclusions. Appropriate sourcing also demonstrates that you are a respectful and diligent researcher, which is essential to your professional reputation.

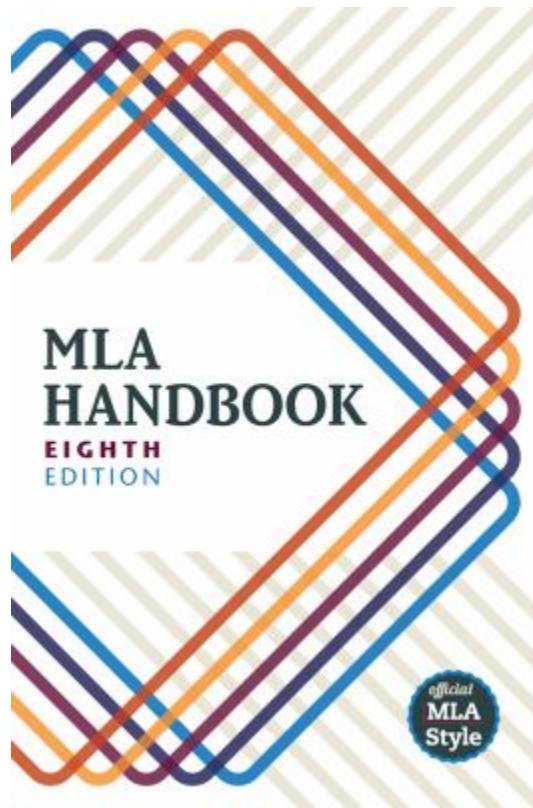
## ncLibraries Citation + Plagiarism Guide:

The ncLibraries [Citation + Plagiarism guide](#) is a tool created to help you construct citations successfully. Please review the guide and complete the digital “scavenger hunt” below (all of the answers can be found in the guide):



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<https://ecampusontario.pressbooks.pub/ncinfoskills/?p=485#h5p-56>

## MLA Handbook:



In 2016, a new version of MLA style was introduced. The 8th edition of MLA style is designed to be more flexible in order to meet the needs of researchers in the digital world. Instead of designing a specific model for every type of resource possible, MLA has come up with a set of core elements that researchers can use to create citations in a somewhat standard way.

### **What does this mean for you?**

In order to use the new MLA style effectively, you will need to understand the core elements and adjust them to match the resource you are citing. This process is designed to be easier than trying to find an exact example to follow for every single type of resource you use. nLibraries has compiled some commonly used types of citations to help you guide you in our Citation Guide.

### **Borrow the handbook from nLibraries to learn more:**

[MLA Handbook \(Eighth Edition\) by The Modern Language Association of America](#)

Call Number: LB2369 .G53 2016 (Welland and NOTL Campuses)

ISBN: 9781603292627

Publication Date: 2016

## Check your understanding:



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<https://ecampusontario.pressbooks.pub/ncinfoskills/?p=485#h5p-57>

## The Core Elements of MLA Style:

[The MLA Style Center](#) has provided a [template](#) to help you create your citations.

The following are the core elements of an MLA style citation\*, as defined by the 8th edition of the MLA Handbook:

1. **Author.** →The author(s) of the work. For multiple authors, list their names in the same order they appear in the work. MLA Style uses each author's full name in the following order: authorlastname, authorfirstname. If there are two authors, invert the second author's name so it is authorfirstname, authorlastname. If there are three or more authors, use the first author's name and "et al." For example:

**One author:**

Thompson, Andrea.

**Two authors:**

Goderich, Felicia, and Merida Oakman.

**Three authors or more:**

Kerich, David, et al.

2. **Title of source.** →Title of the work. Subtitles are included after the main title.

3. **Title of container,** →This is the name of the journal, website, newspaper, etc. that contains the work. Sometimes, you will see "nested containers," for example, an article from a database would have the journal name as the "container" for the article and the database name as the "container" for the journal.

4. **Other contributors,** →This refers to other people who were involved with the work, such as an editor or narrator.

5. **Version,** → Use this when your source states indications it is a different version from the original, e.g., revised edition, 8th edition, director's cut

6. **Number,** →This element is used to refer to volume numbers in books, volume and/or issue numbers in journals, seasons and episodes in television shows, etc.

7. **Publisher,** →The publisher is the organization responsible for making the source available to the public.

8. **Publication date,** →This is the date when the source was published.

9. **Location.** → This refers to the location of your source within its container, for example the page numbers of an essay from an anthology, the URL of a page or post from a website, or the page numbers of an article from a journal.

**\*NOTE: Depending on the source you are using, you may not need to include all of the elements, but the elements you do include must appear in the order listed above.**

## Check your understanding:



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<https://ecampusontario.pressbooks.pub/ncinfoskills/?p=485#h5p-58>

# The MLA Style Center:

The MLA Style Center: A Quick Guide is the official source for templates and examples to help you create your MLA citations. You'll find other resources and answers to some FAQs from the [MLA Style Center](#) home page.



Search ...



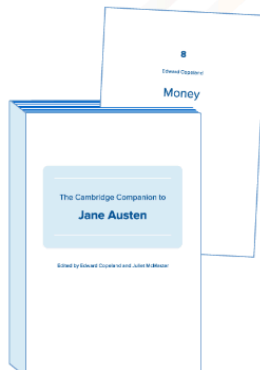
Menu

## Works Cited: A Quick Guide

- 1 Author.
- 2 Title of source.
- 3 Title of container,
- 4 Other contributors,
- 5 Version,
- 6 Number,
- 7 Publisher,
- 8 Publication date,
- 9 Location.

### Core Elements

Each entry in the list of works cited is composed of facts common to most works—the MLA core elements. They are assembled in a specific order.



### Containers

The concept of containers is crucial to MLA style. When the source being documented forms part of a larger whole, the larger whole can be thought of as a container that holds the source. For example, a short story may be contained in an anthology. The short story is the source, and the anthology is the container.

- 1 Author,  
Copeland, Edward.
- 2 Title of source,  
"Money"
- CONTAINER 1
- 3 Title of container,  
The Cambridge Companion to Jane Austen.
- 4 Other contributors,  
edited by Copeland and Juliet McMaster.
- 5 Version,
- 6 Number,
- 7 Publisher,  
Cambridge UP.
- 8 Publication date,  
1997.
- 9 Location,  
pp. 131–48.

### Practice Template

Learn how to use the MLA practice template to create entries in the list of works cited.

Get started

## Templates:

# MLA Practice Template

1	Author.
2	Title of source.
CONTAINER 1	
3	Title of container,
4	Other contributors,
5	Version,
6	Number,
7	Publisher,
8	Publication date,
9	Location.
CONTAINER 2	
3	Title of container,
4	Other contributors,
5	Version,
6	Number,
7	Publisher,
8	Publication date,
9	Location.

From *MLA Handbook* (8th ed.), published by the Modern Language Association ([style.mla.org](http://style.mla.org)).

You can find MLA 8th edition templates from the following websites:

- [MLA Style Centre Practice Templates](#)

- [Noodletools MLA templates](#)
- [Fillable MLA Template](#) (From MLA Handbook (8th ed.), published by the Modern Language Association (style.mla.org). Annotated by Randall Library, UNCW – December 2016.)

## MLA Jumble:

Use the [Citation + Plagiarism guide](#) and the other resources described in this chapter to help you choose the correct reference in this [MLA jumble](#).

## Integrating your citations:

In order to ensure you avoid plagiarism, you also need to integrate sources into your work correctly.

You may have noticed the examples in the previous tutorial forgot to emphasize this point, so here is a helpful guide to help you use your sources appropriately (examples are APA Style): [Integrating Quotations.pptx](#).

You can also download helpful tip sheets from [College Libraries Ontario's Learning Portal](#), including:

- [Using Quotations](#)
- [Paraphrasing](#)
- [Avoiding Plagiarism](#)

## Check your understanding:

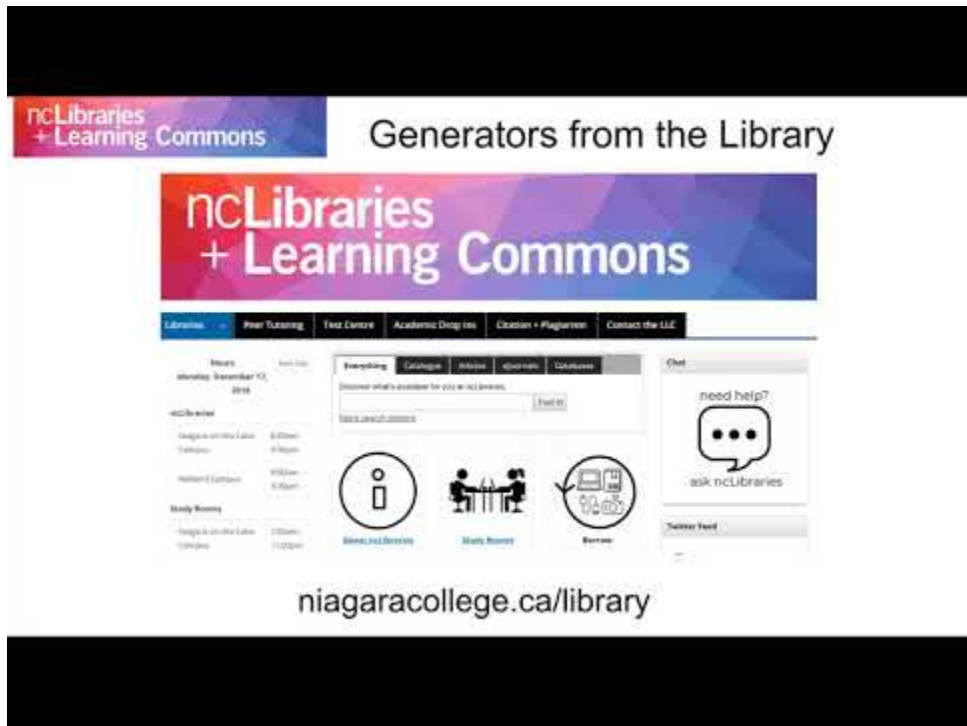


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## Citation Generators:

There are a number of citation generators available online for free and from library databases. These are extremely useful tools, but always make sure to proofread your results!





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[Watch this video on MS Stream](#)

### Check your understanding:



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### Additional Resource: The Learning Portal

Visit College Libraries Ontario's [Learning Portal](#) for further resources on citing and referencing.

## References

Buck, Stephanie. "Why You Need to Cite Sources." *Cooperative Library Instruction Project*, adapted by ncLibraries, 29 Sept. 2015, <https://softchalkcloud.com/lesson/serve/Yp2zmlGtiI3wH5/html>.

*MLA Handbook*. 8th ed., MLA, 2016.

NC Libraries. "Citation Generation with ncLibraries." *YouTube*, 17 Dec. 2018, <https://youtu.be/qZt3FBOx1Fs>.

NC Libraries. "Don't Lose "Cite" of Avoiding Plagiarism." *YouTube*, 19 Dec. 2014, <https://youtu.be/IJlqWTAN8Qc>.

NC Libraries. "The Why, Where, and When of Citing." *YouTube*, 4 October 2017, [https://youtu.be/bSDplww\\_zqg](https://youtu.be/bSDplww_zqg).

## Further Questions?

Email [library@niagaracollege.ca](mailto:library@niagaracollege.ca).

Visit the [ncLibraries + Learning Commons website](#) to learn more about the topics in this handbook or email questions to [library@niagaracollege.ca](mailto:library@niagaracollege.ca).

## Contact the authors:

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Siscoe Boschman: [sboschman@niagaracollege.ca](mailto:sboschman@niagaracollege.ca)