Information Literacy Program

ENVS1001
Environment and society: the geography of sustainability

Tutorial to Support Your Essay Assignment 2018
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ENVS1001 Essay Assignment

Learning Objectives for this session

At the end of this session students will be able to:

- Search the Library Catalogue to discover books available in the ANU Library collection
- Understand peer review and why it is important.
- Use databases such as Scopus, Supersearch and Google Scholar to discover journal articles, and identify other databases to search for your topic.
- Locate the full text of journal articles.
- Evaluate Internet material.
- Become familiar with Endnote for managing your references

ASSIGNMENT                      Essay plan

Due date: Sunday 25th March by midnight
Weighting: 10%
Length: 1,000 words
Learning outcomes: 2

Essay

Students are required to research and submit an essay of 2,000 words. The word count excludes the reference list, but includes in text referencing. Fenner School policies on late submission, academic honesty and word counts apply. You must use the Harvard referencing style.

Your final essay must include a minimum of 8 peer reviewed journal articles (written in English) although you are encouraged to have more. At least 4 of these articles must have been published in the last five years. You can also include less authoritative sources such as websites, media articles, etc where relevant, but this is additional to the peer review journal articles. The tertiary level research skills tutorial early in the course will help you learn how to find the best information, so have your topic / case study ready before then so that you can use the tutorial time to access the articles that you need for your essay.

In order to help you produce a high quality essay, you are first required to submit a short essay plan. We will assess this and give you feedback in time to improve your essay before it is submitted.
Essay question

Critically assess the following statement: "Managing the environment well is about managing people more so than knowing the best technical solution." Assess the statement with respect to a case study of a key place or sustainability issue of interest to you.

Important readings

On the Wattle course page there is important information that you should read, including Fenner School policies on late submission, academic honesty and word counts, a guide to essay writing and feedback on what does and doesn't work in essays.

What is a case study?

Choosing a case study is about choosing a specific resource issue and or place to focus and frame your exploration of the essay question in and around. It sets a boundary or scope to your essay so that you can talk about the broader question in relation to a particular landscape or resource use issue. Scale is an important issue in the course and often the issues discussed during the course happen on a global scale. For a short essay like this it may be difficult or impossible however to effectively explore a global issue in all its complexity and interconnection. Focusing in on a specific landscape and or a specific resource issue will give you a clear focus for doing your research and dealing with an appropriate level of complexity. Focusing the essay to a specific landscape will also allow you to talk about the specific issues and stories of the people there and the interconnections between groups of people with each other, the land, environment, ecology of that place. Picking a case study gives you a real place with particular conditions in which to analyse the quote, by researching the literature relevant to that specific place and resource/environment issue.

Essay plan submission

You must submit an essay plan of 1,000 words (maximum; not including a Harvard style references). In your essay plan, you focus on finding information relevant to your essay and you start outlining your argument. This exercise requires you to learn to:

1. Select recent and relevant items using research library catalogues.
2. Access refereed scholarly journal literature using online and electronic index systems (such as Expanded Academic, Sociological Abstracts &/or APAIS),
3. Use and report on refined research techniques that enable you to focus your search and locate scholarly articles of high relevance.
4. Write annotated bibliographies in your own words for a book or a refereed journal article.
5. Explore the kind of information available from the Internet, including from government sights such as the Australian Bureau of Statistics.
6. Use the Harvard system, sometimes called in-text referencing or the author-date system to create a bibliography

Please refer to your course outline pg. 13 for the Essay plan instructions and marking criteria.
ASSIGNMENT

Learning portfolio

Due date: Sunday 15th April by midnight
Weighting: 10%
Length: 1,600 words maximum
Learning outcomes: 4

Task description – what is a learning portfolio?

The learning portfolio assignment is a collation and revision of the material that you prepare ahead of each tutorial from weeks 2 to 5 as the tutorial tickets.

The learning portfolio task is designed to help you connect your existing knowledge with ideas, concepts, and issues that you are exposed to in the course. The learning portfolio will help you to make sense of the course by drawing upon what you have already learned through life experience, other courses, and in earlier lectures and panels of this course, by providing you with a structured means for recording and connecting your learning. Ultimately keeping a record of your engagement with the course as you move through it will allow you to bring lessons together to build an overall view of the course and its key issues.

Process:

In each of weeks 2-5 you must have undertaken the tutorial reading, written answers for the questions for that week in ~400 words, and hand in a hardcopy of this ticket on arrival at the tutorial. This hard copy will not be assessed for its content. However you cannot participate in the tutorial until you have prepared the ticket, so as to add value to the discussion with other students who have done their homework. If you do not attend the tutorial with a ticket you will lose part of your participation grade.

In the tutorial you will hopefully develop your ideas. You are encouraged to update and edit your tutorial question answers before collating and submitting them as your learning portfolio. Overall, the word limit for the learning portfolio is 1,600 words less figures, tables and references.

Content:

We are looking for evidence in your learning portfolio of deep and reflexive learning. Reflection is a way of thinking. It means thinking critically about the ideas presented in course material, weighing up the arguments and reacting to them in logical prose that shows your engagement. Detailed description of concepts, definitions and facts does not constitute adequate engagement with course material: your reflections need to be analytical.

Taking a ‘thematic’ approach is key to constructing excellent analytical reflections. A theme will connect various elements of course content (lectures, tutes, readings etc) with a common idea or thread. Illustrating these connections will be pivotal to communicating your reflections well. For the reflective learning, we want you to describe how your ideas about environment and society have or have not changed as a result of the ideas presented in the course. We want to see how you have understood course concepts and related them to your own experiences of the place/s that you come from, your life and community, and other studies that you are undertaking. Short examples help. For deep learning we are looking for examples of how you have linked different concepts presented in the course and used them to develop new ideas about sustainability with the people and places relevant to you.
You will prepare a number of figures (drawings) in the tutorials. You are encouraged to scan or redraft these to illustrate points that you make in the text (and of course, figures are not included in the word count). Remember the academic rule that all figures must have captions below them, and for tables a caption above the data. References are not required for this assignment, but if you are talking about a tutorial reading, e.g. Measham & Baker (2005), then you should cite it formally (and the reference list is in addition to the word limit). Lectures should be referenced with the name and date of particular presenters.

Further, we ask you to add to the portfolio a table with one question for each ENVS1001/6101 panel in weeks 2-5 (not every speaker in the same panel). Briefly explain why your question is significant. We are looking for evidence of thinking in your questions. This table is in addition to the 1,600 word count for the assignment.

Please refer to your course outline pg. 15 onwards for the Learning portfolio marking criteria.

<table>
<thead>
<tr>
<th>ASSIGNMENT</th>
<th>Learning portfolio</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>5</strong></td>
<td>Due date: Sunday 27th May by midnight</td>
</tr>
<tr>
<td></td>
<td>Weighting: 35% for ENVS1001, 30% for ENVS6101</td>
</tr>
<tr>
<td></td>
<td>Length: 2,000 words</td>
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<tr>
<td></td>
<td>Learning outcomes: 2&amp;4</td>
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</tbody>
</table>

Your essay should be submitted on TurnItIn. See the discussion in the essay plan section in your course outline for relevant rules and policies.
Brainstorming, Mind Mapping and Background Resources

There are possible approaches to your essay question. You need to choose one of these angles to research. There are a number of ways to do this. Some options are brainstorming, mind mapping, and locating background sources that discuss the topic in some detail.

Example:
What are the issues around food security for island nations?

Brainstorming
The idea with brainstorming is that you write down anything that comes into your mind related to the topic. Try not to be critical initially. Remember that this is a starting point and then you can decide which of the ideas that you have come up with in your brainstorming session seem most appealing to research. You might like to brainstorm with a friend or small group to increase the range of ideas initially available. Here’s the start of a brainstorming on the topic above. It can go on and on, so you need to decide when you think you have enough ideas to select from.

Island nations; Pacific islands; atolls; salinity; agriculture and lack of food; overfishing; international community assistance; cultural impact; arable land; land management; erosion; fresh water supply; overcrowding; climate change; exports/imports.

Mind mapping
Similar to brainstorming, but mind mapping helps you to see how ideas relate to one another. This helps you to see what you know and maybe some areas that you would like to explore further. Here’s a mind map about the factors.

From: http://sspp.proquest.com/static_content/vol7iss1/communityessay.winowiecki-print.html
Background material

Background material can also help you identify specific angles on your topic that you might wish to explore. Types of background materials include encyclopedias and textbooks. Here are a few background resources that might help explore your topic.

Encyclopedias

Encyclopedias can be found on the library catalogue and a search done with in the item to find sections on your topic.

- Water encyclopedia (Online)
- Encyclopedia of environment and society [electronic resource]
- Encyclopedia of geography [electronic resource]

Subject guides

Many online reference works related to Environment and Society are listed in the Environment and Society subject guide under Reference sources with the URL http://libguides.anu.edu.au/environment_society
Boolean Operators

Boolean operators consist of **AND**, **OR** and **NOT**. Many databases automatically add **AND** between your search terms.

Combining keywords with **AND** narrows the search, by requiring the resources found to match both search terms.

For example, when typing in 2 keywords, such as **government policy “AND” climate change** you can enter the search putting your phrase in inverted commas:

```
The orange area represents the search results.
```

Combining keywords with **OR** broadens the search by allowing the records found to match either term.

```
The green area represents the search results. Searching for “climate change” OR “global warming” finds 630 records in the ANU Library catalogue that contain either keyword phrase.
```

It is then possible to combine these searches using parentheses:

```
“government policy” and (“climate change” or “global warming”)
```
ANU Library Catalogue

You can search the ANU Library Catalogue from the ANU Library Homepage, http://anulib.anu.edu.au/

If you want to search by title, author, words, subject, or course go to advanced catalogue search. The default is a keyword search. If you know a title, select title search instead.

To search for books, type words that you wish to search for and click Go.

Remember to be fairly broad with the terms that you use to search for books. Books tend to be more general than journal articles. You need to use the table of contents or index of a book to locate the specific subject that you need.

For example, books that are on climate change and government policy are likely to contain information on the policies of governments regarding sea level rise resulting from climate change.

However, typing in government policy and sea level rise in the Library Catalogue only retrieves 25 items.
Library Catalogue Search Results

Using the **Keyword** search, you're able to use phrases and Boolean operators to find useful material.

Enter your search terms "food security" and ("climate change" or "global warming")

Note the location, call number and status of the items. Clicking on “Climate risks, regional integration, and sustainability in the Mekong region” (Item No.20) reveals the following record:

Clicking on the links for appropriate LC Subject may lead you to additional books on the subject.
Websites vs Journal Articles

**Question:** Why worry about finding journal articles? Everything you need is available for free on the Internet, right?

**Answer:** no 😞
A great deal of academic material is available by subscription only. You need to be able to locate and access this material. This includes **peer reviewed material**.

**Peer Review**

Peer reviewed journal articles are reviewed by academics in the same discipline chosen by the journal. It is an organised method for evaluating journal articles, certifies the correctness of procedures, and establishes the plausibility of results.

Popular magazines may be interesting and informative, but tend to gloss over important details and provide overly simplistic explanations.

A peer-reviewed journal will normally include an **“instructions to authors”** section that outlines the editorial policy and peer review process. Other clues include:

- may include the word journal in the title
- articles are substantial, written by an academic and include a list of references
- scholarly journals generally aren’t as glossy and “pretty” as popular magazines

**“Submit your paper – Guide for authors”** section from the journal, *Environmental Science and Policy* explains how the review process is undertaken.

**Review process**

*All eligible papers are reviewed on the basis of the criteria of originality, quality, policy relevance and suitability for interdisciplinary audiences. Manuscripts are reviewed by at least two reviewers chosen by the editors from among the suggested and other potential reviewers.*
Using Databases to Find Journal Articles

Journals come in either electronic format or hard copy. To find journal articles on your topic, you need to use a database.

What is a database?
A database is an index to journal articles. It contains information about the article including author, title, source, year, and often an abstract. The database doesn’t contain the article itself, instead containing the information you need to find the article. Many databases have links to the full-text.

How can I access databases?
Databases are linked from the Library website (http://anulib.anu.edu.au). Click on the first letter of your database to get to the database you need.
Alternatively, you can search SuperSearch directly from the Library homepage.
Useful Databases for Environmental Sciences

Please remember that no database covers everything (not even Google!), so you may need to check more than one. All of the ones listed are accessible through the E-resources and databases link on the ANU Library Homepage.

Multidisciplinary Databases

- **SuperSearch**: A multidisciplinary database; results are ranked by relevance. It is a very useful service for undergraduates looking to search a wide range of material through a single search box.
- **Scopus**: A large multidisciplinary database with a strength in the sciences and a focus on scholarly and peer reviewed literature.
- **Google Scholar**: Google’s version of a scholarly database.

Subject-Specific Databases

- **ABI/INFORM Complete**: Economics and social sciences
- **APA-FT**: Australian Public Affairs - Full Text
- **CAB Abstracts**: Agriculture, forestry, and management and conservation of natural resources
- **EconLit**: International economic literature
- **Sociology database**: Sociology

**Scopus**

**Why would I use it?**

Scopus is a multi-disciplinary database, providing access to quality web sites in science and technology. It also has coverage of more than 18,000 peer reviewed journals in science, social sciences and humanities.

Select ‘S’ for Scopus from the alphabetical list under E-resources & databases on the ANU Library homepage [http://anulib.anu.edu.au/](http://anulib.anu.edu.au/)
Scroll down and click on the link for Scopus.

Enter your search strategy (eg "pacific island*" and "food security"). Note the Boolean operator AND. Also note the double quotes that are used to search for a phrase (eg,"food security"). You can also use the asterisk to search for words with variant endings. For example, island* will search for island or islands or islanders.

When you see your results, scroll down to see brief records of the citations your search has found, including the title of the article, the author(s), the journal in which the article appears and the date of publication.
You can also use the limits on the left-hand side of the results to limit your search results.

To view more information about an article, click on the title.

You can now see more information about the article, including the abstract and any citing or related documents.

Click on the **Find it at ANU** button to view the different options for accessing full text.

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**Aligning fisheries aid with international development targets and goals**

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**Abstract**

Official development assistance (ODA) is intended to spur progress and increase **security** among recipient countries. Billions in ODA have been allocated to fisheries to support nutrition and livelihoods worldwide. Yet, from 2010 to 2015, fisheries allocations decreased by > 30%, while grants for non-fisheries sectors increased by > 13%. Globally, grants for climate change adaptation and mitigation fell for fisheries, while rapidly increasing in sectors like agriculture and forestry. In Oceania, a region highly dependent on fisheries for food.
SuperSearch

Why would I use it?
SuperSearch provides a single search across the Library’s print and electronic collections, with direct links to full text articles. It is a Google-type search.

Go to the Library website (http://anulib.anu.edu.au) and enter your search in the SuperSearch window.

You will then see your initial results. Use the options on the left to refine your results, for example limiting to scholarly material.

Click on Full Text Online to view the article, or to get more information about the resource.
Google Scholar

Google Scholar can be searched in the same way as Google.

Google Scholar also has an advanced search option, allowing you to narrow in on relevant material. To access the advanced search, click on the 3 horizontal bars in the upper left-hand corner of the search window and select Advanced Search.

Tip: Many of the articles indexed in Google Scholar without online links may be available via the ANU Library. If there is no Find it at ANU link, look the title of the journal up in the Library catalogue. Off-campus, make sure you go into Settings>Library Links to set your affiliation to the ANU- Find it at ANU.
Google Advanced Search

Google has an Advanced Search feature, which allows you to use "quotation marks" to find phrases and add the author's name to the search to find what you need.

Select **Settings button** from Google Scholar
Click on Library links options to choose up to 5 libraries. You can also select your preferred citation management tool with the bibliography manager on the search results page. (optional)
Hit Save and conduct a search in Google Scholar.
Evaluating Internet Material

Evaluation criteria

Authority and reputation of the source

- Who provides the information?
- Are the author's title and institution/company displayed?
- Is there a link to the author's email address?
- Does the URL indicate what type of organisation the information is coming from? What, if anything does this tell you about the credibility of the information?
- If a trade publisher or organisation, is the source reputable, a recognised authority?

Information integrity

- Is the information current and up to date?
- Does the author give the source for the information?
- Is there evidence of bias in the information?
- Can the information be verified elsewhere?
- What is the purpose of the page? Is it simply a marketing tool?

Exercise:

Go to the links below look at the sites listed. Are they credible?

http://quicklink.anu.edu.au/wx7z
http://quicklink.anu.edu.au/3ng1
http://ql.anu.edu.au/j4j3

Referencing

You are required to use the Fenner School Referencing Style, as outlined in the FSES Referencing Guide. Below are some sample references taken from the guide. Please refer to the guide itself for full information.

Note: some of these entries have been altered for consistency and to provide examples.


Managing your bibliography and research using Endnote

Endnote is installed on all Info Commons computers at the ANU. If you’d like a copy for your own PC or laptop, head to [EndNote X7](https://www.endnotex7.com) and [EndNoteX8](https://www.endnote.com) for information on downloading the latest version of Endnote.

What is it?
Endnote is a reference management website and software package available to ANU staff and students. It is able to assist you throughout the various phases of your research. Endnote can:

- Assist you with compiling a list of sources you find useful to your research.
- Keep track of your notes and annotations for each source you read.
- Insert properly formatted in text references into your writing, as well as keep track of those references for automatic inclusion in your bibliography.

Creating an Endnote Library

- With the Endnote program active, go to the *File* menu
- Choose *New*
- Type in an appropriate file name e.g. *BIO*
- Locate the directory where you wish to store the library file
- Click on the *Save* button

Importing References from Databases

Most databases allow you to create a list of references for export. Here is an example using Scopus.

Perform your search. Check the boxes of the citations you want to export. Click *Export*
Under Export choose **EndNote**.

If you are prompted to select a program to open the scopus.ris file, choose **EndNote X8** and click **OK**.

Your references should now be shown in **Endnote**.
PDF import

EndNote can extract reference information from a publisher-created PDF document (where this information has been added to the metadata using its Digital Object Identifier, or DOI) and use this information to create a reference in your EndNote library.

To do this:
- Open the EndNote library that you wish to use.
- From the File menu, select **Import** and then **File** (alternatively select the **Import** button on the EndNote Library Window toolbar)
- Select **Choose** and locate the PDF file you have saved.
- From the **Import Option** drop-down of the Import File dialog box, select **PDF**.

**ENDNOTE TIP:** It is not recommended to select Discard Duplicates from the Duplicates drop-down list.
- **Text Translation > No Translation**
- **Select Import**

The record associated with the imported PDF file should now be displayed in EndNote and the imported PDF file will be attached to it.
To display all references go to the References menu and select **Show All References** or select **All References** on the My Library panel.
PDF Management

You can set your preferences to enable automatic importing of PDF’s from a designated folder on your computer. Anytime you add new PDF’s to this folder Endnote will automatically import and rename them using the naming convention of your choosing.

Go to Edit choose Preferences choose PDF Handling. Choose auto renaming option eg Author + Year (NB This does not affect the file name in the original folder).

Select Enable automatic importing and select the folder you wish to use. If the reference is already in your library it will attach the PDF to it. If not, then it will create a new reference and attach the file.
Endnote Find Full Text and Open URL Link

Endnote now provides two ways to find full text from your Endnote references.

**Find Full Text** searches ANU Library holdings for full text articles from inside your library, and automatically imports articles.

In addition, **Endnote** can provide an OpenURL search to find full text or other options for the references in your library.

**OpenURL Link** connects you to **Find it at ANU** (the ANU’s link resolver) and shows the various options available for finding full text.

### Find Full Text

To find full text:

- Select the relevant reference(s)
- Under the **References** menu, select **Find Full Text** > **Find Full Text**… or click on the **Find Full Text** icon
Configure Find Full Text: select **Find Full Text**, click Apply and OK.

- As full text articles are located, they will be automatically added to your Endnote library, indicated by the paperclip symbol. Search progress can be viewed in the **My Library** pane under **Find Full Text**.
Note: the full-text PDF files are stored in your Endnote Library’s .DATA folder (eg libraryname.DATA). If you download a number of full-text articles, this folder will get quite large.

- To view the full text article, select Found PDF library and click and highlight a reference.
- Click on Open PDF in a reference window.
- You can highlight, underline, strikethrough, and add notes directly within the PDF.

Results can be mixed. Sometimes Endnote is unable to find articles even if the ANU has a subscription. In this case, try OpenURL Link.

OpenURL Link

Rather than automatically downloading and saving full text, using OpenURL Link will provide you with several options for finding the article, including links to available full text, library catalogue searches, and document delivery options.
To use OpenURL Link:

- Select the relevant reference
- Under the References menu, select URL > OpenURL Link or right-click on the reference and select URL > OpenURL Link.

- A web browser window will open to show the full text or options for finding the complete article
Inserting References into Your Essay

- Go to Endnote and click on the required reference. If multiple references are to be inserted, hold down the `CTRL` key while clicking on the required references.
- Go to Word and place the cursor in the desired position.
- Select the Endnote tab.
- Click Insert Citation and choose Insert Selected Citation(s).

Formatting the Bibliography in Word

Your bibliography will be formatted using the style that is currently selected in Endnote. You can change the style both from within Endnote and Word. In Word under the Endnote X8 tab, click on the pop-out arrow under the Bibliography section.

You will now have the Format Bibliography pop-up window.
Select your output style from the quick list, or select **Browse**... to see all styles installed with Endnote.

Please refer to your course Wattle site for the full Endnote X8 booklet.
ANU Library’s ArticleReach

ArticleReach is a journal article supply service available free of charge to ANU staff and students. It is able to supply pdf copies of journal articles normally within a 2 day period.


Off-campus access

Databases and electronic journals and books can be accessed from off-campus via Virtual. Go to http://virtual.anu.edu.au and log in using your student ID and password.

For Further Assistance

If you need additional help with any of the material covered in the Library lectures or tutorial sessions on Internet resources or finding key journal resources for your essay, please feel free to contact:

ANU Hancock Library Information Desk

science.library@anu.edu.au (ph: 612 53517)

Other Resources

For further information about the Information Literacy Program (ILP), visit the Research & Learn webpage http://anulib.anu.edu.au/research-learn.

Feedback!

Please provide feedback about today’s workshop and fill out an online feedback form:

http://anulib.anu.edu.au/training/feedback