

IAE – Online Research Skills

* Tasks are linked to the PPTX presentation: “Online Research Skills”

TASK ONE: DOWNLOADING ARTICLES FROM A UNIVERSITY LIBRARY

STEPS	
1	Use Google Scholar to search on a subject: e.g., “ <i>GCC Human Resource Development</i> ” or “ <i>UAE Supply Chain Management</i> ” or something that is linked to your major
2	Filter the results, make the date range 2005–2015
3	Select a journal article and copy the name of the journal
4	Go to the university library’s home page: http://www.library.uaeu.ac.ae/en/ and search for that journal
5	(once logged in) Navigate the journal’s web page and locate your article
6	Find and <u>save</u> the article’s metadata (citation/referencing information).
7	Download and <u>save</u> the article (PDF document, think about how to name the file and also, where to store it).

Check list:

1. What search phrase did you use?
2. What is the date of the article you chose?
3. What in the name of the journal and the title of the article?
4. Write down the key citation information for the article here:

5. What did you name the file that you downloaded and, where did you save it?

TASK TWO: USING GOOGLE SCHOLAR

STEPS	
1	Use Google Scholar to search on a subject: e.g., “ Knowledge Economy ” or “ Labour Productivity in the GCC ” or something that is linked to your major
2	Filter the results, make the date range 2012–2016
3	Find a source (article or report) that provides the PDF as open access
4	Download and <u>save</u> the article/report (PDF document, think about how to name the file and also, where to store it). * Save this to the same folder you used to save the file for Task 1
5	Find and <u>save</u> the citation/referencing information for the article/report you have chosen to download. * Add this information to the same file used to save the citation information for Task 1

Check list:

1. What search phrase did you use?
2. What is the date of the article/report you chose?
3. Write down the key citation information for the article/report here:

4. Have you added the citation information to the same file as you used in Task 1?
5. What did you name the file that you downloaded and, where did you save it?

TASK THREE: USING GOOGLE BOOKS

STEPS	
1	Use Google Books to search for a book on a subject related to your Major
2	Find a book that offers “Preview”
Preview the book you have chosen:	
3	Search within the book preview page for a key term or phrase
4	Make a note of the main pages (page numbers) that discuss the key term/phrase
5	Find and <u>save</u> citation/referencing information for the book you have chosen to preview *Add this information to the same file used to save the citation information for Task 1

Check list:

1. What search phrase did you use?

2. What is the title of the book?

3. Write down the key citation information for the article/report here:

4. Have you added the citation information to the same file as you for Tasks 1 and 2?

5. What was an example of a search phrases you used to search for within the book?

- Page:

- Page: