Sydney Business School
ADVANCED RESEARCH WORKSHOP

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Sydney Librarian

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Seminar Overview

• Complex Assignment question breakdown
• Superior searching techniques
• Getting the most out of the Databases
• What “Find@UOW” means
• Researching quickly – following the clues
• Document delivery
• Google scholar
• StartSmart
Assignment question breakdown

STEP 1: Analyse the Question

- Topic words/keywords
- Instructional words
- Focus words
“Teams are a popular way of organising people at work. Critically discuss the advantages and disadvantages of using teams in organisations, referring to relevant literature and supporting your answer with appropriate examples.”
Teams are a popular way of organising people at work. Critically discuss the advantages and disadvantages of using teams in organisations, referring to relevant literature and supporting your answer with appropriate examples.
Question analysis

- Topic words: teams

- Instructional words: critically discuss, referring to relevant literature, supporting examples

- Focus words: advantages, disadvantages, organisations
STEP 2: Identify the KEYWORDS

“Teams are a popular way of organising people at work. Critically discuss the advantages and disadvantages of using teams in organisations, referring to relevant literature and supporting your answer with appropriate examples”

What are the keywords?
## STEP 3: Identifying Alternative Keywords

<table>
<thead>
<tr>
<th>Keywords</th>
<th>Alternative Keywords</th>
</tr>
</thead>
<tbody>
<tr>
<td>Teams</td>
<td>• Groups</td>
</tr>
<tr>
<td></td>
<td>• Workforce</td>
</tr>
<tr>
<td></td>
<td>• Employees</td>
</tr>
<tr>
<td></td>
<td>• Labour force</td>
</tr>
<tr>
<td>Advantages</td>
<td>• Positive</td>
</tr>
<tr>
<td></td>
<td>• Benefits</td>
</tr>
<tr>
<td></td>
<td>• Good</td>
</tr>
<tr>
<td>Disadvantages</td>
<td>• Negative</td>
</tr>
<tr>
<td></td>
<td>• Drawbacks</td>
</tr>
<tr>
<td></td>
<td>• Problems</td>
</tr>
<tr>
<td></td>
<td>• Issues</td>
</tr>
<tr>
<td>Organisations</td>
<td>• Organizations</td>
</tr>
<tr>
<td></td>
<td>• Workplace</td>
</tr>
<tr>
<td></td>
<td>• Associations</td>
</tr>
<tr>
<td></td>
<td>• Corporations</td>
</tr>
</tbody>
</table>

**Next step:** Select sources to locate information.
Now you try with one of your upcoming assignments

Break it down into:
- TOPIC
- FOCUS
- INSTRUCTIONS
- identify KEYWORDS
Step 4: Searching the library catalogue
SEARCH

• Alternative way of searching the library catalogue

• Search the library catalogue like Google

• Use for broad searching

• Does not replace advanced keyword searching
Search for: International Supply Chain Management
The column on the left allows you to refine your search.
Start creating your reference list – keep a record of the bibliographic details

1. Click on Email  
2. Change citation format to Harvard: Australia  
3. Send  
4. You may need to make minor adjustments to be UOW Harvard

To access the referencing guide: Library homepage > bottom Right hand side > referencing and citing > UOW style guides > Author date (Harvard) > click books


Subjects: Marketing channels -- Management; Delivery of goods -- Management; Physical distribution of goods -- Management; Customer services -- Management; Industrial procurement; Materials management.

Location: UOW Level 1
Call No: 658.704 C3
Status: IN LIBRARY
Supply chain management: strategy, planning, and operation / Sunil Chopra, Peter Meindl.

Language: English
Authors: Chopra, Sunil, 1960-

Location: Sydney Business School Lending
Call No.: 658.724 c.5
Status: IN LIBRARY

<table>
<thead>
<tr>
<th>LOCATION</th>
<th>CALL #</th>
<th>STATUS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sydney Business School Lending</td>
<td>658.724 c.5</td>
<td>IN LIBRARY</td>
</tr>
<tr>
<td>W’Gong Level 1</td>
<td>658.724 c.3</td>
<td>IN LIBRARY</td>
</tr>
<tr>
<td>W’Gong Level 1</td>
<td>658.724 c.4</td>
<td>IN LIBRARY</td>
</tr>
</tbody>
</table>
How can I search effectively?

• Use keywords from your essay question
• Use **AND** to join keywords /ideas
• Think of some alternative words
• Join alternative keywords with **OR**
  
e.g. *Human Resource Management* **OR** *Personnel Management*
Finds items that include both of the words
Human Resource Management AND Global economy
Superior Searching

**1ST TYPE: Phrase searching**

- Allows you to link your search terms together

- Tells the database to search for the *whole phrase* rather than two words anywhere in the document

- Use inverted commas “ ” to identify your phrase
Search the library
Select Source type: Books

<table>
<thead>
<tr>
<th>Source Type</th>
<th>Hit Count</th>
</tr>
</thead>
<tbody>
<tr>
<td>All Results</td>
<td></td>
</tr>
<tr>
<td>Academic Journals</td>
<td>5,332</td>
</tr>
<tr>
<td>Magazines</td>
<td>3,688</td>
</tr>
<tr>
<td>Trade Publications</td>
<td>2,216</td>
</tr>
<tr>
<td>News</td>
<td>1,070</td>
</tr>
<tr>
<td>Reports</td>
<td>516</td>
</tr>
<tr>
<td>Reviews</td>
<td>181</td>
</tr>
<tr>
<td>Books</td>
<td>76</td>
</tr>
<tr>
<td>Electronic Resources</td>
<td>33</td>
</tr>
<tr>
<td>Conference Materials</td>
<td>1</td>
</tr>
</tbody>
</table>
Finds items that include *either* of the words

**Human Resource Management OR Staff**
Using AND & OR

Human Resource Management

Staff

Global economy

("Human Resource Management" OR staff) AND "Global economy"
("Human Resource Management" OR staff) AND "Global economy"
Save the reference to your FOLDER to look at later.
Managing performance abroad: a new model for understanding expatriate adjustment / by Arno Haslberger, Thomas Hippler, and Chris Brewster.

Language: English

Authors: Haslberger, Arno


Publication Date: 2014

Physical Description: 198 pages, 23 cm.

Series: Routledge studies in human resource development; 22

Publication Type: Book

Document Type: Bibliographies, Non-fiction

Subject Terms: International business enterprises -- Personnel management, Foreign workers, Employment in foreign countries

Abstract: In a global economy full of multinational firms, international human resource management (including expatriation, career management, and talent management) is a growing topic in business and management literature and in universities. Although understanding the adjustment of expatriates to their new environment is critical not only for selection and preparation of potential expatriates, but also for the management of expatriates’ performance. Managed well, expatriates can be key contributors to organizational success while abroad and even after repatriation. Poor understanding and management of expatriate issues, on the other hand, may lead to underperformance and increased turnover of expatriates and repatriates. Managing Performance Abroad summarizes and endorses what is known about the topic of expatriate management and adjustment, covering all the major authors and presenting a new approach to the adjustment process. At present, expatriate adjustment is often covered as a chapter in books on international HRM and HRD. Much of this literature relies on outdated concepts and evidence. Furthermore, most business research and management...
You need to check it is consistent with UOW Harvard Referencing
Using SEARCH to find Articles
- Peer reviewed / scholarly
- Subject terms
What is SEARCH?
SEARCH searches across multiple databases and the catalogue at the same time.

How does it work?
– Search (SCHOLARY articles only) by keyword to find journal articles on most topics across multiple general databases.

– You can refine your search further using the options on the left hand column

– SEARCH Articles only searches for your keywords in the title of articles, not in the full text of the article.
Global cosmetic industry
<table>
<thead>
<tr>
<th>Subject</th>
<th>Hit Count</th>
</tr>
</thead>
<tbody>
<tr>
<td>food, beverages, cosmetics; tobacco, wine and spirits</td>
<td>127</td>
</tr>
<tr>
<td>cosmetics</td>
<td>65</td>
</tr>
<tr>
<td>agricultural markets and marketing; cooperatives; agribusiness</td>
<td>52</td>
</tr>
<tr>
<td>cosmetics industry</td>
<td>45</td>
</tr>
<tr>
<td>globalization</td>
<td>44</td>
</tr>
<tr>
<td>hygiene products</td>
<td>8</td>
</tr>
<tr>
<td>industrialization; manufacturing and service industries; choice of technology</td>
<td>33</td>
</tr>
<tr>
<td>international business enterprises</td>
<td>13</td>
</tr>
<tr>
<td>marketing</td>
<td>16</td>
</tr>
<tr>
<td>medical tourism</td>
<td>11</td>
</tr>
<tr>
<td>mergers; acquisitions; restructuring; voting; proxy contests; corporate governance</td>
<td>8</td>
</tr>
<tr>
<td>multinational firms; international business</td>
<td>30</td>
</tr>
</tbody>
</table>
5. Sustainable beauty.


Subjects: MARKETING; PERSONAL care industry; COSMETICS industry; CAPITAL investments; DEMAND (Economic theory); Drugs and Druggists' Sundries Merchant Wholesalers; Cosmetics, Beauty Supplies, and Perfume Stores; Talcules, cosmetics and sundries merchant wholesalers; Toilet Preparation Manufacturing; Other Personal Care Services; Other personal care services; All Other Health and Personal Care Stores; COSMETICS; PERSONAL beauty
Sustainable beauty.

Authors: Challenger, Cynthia

Source: Chemistry & Industry. 92/1(2010), Issue 12, p19-20. 3p. 4 Color Photographs. 1 Diagram.

Document Type: Article

Subject:
- PERSONAL care industry
- COSMETICS
- PERSONAL beauty

NAICS Industry:
- 424110 Drugs and Druggists' Sundries Merchant Wholesalers
- 446120 Cosmetics, Beauty Supplies, and Perfume Stores
- 414520 Toiletries, cosmetics and sundries merchant wholesalers
- 322610 Toilet and Personal Care Manufacturing
- 812150 Other Personal Care Services
- 812190 Other personal care services
- 446199 All Other Health and Personal Care Stores

Abstract: The article focuses on the continuous growth of demand for sustainable, natural, and personal care products. It notes that 6-10% of global sales of personal care products come from natural and sustainable products. It points out that third-party certification is significant for sustainable ingredient suppliers to reassure customers on the products they produce. Moreover, the problem on intense capital investment in green processes can be surpassed through long-term business planning.

ISSN: 0000-3068

Accession Number: 6234013

Database: Business Source Complete

Publisher Logo: WILEY Blackwell
1. Assessment of the structural and process aspects of pharmaceutical care at a university hospital in Ethiopia.


Subjects: UNIVERSITY hospitals; PHARMACEUTICAL industry; HEALTH products; PERSONAL care industry; ETHIOPIA; Drugs and Drugstores; Bunchies Merchant Wholesalers; Food (Health) Supplement Stores; Pharmacies and Drug Stores; Medicinal and Botanical Manufacturing; Pharmaceuticals and pharmacy supplies merchant wholesalers; Pharmaceutical Manufacturing; Pharmaceuticals and medicine manufacturing; All Other Health and Personal Care Services; Other Personal Care Services.

2. Good manufacturing practices for medicinal products for human use.


Subjects: PHARMACEUTICAL industry; DRUGS; HEALTH products; QUALITY of life; PERSONAL care industry; Pharmaceutical and medicine manufacturing; Medicinal and Botanical Manufacturing; Food (Health) Supplement Stores; Other Personal Care Services; All Other Health and Personal Care Services.

3. Whose needs are we meeting? A qualitative descriptive case-study to compare the attitude towards multiple and complex needs, with those of a relative and involved professional, at a time when...


Subjects: MEDICAL care; PATIENT satisfaction; PERSONAL care industry; AWARDS; Other Personal Care Services.

4. A knowledge-based ingredient formulation system for chemical product development in the cosmetic industry.


Subjects: Case-based reasoning; Chemical product ingredient formulation; Knowledge management; New product development.

5. Plasmonic platforms for colorimetric sensing of cysteine.


Subjects: CYSTEINE; PLASMONICS (Electronics); COLORIMETRIC analysis; PERSONAL care industry; N/NObettata Stores; Other Personal Care Services.

6. Flow regimes in the emptying of pipes filled with a Herschel-Bulkley fluid.


Subjects: FLOW (Fluid dynamics); PIPE; Cleaning; HERSCHEL-Bulkley model; MULTIPHASE flow; PERSONAL care industry; Manufacturing; Other Personal Care Services; Other personal care services; All Other Health and Personal Care Services.
Always try different keywords
Search Results: 1 - 10 of 1,935
Your turn!

Use SEARCH to locate some resources for your next assignment

**Steps to follow:**
- Library website
- Click SEARCH
- Use the refine tools at the side
Superior Searching 2: Truncation

Method used to find different word endings e.g. econom* 
- economy
- economic
- economics

This works in the library catalogue and in databases.
Truncation
What word or words will I find?

**educate***
- educate
- educates
- educated

**educat***
- educate
- educates
- educated
- educating
- educational
- educator
STEP 5: Locating Journal articles using UOW databases
University of Wollongong Library Guides

Library Guides

BY SUBJECT

Subject guides

- Business
- Engineering & Information Sciences
- Law
- Humanities & The Arts
- Research
- Science, Medicine & Health
- Social Sciences
- UOW College

BY TOPIC

Most popular guides

- Academic journals
- Alumni
- Companies, industries & products
- Databases
- EndNote
- Exam Papers
- Historical Primary Sources
- Newspapers
- Referencing & citing
- Research Resources
- Standards
- Statistics
- Toolbar

Complete list of guides by topic
There are several useful guides for Sydney students. Take the time to explore them.

Today we’ll look at “Management and Marketing”.
Useful encyclopaedias, databases and websites
Search for information on:

operations management
AND
airline corporations
Search terms: “operations management” AND air*

Change the drop-down boxes to search only in the **ABSTRACT** for a more effective search.
Search Results: 1 - 10 of 60


2. Rachel Battershaw.


5. EXECUTIVE EXPRESS.
By searching using Air*

- Air*
  - Asterisk truncation symbol => *
  - Expands your search

- Aircraft
- Airlines
- Airports
- Airspace
Use the Business Source Complete database to find journal articles about:

Project management AND Building*

USING TRUNCATION => *

Steps to follow:
UOW homepage
  > Library website
  > Click "Guides"
    > Click on Business guide
      > Click “Management & Marketing” guide
      > Click “Business Source Complete”
Don’t forget - Phrase searching

• Allows you to link your search terms together

• Tells the database to search for the whole phrase rather than two words anywhere in the document

• Use inverted commas “ ” to identify your phrase
Example

Search the Business Source Complete database for information on:

*supply chain management in Japan.*
Search terms: "Supply chain management" AND Japan

Change the drop-down boxes to search only in the ABSTRACT GEOGRAPHIC TERMS for a more effective search.
4. **Supply chain pain.**
   ![PDF Full Text (1.5MB)](image_url)
The article discusses the impact of the tragic earthquake and tsunami in Japan in March 2011 on the bio/pharmaceutical supply chain in Europe. It sees the supply chain management weakness in the way the bio/pharmaceutical industry manages its inventories. It notes the plan of contract manufacturing organizations (CMOs) to help the industry manage its cost out of the system.
Database subject terms

- Databases will assign uniform subject terms to articles on the same topic
- Look at the subject terms in relevant search results
- Go back to your search screen modify your search using the subject terms
- You will find other articles which the database has assigned to the same topic

= MORE RELEVANT SEARCH RESULTS
Supply chain pain.

Authors: Miller Jim

Source: Pharmaceutical Technology Europe May 2011, Vol. 23 Issue 5, p16-17, 2p

Document Type: Article

Subject Terms: PHARMACEUTICAL industry
SUPPLY chains
SUPPLY chain management
SENDAI Earthquake, Japan, 2011
CONTRACT manufacturing

Geographic Terms: JAPAN
EUROPE

NAICS/Industry Codes: 325412 Pharmaceutical Preparation Manufacturing

Abstract: The article discusses the impact of the tragic earthquake and tsunami in Japan in March 2011 on the bio/pharmaceutical supply chain in Europe. It sees the supply chain management weakness in the way the bio/pharmaceutical industry manages its inventories. It notes the plan of contract manufacturing organizations (CMOs) to help the industry manage its cost out of the system.

ISSN: 1753-7967

Accession Number: 60568009


Database: Business Source Complete
Modify the search, search for:

“Supply chain management” in

in SUBJECT TERMS

LIMIT to Scholarly Journals
By searching with the subject headings more relevant results are retrieved.
What does this icon mean?

The ‘Find @ UOW’ button is linked to software which helps you locate the full text if it is available.

In many cases it will take you right to the article.

So every time I see that icon, full text is available?

Unfortunately, no. The graphic appears by default.

It does not go through any test to see if we subscribe before it appears.

You need to click on the Find @ UOW button to see if you can access full text.
Detective work: Following the Citation Trail

1. Follow the reference list.

2. See who has used your source as a reference / evidence (who is citing them in their articles).
Search:
“coordinated supply chain management”
Coordinated supply chain management
Coordinated supply chain management.

Authors: Thomas, Douglas J., Griffin, Paul M.

Source: European Journal of Operational Research: 10(1186); Vol. 64 Issue 1, p1-15. 15p. 1 Diagram, 2 Charts.

Document Type: Article

Subject Terms: MANAGEMENT science, SUPPLY chains, THEORY of distributions (Functional analysis)

Abstract: Studies the literature on coordinated planning for supply chain management. Historical independent management of the three stages of the supply chain; increased pressures for more responsive supply chains. Opportunity for reduced operating costs through a coordinated planning of the stages of the supply chain.

ISSN: 0377-2217

Accession Number: 9708154600

Database: Business Source Complete
Coordinated supply chain management

Historically, the three fundamental stages of the supply chain, procurement, production and distribution, have been managed independently, buffered by large inventories. Increasing competitive pressures, and market globalization are forcing firms to develop supply chains that can quickly respond to customer needs. To remain competitive, these firms must reduce operating costs while continuously improving customer service. With recent advances in communications and information technology, as well as a rapidly growing array of logistics options, firms have an opportunity to reduce operating costs by coordinating the planning of these stages. In this paper, we review the literature addressing coordinated planning between two or more stages of the supply chain, placing particular emphasis on models that would lend themselves to a total supply chain model. Finally, we suggest directions for future research.

Keywords
Distribution; Supply chain; Logistics

Who has referenced my article: Forward in time
<table>
<thead>
<tr>
<th>Title</th>
<th>Authors</th>
<th>Year</th>
<th>Journal</th>
</tr>
</thead>
<tbody>
<tr>
<td>Challenges and future perspectives for the life cycle of manufacturing networks in the mass customisation era</td>
<td>Mourtizis, D.</td>
<td>2016</td>
<td>Logistics Research</td>
</tr>
<tr>
<td>A heuristic for emergency operations scheduling with lead times and tardiness penalties</td>
<td>Lei, L., Lee, K., Dong, H.</td>
<td>2016</td>
<td>European Journal of Operational Research</td>
</tr>
<tr>
<td>The coordination of single-machine scheduling with availability constraints and delivery</td>
<td>Li, G., Lu, X., Liu, P.</td>
<td>2016</td>
<td>Journal of Industrial and Management Optimization</td>
</tr>
<tr>
<td>On investigation of interdependence between sub-problems of the Travelling Thief Problem</td>
<td>Mei, Y., Li, X., Yao, X.</td>
<td>2016</td>
<td>Soft Computing</td>
</tr>
<tr>
<td>Revised multi-choice goal programming for incorporated dynamic virtual cellular manufacturing into supply chain management: A case study</td>
<td>Aalaei, A., Davoudpour, H.</td>
<td>2016</td>
<td>Engineering Applications of Artificial Intelligence</td>
</tr>
<tr>
<td>Three echelon supply chain with centralised and decentralised inventory decisions under linear price dependent demand</td>
<td>Kumar, B.K., Nagaraju, D., Narayanan, S.</td>
<td>2016</td>
<td>International Journal of Logistics Systems and Management</td>
</tr>
</tbody>
</table>
Google and Google Scholar

Everyone can Google!

Can you power Google?

Have you used Google scholar?
Google Scholar Advanced Search

Google scholar

Stand on the shoulders of giants
Find articles
with all of the words Japan
with the exact phrase supply chain management
with at least one of the words
without the words
where my words occur anywhere in the article
Return articles authored by
E.g., "PJ Hayes" or McCarthy
Return articles published in
E.g., J Biol Chem or Nature
Return articles dated between
E.g., 1996

Search
[CITATION] Logistics and supply chain management: creating value-added networks
M Christopher - 2005 - Pearson education
Cited by 3391 - Related articles - BL Direct - All 10 versions

Supply chain management: an analytical framework for critical literature review
S Croom, P Romano... - European journal of purchasing & supply management, 2000 - Elsevier
... Section 4 presents a summary and some conclusions we can draw from the work in terms of moving towards a disciplinary approach to supply chain management. 2. The supply chain management landscape. ... 3. Bodies of literature associated with supply chain management ...
Cited by 530 - Related articles - BL Direct - All 7 versions

Global supply chain management at Digital Equipment Corporation
BC Arntzen, GG Brown, TP Harrison... - Interfaces, 1995 - interface.highwire.org
... like any firm that manufactures, January—February 1995 distributes, and services its products worldwide, needs global supply chain management and modeling ... MI assachuseus Motherboard Massachusetts UK] Ireland primer Tanwan i: n"x** Canada alwan Japan Canada inw ...
Cited by 698 - Related articles - BL Direct - All 10 versions

An empirical investigation into supply chain management: a perspective on partnerships
RE Spekman, JW Kamauff Jr... - Chain Management, 1998 - emeraldsight.com
... Supply chain management represents a paradigm shift that extends one's appreciation for the concepts of co-operation and competition. ... with many different suppliers: its in-bound logistics carrier, its out-bound carrier, and its retail dealer network, some of whom are in Japan ...
Cited by 615 - Related articles - BL Direct - All 13 versions

[BOOK] Purchasing and supply chain management
RM Monczka, RB Handfield... - 2008 - books.google.com
... North Carolina State University Larry C. Giunipero Florida State University James L. Patterson Western Illinois University Australia Brazil Japan Korea Mexico Singapore Spain United Kingdom United States Page 3. Purchasing and Supply Chain Management. 4e Robert M ...
Cited by 587 - Related articles - BL Direct - All 13 versions

Supply chain management: a strategic perspective
C Rechtel... - International Journal of Logistics Management, 1997 - emeraldsight.com
... Is the concept of supply chain management (SCM) important in today's business environment or is it simply a fad destined to die with other ... a number of other relationships [5]. Harrison [6] and Best [7] describe a movement towards business networks especially in Japan and Italy ...
Cited by 477 - Related articles - BL Direct - All 3 versions

Supply chain management: an empirical study of its impact on performance
KC Tan, VR Kannan... - International Journal of Management, 1999 - emeraldsight.com
... of competition they faced from competitors globally, respondents indicated that their firms faced the greatest competition in the USA and Canada followed by Western Europe and Japan and the Pacific Basin. Competitive environment, supply chain management practices, and ...
Cited by 232 - Related articles - BL Direct - All 9 versions
Best way to access Google Scholar

Access via
   Library website
     > Databases
       >Google Scholar
Your turn!

Access **Google Scholar**, via the library databases page. Locate some online resources for your next assignment.
Request a book from not held at Wollongong or SBS
Wikipedia

• Only use as a starting point

• Never reference in an Academic or Business Environment.

• Remember it can be edited and added to by anyone.
What to do if your database searches aren’t working
To Improve your search results

Think about:
• Different spelling
• Alternate keywords
• Broader and narrower keywords
• Use OR to join synonyms
Start with StartSmart – the essential information skills course

Teach yourself: online tutorials
Spend some time on StartSmart and StaySmart so you are well-prepared for researching your assignments.
## Helpful tools in StaySmart

### Essential Task Word Checklist

<table>
<thead>
<tr>
<th>Interpretation words</th>
<th>Information words</th>
<th>Relation words</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ask you to define class of your own about the subject. Do not see these words as requesting opinion alone (unless the assignment specifically says so), but as requiring opinion that is supported by concrete evidence. Remember the principles, definitions, or concepts and use them in your interpretation.</td>
<td>Ask you to demonstrate what you know about the subject, such as who, what, when, where, how, and why.</td>
<td>Ask you to demonstrate how things are connected.</td>
</tr>
<tr>
<td>Assess</td>
<td>summarise your opinion of the topic and measure it against appropriate criteria.</td>
<td>Define</td>
</tr>
<tr>
<td>Prove/Justify</td>
<td>give reasons or examples to demonstrate how or why something is the truth; express valid reasons for accepting a particular interpretation or conclusion.</td>
<td>Explain</td>
</tr>
<tr>
<td>Evaluate</td>
<td>form a concept of the value of an idea, argument or theory</td>
<td>Identify</td>
</tr>
<tr>
<td>Interpret</td>
<td>show your understanding of and insight into an idea, theory or concept as having a particular meaning</td>
<td>Illustrate</td>
</tr>
<tr>
<td>Respond</td>
<td>present an idea in reply to the topic of the assignment, reinforced by theory and/or evidence</td>
<td>Summarise/Summarize</td>
</tr>
<tr>
<td>Support</td>
<td>provide evidence or reasons for a clearly stated point of view</td>
<td>Research</td>
</tr>
<tr>
<td>Synthesise/Synthesize</td>
<td>combine two or more ideas or perspectives on a topic to reach an informed conclusion; a synthesis is the main point you are making in your argument.</td>
<td>Describe</td>
</tr>
<tr>
<td>Analyse/Analyze</td>
<td>identify the important parts of a topic and consider how they relate to the topic as a whole</td>
<td>Discuss</td>
</tr>
<tr>
<td>Argue</td>
<td>give reasons or evidence in support of an idea, action, or theory, typically with the aim of persuading others to share your view</td>
<td>Enumerate</td>
</tr>
<tr>
<td>Comment/Comment on</td>
<td>provide an opinion on a topic; in a University context, you would be expected to support this opinion by referring to relevant theory or literature</td>
<td>Outline</td>
</tr>
<tr>
<td>Criticise/Criticize</td>
<td>discuss your judgement of the value or truth of something, indicating the criteria upon which you base your judgement</td>
<td>Review</td>
</tr>
<tr>
<td>Examine</td>
<td>investigate or explore a topic in detail</td>
<td>State</td>
</tr>
<tr>
<td>Investigate</td>
<td>thoroughly and critically examine or explore a topic to uncover facts</td>
<td>Summarize</td>
</tr>
<tr>
<td>Explore</td>
<td>thoroughly and critically examine or investigate a topic to uncover facts.</td>
<td>Based on: The Writing Center, University of North Carolina at Chapel Hill, 1999. (<a href="http://writingcenter.unc.edu">http://writingcenter.unc.edu</a>)</td>
</tr>
</tbody>
</table>

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## Search Result Comparison: Summon versus Google

<table>
<thead>
<tr>
<th>Summon</th>
<th>Google</th>
</tr>
</thead>
<tbody>
<tr>
<td>Able to access the full text of scholarly articles and ebooks using UOW username and password.</td>
<td>Full text items available, but often asks for payment for journal articles and ebooks.</td>
</tr>
<tr>
<td>Has useful academic results for assignments, but concentrates on written content.</td>
<td>Found useful results, but not easy to identify if scholarly or peer reviewed.</td>
</tr>
<tr>
<td>Results found are easier to refine to scholarly or peer reviewed.</td>
<td>Results screen is clear and simple to navigate but it is not easy to refine your search.</td>
</tr>
<tr>
<td>Options for refining search (for example content type, subject area, date.)</td>
<td>The quickest way to find information to get started.</td>
</tr>
<tr>
<td>Summon links through to textbooks and recommended Readings.</td>
<td>Sometimes hard to verify when web page was created or written.</td>
</tr>
<tr>
<td>Easy to see date of publication of article or book.</td>
<td></td>
</tr>
</tbody>
</table>
UNDERSTAND WHAT YOUR ASSIGNMENT IS ABOUT

To focus your research and writing, you first need to know what you are being asked to do. Save yourself time and effort.

WORK THROUGH THESE 4 STEPS:

1. Read the question and assessment criteria carefully - ask your lecturer or tutor for clarification if needed.
2. Look for instruction or task words.
3. Write down any obvious topic keywords to ensure you know what they mean.
   Use lecture material, textbooks, recommended readings and subject dictionaries or encyclopedias to help you understand what the keywords mean in the context of your assignment.
4. Check your task word meaning below:

   TASK WORDS ARE ONE OF 3 TYPES

   INFORMATION WORDS | RELATION WORDS
   --- | ---
   define | contribute
   explain | contribute

ACTIVITY: FIND OUT WHAT YOUR TASK WORD MEANS

Type your task word

Download our essential task word list
Key points:

Assignment question breakdown

Library catalogue searching

Superior searching Techniques

Research quickly – Following the clues

Power Googling & Google Scholar
Question time
Don’t struggle with research, ask for help!

Visit the Sydney Business School library
Monday-Thursday 9am – 9pm
Friday 8.30am – 5pm

Book a consultation

Contact Lauren Richardson
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Email: laurenr@uow.edu.au