



Library

Starting Your Assignment

UTS Library

What we will cover

The assignment process and time management

Breaking down your assignment question

- Identifying instruction words, concepts, and limiting words

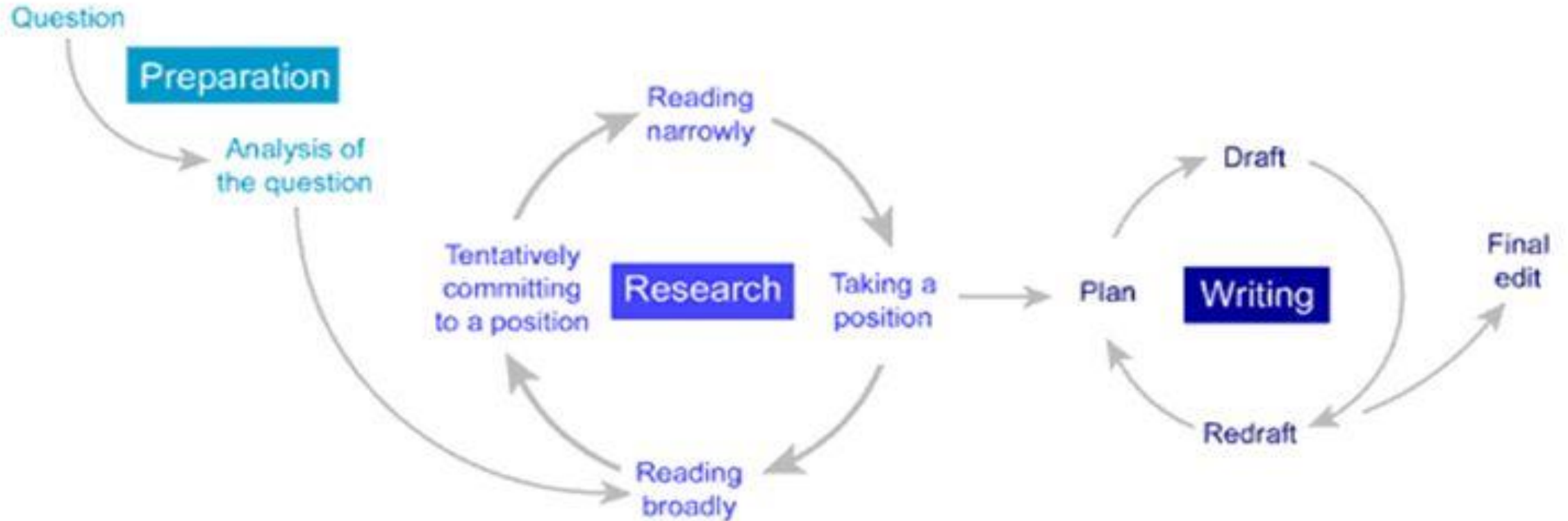
Searching effectively

- Using related terms to search
- What types of information should you use in assignments?
- Finding books and scholarly articles

Resources and tools available to you



The assignment writing process



2 DAYS?

PREPARATION

- Unpack and analyse the assessment task
- Assignment type
- Word count
- Familiarise yourself with the marking criteria

> HELPS drop-ins
> Request for a 40-min appointment

6 DAYS?

RESEARCH & READING

- Search engines? Library databases? Google Scholar?
- Types of sources? Books? Journal articles? Grey literature?
- Number of sources?
- Read and make notes

> Study Help Desk

6 DAYS?

WRITING

- Make a skeleton plan
- 1st draft
- 2nd draft
- 3rd draft
- 4th draft
- ...
- Edit and proofread

> WriteNow!
> HELPS 40-min appointment

14 DAYS

Breaking down your assignment question

INSTRUCTION WORDS

- are usually verbs
- tell you what to do in order to answer the question

CONCEPT WORDS

- tell you what the topic areas are
- help you focus your research

LIMITING WORDS

- narrow a broad topic
- indicate aspects to focus on

Sample assignment question

Discuss the factors that contribute to childhood obesity in Australia.
You should use at least 5 academic sources from the last 5 years.

Breaking down your assignment question

Discuss the **factors** that contribute to **childhood obesity** in **Australia**.
You should use at least 5 academic sources from the **last 5 years**.

Instruction words

discuss

Concept words

factors
childhood
obesity

Limiting words

Australia
last 5 years
5 academic sources

Searching effectively

Developing a range of search words to use in search engines

When you search using your concepts you will find many relevant resources, but you won't find everything

To give yourself the best chance of finding all related resources we recommend using **synonyms** or **related terms** in your search

For example, you could search **Childhood AND obesity** or **Childhood AND overweight**

Childhood	Obesity	Factors
Children Child Kid Adolescence	Obese Fat Overweight	Advertising Diet Junk food Exercise

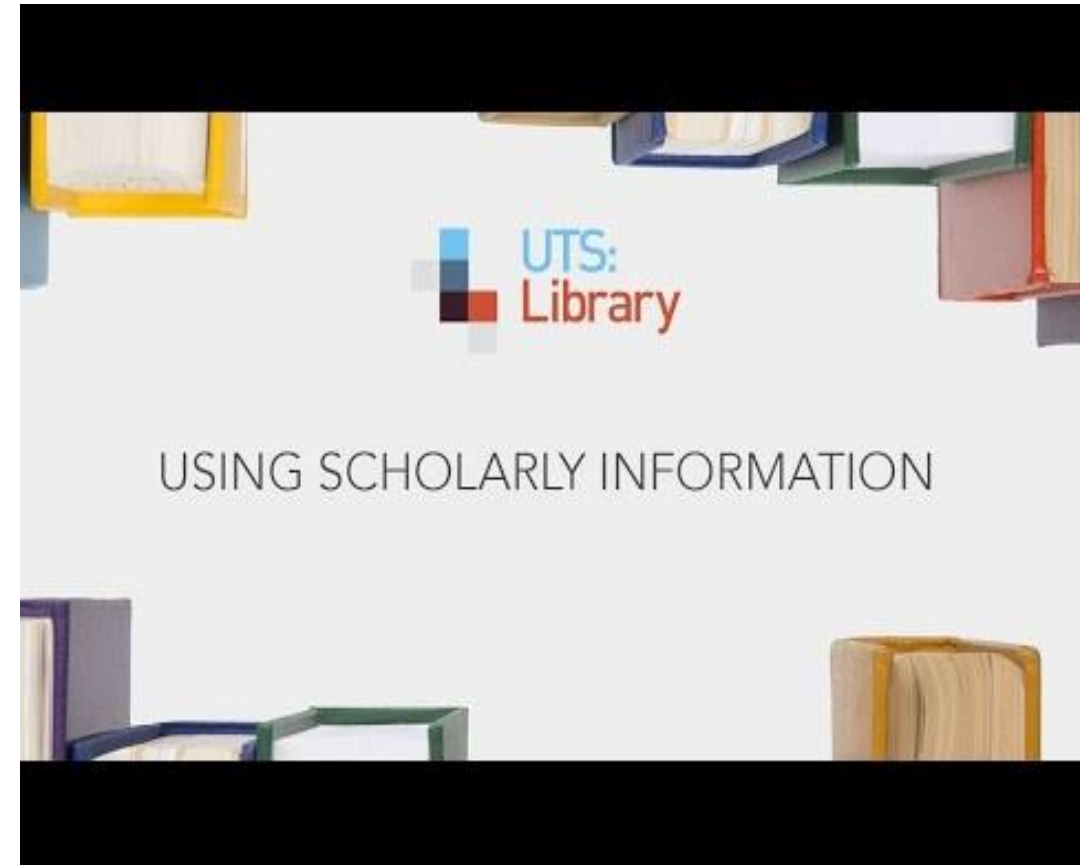
Activity 1:

Breaking down an assignment question

What types of information do you need?

Academic/scholarly sources

- Books
- Scholarly/Peer-reviewed journal articles



Live DEMO of the library catalogue

➤ Finding **books**

➤ Finding **scholarly articles**

The screenshot displays the UTS Library website interface. At the top, there is a navigation bar with the UTS Library logo on the left and several menu items: LIBRARY HOME, NEW SEARCH, JOURNALS, DATABASES, EREADINGS, UTS COLLECTIONS, and a three-dot menu. On the right side of the navigation bar, there are two circular icons representing social media or sharing options. Below the navigation bar is a large teal search bar with the placeholder text "Search everything..." and a magnifying glass icon. To the right of the search bar is a link for "ADVANCED SEARCH". Below the search bar, the page is divided into two columns. The left column contains a section titled "How to search the Library catalogue" with a sub-heading "The Library catalogue provides one-stop searching for print and online books, articles, videos, digital media, databases, and more." followed by instructions on how to use the search bar. It lists three search options: "Everything" (the default), "Library Catalogue", and "Articles & eResources". The right column contains a section titled "Get help" with instructions on how to find subject readings and study guides, and a link to contact the library for assistance.

UTS Library

LIBRARY HOME NEW SEARCH JOURNALS DATABASES EREADINGS UTS COLLECTIONS ...

Search everything... ADVANCED SEARCH

How to search the Library catalogue

The Library catalogue provides one-stop searching for print and online books, articles, videos, digital media, databases, and more.

From the search bar choose to search:

- Everything:** the default option will search all materials owned and subscribed by UTS Library, plus millions of articles, book chapters and other eresources from research databases.
- Library Catalogue:** search only for print and digital materials held by UTS Library.
- Articles & eResources:** search content from research databases for journal, newspaper and magazine articles, book chapters, encyclopaedia entries and more.

Get help

Subject readings can be found in the Reading Lists of your subject site — either from Canvas or UTSONline (Blackboard)

[Study Guides](#) provide direct links to the most relevant resources, help and referencing information relevant to your course.

[Contact the Library](#) for assistance in finding and accessing resources or referencing.

Activity 2:

Find a book for your topic



Top 3 tips

Don't read everything! Skim read the contents, abstract/introduction or conclusion

You usually need to do multiple search with different/more specified content words

Searching is a skill that takes time and practice to develop



Library services and resources

HELPS SUPPORT on all things academic

LIBRARY SUPPORT:

- [Study Guides](#)
- [Upcoming library workshops](#)
- **Referencing pages**
 - [APA 7th](#)
 - [Harvard UTS](#)
 - [AGLC4](#)
- **Grammar assistive tool** – [Grammarly](#)
- **Online chat with a Librarian** – [Library Chat](#)

