

Harvard Referencing Guide

Click here for instructions:

<http://www2.hud.ac.uk/cls/library/gethelp/docs/Referencing.pdf>

Referencing is important for reasons other than avoiding plagiarism. When you reference correctly you are demonstrating that you have read widely on a topic. You are also supporting your hypothesis with comments from expert authors. This lends credibility to your own work. Also, by correctly referencing, you allow the marker or reader to follow-up your references and to check the validity of your arguments for themselves.



Reference Checklist

A well researched assignment contains information from the following Library resources:

- Dictionaries – Helpful definitions
- Encyclopedias – Subject Overview
- Handbooks – Factual Data
- Text Books – Assigned Reading
- General Texts – Background Research
- Journal Articles – Current Research on Topic

Library Contacts

Library Manager – Joyce Jiang

Librarian - Karine Lespinasse-Sabourault

Library Assistants - Katherine Qiu & Bonnie Bao

Telephone 021-647 42177

1195 Fuxing Zhong Road

Shanghai 200031, PRC

SBC Library
Find Information for
Your Assignment

Research Guide

A journey of a thousand miles begins with a single step.

*Lao Tzu, The Way of Lao-tzu
Chinese philosopher (604 BC - 531 BC)*

Where to Start

Dictionaries, Handbooks

Encyclopedias and Text Books via SBC Catalogue

Check the Reference Section of the Library for definitions and an overview of your topic:

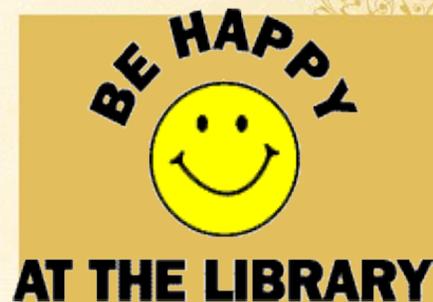
Connect to the Library Catalogue via SBC Homepage listing under LRC – **Library-Catalogue**: <http://library.sbc-usst.edu.cn/>: Find the shelf numbers for text books and general reading materials.

Connect to SBC Databases via SBC Homepage listing under LRC – **Electronic Databases**: <http://www.sbc-usst.edu.cn/en/about.asp?Aid=38&Bid=64>: Databases available from this site and also from USST Main Library (<http://library.usst.edu.cn/>)

Browse the shelves and Ask for help in locating Items – friendly Library Staff are happy to help!
Serendipity – be surprised by what you find nearby on the shelves...

Ask at the Library Information Desk for assistance:

- Use the SBC Catalogue
- Use the Electronic Databases
- Show you where the books on your topic are located
- Show you where the Journals are located



ABC of Research:

- Explore the **Reference Collection** for Subject relevant Dictionaries, Handbooks and Encyclopedias on your topic.
- Check the **Library Catalogue** for the books on your reading list.
- Find the latest journal articles on your topic using relevant online Databases relevant to your topic: i.e. **Emerald Database** for Events Management, Economics, Accounting and Finance. **H.W. Wilson, IEEE and Science Direct** for Engineering. **EBSCOHost** and **Ebrary** for multidisciplinary.
- Check the SBC Journal Collection for general knowledge and topic overviews.