

Top 10 Tips for Achieving Assignment Success

How to identify, locate, evaluate, and effectively use information

1. Use the right information source for what you are trying to achieve

Oxford Reference Online contains dictionaries, handbooks and encyclopaedias. Searching this will help you understand the terminology of your subject and think of alternative search terms. Think about other forms of media that might be useful. For example, most things in the arts, social sciences, health and education will have relevant newspaper articles. Newsbank contains current news reports. Newsvault contains historical news items. Can't find the right books in the library – try our eBook collections. You can use the eBooks you need and then save them to your bookshelf once you have created an ebrary account. Aren't sure which resources we have for your subject? Please use our [subject web pages](#). They will help you find the right eResources or you can start your basic searching using [Discover More](#).

2. Search Terms

Think carefully about the words you use to search for your information. Be specific rather than just using broad general terms. It is the keywords that you use that are the most important thing to get right when you search a database.

3. Search Tips

Link keywords using AND, OR, NOT. AND narrows a search, OR widens a search NOT excludes the term. If you have a phrase use quotation marks e.g. "Social Media".

4. Scope

Target the coverage of your topic to a specific date or geographical region and be consistent with your searches in relation to this.

5. Finding the actual article

The PDF full text of the article will be located within most of our eJournal collections and databases but if the full text isn't there, search by the title of the journal you need in the library catalogue to check Learning Services' access to a particular journal.

6. Evaluate the information

Evaluate the information that you find. Is the article relevant? Think about how you can use it.

7. Manage your search results

Manage your search results using the options available this often includes print, save or emailing yourself the article.

8. Collect the details for your bibliography and reference list as you find the information

If you are using Harvard referencing, there is a [Harvard reference guide](#) on the Learning Services webpages.

9. Save your assignments in more than one place

Save your assignments in more than one place and read through your assignments to check spelling, grammar, and referencing before you submit them.

10. Use the Learning Services webpages

Use the Learning Services webpages for help with information, eResources and assignment help. Or drop in and see us at the Catalyst Helpdesk or visit us online at www.ehu.ac.uk/uniskills