

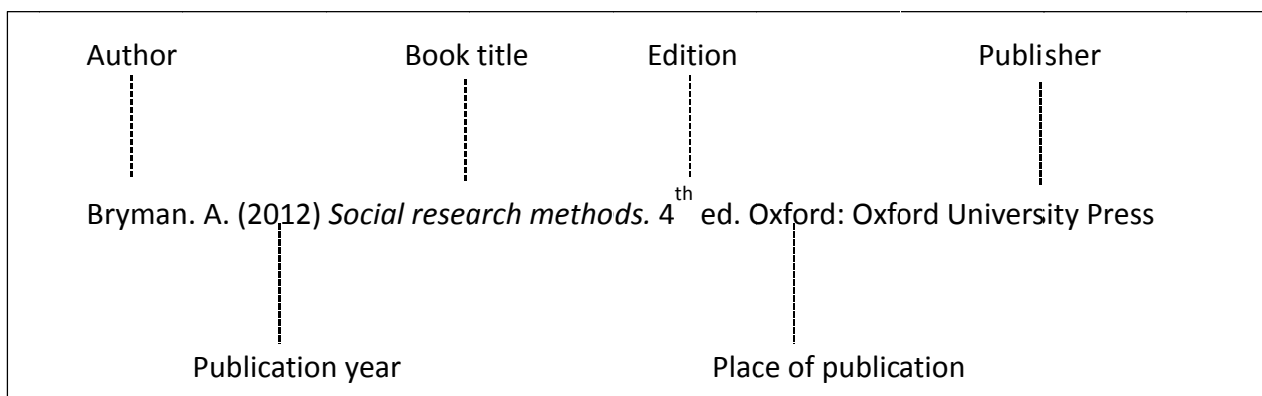
Understand your reading lists

To find items on your reading list it is important that you can easily identify different references so that you can locate the materials you have been asked to read.

The most common items on your reading list are likely to be books, book chapters and journal articles. However, depending on your subject there may also be other items such as newspaper articles, reports or films.

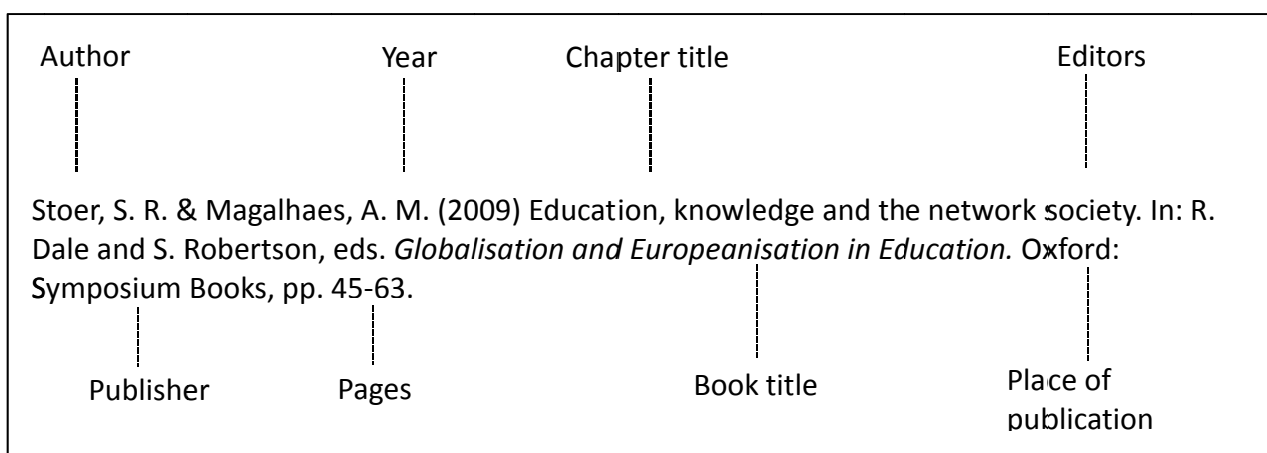
Items on your reading list will be displayed as a reference. This reference will contain unique information which you can use to identify the information type. Once you have done this you are then ready to locate the item within Encore.

Is it a book?



To search for a book in Encore you will need to search for the title and/or author surname, e.g. **Bryman social research methods**

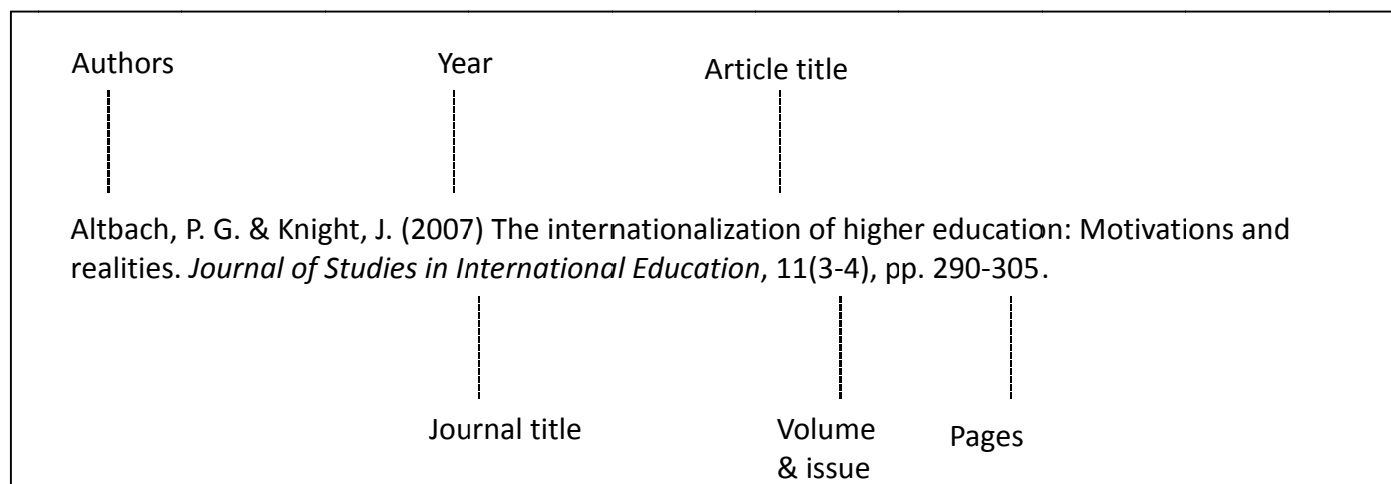
Is it a chapter in a book?



To search for a book chapter you should search for the title of the book rather than the title of the chapter. This is because Encore doesn't always contain the details of individual chapters. E.g. **Dale globalisation and Europeanisation in education**.

The results in Encore will indicate if the book or book chapter is available in either print or as an ebook. Information about the availability and location of the print book will be provided. Ebooks can be accessed by logging in with your IT username and password.

Is it a journal article?



To locate the full text of a journal article you first need to check if Warwick has a subscription to the journal you require by searching for the title of the journal, e.g. **Journal of Studies in International Education**

If the journal is available, follow the links and log in using your IT username and password. Using the details from the reference (year, volume, issue, pages) locate the article you require.

Things to look out for:

- There are subtle differences between a book, book chapter and journal article; a book and a book chapter will include publication information, whereas a journal article will usually have a volume and issue number.
- References for book chapters and journal articles will have two titles. A book chapter will have the title of the chapter and the title of the book it appears in. The journal article will have the title of the article and the title of the journal it appears in.
- If you are looking for a journal article or a book chapter, use the title of the **main work** (journal, book etc.) to search Encore rather than the article or chapter title. This information will often appear on your reading list in italics or bold.

Different types of material

Books will generally fall into two categories, text books or scholarly monographs.

Text books can present an overview of a subject area, providing a broad view of the topic and including different models or theories. Scholarly monographs tend to be more focused in their subject area, offering a much more detailed and in-depth coverage of specialist topic.

Journal articles are typically shorter pieces of academic research or reviews of existing research which have been peer-reviewed. Articles will tend to be more up to date than books as they are updated and published more regularly.

Prioritise your reading

It is important to manage your time and prioritise your reading especially if your reading list is quite long. If items have been marked as core or essential then you should look at these first. If you have only been asked to read a chapter from a book, then you don't necessarily need to read the entire book. If there are items marked as optional or further reading then consider which ones you would benefit from reading. I.e. would reading these help you contribute to a seminar discussion or are they linked to an assignment topic or exam?

Further help

The items on your reading list should all be available through the Library. However, if you have any questions or difficulty locating any of the items on your reading list please contact your Academic Support Librarian.