

Unisa Library
P O Box 392
Unisa
0003

Tel: +27 (0)12 429 3633
Fax: +27 (0)12 429 3489
Email: nelle@unisa.ac.za

Dear Student

The Unisa Library welcomes you as a postgraduate student. The library, with its extensive range of information resources, forms an integral part of your journey towards completing your degree successfully.

Please claim your **myLife email** address on myUnisa to ease communication.

The services offered by the library are available online via the library's homepage at <http://www.unisa.ac.za> and click on Library.

If you require further advice and assistance, you should consult the Branch Librarian at the Unisa regional office nearest you who will guide and train you in the use of the online databases.

You may also submit a request for a literature list on your topic to

IR Request Services: Search Librarians
Unisa Library,
PO Box 392,
UNISA 0003
E-mail: lib-search@unisa.ac.za
Fax: 012 429 8101

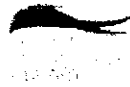
A copy of a request form is available via the library's homepage at <http://www.unisa.ac.za>. Click on Library and Request a Literature Search.

Please contact me if you intend visiting the Pretoria campus to learn how to use the library's resources as a researcher. A research space is also available on the 4th level of the Muckleneuk Library for the convenience of Unisa masters and doctoral students.

With best wishes for your studies

Elsabé Nell

Personal Librarian for Philosophy, Theology, Religious Studies & Arabic.



OVERVIEW OF LIBRARY AND INFORMATION SERVICES AVAILABLE TO UNISA MASTERS AND DOCTORAL CANDIDATES

The Unisa Library welcomes you as a student. The library, with its extensive range of information resources, forms an integral part of your journey towards completing your degree successfully.

1. SIGNING ON

You will need to sign on to the Unisa Library's network to make use of its online resources which include the library's catalogue, subject databases, e-journals, book and article requests, inter-library loans, and renewing your books.

- First register for a **myLife e-mail account**
Go to <http://www.unisa.ac.za>, click on *Login to myUnisa*, then on *Claim myLife e-mail* in the navigation menu on the left. Your myLife password and directions for accessing your new e-mail in-box will be supplied
- Now register at **myUnisa**
Go to <https://my.unisa.ac.za/portal> and click on *Join myUnisa*. Your myUnisa password will be sent to your myLife e-mail and you will be asked to activate your myUnisa account. Make sure you receive a message confirming that your account has been activated.

PLEASE NOTE:

- You will be prompted to provide your **myUnisa password and student number** whenever you want to access any of the library's services or resources.
- **Problems** or queries regarding your myUnisa password, should be e-mailed to the **myUnisa contact centre** at myUnisaHelp@unisa.ac.za or phone 0861 670411 (for South African students) and +27 11 670 9000 (for international students). This applies to all queries where you are unable to sign on to the library's online resources.
- The myUnisa Contact Centre has a turnaround time of between 24-48 hours.

2. USING THE LIBRARY'S CATALOGUE ON YOUR CELL PHONE

The catalogue is available at <http://oasis.unisa.ac.za>. You can access it to search for books and/or request and renew library items on your web-enabled phone through **AirPAC**, a product that auto-detects the type of device you are using and formats the catalogue screens accordingly, without graphics, to give improved viewing. AirPAC can also be accessed through a standard browser and will display faster for users of slow dial-up connections.

To access AirPAC, go to <http://oasis.unisa.ac.za> > *AirPac mobile interface*

3. BORROWING LIBRARY MATERIAL

Masters and doctoral students may borrow up to 16 books at a time. Students living in South Africa are allowed to keep their books for 42 days, unless the books are in the Study Collection. In this case, a shorter loan period is granted. Students who live outside South Africa may borrow books for up to three months. It is important to ensure that you return your books on time, in order to avoid having to pay a fine.

4. REQUESTING AND RENEWING LIBRARY MATERIAL

The preferred method of **requesting** a book or journal article is

- **electronically**
<http://oasis.unisa.ac.za> and select either *Book (or Article) Requests*, enter your student number and myUnisa password, fill in the details of your book or article and submit your request,

but you may also

- use the library's **official request cards**.
Post them to Information Resources (IR): Request Services, Unisa Library, PO Box 392, UNISA 0003, or fax them to +27 12 429 2925 or +27 12 429 3489.

NB: Handwritten lists of requests sent by e-mail or fax are not acceptable.

For queries regarding your **book requests**, please phone + 27 12 429 3210 or email bib-circ@unisa.ac.za.
For **journal article** queries, please phone + 27 12 429 3432 or email bib-circ@unisa.ac.za.

The preferred method of **renewing** a book is

- **electronically**
<http://oasis.unisa.ac.za> and click on *myLibrary/Renewals/Login*. Sign on using your student number and myUnisa password. Select the items you want to renew. Click on *Renew selected* or *Renew all*

but you may also

- **telephone** on + 27 12 429 4164, or send an
- **email** to bib-circ@unisa.ac.za.

NB: You may not renew items on a waiting list or items that have already been renewed three times.

5. INTER-LIBRARY LOAN SERVICE

Masters and doctoral students are entitled to an inter-library loan service if they need books, theses or articles that are not available in the Unisa Library. The preferred method of requesting inter-library loans is **electronically** by registering with Sabinet. Please contact your Personal Librarian for more information.

For queries related to inter-library loans, please phone +27 12 429 2942, or libr-ill@unisa.ac.za

6. SUBJECT DATABASES

The Unisa Library subscribes to many online subject databases which all registered Unisa students can access. They contain bibliographic references to academic, peer-reviewed journal articles in your field of study, as well as references to theses, books and chapters which are not necessarily available in the library. Many of these databases also contain full text articles which can be viewed, printed and downloaded.

You can access the databases either by

- **Subject**
Go to <http://www.unisa.ac.za>, click on *Library* and then on *Subject databases*.
The subject list groups together the appropriate databases for each subject so it is a good idea to use this option if you are unfamiliar with resources for your topic. The list will also indicate which databases have full-text coverage. Click on the title of the database to access its search screen.
Many database vendors, eg. EBSCOHost, also allow for simultaneous searching across databases

or
- **A-Z list of electronic resources**
Go to <http://www.unisa.ac.za>, click on *Library*, *E-Resources* and *A-Z list of electronic resources*.
This is a comprehensive alphabetical list of all the databases to which the Unisa Library subscribes.

Most databases have **Help** links to guide you through their unique features and their search options, as well as a **new features** link which enables you to view and implement upcoming features. **Frequently Asked Questions** also provide ready answers to standard questions about the database. Often databases also provide free access to quick tutorials on aspects of searching for information and database features.

Remember that off-campus access will require your student number and myUnisa password.

7. ELECTRONIC JOURNALS

Many of the journals in the Unisa Library are available electronically. This means that you can print or download journal articles from your computer rather than requesting them from the library. You will need to install the Adobe Acrobat Reader on your computer in order to view and print full text articles.

There are two ways of finding out whether a journal is available electronically:

- **via the Unisa Library e-Journal Finder**
<http://www.unisa.ac.za>, click on *Library, E-journals* and type in the journal title. A link will be provided if electronic access is available.
It is strongly recommended that you use this valuable resource frequently.
- **via the catalogue**
<http://oasis.unisa.ac.za>, click on *Journal titles* and type in the journal title. If access is available, a *View full text ...* link will appear. Click on it to start searching.

If you do not find a full text link to your journal using either of these options, it means that the library does not have one. You should therefore request your article as outlined in Section 4 of this document.

8. REQUESTING A LITERATURE SEARCH

The Branch Librarians at each Unisa regional centre offer general training in the use of the library's catalogue and keyword searches.

If you require further assistance, you may also submit an electronic request for a literature search on your topic to lib-search@unisa.ac.za, or fax your request to +27 12 429 8101, or write to

IR Request Services: Search Librarians, Unisa Library, PO Box 392, UNISA 0003.

A request for an information form is available at <http://oasis.unisa.ac.za> and click on *Request a literature search*.

9. PERSONAL LIBRARIAN SERVICE

If you intend visiting Unisa, you are welcome to contact your Personal Librarian who will train you to use the library's resources for your research. This includes subject specific assistance in the use of appropriate subject databases, how to find electronic full text items and how to search the catalogue.

10. RESEARCH SPACE

A research space is available on the 4th level of the Pretoria Campus Library for the convenience of Unisa masters and doctoral students. It offers the following services and facilities

- wireless access to the Internet
- computers
- reading area
- printing facilities
- latest issues of selected journal titles
- training in the use of electronic databases
- assistance with subject specific and general queries

The Research Space is open from 7:45–20:00 on Mondays to Fridays and from 8:00–16:00 on Saturdays.

11. USEFUL LINKS

- Guidelines for workstation settings: <http://oasis.unisa.ac.za>
- myUnisa website: <https://my.unisa.ac.za>
- Library catalogue: <http://oasis.unisa.ac.za>
- Adobe Acrobat Reader: <http://www.adobe.com>
- Your service guide @ Unisa: <https://my.unisa.ac.za/portal>
- Unisa Branch Libraries: <http://www.unisa.ac.za/Default.asp?Cmd=ViewContent&ContentID=6981>
- Personal Librarian brochure: <http://www.unisa.ac.za/PLbrochure>
- List of Personal Librarians:
<http://www.unisa.ac.za/Default.asp?Cmd=ViewContent&ContentID=7102>

Elsabé Nell

Personal Librarian: Philosophy, Theology, Religious Studies & Arabic.

Unisa Library, SP 07-017

PO Box 392

0003 UNISA

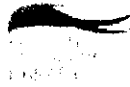
South Africa

Tel: + 27 (0)12 429 3633

E-mail: nelle@unisa.ac.za

Electronic resources

 <p>Academic Search Premier</p> <p>ATLA religion database with ATLA serials</p> <p>Catholic Periodical and Literature index</p> <p>Historical Abstracts</p> <p>New Testament Abstracts</p> <p>Old Testament Abstracts</p> <p>Humanities Fulltext</p> <p>Humanities & Social Science retro</p>	<p>Sabinet</p> <p>ISAP</p> <p>SACat</p> <p>SA ePublications</p> <p>SA Media</p> <hr/> <p>ProQuest</p> <p>Proquest Psychology</p> <p>ProQuest Religion</p>	 <p>BRILL</p> <p>Brill Dictionary of Religion</p> <p>Brill Online Journals</p> <p>Encyclopedia of Islam</p> <p>Encyclopedia of Judaism</p> <p>Encyclopedia of the Quran</p> <p>Index Islamicus</p> <p>World Christian Database</p> <p>Brill's New Jacoby</p>	<p><u>Online Journals</u></p>  <p>Unisa Library e-Journal Finder</p>  <p>Religious and Theological Abstracts provides objective summaries of articles appearing in scholarly journals in the fields of Religion and Theology and lists a wide variety of periodical literature, including Christian, Jewish, and other World religions</p>
<p>OXFORD JOURNALS</p>	 <p>Index Theologicus</p>	 <p>Arts and Humanities Citation Index</p>	 <p>Oxford Biblical Studies Online</p>
 <p>Biblical Archaeology Society Online Archive</p>	 <p>Online Egyptological bibliography</p>	 <p>SAGE research methods</p> <p>The essential online tool for researchers</p>	<p>Oxford Islamic Studies Online</p> 
 <p>Project MUSE provides 100% full-text, online access to a comprehensive selection of prestigious humanities and social sciences journals.</p>	 <p>Philosophers Index</p> <p>PsycARTICLES, PsycINFO</p> <p>Sociological Abstracts</p>	 <p>Blackwell Reference Online</p> <p>An online library giving access to the most authoritative and up-to-date scholarship across the humanities and social sciences. The largest academic reference collection available online.</p>	 <p>The Oxford Encyclopedia of Ancient Egypt</p>  <p><i>scholarshiponline</i></p>  <p>OXFORD Reference</p>  <p>The Oxford Encyclopedia of the Reformation</p>
<p><u>e-BOOKS</u></p>  <p>palgrave macmillan</p>  <p>NetLibrary</p>  <p>AMERICAN DIGITAL LIBRARY</p>  <p>BRILL</p>	<p><u>Other Resources</u></p> <p>Library catalogue</p> <p>Electronic Theses & Dissertations</p> <p>Nexus Database System (NRF)</p> <p>Journal Publishers' Packages</p> <p>(Oxford Journals, Wiley InterScience, Cambridge Journals etc.)</p>	<p><u>Personal Librarian</u></p> <p>Elsabé Nell</p> <p>nelle@unisa.ac.za</p> <p>012 429 3633</p>	



AVOIDING PLAGIARISM

It's easy to quote someone else and inadvertently forget to cite the source when writing an assignment or a chapter for your thesis. Some very important and well-known authors have unwittingly done similar things through sloppy--or not quite careful enough--research. It's easy to understand how it happens. When you're writing a research paper you have lots of files open, you visit lots of Web sites, and you have lots of ideas going around in your head. It's easy to copy and paste a quote and forget to note the source of that quote. It's easy to copy a whole section of someone else's work so you can think about it, and then forget to actually think about it. Indeed, you may even think you have thought about it and that these are your own words!

Even if you don't mean to plagiarize, doing it has important consequences. Several famous authors have had their reputations seriously damaged when unintentional plagiarism was discovered. Some have lost jobs. If it happens with an essay or a thesis, you may fail the assignment or course, lose your degree, or worse. Many universities and professors now use plagiarism detection services to compare submitted papers with a database of previous work to show if there are too many similarities.

How to Be Careful

There are several steps to take to avoid plagiarism.

1. It's usually better to paraphrase ideas than to quote. Read the source and then put the idea into your own words. But even when paraphrasing, you need to give credit to the original source!
2. Whenever you use a fact, phrase, chart, or quotation from someone else in your work, acknowledge the original source.
3. Keep careful notes of every source you consult when working on a paper. Use a reference citation system, such as EndNote, Reference Manager, RefWorks or ProCite to keep your notes in order. Ask your librarian for tips on accessing the software and using the system recommended for papers in your subject.
4. Never copy and paste anything from the Internet without also copying the URL where you found it. Later, when you may not be sure whether you're quoting or not, you will be able to go back to the same page, check the wording, and give a proper citation.
5. If you think you may be using something without attribution, copy and paste the passage into Google or another search engine. If your search comes up with close hits, your passage may well not be original work!

The Bottom Line

Plagiarism, intentional or not, is serious business. Be aware of how easy it is to misappropriate other work. Take careful steps to minimize the chances of making mistakes in your research. When in doubt, consult a librarian for help in organizing and carrying out your research process.

Resources to Help Understand and Curb Plagiarism

<http://www.plagiarism.org/>

An educational Web site from iParadigms, LLC, makers of Turnitin plagiarism detection software

<http://www.web-miner.com/plagiarism>

Plagiarism site of Sharon Stoerger, MLS, MBA, originally created for the Office of the Vice Chancellor for Research at the University of Illinois at Urbana-Champaign

<http://www.doccop.com>

DOC Cop is a plagiarism, cryptomnesia and collusion detection tool that creates reports displaying the correlation and matches between documents or a document and the web.

Unisa's official plagiarism policy can be found at

http://cm.unisa.ac.za/contents/departments/tuition_policies/docs/copyrightinfringement_and_plagiarism_policy_16nov05.pdf

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