

How to organise the information you have found

Mònica Bonich
Albert Cervera
Gema Santos

PID_00169224



Universitat Oberta
de Catalunya

www.uoc.edu



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Introduction

To get the most out of the information you have gathered and do so efficiently, you need a good system to organise this information. The ideal solution is to decide right from the start how you want to use it, as it will help you get the best out of it, i.e., you should think what you need it for, in what format you want to present it, if you want to insert it into a text, etc. A good SGRB (Bibliographical References Management System) will help you achieve this, as we shall see below.

1. How to cite documents

When you use a reference to a work by another author or textually cite part of their work, you should indicate the source of the information. The way to do this is through citations or bibliographical references. These are usually in conjunction with a bibliography and/or inserted into the text or as a footnote. For example:

uoc Information Literacy - Cita bibliografica



<http://www.youtube.com/watch?v=a3MYHq9TXKc>

Both can be used to support what you are saying and to recognise that what you are saying is by another person. You do not need to do this for original ideas or common knowledge.

The way to cite documents follows these rules:

- ISO 690 for printed and audiovisual documents.
- ISO690-2 for electronic documents.

Different institutions have adapted these standards according to their needs, changing formal aspects such as the use of upper and lower case, the order of the elements of which they form part (author, title and year), etc. These adaptations are what are known as bibliographical formats.

Institutions such as universities sometimes require the members of their education community to use one of these formats in particular. This is the case of the UOC. To view its specifications, go to language guide of the Language Service.

Citations should follow the structure below for:

a) The printed book

Castaño, Cecilia (2005). *Las mujeres y las tecnologías de la información: Internet y la trama de nuestra vida*. Madrid: Alianza.

b) Printed book chapter

Guitert, Montse; Giménez, Ferran (2000). "Trabajo cooperativo en entornos virtuales de aprendizaje". In: Josep M. Duart; Albert Sangrà (comp.). *Aprender en la virtualidad* (pp. 113-133). Barcelona: EDIUOC (Library of Education. New Technologies, 2).

c) Journal article on paper

Sprünker, Janine (2009, July). "Webs de museus: materials i activitats amb contingut de patrimoni pel públic escolar". *Informatiu del sistema territorial del museu de la ciència i de la tècnica de Catalunya* (no. 18, p. 8).

d) Paper at a conference

Arnedo, Joan; Herrera, Jordi (2009, March). "A security layer for JXTA core protocols". A: *IEEE International Conference on Complex, Intelligent and Software Intensive Systems (CISIS)* (pp. 463-468). Paper. New York: IEEE.

e) Doctoral thesis

Coll, Marta (2009, May). *La modalitat de l'acció: anàlisi empírica, reformulació teòrica i representació computacional*. Irene Castellón; Salvador Climent. Doctoral thesis presented at the Internet Interdisciplinary Institute of the Universitat Oberta de Catalunya.

f) Unpublished document

Castells, Manuel (1993). *La modernización tecnológica de las empresas industriales de electrónica y telecomunicaciones en Rusia (1991-1993)*. Unpublished document.

g) Laws, sentences, rulings and other regulations

Law 1/2008, of 20 February 2008, on agricultural agreements. *Official Gazette of the Catalan Government*, 3 March 2008, no. 5082, pp. 16654-16669.

h) Audiovisuals and graphic documents

Becoming Jane [film] (2009). Julian Jarrold (dir.) Barcelona: RBA Edipresse (120 min).

i) Online articles

Castano, Jonatan (2010). "La desigualdad digital entre los alumnos universitarios de los países desarrollados y su relación con el rendimiento académico" [online article]. *RUSC* (vol. 7, no. 1). UOC. [Date consulted: 3 February 2010]. <http://rusc.uoc.edu/ojs/index.php/rusc/article/view/v7n1_castano>

j) Other online documents

Torres, Anna (2009, April). *Universitat xarxa a la xarxa* [online report]. UOC [Date consulted: 3 February 2010]. <http://www.uoc.edu/portal/catala/la_universitat/sala_de_prensa/reportatges/2009/xarxes_old.html>

Also bear in mind that, apart from the UOC bibliographic format, there are many more besides. Academic journals normally require authors to put citations from articles in one of these formats. Some have become established as *de facto* standards in specific disciplines, such as:

- APA for Psychology
- Chicago for Humanities
- IEEE for Engineering
- MLA for Languages
- Vancouver for Medicine

2. How to manage bibliographical references

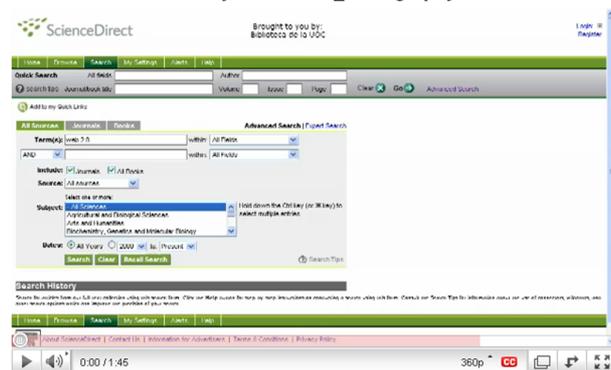
Bibliographical references were traditionally managed by noting down information about the author, title, etc. in DIN-A-6 files or even alphabetically in a text document, but there are now tools which enable you to:

- Gather the bibliographical reference automatically from any information source: catalogue, database, internet search engine, website, etc.
- Arrange these references in an easier layout.
- Create bibliographies in the bibliographic format you need at all times.
- Enter citations into the text automatically, quickly and efficiently.
- Share the references with others.

The programs that allow you to do all this are SGRBs (Bibliographical References Management Systems), of which there are many. Each one has a series of characteristics that make it suitable for one set of tasks or another. Certain ones are free, such as Connotea or Cite-U-Like, there are ones that require payment, such as Procite, with payment versions and free reduced versions, such as EndNote and EndNoteWeb, etc.

The UOC, just like other Catalan universities which form part of the CBUC (Consortium of Catalan University Libraries), has subscribed to Refworks for its entire education community. The Library has developed a Refworks user's guide which it has made available to the whole of its users' community.

UOC Information Literacy - Refworks_Bibliography



<http://www.youtube.com/watch?v=2D-QR4QKHb8>

3. How to make ethical use of the information

The information we have available to us can be used in many different ways, but only some respect the copyright. This is protected by the Intellectual Property Law (1/1996, of 12 April 1996). This law governs the rights of the author regarding artistic, scientific and literary works in any format; it is what is known as copyright.

Authors have moral rights, rights of use and related rights, which are described in this law.

Making ethical use of the information means complying with current legislation and guaranteeing authors their moral rights to the work, i.e., recognising who the author of the text or an idea is; the rights of use and related rights.

Rights of use are:

- Right of reproduction: making copies of the work.
- Right of distribution: selling or lending the work.
- Right of public communication: making the work known.
- Right of transformation: making changes to the original work.

As indicated in Point 1, the document needs to be cited correctly, help with which is provided by the SGRB (Bibliographical References Management Systems) which were introduced in Point 2.

There is a series of strategies to help you make ethical use of the information:

- Paraphrasing, i.e., writing the text using your own words which are then included in the text. You must always state correctly from where the information was taken. You must also always be aware not to misrepresent the author's ideas.
- If it is necessary to copy an excerpt, this should always be in quotation marks and giving a final reference or footnote stating from where the excerpt was taken.
- Always cite the source both in the text and in the bibliography at the end of the completed document.
- When reading a document, take notes always giving the source.

If you use excerpts from a text-format document or an audiovisual or graphic document (images, videos, etc.) by someone else without quoting the source, you are committing plagiarism and this carries both an academic and legal penalty, in accordance with the Intellectual Property Law.

To ensure compliance with intellectual property laws, the international WIPO (World Intellectual Property Organization), which belongs to the UN, was set up.

The presence of organisations that collectively manage intellectual property rights should also be highlighted. In Spain, the following should be mentioned SGAE (General Society of Authors and Publishers) and CEDRO (Spanish Centre for Reprographic Rights) for periodical books and publications; to name but a few organisations.

Not all works are subject to copyright. This is the case of:

a) Works in the public domain, i.e., works not subject to copyright because:

a.1.) They are common knowledge, e.g. a definition of a term, a saying, a fact that everyone knows, etc.

a.2.) Copyright has elapsed in accordance with the terms established by law, e.g. if 70 years have passed since the author's death (in the case of written works). Some of these works can be found digitised on the internet, such as the Gutenberg Project.

b.) Legal exceptions:

b.1.) The use of a non-substantial part of the work. Normally an article from a journal and in the case of books, up to 10% of their content.

b.2.) If used for private study, non-commercial research, to write reviews, to inform about current events, in some educational contexts, to make the work of librarians or archivists easier, etc.

b.3.) The ideas inherent to the work: the way in which they are expressed is protected, but not the idea itself.

b.4.) Other uses allowed by court order.

c.) Open Access Works. According to the Manifest of the Budapest Open Access Initiative, Open Access is understood to be free access for the exchange of works that allow users to read, print, copy, distribute and extract information to be used for any legal purpose, without financial, legal or technical barriers other than the inevitable barriers generated by access itself to the internet.

To achieve this, we recommend two strategies:

c.1.) Publishing in open access journals, e.g. those available at RACO (Catalan Open Access Journals) or DOAJ (Directory of Open Access Journals).

c.2.) Publishing in a traditional journal which allows authors to place articles in document repositories, be they institutional, such as the UOC Deposit, or themed repositories.

A list of open access document repositories is available at OpenDOAR (Directory of Open Access Repositories) and ROAR (Registry of Open Access Repositories).

Authors leave an electronic copy of the article, paper, report, etc. in these repositories known as an e-print. There are two types of e-prints:

- pre-prints if they have not yet completed the revision process conducted by experts in the subject area of an academic journal,
- post-prints if they have already been published.

When authors publish an article, they assign their copyright to the publisher. To find out what rights authors have regarding their work once it has been published, you should consult the publisher or resources such as Sherpa/Romeo for international publishers, and Dulcinea for Spanish publishers. According to these sources, there are four possible ways of depositing documents:

- Green: the publisher allows authors to deposit pre-prints and post-prints as open.
- Blue: the publisher allows authors to deposit post-prints as open.
- Yellow: the publisher allows authors to deposit pre-prints in open.
- White: no deposits are allowed.

All these documents (or works in general) are protected by adaptations of the copyright or copyleft licences. Copyleft is a type of licence usually applied to software creations basically so that everyone can execute a software program, copy it, modify it and distribute it freely. It is promoted by Richard Stallman's GNU project and the Free Software Foundation. To ensure these rights to use the programs, the LGPL General Public Licence (GPL) was created as was the GNU Free Documentation Licence (FDL) for related documentation.

In this vein, Creative Commons licences appeared. The licences ensure copyright protection. There are six types of Creative Commons Licences, all of which have been adapted to the law of the country.



Creative Commons Logo

- **Recognition (by):** allows you to copy, distribute, communicate the work publicly and create works derived from it, providing that there is recognition for the author.
- **Shared recognition (by-sa):** allows you to copy, distribute, transmit the work and adapt it, providing that there is recognition for the author and if a derived work is created it must be distributed with the same licence as the original work.
- **Recognition without derivatives (by-nd):** allows you to copy, distribute and transmit the work, providing that there is recognition for the author and the work is not altered, transformed and no derived works are created.
- **Non-commercial recognition (by-nc):** allows you to copy, distribute, transmit and adapt the work, providing that there is recognition for the author and it is not used for commercial purposes.
- **Non-commercial and shared recognition (by-nc-sa):** allows you to copy, distribute, transmit and adapt the work, providing that there is recognition for the author, it is not used for commercial purposes and if a derived work is created that it is distributed with a licence similar to that of the original work.
- **Non-commercial recognition without derivatives (by-nc-nd):** allows you to copy, distribute and transmit the work, providing that there is recognition for the author, it is used for non-commercial purposes and it is not altered or transformed and no derived works are created.

uoc Information Literacy --Creative Commons Licence



<http://www.youtube.com/watch?v=P1BDVHi8L6E>

If you are a member of the UOC community and would like to deposit your work with the UOC's institutional repository, we recommend that you consult the following video:

uoc Publish - UOC Virtual Library



<http://www.youtube.com/watch?v=4FSMgAMybhc>

To sum up, as information users you must be aware that every document has an author and that they must be afforded recognition and their rights respected. The best way to do this is always to cite them. To do this efficiently, there are programs you can use which manage bibliographical references, such as Refworks.

As authors of texts (books, articles, etc.), we have a number of rights and we need to know what these are, to whom we should assign them and under what conditions.

Self-evaluation

1. Put the elements of the following references in order, according to the guidelines found in the Guía lingüística de la UOC:

a) Book or monograph:

Elements to put in order:

Sangrà, Albert **Duart, Josep M.**; *Aprender en la virtualidad*. Barcelona: (2000). Gedisa / EdiUOC
(«Biblioteca de educación. Nuevas tecnologías», 2)

b) Chapter in a book:

Elements to put in order:

(2007). J. Timmons Roberts; Amy Bellone Hite (editores). En: (págs. 175-194). **Castells, Manuel**
Malden, Mass.: Blackwell. «The information mode of development and the restructuring of capitalism (1989)».
The globalization and development reader: perspectives on development and global change

c) Article in a journal:

Elements to put in order:

Castells, Manuel «The information mode of development and the restructuring of capitalism (1989)». En:
The globalization and development reader: perspectives on development and global change (págs. 175-194).
(2007). Malden, Mass.: Blackwell. J. Timmons Roberts; Amy Bellone Hite (editores).

d) Articles in on-line resources:

Elements to put in order:

UOC. [Fecha de consulta: 26 de enero de 2010]. [en línea]. (2010, enero).
«Contextualizando la brecha digital en la Educación Superior» ISSN: 1698-580x
Revista de Universidad y Sociedad del Conocimiento
<http://rusc.uoc.edu/ojs/index.php/rusc/article/view/v7n1_pena-intro> **Peña-López, Ismael** (vol. 7, n.º 1).

Answer key

Self-evaluation

1. **Duart, Josep M.; Sangrà, Albert** (2000). *Aprender en la virtualidad*. Barcelona: Gedisa / Edi-UOC («Biblioteca de educación. Nuevas tecnologías», 2)

2. **Castells, Manuel** (2007). «The information mode of development and the restructuring of capitalism (1989)». En: J. Timmons Roberts; Amy Bellone Hite (editores). *The globalization and development reader: perspectives on development and global change* (págs. 175-194). Malden, Mass.: Blackwell.

3. **Castells, Manuel** (2007). «Communication, Power and Counter-power in the Network Society». *International Journal of Communication* (vol. 1, págs. 238-266).

4. **Peña-López, Ismael** (2010, enero). «Contextualizando la brecha digital en la Educación Superior» [en línea]. *Revista de Universidad y Sociedad del Conocimiento* (vol. 7, n.º 1). UOC. [Fecha de consulta: 26 de enero de 2010]. <http://rusc.uoc.edu/ojs/index.php/rusc/article/view/v7n1_pena-intro> ISSN: 1698-580x

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APA Style [online]. American Psychological Association <<http://www.apastyle.org/>> [Date consulted: 20 January 2010]

Budapest Open Access Initiative [online]. Open Society Institute. <<http://www.soros.org/openaccess/index.shtml>> [Date consulted: 20 January 2010]

Chicago manual of style online [online]. 15th ed. The University of Chicago <<http://www.chicagomanualofstyle.org>>. [Date consulted: 20 January 2010]

Creative Commons España [online]. <<http://es.creativecommons.org/>>. [Date consulted: 20 January 2010]

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DOAJ: Directory of Open Access Journals [online]. Lund University Libraries <<http://www.doaj.org/>>. [Date consulted: 20 January 2010]

Dulcinea: derechos de copyright y las condiciones de auto-archivo de revistas científicas españolas [online]. Acceso abierto a la ciencia. <<http://www.accesoabierto.net/dulcinea/>>. [Date consulted: 20 January 2010]

Estivill, A.; Urbano, C. (1997). *Com citar recursos electrònics* [online]. Versió 1.0. Universitat de Barcelona. Facultat de Biblioteconomia i Documentació. <<http://www.ub.edu/biblio/citae.htm>>. [Date consulted: 20 January 2010]

GNU Operating System [online]. Free Software Foundation <<http://www.gnu.org/>>. [Date consulted: 20 January 2010]

Guia lingüística (2007) [online]. Barcelona: Universitat Oberta de Catalunya. Servei lingüístic. <http://www.uoc.edu/serveilinguistic/pdf/Guia_catalana_NOVEMBRE-2007.pdf>. [Date consulted: 20 January 2010]

How to cite references: Vancouver style [online]. Murdoch University Library. <<http://www.lib.murdoch.edu.au/find/citation/vancouver.html>>. [Date consulted: 20 January 2010]

Jacobs, N.(2006). *Open Access: key strategic, technical and economic aspects*. Oxford: Chandos Publishing.

Obres de referència: criteris [online]. Termcat. <<http://www.termcat.cat/productes/criteris.htm>>. [Date consulted: 20 January 2010]

Open DOAR: Directory of Open Access Repositories [online]. University of Nottingham. <<http://www.opendoar.org/>>. [Date consulted: 20 January 2010]

Pedley, P.(ed.) (2005). *Managing digital rights: a practicioner's guide*. London: Facet.

Projecte Gutenberg [online]. <<http://www.gutenberg.org>> [Date consulted: 20 January 2010].

RACO: revistes catalanes amb accés obert [online]. CBUC. <<http://www.raco.cat/>> [Date consulted: 20 January 2010].

Real decreto legislativo 1/1996, de 12 de abril, por el que se aprueba el texto refundido de la Ley de Propiedad Intelectual (1996). BOE-A-1996-8930. pàg. 14369-14396. <http://www.boe.es/diario_boe/txt.php?id=BOE-A-1996-8930> [Date consulted: 20 January 2010] .

ROAR: Registry of Open Access Repositories [online]. University of Southampton. <<http://roar.eprints.org/>> [Date consulted: 20 January 2010]

Sherpa: Romeo: publisher copyright policies and self-archiving [online]. University of Nottingham. <<http://www.sherpa.ac.uk/romeo/>> [Date consulted: 20 January 2010]

TILT: Texas Information Literacy Tutorial [online]. The University of Texas System Digital Library. <<http://tilt.lib.utsystem.edu/>> [Date consulted: 20 January 2010]

Ulloa, S. (2008). *Guía de esquemas para la redacción de referencias bibliográficas basados en la norma ISO y el estilo APA*. [online]. Santiago de Chile: Universidad de Santiago de Chile. Sistema de Bibliotecas. <<http://tutorialsibusach.pbworks.com/>> [Date consulted: 20 January 2010]

What is MLA style? (2009) [online]. Modern Language Association. <<http://www.mla.org/style>> [Date consulted: 20 January 2010]

WIPO: World Intellectual Property Organization [online]. ONU. <<http://www.wipo.int/>>. [Date consulted: 20 January 2010]