

# Info skills



## Understanding your reading lists

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### Introduction

Every module you study will have a reading list. They often feature both core and recommended reading. You should aim to use all the core texts and some of the recommended ones.

Reading lists generally comprise a mixture of books, journal articles and other relevant reading, such as web-based material. It is important to know what type of resource each item is because this will often impact on how you search for it.

### How to tell what's what

#### Books

Items on your reading list which are books will include publisher information at the end.

Example:

Cottrell, S. (2008) *Study skills handbook*. Basingstoke: Palgrave Macmillan.

In this example, 'Basingstoke: Palgrave Macmillan' is the publishing information (the place of publication, followed by the name of the publisher). This identifies the item as a book.

#### Book chapters

References to book chapters end with publisher information, followed by page numbers.

Example:

Keech, M. (2012) 'Youth sport and London's 2012 Olympic legacy', in Sugden, J. and Tomlinson, A. (eds.) *Watching the Olympics*. Abingdon: Routledge, pp. 82-96.

In this example, the chapter by Keech appeared in Sugden and Tomlinson's book, 'Watching the Olympics', on pages 82 to 96. The book was published in Abingdon by Routledge.

#### Journal articles

References to journal articles can be spotted by looking for a string of numbers at the end.

Example:

Lea, M.R. and Jones, S. (2011) 'Digital literacies in higher education: exploring textual and technological practice', *Studies in Higher Education*, 36(4), pp. 377-393.

In this example, the article by Lea and Jones appeared in a journal called 'Studies in Higher Education', volume 36, issue 4, on pages 377 to 393.

## Websites

References to websites and to web-based materials, such as government reports or online videos, can be spotted because they will include the web address towards the end of the reference.

Example:

University of East London (2013) *Info skills*. Available at: <http://www.uel.ac.uk/infoskills>  
(Accessed: 27 March 2013).

In this example, the website called 'Info skills' can be found at the web address 'http://www.uel.ac.uk/infoskills'.

## Core and recommended reading

Reading lists will often begin with a short list of items marked as 'core' or 'essential', followed by another list of items marked as 'recommended'.

**Core or Essential** reading – Unless stated otherwise, you will normally be expected to read all of these items.

**Recommended** reading – You are not expected to read all of these items. You should aim to read a selection of them. The more you are able to read, the better informed you will become about the subject, and so the higher your marks are likely to be for your assignments.

## Further help from the library

If you have any problems locating material from your reading list, contact your [Subject Librarian](http://www.uel.ac.uk/lis/services/subjectlist/) (<http://www.uel.ac.uk/lis/services/subjectlist/>) who will be happy to help.