



INFORMATION SKILLS CLASSES



INTRODUCTION

UPM Library provides a range of classes with the objective to equip UPM community with appropriate information literacy skills for their research needs and lifelong learning. These library classes include hands-on sessions and will be facilitated by Liaison Librarians.

BENEFITS OF THIS PROGRAMME

- Library users will be taught on how to use the services and facilities in a proper and effective way.
- Library users will be able to understand the search strategies to get the relevant and updated information effectively and efficiently.
- Library users will be able to identify, access and evaluate information from various printed and electronic sources.
- Library users will increase their ability to develop self confidence in accessing information and knowledge for teaching, learning and research.
- Library users will increase their ability to develop their information literacy skill in their respective field as preparation to face changes in the current information needs.

OUR MODULES

Module 1: Advanced Literature Search

- Learn a systematic and effective information search in preparation for theses, final year projects and assignments
- Explore various information sources provided by Library and others
- Learn on how to search for information using UPM subscribed online databases / e-journals / e-books.

Module 2: Managing References with Mendeley

- Discover on how to use Mendeley as reference manager tools like Mendeley to organize and manage citations and references

Module 3 : Similarity Checker with Turnitin (Student & Instructor)

- Discover on how to use similarity checker tools that is Turnitin to detect the similarity of the report effectively. It is very useful to avoid plagiarism and to identify the mistakes or weaknesses in citations so as to improve academic writing skills

Module 4 : Scholarly Publishing Guide

- Intended to assist scholars early in their publishing careers
- Discover on how to select the right journal for publishing papers
- Find out on how to avoid predatory publishers in publishing the paper
- Know on how to promote the writing paper
- Learn on how to search citation indexed journal via Scopus, Incites Journal Citation Reports (JCR) and Excellence in Research for Australia (ERA)
- Identify journal metrics and rankings
- Find out how to submit paper for publishing in selected journal

Module 5: Styling and Formatting with Microsoft Word

- Teach on how to format a document in Word to a professional standard
- To make it easy to format the layout, text, and other objects in the document.

NOTE: The classes will be conducted both physically (at the Main Library and branch libraries) and also virtually via google meet platform, except if there is a request to conduct classes at other places. Requests can be made through lecturers / course coordinator / student's group representative by completing the **Class Request Form** (<https://forms.gle/yvtAZ2isb1BSckaQ6>) available at library website.

For further information, please contact:

Information Skills Classes Coordinator

Reference Division
Perpustakaan Sultan Abdul Samad
Universiti Putra Malaysia
43400 UPM Serdang
Selangor Darul Ehsan

Tel: +603-9769 1577
E-mail: norazira@upm.edu.my
WhatsApp: +6013-3855 880