



## Reading lists - how to understand them

In order to find information, you need to know what it is you are looking for. This guide is designed to help you understand the references on your reading list, so that you can find the material you need.

### Is it a book?

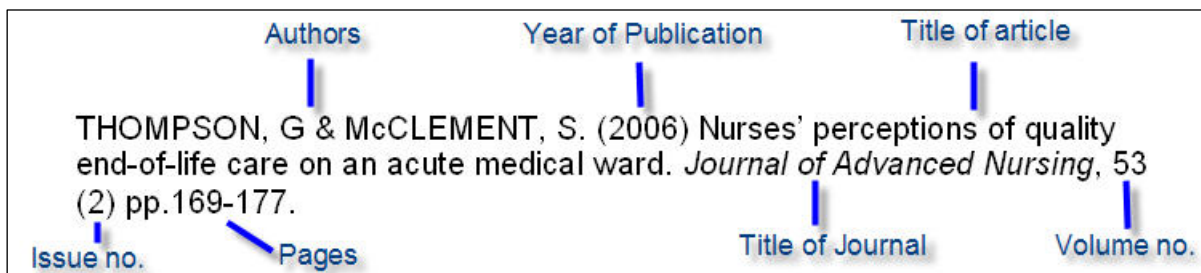


This is the usual way a book is shown on a reading list.

Clues that it is a book:

- Publisher details.
- No volume or issue details.
- Chapter details.

### Is it an article in a journal?

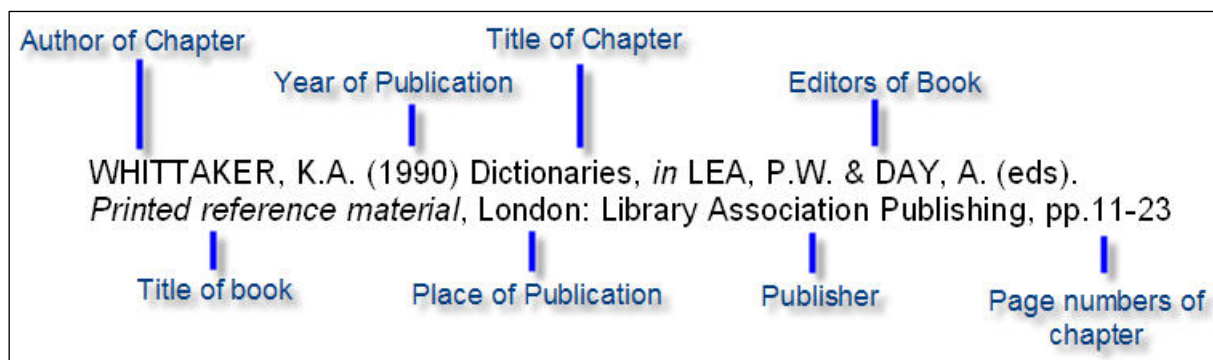


This is a typical way of citing a journal article in a reading list. Sometimes the volume and issue numbers will be shown in this format: v.53 no.2. There are two titles – the **article title** and the **journal title**. Use the journal title to check the library catalogue. The Library Catalogue will tell you if we have the issue you need in stock, and if it is available electronically.

Clues that it is a journal article:

- Two titles - Article title and journal title (underlined) .
- Volume and/or issue details.
- No publisher details.

## Is it a chapter in a book?



Like a journal article, a chapter in a book has **two** titles. It is important to recognise the differences between the two types of citation.

Clues that it is a chapter in a book:

- The word '*in*' indicates that the material is found within another item.
- Two titles – the title of the chapter and the title of the book. Use the **book title** to search the library catalogue.
- The book usually has an editor(s).
- Publisher details.
- No volume or issue details.

Whether you are looking for a journal article, a book chapter or a conference paper, use the title of the main work (journal, book etc.) to search the Library Catalogue. Often (but not always) this information will appear on your reading list in italics or underlined.

## What if your reading list still doesn't look right?

Mistakes are sometimes made on reading lists. The most likely are:

- Misspelling an author e.g. Davies or Davis - try differing spellings when you search the Catalogue.
- Choosing the wrong author – e.g. Department of Health instead of National Health Service.
- Incorrect title wording e.g. Psychiatric Nurse Practitioners instead Psychiatric Nursing Practitioners. It is a good idea to use the Author/Keyword search when checking the Library Catalogue - try to choose keywords from the title that have the least likelihood of being incorrect.
- Sometimes they suggest a different edition or publication date. If you find a more recent edition in the library check with your lecturer which one you should be reading.

## TalisList

Your course or module reading list may be available online, through TalisList. This system could save you a lot of time and effort, as it links directly to the library catalogue, electronic journals and websites. It is available from the Library Home Page (<http://library.bcu.ac.uk>) by selecting CATALOGUE and then TalisList

A separate guide to TalisList is available.



**Still confused?** Ask at an Enquiry Desk for help!