Useful Resources:

Finding texts, articles and keeping them organised

https://library.brown.edu/about/rock/

Books

Your first stop are the libraries across campus, like the **Rockerfeller**.
A good starting point for information on the Libraries at Brown:

- https://library.brown.edu/about/rock/
- Also – remember you can ask the **librarians** for help and advice!

Search for the title, keywords or authors of books in these **two search engines**:

- **Josiah catalogue** (https://search.library.brown.edu/)
- **WorldCat**- this allows you to order books that Brown doesn't have from all over the world (but try to find them more locally first!!) (http://newfirstsearch.oclc.org/WebZ/FSPrefs?entityjsdetect=:javascript=true:screensize=large:sessionid=fsapp2-33977-jlfafz8t-3h6pck:entitypagenum=1:0)

Brown libraries also have **ebooks** which can be found through the search engines but also through this link:

- https://library.brown.edu/eresources/ebooks.php

You can also find a good range of books online in the form of **Google books**. Just try searching through the Google search bar and see what you get.

Journals/Journal Articles

Start by **Googling** the title of the article or **DOI** (if available). The DOI is a unique code given to each article by the journal/publishing company

e.g.: Fuller, D.Q., Qin, L., Zheng, Y., Zhao, Z., Chen, X., Hosoya, L.A., Sun, G.-P., 2009. The Domestication Process and Domestication Rate in Rice: Spikelet Bases from the Lower Yangtze. Science 323, 1607–1610. doi:10.1126/science.1166605.

You can also look in big journal search engines like **JStor** and **Web of Knowledge**:
- http://www.jstor.org/ (your Brown ID gives you access to many of these)
- http://apps.webofknowledge.com/WOS_GeneralSearch_input.do?product=WOS&search_mode=GeneralSearch&SID=5BNLwv2V6euPKzPdlPf&preferencesSaved (ditto)

You can also look at the huge range **of Journals that Brown has access to through the library**:
- http://rl3tp7zf5x.search.serialssolutions.com/ejp/?libHash=RL3TP7ZF5X#/?language=en-US&titleType=JOURNALS

You can also try other places that academics like to store their publications, like **Academia.edu** and **ResearchGate**, but often these require you to be members to download PDFs. This is not a bad thing, it can be good practice to join the academic online community and start to build your academic profile.

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Managing all these References

Now you have all these references from your readings, it's going to become important to **manage and organise them**, so you can find them easily in the future. So if you read something this year and want to cite it in term papers, you don't find yourself scratching your head and frantically scrabbling through bits of paper or old external hard-drives!

There are various bits of **software** available that you can buy (e.g.: Endnote) that are good, but there are also **freeware** that are equally good. Below are two links that may give you an idea of what is available.

- https://www.mendeley.com/
- https://www.zotero.org/

This is one of the most useful pieces of advice I can give you: find a referencing software you are comfortable with and start using it NOW, not just as you are trying to write up your term paper!

(PS: also remember to **BACKUP** your work regularly! – see page 6 of this PDF!)

Referencing systems (citations and making a bibliography) 1/2

There are a lot of ways to both **CITE** references and to then make a **BIBLIOGRAPHY**. No one single way is correct – you will see this in the books/articles you read (this is because each publisher has its own guidelines).

However, here are some general guidelines recommended by the Joukowsky:

For in text citations, put the name, date and (if relevant) page number in brackets after the point you referencing or quoting.

- E.g.: 'The desire to understand the socio-economic organisation of past societies has been a fundamental part of archaeology since its earliest beginnings (e.g., White 1959; Service 1962). One of the fundamental features that all models share, be they the early attempts by Childe (1950) and Service (1962) or the more nuanced and less check-list oriented approaches of Charlton and Nichols (1997), Marcus and Feinman (1998) and Yoffee (2005)'.
- Where there are two authors, as you can see they have been cited as Charlton and Nichols (1997). However, when there are more than three authors, this changes to first author et al. So an example of this is in the case of the article I got this from: Bates et al. (2017).

Citations should be *in-text*, not in footnotes.

Referencing systems (citations and making a bibliography) 2/2

For bibliography building, the **Harvard system** is recommended:

- Author surname(s – all, even if more than three), Initials., Year. *Title of book*. Edition. (only include this if not the first edition) Place of publication (this must be a town or city, not a country): Publisher.
- Chapter author(s) surname(s) and initials., Year of chapter. *Title of chapter* followed by In: Book editor(s) initials first followed by surnames with ed. or eds. after the last name. Year of book. *Title of book*. Place of publication: Publisher. Chapter number or first and last page numbers followed by full-stop.
- Where there are several works by one author and published in the same year they should be differentiated by adding a lower case letter after the date (in the in text citation you should also use this letter next to the date!).
- Author surname(s), Initials., Year. Title of article. *Full Title of Journal*, Volume number (Issue/Part number), Page number(s). DOI

For full details of all the possible things you can cite under the Harvard system, this link from Anglia Ruskin is great:
https://libweb.anglia.ac.uk/referencing/harvard.htm

Backing Up Your Work

"The dog ate my essay!" Or more likely "my computer died and took all my work with it!" It's surprising how often this happens, and the simple way to stop it from happening is backing up your work every week ('**back-up Fridays**').

Get yourself some online storage and/or an external hard drive and USE IT!

The university very helpfully gives you a Google Drive for this very purpose!

But there are also other options to go along with this such as Dropbox and iCloud.

Whatever you use get into the habit of backing up regularly.

Safe Working Habits

Make sure you are sensible about what you download and what resources you look at. **Check the websites are secure, and are not likely to have viruses attached** (I very nearly lost all the lectures I had prepared while searching for nice pictures to upload only last week!).

Invest in a good **anti-virus programme** and **run it regularly**.