Resources and Tools to elaborate the Bachelor's Degree Final Project

Faculty of Economics and Business Studies
Resources and tools to elaborate the Bachelor's Degree Final Project

1. Elaboration of the final project
   - Planning
   - Choosing the topic
   - Information sources and Boolean operators

2. Information search: tools and strategies
   - Search strategy
   - CRAI resources
   - Open access. Concept and resources
   - Other resources
   - Criteria for evaluating information

3. Guidelines to use other people's works: copyright, plagiarism, etc.

4. How to cite and manage bibliography

5. Annex: I ara què?
1. Elaboration of the final project
### Planning

<table>
<thead>
<tr>
<th>ACTIVITIES</th>
<th>Oc</th>
<th>Nv</th>
<th>Ds</th>
<th>Jn</th>
<th>Fb</th>
</tr>
</thead>
<tbody>
<tr>
<td>Choosing a topic</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Searching information</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Writing the document</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Review</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Choosing a topic

Original
Contrasted
Viable
Relevant

Brainstorming
Concept map
Strengths and weaknesses
Bibliographic review
Limits
Information sources

**PRIMARY SOURCES**

They give direct access to the information

- Dictionaries
- Encyclopedias
- Monographs
- Periodicals

**SECONDARY SOURCES**

They collect information from the primary sources

- Catalogs
- Databases
- Subject guides
- Bibliographies
Boolean operators

AND

OR

NOT

Intersection

Union

Negation
2. Information search: tools and strategies
# Search strategy

## To Identify

<table>
<thead>
<tr>
<th>Key concepts</th>
<th>Type of information</th>
<th>Sources of information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Keywords, Synonyms, Alternative terms</td>
<td>Content level, Type of data, Chronological scope, Social Scope, Geographical scope</td>
<td>Catalogs, Databases, Internet</td>
</tr>
</tbody>
</table>
CRAI resources

TESAURUS

https://vocabularis.crai.ub.edu/en/thub
CRAI resources

CERCABIB

Search by title, author, subject, ORCID/DOI, etc

https://cercabib.ub.edu/
CRAI resources

CCUC/PUC

https://cercabib.ub.edu/
Open access

... we understand open access as the free availability on the web, allowing any user to read, download, copy, distribute, print, search or use for any legal purpose, without any economic, legal or technical barrier...

*Budapest Manifesto, February 2002*

Open Access

CREATIVE COMMONS

(By) Attribution: All CC licenses require that others who use your work in any way must give you credit the way you request, but not in a way that suggests you endorse them or their use. If they want to use your work without giving you credit or for endorsement purposes, they must get your permission first.

(NC) NonCommercial: You let others copy, distribute, display, perform, and (unless you have chosen NoDerivs) modify and use your work for any purpose other than commercially unless they get your permission first.

(ND) No Derivative Works: You let others copy, distribute, display, and perform only original copies of your work. If they want to modify your work, they must get your permission first.

(SA) Share Alike: You let others copy, distribute, display, perform, and modify your work, as long as they distribute any modified work on the same terms. If they want to distribute modified works under other terms, they must get your permission first.

https://creativecommons.org/licenses/?lang=en
Open Access at the University of Barcelona

UB DIGITAL REPOSITORY

The Universitat de Barcelona Digital Repository is an institutional resource containing open-access digital versions of publications related to the teaching, research and institutional activities of the UB's teaching staff and other members of the university community.

Recent Submissions

De Cervera a Beer Seba: genealogía de la familia judeocatalana Cavaller - Caballero y del cronista sefardí Bekor Elyah Caballero, autor del Séfer-Zikrón-ha-Yamim (edición paleográfica, transliteración y análisis de un manuscrito inédito... See

[spa] El trabajo de investigación que hoy presentamos es el resultado de toda una serie de felices circunstancias, profundas motivaciones y providenciales coincidencias, tras un largo -aunque a veces penoso a la vez que enriquecedor y emotivo- paso intelectual por un jardín con se...

http://diposit.ub.edu/dspace/
Other Open Access (OA) resources

DOAJ

Find open access journals & articles.

- 80 LANGUAGES
- 128 COUNTRIES REPRESENTED
- 11,944 JOURNALS WITHOUT APCs
- 16,824 JOURNALS
- 6,477,960 ARTICLE RECORDS

https://doaj.org/
Other Open Access (OA) resources

GOOGLE SCHOLAR

Google Scholar

| Articles | Case law |

Stand on the shoulders of giants

https://scholar.google.com/
Other Open Access (OA) resources

REDIB

REDIB. Platform for open-access scientific and academic content produced in the Ibero-American space

https://www.redib.org/
Other resources

DIALNET

Search Documents

Search journals

http://dialnet.unirioja.es/
Other resources

ÍnDICEs CSIC

- Full text in Cercabib: https://bit.ly/36sI1hO
- Consult the summaries: https://indices.csic.es/
Criteria for evaluating information

**AUTHORSHIP**
Who is the author? Is he/she an expert in his/her field? Does he/she cite the sources? Does he/she include contact details?

**CURRENT**
Is it easy to find the publication date or the recent revisions?

**SUBJECT MATTER**
Is it relevant and useful to your work? Has it bibliography? Has it mistakes?

**OBJECTIVITY**
Is it impartial and precise? Does it contain opinions? Are they reasoned? Is the information verified with citations?
3. Guidelines to use other people's works: copyright, plagiarism, etc.
Guidelines to use other people's works

**COPYRIGHT**

You must respect copyright. A work may not be used without express authorization from the author or copyright holder, unless otherwise indicated.

**PLAGIARISM**

Plagiarism is "the act of presenting another's work or ideas as one's own" (CRAI UB, 2007).

- We will use our own words to express other ideas, but always including the bibliographical references of the sources.

- If we quote literally an excerpt from a book, journal’s article, Internet content... we will write it in quotation marks, and we will include the author's data.

-> Resources about plagiarism (CRAI)
4. How to cite and manage bibliography
How to cite and manage bibliography

Citations in the text

One author: (Marina, 2011)
Two authors: (García, & Magaz, 2009)
Until 5 authors: (Smith, Johnson, Williams, Jones & Davis, 2000)
Six or more authors: (Corbillon et al., 2008)
How to cite and manage bibliography

**APA FORMAT**

**Books**

Surname, name's initial letter. (year). *Title in italic: subtitle (# edition)*. City: Publisher.

How to cite and manage bibliography

APA FORMAT

Journal's article

Surname, name's initial letter. (year). Article title: Article subtitle. *Journal title in italic : Subtitle, # volume in italic (# of the number), # first page of the article-# last page of the article.*

How to cite and manage bibliography

**APA FORMAT**

**Web pages**

Author. (year). *Title in italic*. Date accessed [http:// URL]


**APA style**

Back to summary
How to cite and manage bibliography

REFERENCE MANAGEMENT TOOLS

- To create a personal library
- To import documents
- To organize them in folders
- To add citations in a word processor and create bibliographies
- To create a personal profile

We finish the bachelor's degree... and now?

What to do after university?
Thank you!

Has it been useful? Help us to improve it bit.ly/2s05WCQ