



**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



ACTIVITIES	O c	N v	D s	J n	F b
Choosing a topic					
Searching information					
Writing the document					
Review					

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

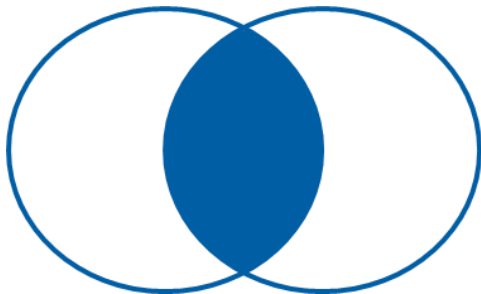
SECONDARY SOURCES

They collect
information from the
primary sources

Catalogs
Databases
Subject guides
Bibliographies

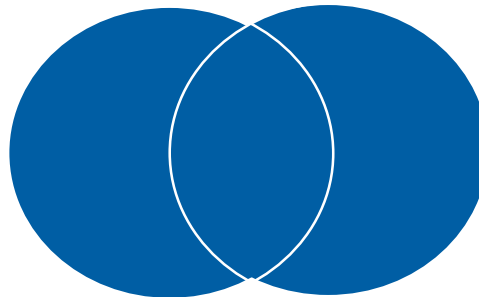
Boolean operators

AND



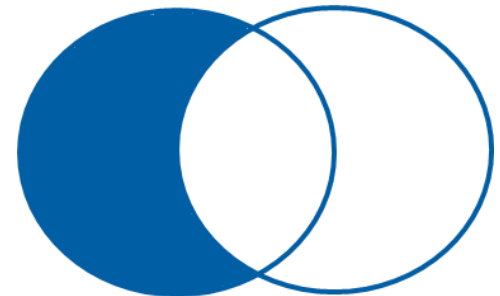
Intersection

OR



Union

NOT



Negation

2. Information search: tools and strategies

Search strategy

TO IDENTIFY

Key concepts

Keywords
Synonyms
Alternative terms

Type of information

Content level
Type of data
Chronological scope
Social Scope
Geographical scope

Sources of information

Catalogs
Databases
Internet



CRAI resources

TESAURUS



Català

Español

Français



El Thesaurus
DE LA UNIVERSITAT DE BARCELONA



<https://vocabularis.crai.ub.edu/en/thub>

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CRAI resources

CERCABIB



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



ADVANCED SEARCH

<https://cercabib.ub.edu/>

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CRAI resources

CCUC/PUC



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

Everything

ANCED SEARCH

Library and repositories UB

CCUC / PUC

Quick links

Do you need help?

<https://cercabib.ub.edu/>

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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

<http://www.budapestopenaccessinitiative.org/>

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Open Access

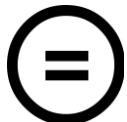
CREATIVE COMMONS



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(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.

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Open Access at the University of Barcelona

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Recent Submissions

RSS 1.0 RSS 2.0 RSS

De Cervera a Beer Seba: genealogía de la familia judeocatalana Cavaller - Caballero y del cronista sefardí Bekor Eliyah Caballero, autor del Séfer-Zikrón-ha-Yammim (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- paseo intelectual por un jardín con se...



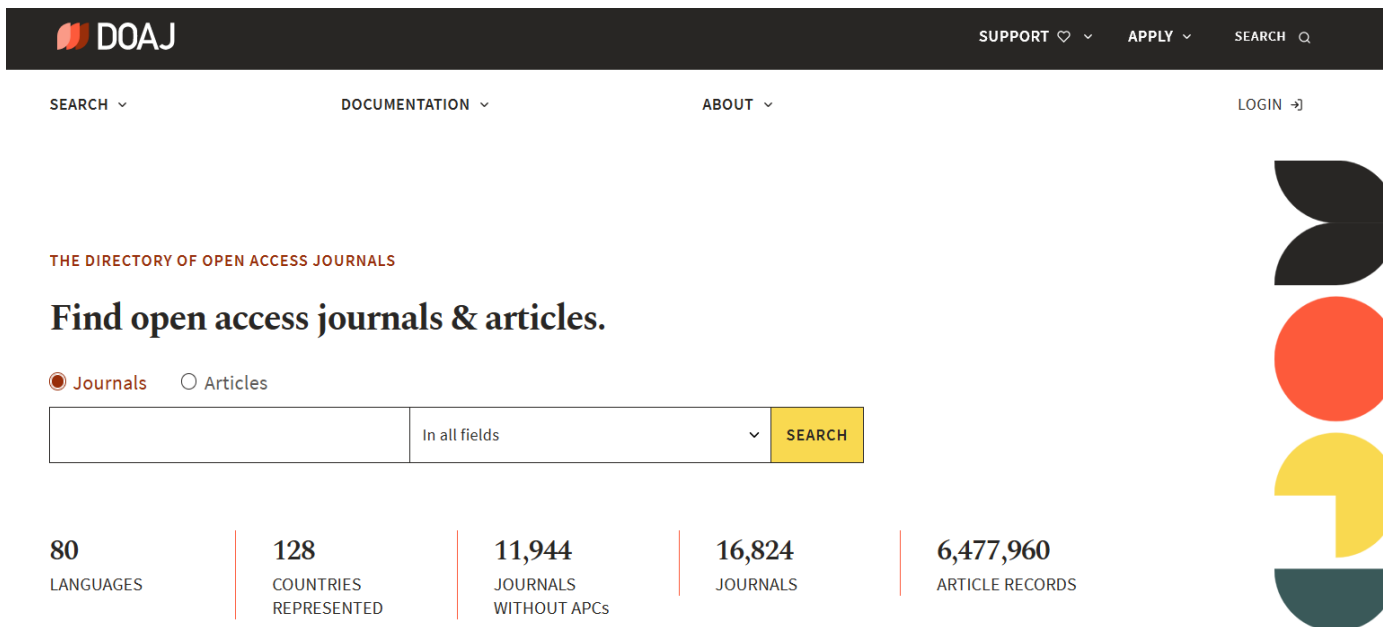
Please take a moment to fill out the Digital Repository satisfaction survey

<http://diposit.ub.edu/dspace/>

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Other Open Access (OA) resources

DOAJ



The screenshot shows the DOAJ homepage. At the top is a dark navigation bar with the DOAJ logo, a search icon, and links for SUPPORT, APPLY, and SEARCH. Below this is a secondary navigation bar with links for SEARCH, DOCUMENTATION, ABOUT, and LOGIN. The main content area features the text 'THE DIRECTORY OF OPEN ACCESS JOURNALS' and 'Find open access journals & articles.' Below this is a search form with radio buttons for 'Journals' (selected) and 'Articles', a search input field, a dropdown menu set to 'In all fields', and a yellow 'SEARCH' button. At the bottom, five statistics are displayed: 80 LANGUAGES, 128 COUNTRIES REPRESENTED, 11,944 JOURNALS WITHOUT APCs, 16,824 JOURNALS, and 6,477,960 ARTICLE RECORDS. On the right side of the page, there is a vertical stack of four stylized circular icons: a black one with a white shape inside, a solid red one, a yellow one with a white shape inside, and a dark teal one.

DOAJ

SUPPORT ♥ ▾ APPLY ▾ SEARCH 🔍

SEARCH ▾ DOCUMENTATION ▾ ABOUT ▾ LOGIN →

THE DIRECTORY OF OPEN ACCESS JOURNALS

Find open access journals & articles.

☒ Journals ☐ Articles

In all fields ▾ **SEARCH**

80
LANGUAGES

128
COUNTRIES
REPRESENTED

11,944
JOURNALS
WITHOUT APCs

16,824
JOURNALS

6,477,960
ARTICLE RECORDS


<https://doaj.org/>

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Other Open Access (OA) resources

GOOGLE SCHOLAR

Google Scholar



☒ Articles ☐ Case law

Stand on the shoulders of giants

<https://scholar.google.com/>

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Other Open Access (OA) resources

REDIB



Newsletter

Login

En ▼

Journals

Books

Ranking

Publishers

Services

Audiovisual Content

Authors REDIB

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

Find journals, articles and books



Advanced

<https://www.redib.org/>

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Other resources

DIALNET



[Search](#)

[Journals](#)

[Thesis](#)

[Congresses](#)


Search Documents

Search

Search journals

Search

 JOURNALS
11,536

 DOCUMENTS
8,072,002

 ALERTS
51,319,611

 USERS
2,461,683

 THESIS
298,166

<http://dialnet.unirioja.es/>

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Other resources

ÍnDICEs CSIC



The screenshot shows the homepage of the Índices CSIC website. At the top left is the logo, which consists of the word 'ÍnDICEs' in a serif font above a stylized horizontal bar with red, white, and blue segments, followed by 'CSIC' in a bold sans-serif font. To the right of the logo are two links: 'Español' and 'English'. Below the logo is a horizontal navigation menu with buttons for 'Home', 'Documents', 'Journals', 'Subscription', 'Information to editors', 'FAQ', 'Help', 'Register', and 'Enter'. The 'Home' button is highlighted. Below the navigation menu is a search section with two tabs: 'Simple search' and 'Advanced search'. Below these tabs is a large white search input field and a 'Buscar' button. To the right of the search section is a 'News' section with the title 'Sustitución de las Bases de datos ISOC, ICYT e IME' and the date 'Tue, 07/17/2018 - 12:59'. A link 'más...' is at the bottom right of the news section.

- 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).

[-> Resources about plagiarism \(CRAI\)](#)

- ☐ 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.

4. How to cite and manage bibliography

How to cite and manage bibliography

APA FORMAT

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)

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How to cite and manage bibliography

APA FORMAT

Books

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

Codina, L. (1996). *El llibre digital: Una exploració sobre la informació electrònica i el futur de l'edició* (2a ed.). Barcelona: Generalitat de Catalunya, Centre d'Investigació de la Comunicació.

[APA style](#)

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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.***

Heery, M. (1998). Organització de la biblioteca: Repàs d'estructures. *Ítem: Revista de biblioteconomia i documentació*, 23, 8-15.

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How to cite and manage bibliography

APA FORMAT

Web pages

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

Modern Language Association. (2003). *MLA Style*. Data accessed
<http://www.mla.org/>

[APA style](#)

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How to cite and manage bibliography

REFERENCE MANAGEMENT TOOLS

 Clarivate™

EndNote™



zotero

- ✓ 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

<https://crai.ub.edu/en/crai-services/citations-reference/bibliography-tools>

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



[What to do after university?](#)

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Thank you!



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