



## Citations in Reading Lists: Interpreting & Finding Them

You have in hand a reading list for your course given by your lecturer or a reference list. How do you decipher the list and look for the materials cited in it?

A typical reading list normally includes compulsory readings and supplementary readings. The former refers to the main textbooks and other types of materials such as book chapters and journal articles essential for a particular course module. Supplementary readings are optional materials to help students get a better grasp and understanding of the topics covered.

### Why Bother to Interpret Citations

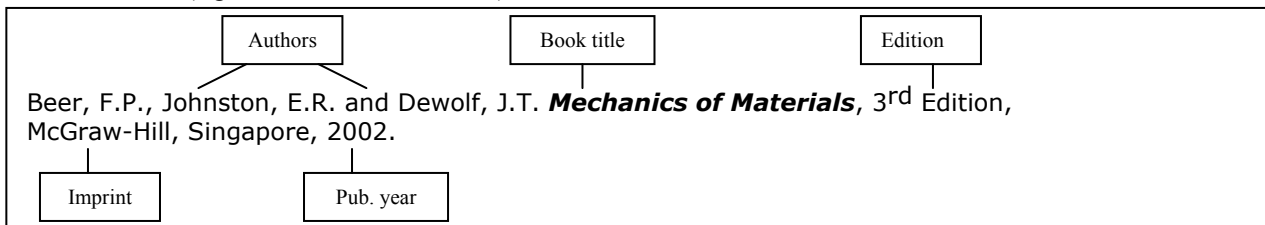
It is important that you interpret correctly the citations in the lists and distinguish between the different types of cited materials. This not only helps you save time, it also ensures that you search correctly in LINC.

### How to Interpret Citations

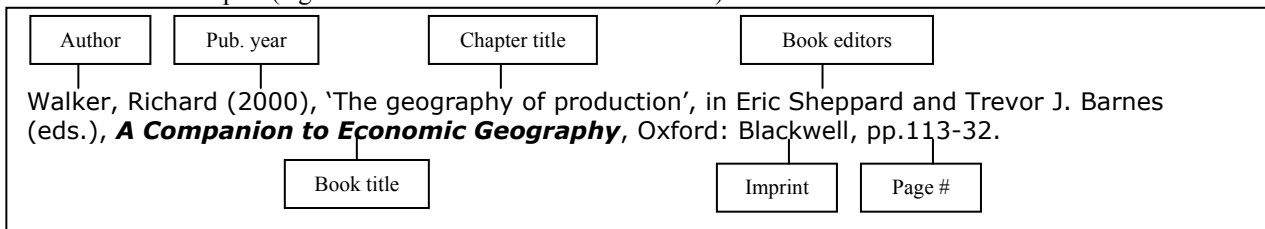
In interpreting citations, it is essential to differentiate whole documents from parts of a document. Books, working papers and theses are considered as whole documents. In contrast book chapters, journal articles and conference papers are parts of a larger document. Their title may be distinct from the title of the entire document or source of which they are a part. Similarly their author/s may be distinct from the author/s or editor/s of the entire document. Their citation therefore normally includes details regarding the source in which they appear.

Here are examples from the reading lists of course modules on IVLE (viewed on 21 July 2003).

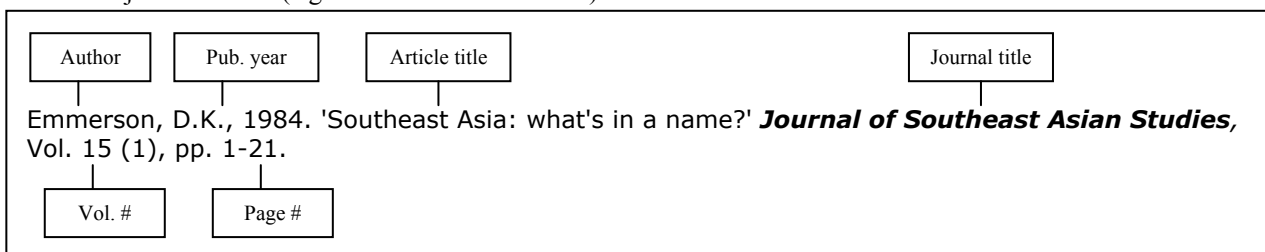
Citation for book (e.g. Course module EG1109)



Citation for book chapter (e.g. Course module GE1101E/GEK1001)



Citation for journal article (e.g. Course module SE1101)



## How to Find Cited Materials in LINC

Once you have established the material type, you can search in LINC. Here are some tips for searching:

Material Type	Search Mode	Action
Books	Title search	Type book title
	Author search	Type author, editor or compiler of book
Working papers	Title search	Type working paper title or series title
	Author search	Type author of working paper
Theses	Title search	Type thesis title
	Author search	Type author of thesis
Book chapters	Title search	Type book title; chapter title (for I-copies*)
	Author search	Type author or editor of book; author of chapter (for I-copies*)
Journal articles	Title search	Type journal title; article title (for I-copies*)
	Author search	Type author of article (for I-copies*)
Conference papers	Title search	Type title of conference proceedings
	Author search	Type conference name; organiser or editor of conference proceedings

\* "I-Copies" are copies of selected journal articles or book chapters made at the request of lecturers for their course and kept in RBR (Reserve Books/Readings) Collection.

As most textbooks, recommended readings including I-copies are available in the RBR Collection, they can also be searched in LINC under RBR Collection by:

- ▶▶ Lecturer's name e.g. **Lim, Boon Tiong**
- ▶▶ Course number e.g. **EC1101E**

RETURN TO BROWSE
ANOTHER SEARCH
START OVER
(Search History) ▼

Prof/ta [Lim Boon Tiong](#)  
 Course [EC1101E](#)

**MATERIALS FOR THIS COURSE**

Title	Author	Call #	Format
<a href="#">Economics / John B. Taylor.</a>	Taylor, John B.	CL RBR -- HB171.5 Tay -- AVAILABLE	
<a href="#">Economics / John B. Taylor.</a>	Taylor, John B.	CL RBR -- HB171.5 Tay 2001 -- AVAILABLE	
<a href="#">Economics / John B. Taylor.</a>	Taylor, John B.	CL RBR -- HB171.5 Tay 2001 -- AVAILABLE	
<a href="#">Principles of economics / Robert H. Frank, Ben S. Bernanke.</a>	Frank, Robert H.	CL RBR -- HB171.5 Fra -- AVAILABLE	
<a href="#">Principles of economics / Robert H. Frank, Ben S. Bernanke.</a>	Frank, Robert H.	CL RBR -- HB171.5 Fra -- AVAILABLE	
<a href="#">Principles of economics / Robert H. Frank, Ben S. Bernanke.</a>	Frank, Robert H.	CL RBR -- HB171.5 Fra -- AVAILABLE	
<a href="#">Principles of economics / Robert H. Frank, Ben S. Bernanke.</a>	Frank, Robert H.	CL RBR -- HB171.5 Fra -- AVAILABLE	

Some lecturers give call numbers in their reading lists. To check the status in LINC, search using Library of Congress Call Number and type the call number e.g. **TA645 Hib 2002** or **I-4383** (for I-copy).

## What to Take Note in LINC

Once found in LINC, take note of the format whether it is print or electronic format, a microform or videorecording. Please note that some books and journals are available in both hard and soft copy. Next, take note of the materials' physical **location**, **call number** and **status**. For those available as microform or videorecording, copy the **stack number** and quote this number when requesting at their respective locations.

You can find out more about how to search in LINC and locate materials in the library from Library Instruction ONline (LION) at [www.lib.nus.edu.sg/lion/l/](http://www.lib.nus.edu.sg/lion/l/).