Information literacy

What you need to know

Information literacy

The United States National Forum on Information Literacy (2012)defines **information literacy** as " ... the ability to know when there is a need for information, to be able to identify, locate, evaluate, and effectively use that information for the issue or problem at hand."

* Know when to use expert evidence
* Know how to locate expert evidence
* Know how to cite expert evidence

Terms

- Academic vs. popular – learned or scholarly vs. non-peer reviewed
- Cite - to quote or refer to (a passage, book, or author) in substantiation as an authority, proof, or example OR to list the author, name of article, publisher, date of publishing and URL
- Database - a structured set of data held in a computer, esp. one that is accessible in various ways
- Journal - a periodical or magazine, especially one published for a special group, learned society, or profession
- Peer review – evaluation by fellow specialists of research that someone has done in order to assess its suitability for publication or further development
- Periodical - a magazine, newspaper or other journal that is issued at regularly recurring intervals
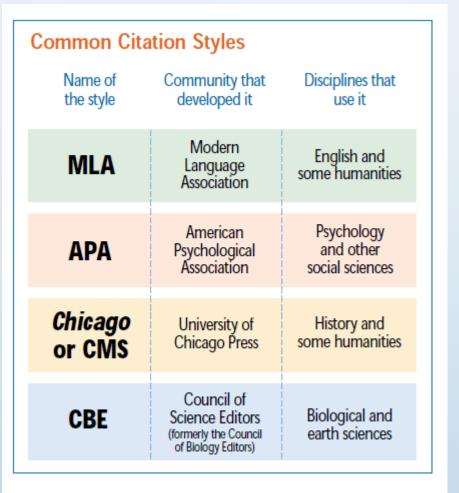
Terms

- Plagiarism - an act or instance of using or closely imitating the language and thoughts of another author without authorization and the representation of that author's work as one's own, as by not crediting the original author

- Search engine - a program for the retrieval of data from a database or network, esp. the Internet

- Source - a book, statement, person, etc., supplying information

  a) Primary source – the original document, article, etc.

  b) Secondary source – a quotation or paraphrase of the original document, article, etc. in another source

Format and style

Common Citation Styles

Name of the style	Community that developed it	Disciplines that use it
MLA	Modern Language Association	English and some humanities
APA	American Psychological Association	Psychology and other social sciences
Chicago or CMS	University of Chicago Press	History and some humanities
CBE	Council of Science Editors (formerly the Council of Biology Editors)	Biological and earth sciences

- Citation style – how sources are cited.

- Formatting – the type of font, size of font, margins, spacing, etc. of a document. Each of the citation styles has its own formatting requirements.

Research process

1. Identify the information you need
2. Know the purpose and suitability of the resources available
3. Develop an appropriate research plan
4. Evaluate the worth and relevance of the information retrieved
5. Document information and its sources
6. Organize information

Choosing information

- Is the article directly related to the topic?
- Can you understand the article?
- Is the article up-to-date?
- Is the article free?
- Is the article unbiased?
  a) Government (.gov) and educational (.edu) sites are generally reliable.
  b) Non-profit sites (.org) may be biased.
  c) Commercial sites (.com) are not considered objective sources.
- Who is the author?