

# ***LIBRARY SERVICES AND TRAINING FOR LINGUISTICS POSTGRADUATE STUDENTS***

## ***Semester 2, 2005***

### **Training Courses**

#### **Research Databases for Linguistics**

Hands-on sessions. Each session can take 10-12 students. Bookings required.  
Training Room, Level 1, Library.

Session times:            **Thursday    11 August    3:00pm - 5:00pm**

Sessions cover identifying and using online indexes and fulltext databases for Linguistics, including:

- Linguistics and Language Behavior Abstracts (LLBA)
- MLA International Bibliography (on EBSCOhost)
- Web of Science
- PsycINFO
- Science Direct

Coverage of the databases includes search techniques and special features of each database, and search saving and setting up alerts.

#### **EndNote for Linguistics**

Hands-on sessions. Each session can take 10-12 students. Bookings required.  
Training Room, Level 1, Library.

Session times:            **Monday        15 August    3:00pm – 5:00pm**

EndNote is a program that allows the user to manage and organise personal libraries of bibliographic references. Its three distinct advantages are:

- The ability to create, manage and search personal reference libraries
- The use of linking to create in-text citations and bibliographies in word processed documents, using defined bibliographic styles
- The ability to import references from databases and library catalogues into EndNote reference libraries

These sessions on EndNote for Linguistics emphasise using and editing APA style, and importing references, either directly or with the use of filters, from Linguistics databases. It is preferable that students do the Databases training before undertaking EndNote training.

**To book** for Research Databases or EndNote for Linguistics : **phone 9850 7399**; or **email: [training@library.mq.edu.au](mailto:training@library.mq.edu.au)** specifying your preferred session/s. **Please supply your full name, course (e.g. DAppLing; MAppLing (TESOL); PGDiplAppLing, etc) and student number when booking.**

**For more information contact: Maureen Kattau, Academic Outreach Librarian for Linguistics & Psychology : [mkattau@library.mq.edu.au](mailto:mkattau@library.mq.edu.au); phone: 9850-6521.**

**Additional session times available upon request.**

## Thesis Formatting 1

Features of Word 2000 that will assist in the preparation of a long document. Includes creating, editing and applying styles, generating headers and footers, generating a table of contents or figures.

|                                      |                                      |
|--------------------------------------|--------------------------------------|
| Wed <b>17/08/05</b> 1:30pm - 4:30pm  | Mon <b>10/10/05</b> 9:30am - 12:30pm |
| Thu <b>01/09/05</b> 9:30am - 12:30pm | Mon <b>07/11/05</b> 1:30pm - 4:30pm  |

## Thesis Formatting 2 (Formatting Long Theses)

Previous attendance at Thesis Formatting is recommended.

|   |                                     |
|---|-------------------------------------|
| Thurs <b>08/09/05</b> 10:00am - 11:30am | Wed <b>16/11/05</b> 1:30pm - 3:00pm |
| Tues <b>18/10/05</b> 3:00pm - 4:30pm    |                                     |

## Thesis Illustrating

For those who need to create and insert images and objects into their thesis. Previous attendance at Thesis Formatting is recommended.

Date/s to be arranged. Please contact the Training Unit for more information.

**BOOKING REQUIRED FOR THESIS FORMATTING COURSES.** Book via the Library's Training Courses web page: <http://www.lib.mq.edu.au/training/courses.php>

Further sessions are offered throughout the year. See the Library's Training pages for details.

## Library Services

### Academic Outreach Librarian for Linguistics

Provides consultative services in areas of specialised research needs, including introductions to the Library for new staff and research postgraduates, individual advice and assistance with electronic and print collections, and tailored training in databases and EndNote on a group or individual basis as required.

**Contact details:**

Maureen Kattau

Ph: 02 9850 6521

Email: [mkattau@library.mq.edu.au](mailto:mkattau@library.mq.edu.au)

### Reference and Research Advisory Services

Provides assistance and advice in locating and using resources for research, including catalogues, databases and other print and online resources.

The **Reference Desk** is located on Level 3 of the Library and is open from 9am until 15 minutes before closing on weekdays and during opening hours on weekends and public holidays.

### IT Help

IT Help provides information about remote access and information technology to the students and staff of Macquarie University. IT Help can assist you with the following:

- Problems with usernames, passwords, and Macquarie email accounts
- Access to the University from your home computer

**Contact Details:**

Phone: 02 9850 HELP (9850 4357) or Freecall: 1800 063 191

ICQ: UIN: 32801246

Face to Face: IT Help Desk, Level 1, University Library

Email: Just Ask form <http://www.lib.mq.edu.au/justask/>

24x7 Follow the Sun Helpdesk email: [ithelp@mq.edu.au](mailto:ithelp@mq.edu.au)

### Document Supply

The Document Supply service obtains items (books, journal articles, and other materials) that are related to the research and teaching functions of the University. Any item not held by the Library may be requested. Further information may be found at <http://www.lib.mq.edu.au/docsup/postgrad/>

Documents are requested via the Library's **Virtual Document Xchange (VDX)** system. Where electronic documents are supplied these are delivered directly to the desktop as TIFF files. Training in the use of the VDX system is offered regularly. For training session times check 'VDX Training' on the Library's Training Courses web page, or email [training@library.mq.edu.au](mailto:training@library.mq.edu.au).