

INFORMATION LITERACY: FINDING WHAT YOU NEED

Information Literacy – Your Key to Academic Success

What is Information Literacy?

Information literacy is the ability to **find, evaluate, and use information effectively**. At CMU, library staff conduct **mandatory Information Literacy Skills Sessions** for all new students at the start of Semester One (September – November). These sessions teach you how to retrieve pertinent information on your own using library resources.

THE 5 STEPS OF INFORMATION LITERACY

Step	What to do
1. Define	Clarify your topic. What question are you trying to answer?
2. Plan	Identify keywords and decide which databases or catalogues to search.
3. Search	Use the CMU online catalogue, databases (EBSCO, Emerald, Lloyd's List, Regs4ships), and e-books.
4. Evaluate	Is the source credible? Is it peer-reviewed? Is it current?
5. Use ethically	Cite all sources using APA 7th edition (see Guide).

CMU Library Resources at Your Fingertips

- **Online Catalogue** – searchable catalogue for books, theses, journals, and more.
- **Databases** – EBSCO, Emerald (multi-disciplinary); Lloyd's List, Regs4ships (shipping/maritime).
- **E-books** – access to over 90,000 titles via ProQuest.
- **Jamaica Gleaner Online Archives** – over 970,000 pages dating back to 1834.
- **Government & Legal Documents** – Zip Law Database with Jamaican statutes, regulations, and court cases.

Quick Tips

- **Start early** – research takes time.
- **Ask library staff** – we are here to guide you.
- **Use past examination papers** – available electronically.

Additional Support

For assistance, visit the CMU Library or contact:



Email: library@cmu.edu.jm/cmulibrary123@gmail.com



WhatsApp: (876) 564-4274



Phone: University Librarian – (876) 809-3103



Librarians: (876) 833-2187; (876) 781-1178; (876) 564-4274



APA 7TH EDITION: REFERENCING MADE SIMPLE

APA 7th Edition – The Standard for Academic Writing at CMU

CMU uses **APA 7th edition** as the standard writing style for all academic papers. The Librarian conducts training sessions (approximately two hours) in collaboration with lecturers to help students cite sources, compile references, and format papers correctly.

In-Text Citations – The Basics

Type	Example
Parenthetical	(Smith, 2020)
Narrative	Smith (2020) argues that...
Direct quote	(Smith, 2020, p. 15)

Reference List – Common Formats

Source	APA 7th Format
Print book	Author, A. A. (Year). <i>Title of book</i> . Publisher.
Journal article	Author, A. A. (Year). Title of article. <i>Journal Name</i> , Volume(Issue), pages. DOI or URL
E-book	Same as print – APA 7th does not differentiate
Webpage	Author, A. A. (Year). <i>Title of page</i> . Site Name. URL

Key Changes in APA 7th Edition

- The word **"References"** is now **bolded** at the top of the reference list.
- Up to **20 authors** are listed (not 7 as in APA 6th).
- For **21+ authors**, list the first 19, insert an ellipsis (...), then the final author.
- **DOI** is formatted as a URL: <https://doi.org/xxxx>
- No more "Retrieved from" before URLs (except for dynamic content).

Quick Checklist

- Double-space your entire paper.
- Use a readable font (e.g., 12-pt Times New Roman, 11-pt Calibri, or 11-pt Arial).
- Include a page number in the top right of every page.
- Bold the word "References" at the start of your reference list.
- Check every in-text citation has a corresponding reference list entry.

Need help? Ask library staff or attend an APA training session.

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RESEARCH STRATEGIES: FROM TOPIC TO PAPER

Research Strategies – A Step-by-Step Approach

Step 1: Start with a Research Question

Turn your topic into a question. For example: "How can materials in soft robotics become sustainable?" Then pull out the most important keywords (*Materials, Soft Robotics, Sustainable*).

Step 2: Choose the Right Database

If your topic is...	Use this database
Maritime, shipping, ports	Lloyd's List and Regs4ships
Multi-disciplinary (any subject)	EBSCO or Emerald
Jamaican history or current events	Jamaica Gleaner Online Archives
Jamaican law or government	Zip Law Database

Step 3: Search Effectively

- Use **AND** to combine keywords (*maritime AND security*).
- Use **OR** for synonyms (*ships OR vessels*).
- Use "quotation marks" for exact phrases (*"climate change"*).
- Use the **online catalogue** to find books, theses, and past papers.

Step 4: Evaluate Your Sources – The CRAAP Test

C urrency	When was it published? Is it up-to-date?
R elevance	Does it directly answer your question?
A uthority	Who wrote it? Are they qualified?
A ccuracy	Is the information supported by evidence?
P urpose	Why was it written? (to inform, persuade, or sell?)

Step 5: Take Organised Notes

- Record bibliographic details as you go (author, title, year, page numbers).
- Use a reference management tool or simply keep a working bibliography.
- Paraphrase in your own words – and always cite the source.

FINAL TIP

Start early – research is not a one-night task. Use the library's computers (at Main Campus, and at Port Royal) and other computer labs on campus.

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STUDY HABITS FOR SUCCESS

Study Habits – What Works at University

University study is different from high school. You need to be **independent, organised, and disciplined**. Here is what works.

THE STUDY CYCLE

Phase	What to do
Preview	Skim the material before class – 5–10 minutes.
Attend	Go to every lecture and take notes.
Review	Within 24 hours, review and condense your notes.
Study	Use active recall – test yourself, don't just re-read.
Check	Do you understand? If not, ask for help.

Proven Study Techniques

- **Pomodoro Technique** – 25 minutes focused study, 5 minutes break. Repeat.
- **Spaced Repetition** – review material over several days, not all at once.
- **Active Recall** – close your book and write down everything you remember.
- **Teach Someone Else** – explaining a concept to a friend deepens your understanding.

Use Library Resources to Study Smarter

- **Past Examination Papers** – available electronically. Practise with them – they show exam patterns.
- **Quiet Study Spaces** – use the library's Reading Room for focused work.
- **Group Study** – form study groups with classmates (but stay on task).
- **Computers** – 9 computers at Main Campus library, 5 at Port Royal.

Manage Your Time

- Create a **weekly study schedule** – block out time for each subject.
- Set **daily goals** – what will you achieve today?
- **Avoid multitasking** – focus on one thing at a time.
- **Take breaks** – your brain needs rest to consolidate learning.

When to Ask for Help

- **Library staff** – for research and referencing help.
- **Lecturers** – during office hours or after class.
- **Student Affairs** – for personal or wellbeing concerns.

Remember: The library is open Monday–Thursday 8:00 a.m. – 7:00 p.m.; Friday–Sunday 8:00 a.m. – 6:00 p.m. Use these hours wisely!

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CARIBBEAN MARITIME UNIVERSITY LIBRARY

USING CMU LIBRARY RESOURCES

Your Library – What's Available and How to Use It

About Your Library

The Lucien Rattray Resource Centre (the Library) is named in honour of a former chairman of the Caribbean Maritime Institute. Its mission is to support the teaching, learning, and research activities of the university.

Library Collections – What You Can Access

Print Resources	Electronic Resources
Books (~2,170 titles, ~8,779 copies)	E-books (ProQuest – 90,000+ titles)
Theses (Diploma, Bachelor's, Master's, Doctoral)	Databases: EBSCO, Emerald (multi-disciplinary)
Scholarly journals, magazines, newsletters	Lloyd's List, Regs4ships (maritime)
Past examination papers (electronically available)	Jamaica Gleaner Online Archives (1834–present)
Research papers by past students	Zip Law Database (Jamaican legal documents)

LOAN PERIODS

Collection	Undergraduate	Graduate
Open Access	3 weeks	3 weeks
Reference	1 week	1 week

SAM (Security Administration & Management) students: overnight loans may be extended to one week.

Library Services

- **Printing & Photocopying** – pay staff directly. Follows JAMCOPY guidelines.
- **Referral Services** – access to other academic and special libraries (Main & Port Royal).
- **Online Catalogue** – searchable catalogue at the Circulation Desk computer or online.
- **Remote Access** – most e-resources can be accessed off-campus.
- **Information Literacy Sessions** – mandatory for all new students (September–November).
- **APA Training** – sessions on citing and referencing in APA 7th edition.
- **Liaison Librarians:**
 - Phillipa Osbourne: FEAT- (876) 833-2184;
 - Leonie Farquharson: FSL- (876) 781-1178;
 - Leslyne Johnson Morgan: FMNS - (876) 564-4274

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CARIBBEAN MARITIME UNIVERSITY LIBRARY

Key Rules

- **Student ID required** for borrowing.
 - **Do not reshelve materials** – leave them on the tables.
 - **Red-label books, theses, dissertations, and journals** – in-library use only.
 - **Plagiarism** is a serious academic offence (see our guide).
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ACADEMIC INTEGRITY & AVOIDING PLAGIARISM

Academic Integrity – Your Reputation Matters

What is Plagiarism?

According to the CMU Student Handbook: "**Plagiarism is a form of cheating. Plagiarism is using the words or ideas of others and presenting them as your own. Such activity represents a form of fraud. It can take many forms, from deliberately seeking academic advantage by replicating the work of others, to accidentally copying from a source without acknowledgement.**"

Types of Plagiarism

Type	Example
Direct copying	Copying and pasting text from a source without quotation marks or citation.
Poor paraphrasing	Changing a few words but keeping the same structure and not citing.
Self-plagiarism	Submitting your own previous work for a new assignment without permission.
Incorrect citation	Citing a source but getting the details wrong (e.g., wrong page number).
Missing citation	Using someone else's idea and not citing it at all.

How to Avoid Plagiarism

1. **Cite every source** – whether you quote, paraphrase, or summarise.
2. **Use quotation marks** for direct quotes – and include the page number.
3. **Paraphrase properly** – write in your own words AND cite the source.
4. **Keep track of your sources** – note author, title, year, and page numbers as you go.
5. **Use APA 7th edition** – CMU's required referencing style.
6. **Ask for help** – library staff can guide you on correct citation.

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Common Myths About Plagiarism

Myth	Truth
"If I change a few words, I don't need to cite."	False – you must still cite the source of the idea.
"I only copied one sentence – that's not plagiarism."	False – even one sentence without citation is plagiarism.
"I found it on the internet – it's free to use."	False – internet content is still someone's intellectual property.
"My lecturer won't notice."	False – CMU uses plagiarism detection tools - Turnitin.

Consequences of Plagiarism at CMU

Plagiarism is taken very seriously. Consequences can include:

- A mark of zero for the assignment.
- Failing the course.
- Disciplinary action, which may lead to suspension or expulsion.

How the Library Can Help

- Attend the mandatory **Information Literacy Skills Session** – you will learn how to find and cite sources properly.
- Attend **APA training sessions** conducted by the Librarian.
- Ask library staff for help with referencing – we are here to support you.

Quick Self-Check

Before submitting any assignment, ask yourself:

- ✓ Have I cited every source I used?
- ✓ Have I used quotation marks for every direct quote?
- ✓ Have I included a complete reference list in APA 7th edition?
- ✓ Have I paraphrased in my own words (not just changed a few words)?
- ✓ Have I checked my citations against the APA 7th guide?

Remember: Academic integrity is about honesty, fairness, and respect for the work of others. It is a core value of the CMU community.

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