



# **JSCSC LIBRARY BIBLIOGRAPHY**

**Research Guide Series**

**Research and Study Skills**

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Study and research skills are one of the most important aspects of academic learning. Being able to research well gives one the ability to find what one needs quickly and easily, and ensure that it is suitable for the subject and essay; analytical skills ensure that one can judge this research and the arguments presented, weigh up the information given and choose the necessary sources; essay writing skills allow you to present this information clearly and argue your own point of view in a concise and informative manner.

While these skills are useful in an academic environment, they also transfer to your life outside academic circles, and an academic qualification is often held in higher regard by employers for the skills it brings rather than the subject area studied. Being able to organize and present information is one of the major transferable skills needed in any workplace, and good study skills are crucial to this.

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This bibliography has been designed to provide a guide as to where to find information on study skills. Please note that the list of references below is a selection of the more relevant titles and information on the subject. The list is not intended to be exhaustive or definitive but is an introductory guide to some of the resources available.

Some titles are aimed at students studying specific subjects but all contain useful general principles.

#### General guides

Burdess, Neil. **The handbook of student skills**. New York: Prentice-Hall, 1991, 184p.

Cottrell, Stella. **The study skills handbook**. Basingstoke: Palgrave Macmillan, 2008, 351p.

Goodwin, Vicki & Thomson, Bonita. **Open University Dyslexia Toolkit: a resource for students and their tutors**. 2<sup>nd</sup> Edition. Milton Keynes: The Open University, 2004, 85p.

#### How to conduct research

Balian, Edward S. **The graduate research guidebook: a practical approach to doctoral/masters research** (3<sup>rd</sup> edition). London: University Press of America, 1994, 287p.

Barnes, Rob. **Successful study for degrees**. London: Routledge, 1993, 175 p.

Blakeslee, Ann M. & Fleischer, Cathy. **Becoming a writing researcher**. Mahwah, NJ: Lawrence Erlbaum, 2007, 230p.

Blaxter, Loraine *et al.* **How to research** (3<sup>rd</sup> edition). Maidenhead: Open University Press, 2006, 287p.

Brundage, Anthony. **Going to the sources: a guide to historical research and writing**. Wheeling, IL: Harland Davidson, 2002, 107p.

Clanchy, John & Ballard, Brigid. **How to write essays: a practical guide to students**. Melbourne: Longman, 1996, 151p.

Corbin, Juliet & Strauss, Anselm. **Basics of qualitative research 3e: techniques and procedures for developing grounded theory**. London: SAGE Publications, 2008, 379p.

Cryer, Pat. **The research student's guide to success** (3<sup>rd</sup> edition). Maidenhead: McGraw-Hill/Open University Press, 2006, 269 p.

- Flick, Uwe. **An introduction to qualitative research** (4<sup>th</sup> edition). London: SAGE Publications, 2010, 504p.
- Fowler, Simon. **A guide to military history on the internet**. Barnsley: Pen & Sword Family History, 2007, 211p.
- Hennink, Monique. *et al.* **Qualitative research methods**. London: SAGE Publications, 2011, 304p.
- Kumar, Ranjit. **Research methodology: a step-by-step guide for beginners** (3<sup>rd</sup> edition). London: SAGE Publications, 2011, 415p.
- Lester, James D. & Lester, James D. Jr. **Principles of writing research papers** (2<sup>nd</sup> edition). New York: Pearson Longman, 2007, 266p.
- Ridley, Diana. **The literature review: a step-by-step guide for students**. London: SAGE Publications, 2011, 170p.
- Rumsey, Sally. **How to find information: a guide for researchers**. Maidenhead: Open University Press, 2004, 236p.
- Sharp, John A. *et al* **The management of a student research project** (3<sup>rd</sup> edition). Aldershot: Gower, 2002, 261p.
- Silverman, David (ed). **Qualitative research: issues of theory, method and practice** (3<sup>rd</sup> edition). London: SAGE Publications, 2011, 450p.
- Wallace, Mike & Wray, Alison. **Critical reading and writing for postgraduates** (2<sup>nd</sup> edition). London: SAGE Publications, 2011, 252p.

### How to write essays and dissertations

#### Essays

- Greasley, Pete. **Doing essays and assignments: essential tips for students**. London: SAGE Publications, 2011, 171p.
- Greetham, Bryan. **How to write better essays**. Basingstoke: Palgrave, 2001, 285p.
- Hennessy, Brendan. **How to write coursework and exam essays: an accessible guide to developing the skills needed to excel in written work and exams** (6<sup>th</sup> edition). Oxford: How to Books, 2010, 231p.
- McMillan, Kathleen & Weyers, Jonathan. **How to write essays and assignments**. Harlow: Pearson Education, 2007, 246p.
- Redman, Peter & Maples, Wendy. **Good essay writing: a social sciences guide** (4<sup>th</sup> edition). London: SAGE Publications, 2011, 172p.
- Soles, Derek. **Writing an academic essay: how to plan, draft, revise and write essays**. Taunton: Studymates, 2002, 118p.
- Warburton, Nigel. **The basics of essay writing**. London: Routledge, 2006, 117p.

Zemach, Dorothy E. & Rusimek, Lisa A. **Academic writing: from paragraph to essay**. Oxford: Macmillan, 2005, 132 p.

### Dissertations

Hart, Chris. **Doing your Masters dissertation**. London: Sage Publications, 2005, 481p.

Levin, Peter. **Excellent dissertations!** Maidenhead: Open University Press, 2005, 123p.

McMillan, Kathleen, & Weyers, Jonathan. **How to write dissertations & project reports**. Harlow: Pearson Education, 2007, 286p.

Murray, Rowena. **How to write a thesis** (2<sup>nd</sup> edition). Maidenhead: Open University Press, 2006, 301p.

Rudestam, Kjell Erik, & Newton, Rae R. **Surviving your dissertation: a comprehensive guide to content and process**. Newbury Park, CA: Sage, 1992, 221p.

Swetnam, Derek. **Writing your dissertation: how to plan, prepare and present successful work** (3<sup>rd</sup> edition). Oxford: How To Books, 2000, 110p.

### Using research

Berry, Ralph. **The research project: how to write it** (3<sup>rd</sup> edition). London: Routledge, 1994, 116 p.

Godfrey, Jeanne. **How to use your reading in your essays**. Basingstoke: Palgrave Macmillan, 2009, 142p.

Woods, Peter. **Successful writing for qualitative researchers** (2<sup>nd</sup> edition). London: Routledge, 2006, 182p.

### Style and writing guides

**The Economist style guide** (9<sup>th</sup> edition). London: Profile Books, 2005, 250p.

Cooper, Sheila & Patton, Rosemary. **Writing logically, thinking critically** (5<sup>th</sup> edition). New York: Pearson/Longman, 2007, 253p.

Gilbert, Marilyn B. **Clear writing**. New York, London: Wiley & sons, 1972, 336p.

Gunning, Robert. **The technique of clear writing** (revised edition). New York: McGraw-Hill Book co., 329p.

McIntosh, William A. **Guide to effective military writing**. Mechanicsburg, PA: Stackpole Books, 2003, 229p.

Partridge, Eric. **Usage and abuse: a guide to good English** (new edition). Harmondsworth: Penguin, 1994, 389 p.

### Referencing

University of Chicago. **The Chicago manual of style** (15<sup>th</sup> edition). Chicago, IL: University of Chicago Press, 2003, 956p.

## Conducting research interviews

Bell, Judith. **Doing your research project: a guide for first-time researchers in education, health and social science: Ch 9. Planning and conducting interviews.** 5<sup>th</sup> edition. Maidenhead: Open University Press, 2010, 277 p.

Kvale, Steinar. **Interviews: an introduction to qualitative research interviewing (2<sup>nd</sup> Edition).** Los Angeles, CA: Sage Publications, 2009, 354 p.

## Electronic Resources

### Web links

Dartmouth Writing Program

<http://www.dartmouth.edu/~writing/materials/student/toc.shtml>

Companion for undergraduate dissertations - Sheffield Hallam

<http://www.socscidiss.bham.ac.uk/index.html>

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