3Ds of Research: Discover, Discern and Deliver

Guide Information

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Introduction

We conduct research at every stage of our lives and the amount of effort depends on the purpose, goal and depth of coverage. One of the keys to achieving successful research is obtaining valuable information from credible resources. As a tool, the Internet provides us with variable information sources in all sorts of formats. This LibGuide is specially compiled as an introduction to the wealth of sources available online. As such, the tabs are presented according to types of publication. Resources on 'research methodology' will help you get started in the construction of survey instruments. The resources in 'citation styles' will help you to cite the references which you have referred to.

Disclaimer: The resources listed in this LibGuide are compiled for the purpose of easy reference for teachers and students. The NLB is not responsible for the contents of external websites.

Editorial Notes

Books and texts are often mainstays of resource guides as these provide introductory and comprehensive information on a particular topic. In the creation of this libguide however, effort was also made to recommend resources that are highly accessible, such as, ebooks, journal and newspaper articles, authoritative websites, among others. Please find below a brief write-up of the resource formats, as well as, how to access them.

Print materials from both the Lee Kong Chian Reference Library, as well as, NLB's Public Libraries. Just click on the given links to activate NLB's online catalogue showing availability of the items. Apart from the reference books at the Lee Kong Chian Reference Library, books recommended in this guide can be reserved online and brought to the library branch of your choice for a small fee of $1.55 (just click on "Reserve this item").

Journal Articles from the library's eResources service (http://eresources.nlb.gov.sg). Most of the recommended journal articles are from Proquest Central and JSTOR as these databases are accessible from home. Just click on the given links to be brought to the relevant section of the eResources site. Thereafter, register (if you are new to the service) or log-in >> click on the relevant database (e.g., JSTOR, Proquest Central) >> conduct a search using the article's title.

Newspaper articles from the Factiva database, as well as, the NewspaperSG database. Factiva is available via our eResources service and articles within can be accessed in the same manner as that for journal articles (described above). Newspapers from NewspaperSG can be accessed via http://newspapers.nl.sg. Articles from 1831 - 1989 can be accessed from home (direct links to the articles are provided) while those after 1989 can only be accessed onsite at the libraries.

RSS feeds. Listings of the most recent articles from reputable websites. Simply click on the link to be brought to the webpage.

Embedded videos. A picture speaks thousand words, what more a video? Click the play button on the embedded videos (from reputable sources) for some visual learning.

For more detailed information on accessing our print resources and electronic databases, please go to the section on "Accessing the Resources" in this same guide.

Compiler

Compiled by
Faridah Ibrahim
Research Methodology

Research scoping

How do you scope your research focus? You have been exposed to research project beginning from primary right through to secondary levels. The topics and research scope are clearly defined for you at these levels. Progressing to higher level, you are given topics that are much broader that will require you to interpret and determine the areas to work on. Besides secondary sources, you will also need to collect and interpret primary data. Methods to collect primary data may include interview, questionnaire, focus group, observation etc.

In terms of defining research focus, here are some subject categories which can be link to your main project topic:
- politics
- economics
- social
- technology
- legal
- science
- environment
- health
- history
- security etc.

Book arrangement

Most of the books listed in this LibGuide are available in the Public Library collection and may be loan out. Books in the reference section are indicated by the prefix 'R'. Books in the Lee Kong Chian Reference Library are for reference only.

Video

Video title "Creating a questionnaire in Words"

Research Methods

To check out the availability of resources available in the National Library collection, do use the NLB online catalogue to check the location and availability via [www.catalogue.nlb.gov.sg](http://www.catalogue.nlb.gov.sg). Use these keywords to find more resources on the topic of research instruments: 'survey methods' 'questionnaire'.

- How to Conduct Surveys by Arlene Fink (Editor)
  Call Number: 300.723 FIN
  ISBN: 9781412966689
  Publication Date: 2008-09-29

- Conducting surveys : everyone is doing it -- The survey form : questions, scales, and appearance -- Getting it together : some practical concerns -- Sampling -- Survey design : environmental control -- Analyzing and organizing data from surveys -- Presenting the survey results.

- Interaction and the standardized survey interview : the living questionnaire by Hanneke Houtkoop-Steenstra
  Call Number: 001.433 HOU
  Publication Date: 2000

- Features data collection techniques using interviewing, questionnaires and social surveys

- Survey Errors and Survey Costs by Robert M. Groves
  Call Number: 300.723 GRO
  ISBN: 0471678511
  Publication Date: 2004-04-30

- Focuses on household surveys and social surveys

- Survey research methods by Floyd J. Fowler
  Call Number: 300.723 SUR
  Publication Date: c2002

- Studies of welfare populations : data collection and research issues by Committee on National Statistics, Division of Behavioral and Social Sciences and Education, National Research Council
Newspaper Articles

Search tips
Online news database can be easily search using keywords. Imagine the terminologies which will appear in the news article and use them in your search strategies.

Breaking News
- Singapore Poly students create science teaching tool involving food
- Poly students create healthier versions of conventional rich foods
- NUS designs showcased in New York's Museum of Modern Art
- Solar tech the way-to-go, says Khaw, as 80 more HDB blocks get fitted with panels
- Keeping food safe a growing challenge: Maliki
  [http://yourhealth.asiaone.com/content/keeping-food-safe-growing-challenge-maliki]

Why newspaper articles?
The daily newspapers provides good updates on trends, events, current affairs, issues and reviews. According to Ms Chua Mui Hoong, Opinion Editor from the Straits Times, "I am guided by whether an article offers information, insights and instruction. The first tells you salient facts; the second offers an interpretation or perspective on events; and the third leaves you enriched, educated or edified." (Sept 2, 2013. p A22. The Straits Times).
The topics covered are also wide ranging including social, economics, politics, policies, arts and entertainment, science and technology, inventions, geography, history and many others. Depending on your interest levels, some topics are covered rather deeply in the form of feature articles and excerpts. News angles are varied reflecting points of views from different segments of society such as journalists, man-on-the-street, subject experts, key professionals, state officials and academia.
The newspapers can be grouped into three categories, mainly, mainstream papers, tabloids and free sheets. The focus for each differs widely, for the purposes of catering to different market segments and targeted readers.

How to access?
You may access newspaper articles in various ways - online or physical copies. Here are some quick information on each collection. The links for online access are provided below:

<table>
<thead>
<tr>
<th>Physical Copies</th>
<th>Microfilm Collection</th>
<th>Online databases</th>
</tr>
</thead>
</table>
| Copies of the daily local newspapers are available in the Public Library branches for perusal by walk-in library users. As a rule of thumb, the stock for back-dated copies are kept up to a three-month period. | The Microform Collection is housed at level 11 of the Lee Kong Chian Reference Library. Comprising both microfilms and microfiches, the collection aims to preserve and archive Singapore's documentary heritage. The collection includes newspapers, rare and out-of-print books, periodicals and directories, government publications and dissertations. | For daily online
The NLB's e-Resources provides online access to daily news updates via FACTIVA and Library Press Display databases. Do register as our Digital member online for free.

For archive news
NewspaperSG is a resource of news archive database featuring Singapore and Malaya newspapers. You can search our archive database dating from 1831 to 2009.

LINKS to the online newspapers collection
- NewspaperSG
  [http://newspapers.nl.sg/]
  Free access via [http://newspapers.nl.sg]
- Factiva database
- Library Press Display
  Includes Today

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Scholarly Articles

Overview

Scholarly articles are published in academic journals and are mostly accessible via subscription. You can access some via the NLB's eResources website. Do register as NLB's Digital Member via [http://eresources.nlb.gov.sg](http://eresources.nlb.gov.sg). Registration is free and while most of the databases can be accessed outside the library premises, there are others that have access restrictions. So do check out the access symbols.

NLB online resources (free)

- Singapore Infopedia
  [http://infopedia.nl.sg/](http://infopedia.nl.sg/)
- Web Archive Singapore (WAS)
  [http://was.nl.sg/](http://was.nl.sg/)
- NLB's Web Archive Singapore is a rich collection of some 1,000 Singapore-related online contents that showcase various facets of Singapore life.

Links to databases (requires NLB Digital Membership)

The NLB provides access to online journals from the comfort of your home or at the libraries, depending on the circulation restriction by the database vendors. Here are some highlights:

- NLB eResources
  Full list of databases accessible via NLB eResources website
- PERIND
  Index to articles on Singapore up to 2009
- ProQuest Social Science Journal
  Features studies conducted by students and academia on topics related to Singapore context.
- ProQuest Central
  This database serves as the central resource for researchers at all levels. Covering more than 160 subjects areas.
- ProQuest Health & Medical Complete
  This database offers reliable, comprehensive journal coverage of clinical and biomedical topics, consumer health, health administration and more.
- Sports Science in Spotting Success
- World Geography and Culture
  [http://www.tdweb.com/WGICO/default.aspx?ItemID=WE35&token=KyeU0yJQq3QhKI9N%2b%7d%2b9yYkppOH3MyXfle5kHxCHZAOqknur5gULnd4pSQlSu.JdoEmT1uuOxiiN%2vJINDpsUnBw%29%2bHiT2%2bK](http://www.tdweb.com/WGICO/default.aspx?ItemID=WE35&token=KyeU0yJQq3QhKI9N%2b%7d%2b9yYkppOH3MyXfle5kHxCHZAOqknur5gULnd4pSQlSu.JdoEmT1uuOxiiN%2vJINDpsUnBw%29%2bHiT2%2bK)
- Who’s Who
  The comprehensive, newly-expanded World Who’s Who brings together current and hard-to-find biographical information on more than 60,000 of the most gifted, famous and influential men and women in all fields.
- SpringerLink
  SpringerLink offers access to peer-reviewed journals covering subject areas such as biomedical and life sciences, business and economics, chemistry and materials science, computer science, earth and environmental science, engineering, humanities, social sciences and law, architecture and design and more. Includes access to eBooks and reference works in English covering all areas of science

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Government Information

Overview

Sources of information issued by government such as ministries and statutory boards can be easily found online. These include, but not limited to, speeches, white papers, blue prints, law etc.

Singapore official websites

- Your official gateway to Singapore
  An official online website managed by the Ministry of Communications and Information (MCI).
- Singapore Government
  [http://www.gov.sg/governmentWeb/content/govsg/classic/home](http://www.gov.sg/governmentWeb/content/govsg/classic/home)
  The www.gov.sg Portal is the official electronic communication platform of the Singapore Government.

Contact list

- Singapore Government Directory Online
  The Singapore Government Directory is an online information service which includes a listing of ministries, statutory boards, organs of state and public services. The main purpose is to facilitate communication.

Policies and Issues

- MOH’s stance on Medical issues
Speeches by Ministers, CEOs, Academia etc.

- Lawrence Wong: Getting more youth involvement is a priority for MCCY
  [http://www.youtube.com/watch?v=U9QDU_mx8MM](http://www.youtube.com/watch?v=U9QDU_mx8MM)

- Speech by Minister for Health, Mr. Gan Kim Yong, at the World Health Summit Regional Meeting – Asia’s Asian Ministers Panel Discussion, 9 April 2013

- Ministry of Home Affairs Committee of Supply Debate 2013 – Speech by Deputy Prime Minister, Coordinating Minister for National Security and Minister for Home Affairs, Mr Teo Chee Hean – Working Together to Keep Singapore Safe and Secure

White papers, Blue prints

- Queenstown Planning Area by URA
  [http://www.ura.gov.sg/student/planning_areas/queenstown.htm](http://www.ura.gov.sg/student/planning_areas/queenstown.htm)

- Master Plan 2008

- Blue Print for Jurong

- A sustainable population for a dynamic Singapore (Population White Paper)

Legal Resources

Legal resources includes Acts and Statutory Legislation. Materials such as Parliamentary debates, court cases are also included.

- SECOND READING SPEECH BY MINISTER FOR LAW, MR K SHANMUGAM

- Fact sheet on the proposed amendments to the Penal Code and Criminal Procedure Code

Press releases

- RESPONSE BY MS SIM ANN, SENIOR PARLIAMENTARY SECRETARY, MINISTRY OF COMMUNICATIONS AND INFORMATION, AT THE COMMITTEE OF SUPPLY DEBATE ON MCI’S BUDGET ON FRIDAY, 8 MAR 2013

Statistics Resources

Quick Facts (world ranking)

- Singapore Competitiveness Ranking

According to Global Competitiveness Report (2012-2013) and World Competitiveness Report (2012-2013). Published in Ministry of Trade and Investment (MTI) website

Market research

There independent studies conducted by research companies such as AC Nielsen, Standard Chartered

Department of Statistics

Statistics takes time to collate, it requires at least 2 to 3 months tabulation.

- Key Performance Indicators

- Population and Population Structure

- Year Book of Statistics

- Monthly Digest

- General Household Survey

- Report on the Household Expenditure Survey

- Survey of Services

- Singapore.sg
Provides bite-size information on Singapore

**Agri-Food and Veterinary Authority of Singapore**
- **Statistics**
  - Statistics includes farms and farming area, value of farm production, farm production, per capita consumption, food imports and food exports.
- **Publications**
  - Features information based on sectors: Food, Animal and Pet and Agriculture and Fisheries

**NParks and PUB**
- **Managing Flash Floods by PUB**
  - http://www.pub.gov.sg/managingflashfloods/Pages/default.aspx
- **Chek Jawa**

**Spring Singapore**
- **Biomedical and Healthcare**
- **Consumer Product Safety**

**Other Resources**

**Grey Literature**
Today, you can obtain information from various communication modes. Some are published and easily accessible, while others are not. Those that are not easily accessible are usually meant for limited circulation for members only. These include theses, special commissioned reports, in-house surveys, market profile surveys, brochures, newsletter, etc.

**PictureSG**
Discover, Learn and Share about Singapore’s social history and development through our digital collection of images (photographs or artworks). If you recognise the places or people in these pictures, help us tag them as you search and browse through the collection. Your tags will help others find the images more easily.
- **Digital collection of images**
  - http://pictures.nl.sg/

**Docu-drama**
MediaCorp have been actively showcasing current affairs and trends in the form of docu-drama and discussion series. 'On the Edge' is one such example. We highlight Episode 3 which focuses on the problem of Underage drinking. You may find the statistics mentioned in this episode useful. According to the National Youth Health Survey in 2006, about 50% of teenagers aged between 12 and 17 have tried alcohol. While 75% of youth between the ages of 18 and 25 indulge in binge drink. What will happen if this trend continues?

**The National Archives**
Primary data such as images, interviews, posters, letters, records, manuscripts, government records and oral interviews are also included as valuable information in research. These items are searchable via the access to archive online or a2o database provided by the National Archives. Kindly note that some of the materials are restricted records.
- **Search a2o database**
  - http://a2o.nas.sg/a2oupub/search/index.html

**Citation Styles (bibliographies)**
You must cite
To include the work of others in your research will give you credit because it shows that you aware of the current debate pertaining to a particular issue/problem and the relevant authorities
In-text citation and bibliography list

Here are links to the online resources on this subject.

- APA Citation Style - a guide from Temasek Polytechnic
  [http://library.tp.edu.sg/infoskills/apa_style.pdf](http://library.tp.edu.sg/infoskills/apa_style.pdf)
- MLA style
  [http://library.williams.edu/citing/styles/mla.php](http://library.williams.edu/citing/styles/mla.php)

Accessing the Resources

How to access the Print Materials

Introduction

You can search the library catalogue (for physical materials) in the library and from home [http://catalogue.nlb.gov.sg](http://catalogue.nlb.gov.sg). The easy search function allows you to search/browse by author, title, keyword, subject and ISBN/ISSN whereas the advanced search allows you to narrow your searches to specific media types or language holdings. In both instances, you will also be able to limit your search to search only specific libraries by clicking on the "limit by branch" option.

To search Lee Kong Chian Reference Library's Holdings

If you wish to search for only materials available in the Lee Kong Chian Reference Library, please always click on the "Limit by Branch" button at the bottom of the page, after you have keyed in your search term. This brings you to a new page whereby you will be able to select the library of your choice. Choose "Lee Kong Chian Reference Library" and select "yes" under the "Display only items available in the selected branch below" and then click on search.

Things to note:

Once you have identified the title that you need, please double check through the following information and write down the necessary info:

i. The "Status" of the item: the item is not available in the library, if the status displayed is "in transit", "in process" or "not ready for loan".

ii. Double check that the item is in Lee Kong Chian Reference Library under "Branch".

iii. Write down the Location Code and the Call Number of the item. This helps you to locate the item within Lee Kong Chian Reference Library. Please refer to the table below for more information. (Note: Please feel free to approach the counter staff for help in locating the books.)

All featured books and periodicals are located at the Public Library of the National Library.

<table>
<thead>
<tr>
<th>Level</th>
<th>Location Code</th>
<th>Type of Collection</th>
</tr>
</thead>
<tbody>
<tr>
<td>11 - Singapore and Southeast Asia (English)</td>
<td>RSING, RSEA, JRSING, YRSING, RAV, RCLOS*, RRARE</td>
<td>All SING/SEA English materials except: Arts and Literature (which are on L8) Microfilms Posters Maps AV collection</td>
</tr>
<tr>
<td>* Closed access materials. Point of access is via L11.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>10 - National Library Gallery</td>
<td>RDTYS, RDTSH, RDKSC, RAC*</td>
<td>Donors' Collections Donors' Gallery Asian Children's Collection Exhibition Gallery</td>
</tr>
<tr>
<td>* Point of access for collection is via L11.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>9 - Chinese, Malay and Tamil Resources</td>
<td>RSING, RSEA, RCO, RART, RBUS</td>
<td>All Chinese, Malay and Tamil materials, except for China Business resources (RCR)</td>
</tr>
<tr>
<td>8 - Arts &amp; Social Sciences</td>
<td>RART, RSING, RSEA, R, RDET</td>
<td>All Arts collections including Singapore &amp; SEA Singapore &amp; SEA English literature Non-SING/SEA Social Sciences collection, including literature Education prospectuses Edwin Thumboo Collection French Corner</td>
</tr>
<tr>
<td>7 - Government and Business Information Services</td>
<td>RSING-[AR], RBUS, RCR, R</td>
<td>Business, Science &amp; Technology collections Annual Reports Standards China Business resources Bloomberg and SGX IRIS stations</td>
</tr>
</tbody>
</table>
How to access the Databases

To begin using databases and other electronic resources, you will first need to register as a Digital Library member (registration is free-of-charge) at our eResources webpage (http://eresources.nlb.gov.sg). Please note the following conditions:

i. Not all e-resources are accessible from home. Please refer to the access rights stated per resource on the eResources webpage.

ii. If you are NOT a Singaporean/PR, you will not be able to access any of the e-resources from home (even those that are labelled as accessible from home on the webpage).

iii. Please log in to the eResources portal to use the resources. Materials available in the library's eResources (e.g., articles in specific databases) may come up in your searches in Google, Yahoo, MSN, etc. However, you will NOT be able to access those information if you are not logged in and searching from the eResources portal.

When you face problems registering or logging in, please contact 63323255 or send an email to helpdesk@nlb.gov.sg.

If you wish to find information in the databases but are not sure where to begin, or need recommendations on which databases to use, please use the "Ask A Librarian" function or send an email to ref@nlb.gov.sg for help. The librarian will get back to you within three working days.