

Reading lists for study

IT Training document.

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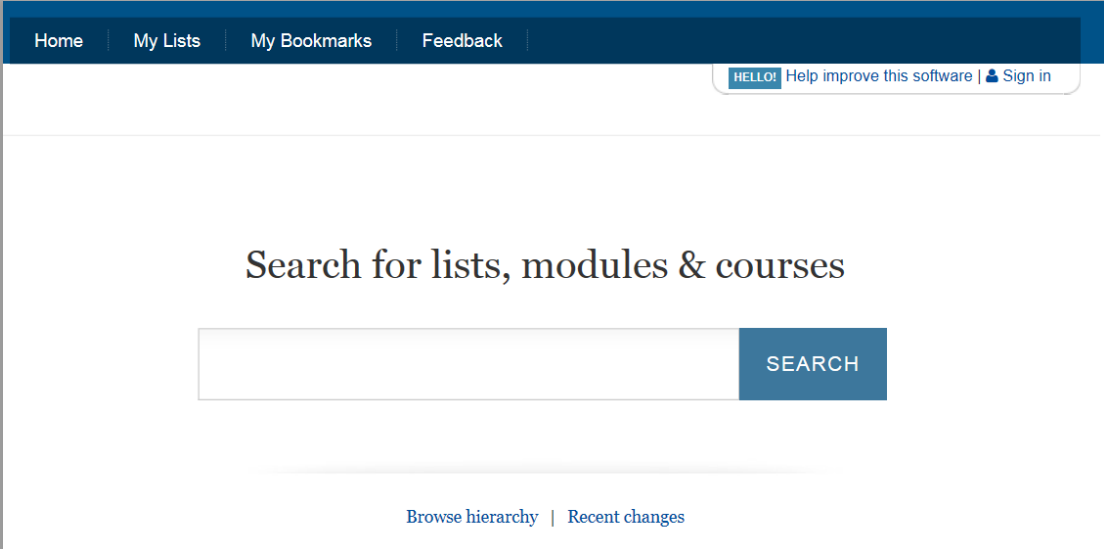
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Reading lists for study

The university library also offers a resource which lets lecturers to put up reading lists which their students can access. We will look at an example of this (by one of your lecturers) which will explain how this should be used.

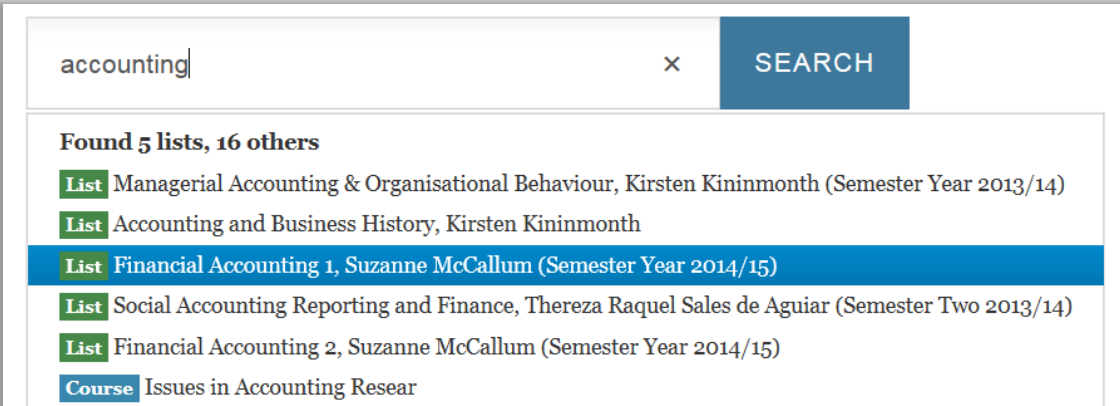
Go to this web page: <http://readinglists.glasgow.ac.uk/>

You will see a search box: use this to search for reading lists by entering a topic keyword or keywords.



The screenshot shows the homepage of the reading lists website. At the top is a dark blue navigation bar with links: Home, My Lists, My Bookmarks, and Feedback. To the right of these links is a user status area that says "HELLO!" followed by "Help improve this software" and a "Sign in" button. Below the navigation bar is a large white area with the heading "Search for lists, modules & courses". Under this heading is a search input field and a blue "SEARCH" button. At the bottom of the search area are two links: "Browse hierarchy" and "Recent changes".

For instance we could enter the keyword "accounting":



The screenshot shows the search results for the keyword "accounting". At the top, the search bar contains the text "accounting" and a blue "SEARCH" button. Below the search bar, the results are displayed. The first line says "Found 5 lists, 16 others". Below this are six items, each with a small icon and a title: "List Managerial Accounting & Organisational Behaviour, Kirsten Kininmonth (Semester Year 2013/14)", "List Accounting and Business History, Kirsten Kininmonth", "List Financial Accounting 1, Suzanne McCallum (Semester Year 2014/15)", "List Social Accounting Reporting and Finance, Thereza Raquel Sales de Aguiar (Semester Two 2013/14)", "List Financial Accounting 2, Suzanne McCallum (Semester Year 2014/15)", and "Course Issues in Accounting Resear". The third item, "List Financial Accounting 1, Suzanne McCallum (Semester Year 2014/15)", is highlighted with a blue background.

This gives a selection of related reading lists. Click on the **List** you require to view it.

Financial Accounting 1

Semester Year 2014/15

By **Suzanne McCallum**
an academic

Created: about a year ago
Last updated: about a month ago

View bibliography Recent changes Export

22 items Table of contents Grouped by section Apply filter

Prescribed Text 1 item

Financial accounting - Weetman, Pauline c2013
 Book **Suggested for Student Purchase** All students are expected to have a copy of this text.
 Read status Add note

Recommended Texts for Additional Reading/Additional Examples 3 items

Introduction to financial accounting - Thomas, Andrew, Ward, Anne Marie c2012
 Book **Further**

To be able to access all the important features of the list you should **Sign in**.

Home My Lists My Bookmarks Feedback

HELLO! Help improve this software | Sign in

Financial Accounting 1


Semester Year 2014/15

By **Suzanne McCallum**
an academic

Created: about a year ago

software | Sign in

You should sign in using your **GUID** and related password.



University of Glasgow


The resource you have attempted to access requires that you log in with your University of Glasgow credentials. **GUID**

2100034 x

Password

.....

Login



- > GUID for Staff
- > GUID for Students
- > Helpdesk

Once signed in you can use all the facilities associated with the **Reading List**.

Table of Contents

For instance, if you have a very large Reading List then you should use the **Table of contents** button.

22 items [Table of contents](#)

The screenshot shows a web interface for a reading list. At the top, there are buttons for 'View bibliography', 'Recent changes', and 'Export'. Below these, a header bar shows '22 items' and a 'Table of contents' button. The main area is divided into two columns. The left column is a sidebar titled 'Table of contents' with a list of categories: 'Prescribed Text' (highlighted in yellow), 'Recommended Texts for Additional Reading/Additional Examples', 'Journal articles', 'Website links', 'Other', and 'Databases'. The right column displays the details for the selected 'Prescribed Text' category, showing one item: 'Financial accounting' by Weetman, Pauline (2013). It includes a 'Book' icon and a note: 'Suggested for Student Purchase All students are expected to have a copy of this text.' Below this, there is a section for 'Recommended Texts for Additional Reading/Additional Examples' with three items, including 'Introduction to financial accounting' by Thomas, Andrew, Ward, Anne Marie (2012), also marked as a 'Book' and 'Further' reading.

By clicking on any of the **Table of Contents** items you will be taken directly to that part of the Reading List.

More bibliography options

The Reading List is (as you can see above) divided into sections containing one type of resource. By clicking on the **View bibliography** button you can see the whole list in A-Z (Author) order.

The screenshot shows the 'View bibliography' page. At the top, there are buttons for 'Back to list', 'Export', 'Give feedback on citations', and 'Harvard'. The main area displays a list of items in A-Z order. Below this, there is a table titled 'Recent changes' showing the history of updates to the list.

When	Type	Description
about a month ago	List published	No items or sections added/removed
2 months ago	List published	No items or sections added/removed
2 months ago	List published	1 item added
2 months ago	List published	No items or sections added/removed
2 months ago	List published	No items or sections added/removed
2 months ago	List published	No items or sections added/removed
2 months ago	List published	No items or sections added/removed
2 months ago	List published	No items or sections added/removed
2 months ago	List published	1 item removed
2 months ago	List published	1 item added
2 months ago	List published	1 item added
2 months ago	List published	1 item added, 1 item removed
2 months ago	List published	2 items added
4 months ago	List published	1 item added, 1 item removed
about a year ago	List published	18 items added, 7 sections added

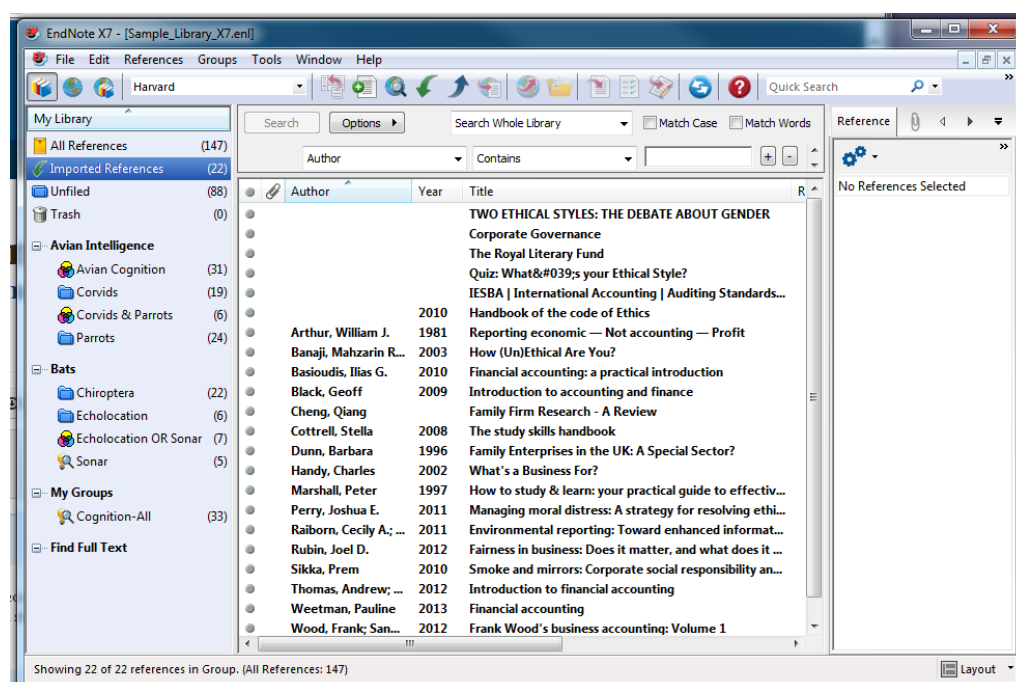
Clicking on the **Recent changes** button shows any changes to the list and when they were made.

The **Export** button lets you export the Reading List in various ways.

If you choose **Export citations**, then the Reading List will be exported in a format suitable for *EndNote* or *Reference Manager* – depending on which application your PC is set up with.

The screenshot shows the 'Export' dropdown menu. The options are: 'Export citations' (highlighted in blue), 'Export to RefWorks', 'Export to CSV', and 'Export to PDF'.

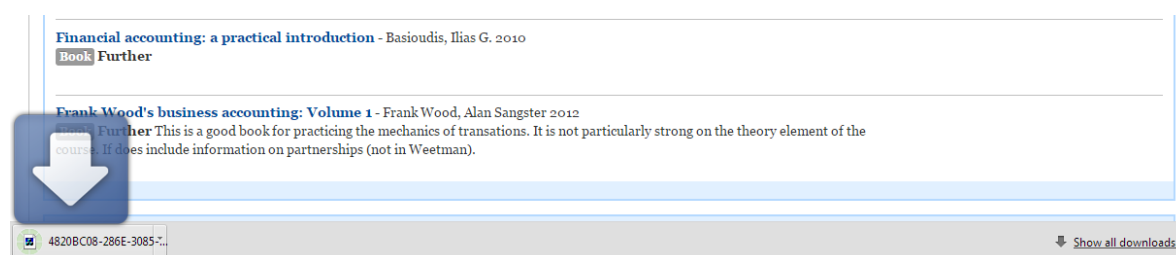
Now the bibliographic application should open up displaying the citations you have exported.



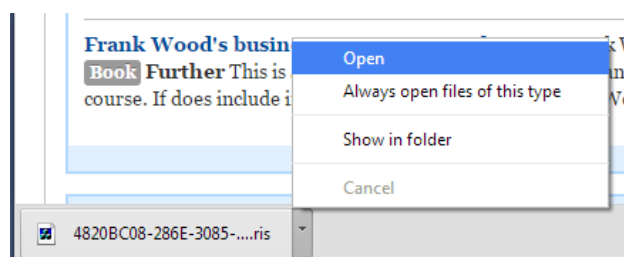
However if this doesn't happen, a dialog will open to let you save the bibliographic file. When you save it you will be asked to choose a destination (EndNote or Reference Manager) and when you do so the application will open displaying the citations.

NOTE: Not all browsers work in exactly the same way. We will look at *Chrome*, which is available on most campus PCs.

Chrome works exactly the same as *Internet Explorer* up until you try to export citations. Then the downloads toolbar at the bottom of the window becomes active.



Once the citations file has downloaded a **Download** button will appear – this opens a short menu with two options relevant to us here.

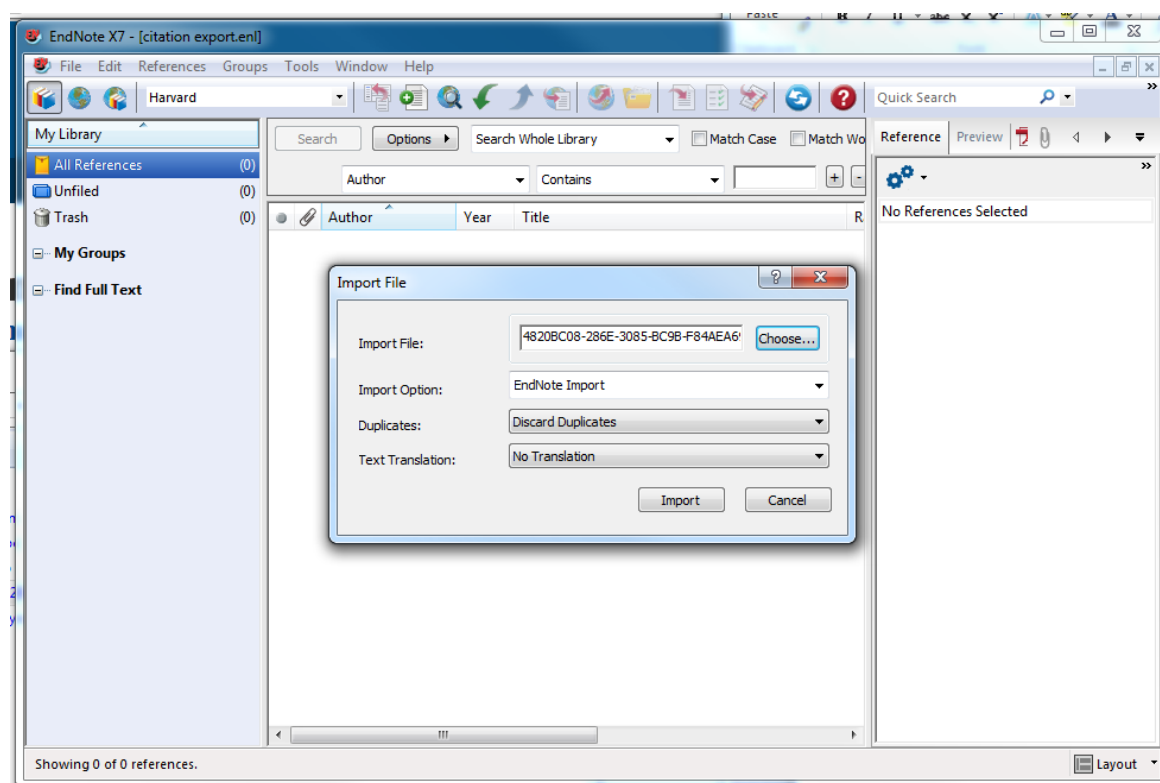


You can choose to **Open** the file and this will launch *EndNote* or *Reference Manager*, depending on how your PC is set up. (Just as described above).

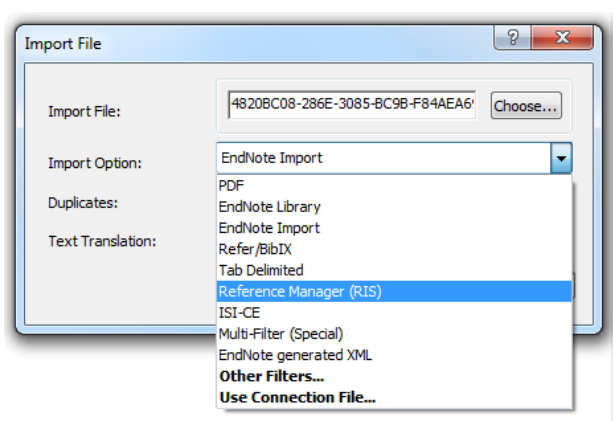
If you choose **Show in folder** the downloads folder will open. From here you can right-click and choose an application to view the file or you can copy/move it to another file which you can access later via *EndNote* or *Reference Manager*.

If for some reason *EndNote* (or *Reference Manager*) does not automatically launch when you open the exported citations file, then do the following:

Open *EndNote* and create a new library (unless you already have a suitable existing with citations on the same topic). Then select **File** → **Import** → **File** and **Choose** the downloaded file from its folder.



Note: the **Reading List** style is for *Reference Manager*, so if you are using *EndNote*, in the **Import Option** menu choose **Reference Manager (RIS)**.



Then click the **Import** button and your citations will appear in your *EndNote* library.

You can also choose to export as a CSV file or as a PDF document.

The latter might be useful if you wish to keep a simple record of the reading list.

The former can be viewed in an *Excel* worksheet and possibly merged with other lists.

Export ▼

Export citations

Export to RefWorks

Export to CSV

Export to PDF

If the reading list is large you can filter it by entering an author or title in the filter text box.

The screenshot shows a web interface for a reading list. At the top, there are tabs: 'View bibliography', 'Recent changes', and 'Export'. Below these, it says '22 items' and 'Table of contents'. On the right, there are buttons for 'Grouped by section' and 'Apply filter', followed by a search box containing 'arthur'. Below the search box, a yellow banner indicates '1 items containing text "arthur"' with a 'Remove filters' button. The main content area is titled 'Journal articles' and shows a single entry: 'Reporting economic — Not accounting — Profit - William J. Arthur 1981-3'. The entry is marked as an 'Article' and 'Essential'. A blue 'Online Resource' button is next to the title. At the bottom right of the entry, there are buttons for 'Read status' and 'Add note'.

You can also use the **Apply filter** menu which will filter the list according to the type of resource you choose (in the example below, **e-books**).

The screenshot shows the same web interface as before, but with the 'Apply filter' dropdown menu open. The menu shows 'eBooks (1 items)' selected and 'Online resources (14 items)' as an option. The yellow banner now says '1 items for eBooks' with a 'Remove filters' button. The main content area is still titled 'Journal articles', but the entry shown is 'What's a Business For? - Handy, Charles 2002'. This entry is also marked as an 'Article' and 'Essential'. A blue 'Online Resource' button is next to the title. At the bottom right of the entry, there are buttons for 'Read status' and 'Add note'.

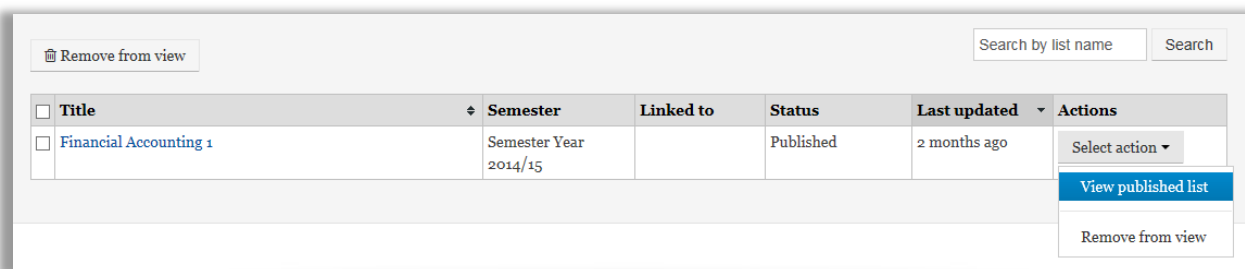
You can keep links to a number of reading lists together by creating your own list.

Click the **Add to My Lists** button and the current reading list you are viewing will be copied to your **My Lists** page.

Add to My Lists

Click on the **My Lists** tab at the top of the page to view your lists.

My Lists



<input type="checkbox"/>	Title	Semester	Linked to	Status	Last updated	Actions
<input type="checkbox"/>	Financial Accounting 1	Semester Year 2014/15		Published	2 months ago	<div>Select action ▾ View published list Remove from view</div>

In any list you can choose the **Select action** option and select **View published list** to view the contents of the list (in effect returning to a **Reading List** page).

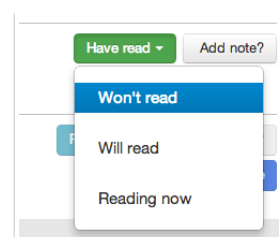
Now we will look at some final options on a **Reading List** page.

Working with the Reading list

When you place the cursor over an item in the list two buttons appear.

Read status sets your reading intentions: you can set it to record what you intend to do/what you have done with the resource.

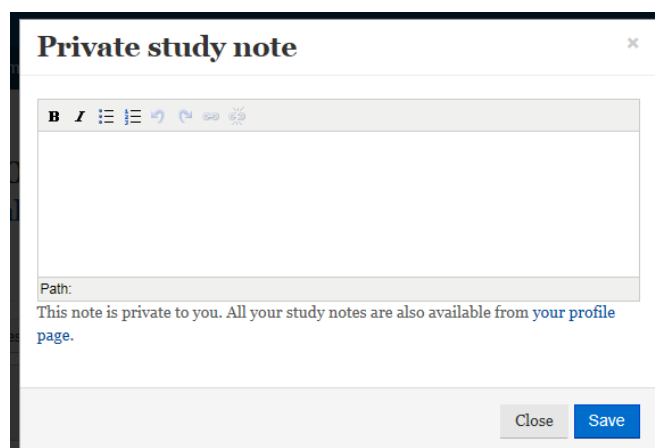
It is also useful as a reminder to yourself about which resources you have covered in your background research



You can also attach brief notes to an item in a reading list.

Add note

When you click the **Add note** button a text box open into which you can type comments and notes about the item. You can also add links.



When you have saved your first notes on an item, the button will change colour and become an **Edit Note** button. So you can add or delete anything you put in your notes at any time.

Edit Note

Your **Reading List** view will soon look like the image below, showing **Notes** added and **Read** status for each item.

Journal articles 9 items

Fairness in business: Does it matter, and what does it mean? - Joel D. Rubin 2012-1
Article Essential You need to read this before answering the questions for tutorial 1. Online Resource Will read Add note

What's a Business For? - Handy, Charles 2002
Article Essential You need to read this before answering the questions for tutorial 1. If you are having difficulty accessing this article from the reading list there is a separate link on the Moodle page under tutorial 1 - use this instead. Online Resource Have read Add note

Family Enterprises in the UK: A Special Sector? - Barbara Dunn 1996
Article Essential You need to read this before answering the questions for tutorial 2. Online Resource Reading now Add note

Family Firm Research - A Review - Qiang Cheng
Article Essential You need to read this before answering the questions for tutorial 2. Online Resource Will read Add note

Reporting economic — Not accounting — Profit - William J. Arthur 1981-3
Article Essential You need to read this before answering the questions for tutorial 4. Online Resource Read status Edit Note

Your Profile

You can link to your profile when you are signed on. You do this by clicking on your name or GUID on the right, under the tabs bar.




On your Profile page you will see your name and details (which you can edit). You will also see listings of what resources you are reading, have read or intend to read.

Home My Lists My Bookmarks Feedback

HELLO! Help improve this software | Signed in as Stuart McPherson | Sign out

Profile: Stuart McPherson

[Edit](#)



Email address smp6v@udcf.gla.ac.uk
I'd describe myself as Educational Support
Main discipline Computer Science
My profile is private Users can not search and find your profile.

My reading intentions My notes My roles My invites

Citation style Harvard Reformat

Won't read
 Weetman, Pauline, 2013. *Financial accounting*, Harlow: Pearson.

Have read
 Basioudis, Ilias G., 2010. *Financial accounting: a practical introduction*, Harlow: Pearson Education.
 Handy, Charles, 2002. What's a Business For? *Harvard Business Review*, 80(12), pp.49–56. Available at: <http://search.ebscohost.com/login.aspx?direct=true&db=buh&AN=8587221&site=ehost-live>.

Will read
 Rubin J.D., 2012. Fairness in business: Does it matter, and what does it mean? *Business Horizons*, 55(1), pp.11–15.
 Cheng Q., Family Firm Research - A Review. Available at: <http://www.sciencedirect.com/science/article/pii/S1755309114000112>.

Reading now
 Thomas, Andrew and Ward, Anne Marie, 2012. *Introduction to financial accounting*, London: McGraw-Hill Higher Education.
 Dunn B., 1996. Family Enterprises in the UK: A Special Sector?, 9(2).

Resources from more than one list will appear here together, provided you have set a **Read status** or added a **Note** about them.

Prescribed Text 1 item

Financial accounting - Weetman, Pauline c2013
Book **Suggested for Student Purchase** All students are expected to have a copy of this text.

Read status
Add note

Recommended Texts for Additional Reading/Additional Examples 3 items


Introduction to financial accounting - Thomas, Andrew, Ward, Anne Marie c2012
Book **Further**

Note: when you click on a resource title (which will be a hyperlink) either in the **Reading list** or your **Profile** page it will take you to a page giving full details about the book, including whether it is available in the Library or in John Smith's bookshop.

HELLO! Help improve this software | Signed in as Stuart McPherson | Sign out

Introduction to financial accounting

Back to list
Add to My Bookmarks
Export citation



Type
Author(s)
Date
Publisher
Pub place
Edition
ISBN-10
ISBN-13

Book
Thomas, Andrew, Ward, Anne Marie
c2012
McGraw-Hill Higher Education
London
7th ed
0077132688
9780077132682

This item appears on
List: Financial Accounting 1
Section: Recommended Texts for Additional Reading/Additional Examples
Next: Financial accounting: a practical introduction
Previous: Financial accounting

Library availability

Collection	Shelf Mark	Availability
Library Level 6	Economics S635 THO3	1 copy on-loan, due back 9/12/2014
Library Level 8 Annexe	Economics S635 THO3	1 copy on-loan, due back 21/11/2014
Library Level 8 Annexe	Economics S635 THO3 c.2	1 copy on-loan, due back 18/11/2014

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