

Chapter 1: Libraries

<u>Public library</u>	Societal role, accessible to everyone, selection of fiction and non-fiction to a diverse audience, promotes the free exchange of information, available on a non-commercial basis.
<u>National library</u>	Collects (usually by legal means) all of the publications that appear in or on the country concerned.
<u>Academic library</u>	Builds and manages a collection for academic research and education. University libraries are the most popular and they consist of subsidiary libraries.
<u>Digital library</u>	Provides and manages digital material, such as digital journals, books, dictionaries, encyclopedias, and databases.
<u>Heritage library</u>	Preserves, manages and makes available patrimony (heritage, inheritance) of important publications (written, printed or digital) for eternity.
<u>Archive</u>	Preserves documents, registers, sounds bites, files and so on from the past (including gray literature—not realized through regular commercial channels), related to some institution or establishment, a person or family, or a theme.

Chapter 2. Academic Sources

<u>Primary</u>	Contains first-hand information, created by author. Also, a translation (original works, published for the first time, letters or notes, blogs).
<u>Secondary</u>	Based on primary sources and uses it for interpretation, to back new ideas, to comment on it and to add new information. Reviews (journal articles that evaluate original research) Monographs (discuss the work of one author) Historical overviews or surveys Reader's guide of Kant's <i>Kritik der reinen Vernunft</i> ; Master's thesis on Plato's Symposium; Article on religion in Jürgen Habermas; article on the concept 'idea' in a lexicon; History of medieval philosophy; Biography of Simone de Beauvoir;
<u>Tertiary source</u>	Factual information is given without analysis, critique or interpretation. An overview, compilation or a summary of primary and/or secondary sources on a particular topic. References works (cf. infra), Bibliographies of primary and/or secondary sources concerning a Particular topic or author (cf. infra) handbooks (cf. infra), textbooks, lists with a chronological overview, literature guides and internet directories (overview portals). Article on children's right in an encyclopaedia; List of the titles of all the works that are attributed to Avicenna; Bibliography with secondary literature on Rousseau's <i>Émile, ou de l'Éducation</i> ; Textbook on philosophy of art;

Distinguishing between sources

You **cannot** determine whether your source is a primary or secondary source **on the basis of the source itself**, where you found your information.

A book containing a text edition of Kant's *Kritik der reinen Vernunft* — primary

A book with a translation of Kant's *Kritik der reinen Vernunft* — primary

A book that is a monograph on Kant's work — secondary

Whether something is a primary or secondary source depends mainly on **the way in which the source is used**.

E.g. The work of Hannah Arendt (20th century) on the notion of love in Augustine (4-5th century) can be seen as a secondary source if you carry out research on the concept of love in the work of Augustine. However, it becomes a primary source if you are doing research on Arendt as a contemporary philosopher and theorist.

A publication can often be **a primary source as well as a secondary source**.

E.g. An article that reports on the new treatment of Alzheimer's disease is a primary source, but the overview of existing treatments in the introduction of the article is a secondary source.

A text edition or a translation of a philosophical work often contains **an introduction and a commentary**. The text edition and/or the translation are then a primary source, the introduction and the commentary a secondary source.

Sometimes **secondary literature becomes primary literature** later, when the author of the secondary literature becomes a classical author.

E.g. *La théorie de l'intuition dans la phénoménologie de Husserl*, the doctorate by Emmanuel Levinas, was a secondary source when Levinas wrote this study in 1930, but it is now a primary source in the research on Levinas.

Sometimes the **distinction** between primary and secondary literature is **problematic**.

E.g. Essays (for example by philosophers) can be considered as creative work and therefore as primary literature, but they also often simultaneously deal with other primary literature

<u>Source:</u>	contains (a reproduction of) one or more texts, images or objects from the past, regardless of whether it is somehow introduced.
<u>Autograph:</u>	a document written in the author's own handwriting
<u>Apograph:</u>	a copy of the original written text (can contain copy-errors)
<u>Gloss:</u>	a word that is handwritten by a reader between the lines (interlinear) or in the margin (marginal), in order to clarify or translate a word in the text.
<u>Incunabulum:</u>	a pre-1501 printed book
<u>Post-incunabulum:</u>	Printed 1501–1540.
<u>Critical text edition:</u>	Pays attention to the transmission of the text, points out textual variants and errors, and, possibly, proposes improvements.
<u>Critical apparatus:</u>	Lists various ways of reading the text, sometimes trying to improve aspects of text.
<u>Source apparatus:</u>	Refers to sources author used
<u>Bibliography/reference list:</u>	Ordered list with details on publications used
<u>Reference work:</u>	Wide range of short contributions to a word/person/notion/field, usually (alphabetically) ordered by entry or keyword (e.g. linguistic dictionaries, encyclopaedias)
<u>Encyclopaedia:</u>	ordered works with contributions that deal with persons or notions
<u>Lexicon:</u>	ordered work with contributions that deal either with persons (= biographical dictionaries) or with terms and notions within a specific field
<u>Monograph:</u>	An academic book containing a detailed study on one person and/or one specific subject within a discipline.

<u>Anthology:</u>	collects (parts of) texts written by a specific author (usually the primary texts) or concerning a certain subject (usually the texts that have gained a certain authority in the relevant field of study).
<u>Collected works:</u>	Contains different articles of one author or of various authors (e.g. articles concerning one specific theme). Important articles and/or book contributions Proceedings—Following an academic conference A liber amicorum ('friend book') contains texts from various authors who all pay tribute to the same person (e.g. on the occasion of a birthday or retirement).
<u>Journal:</u>	appear periodically and contain brief, specific studies (articles) on subjects within a certain discipline, written by different authors.
<u>Preprint:</u>	version of an article before it's printing, often shared for feedback, or in anticipation of print.
<u>Post print:</u>	the definitive version of an academic article (after it has been accepted for publication), but without the layout of the journal or book where it has or will appear. The Word document or the pdf of this Word document (not the pdf of the printed article itself). Usually posted on an academic social network site in order to increase the impact of their publication.
<u>Offprint:</u>	a journal article published separately from the journal for distribution purposes.
<u>Catalogue:</u>	Contains bibliographic references of items in a library, including their location (location on the bookshelf in a library, or a direct link to the digital version).
<u>Bibliographic database:</u>	only contain bibliographic references, sometimes completed with a summary (abstract) of the article, and keywords. Some bibliographic databases link to the full text, which are then offered on another platform. (Limo, WorldCat, PhilPapers)
<u>Full text database:</u>	bibliographic reference plus the full text of work (JSTOR, ScienceDirect)
<u>Citation database:</u>	bibliographic reference plus reference lists of articles (Web of Science)
<u>Search engine:</u>	Automatically indexes web documents. It makes (publicly accessible) pages findable on the internet. Once you enter a search term in the search engine, it will look for the word in the index and present you with the web documents where the word occurs.
<u>General</u>	webpages (Google, Yahoo, Bing)
<u>Specialized</u>	webpages with specific content (Google Books, Academic search engines, BASE)
<u>Meta-search engine</u>	simultaneous searching in multiple search engines (Copernic Agent)
<u>Academic social network sites</u>	for academics to get in touch, share references to their publications and publication themselves. Concentrate on products of research. (Academia.edu, ResearchGate)
<u>Online reference sharing sites:</u>	for sharing references with other users. They help readers to share references, and find relevant ones (Zotero)
<u>Two most important academic social network sites</u>	Academia.edu, ResearchGate

Recognizing academic sources: Form and content of academic sources

Form

Trustworthy profile of the author

Known Frequently mentioned, often works for or is affiliated with academic institutions

Experience Of great experience (not necessarily of highest education)

References An academic text frequently refers to other academic sources (footnotes or in a list at the end of the text), but many older or essay-style texts do not meet this criterion.

The vocabulary and writing style

usually a bit more complex, since it is intended for readers with an academic background.

Content

<u>Everything is proven</u>	Logical arguments are given as evidence and (if applicable) all relevant data have been taken into account.
<u>Verifiable</u>	The procedure followed is well-founded and well-described. There is a detailed description of the sources consulted.
<u>Objective</u>	Not emotional or influenced by religious, nationalistic, commercial or other interests. Doesn't twist information knowingly to author's benefit.
<u>Reliable</u>	Best example is peer reviewed articles, where the content has been examined and approved by fellow scientists.
<u>Up-to-date</u>	Academic journals and books publish articles that contain the most recent developments within their area of expertise.

Chapter 3: Sources in philosophy

Stanford Encyclopaedia of Philosophy (plato.stanford.edu)

A digital encyclopaedia (open access)
Peer reviewed articles with references
more in-depth than Routledge

Routledge Encyclopaedia of Philosophy Online

A digital encyclopaedia (subscription based)
Accessible via Limo
Simpler and clearer than Stanford
Covers various kinds of philosophy and related disciplines, also has info on more "marginal" philosophers

Philosopher's Index

Bibliographic database with citations and abstracts from journals and books.
The most important bibliography for philosophers searching for literature on a philosophical theme or for secondary literature on a specific philosopher.

International Philosophical Bibliography (IPB)

Bibliographic database
Used to find literature on a theme or philosopher.
A bibliographic database with references in the domain of philosophy.
Covers multiple languages.
Focus on history of philosophy and on continental philosophy.

PhilPapers




A bibliographic and full text database, built up by philosophers themselves (editors and end-users) and accessible to anyone.
Hosts the largest open access archive in philosophy.
Monitors all sources of research content in philosophy
Offers unique possibilities (refined classification by topic, email alerts, advanced search techniques, discussion forums)

Chapter 4: A good search strategy

Boolean operators (meaning and use)

Connect search words to narrow or broaden returned results.

Sometimes selected from a list, sometimes typed in. Always as capitals.

AND		intersection, information that contains both search terms
OR		union, at least one of the search terms
NOT		difference, info contained in the first term but not the second

Truncation signs

* 0 or 1 or more characters (only after word stem)

? 0 or 1 character (mostly after, sometimes in the word)

Exact phrase

“xx” Allows to look for the phrase within double quotations

Proximity operators

Proximity operators allow you to search for search terms that are

/N maximum of X words apart from each other

NEAR and NEAR/N close to each other, order irrelevant

ADJ and ADJ/N close in order

SAME in the same bibliographic field (e.g. title, abstract)

Research question

The aim of the paper or thesis. A question, a hypothesis to explore, a claim to defend, or a criticism of a position defended by someone else.

More specific than the theme of the paper.

Indirect and circular searching

Using a found source to find other relevant works (checking references and bibliography for authors or works, developing new search terms etc)

Chapter 5: Finding academic sources with Limo

Limo (and what is included in it)

The central search interface with which researchers and students of KU Leuven can ask for diverse academic sources in one search query.

With each search, the records of millions of both printed and digital publications are searched.

Limo offers a lot more than a normal library catalogue.

Physical collections

all materials from the physical collections of KU Leuven and other LIBISnet libraries: printed books and journals, audiovisual materials (CDs and CD-ROMs, videos and DVDs), maps, scores, microfilms, didactic games, digitalized objects, etc.;

Lirias

the digital repository with bibliographic data and sometimes full texts of the publications of academic staff affiliated with KU Leuven;

E-sources all digital databases, e-books and e-journals that are accessible at KU Leuven **due to a license**; a selection of freely accessible e-sources (in open access)

Primo Central a central index of academic and scholarly (but also other) publications from several publishers. It contains references to hundreds of millions of articles and (chapters from) e-books and e-journals.

Not searchable through Limo

Philosopher's Index
International Philosophical Bibliography
PhilPapers
Periodicals Archive Online
Stanford Encyclopedia of Philosophy
Routledge Encyclopedia of Philosophy

When Limo doesn't return a publication:

Unicat
Worldcat

Chapter 10: Information management with bibliographic software and alerts

The added value of bibliographic software?

Easy to create and maintain references from various places (website, search platform, database etc.)
Allows to insert the collected references
Automatized bibliographic reference list
Sharing references

What should you pay full attention to when using bibliographic software?

Correct entries for references in database
Correct formatting for inserted references in the text
Organization within bibliographic software

Three types of alerts

TOC alert Table of Contents alert, subscribing to tables of contents (the articles that will be published) from journal upcoming issues and which are already online.

Search alert Alerts to queries—notification when new publications that match a previously performed search is added to the database with chosen time interval.

Citation alert Alerts to new citations of a publication.

LaTeX Typesetting language useful for texts or presentations with many symbols used in them (e.g. logic, philosophy of mathematics)

Chapter 11: Writing a paper and referencing sources

Uses of *italics* Emphasis on a concept or a sentence
Non-English words that are not generally used (e.g. Concepts, Scientific terms)
Titles of books and journals you mention in your text
In bibliographic references
A dedication or epigraph at the beginning of a text.

Single 'quotation marks' New concepts that we have not yet made our own.
Terms which we would like to connote as 'so-called'.
Referring to the term itself
Citing within a citation (see below).

Double “quotation marks” Titles of articles in journals or in collections or chapters in books that you mention in your text.

Importance of correct referencing

- Clarity on author’s contribution, what is borrowed from others.
- Indicating on which sources the work is based on.
- Allow to assess relevancy and reliability of sources
- Pointing the reader to other sources on your topic

4.7. Abbreviations in references

Be able to explain the abbreviations and terms used in bibliographic references. Memorize.

The scholarly abbreviations in the following lists are generally confined to bibliographic references and glossaries. You should avoid to use them in the running text (except in phrases in between parentheses or in notes).²

abbreviation	in full	Meaning
cf.	confer	compare (= see, by way of comparison); should not be used when <i>see</i> alone is meant
sup.	supra	above (<i>best spelled out</i>)
inf.	infra	below (<i>best spelled out</i>)
e.a. et al.	et alii/aliae	and others (<i>normally used for people</i>)
etc.	et cetera	and so forth (<i>normally used for things</i>)
s.l.	sine loco	without place (of publication)
s.a.	sine anno	without year (of publication)
s.d.	sine dato	without date (of publication)
s.n.	sine nomine	without name (of publisher)
s.v. / s. vv.	sub verbo or sub voce	under the word / under the words (e.g. to refer to a heading in a reference work)
L.	liber	Book
cap.	caput	Chapter
vol.	volumen	Volume
fol.	folio	refers to a folio in a manuscript
r.	folio recto	on the front side of a page (the right page of an open book)
(et) sq.	(et) sequens or sequentes	and the following (pages or sections)
Ibid.	Ibidem	in the same place (= same author and work) as in the previous reference
Id. Ead.	Idem Eadem	the same (author) as in the previous reference the same (female author) as in the previous reference for female authors ‘Id.’ is normally used

op. cit. / o.c.	opus citatum or opere citato	in the work cited (= same work as in a previous reference in which one referred to the same author) <i>(best avoided)</i> Remark: if 'op. cit.' is used without the name of the author, then it has the same meaning as 'Ibid.' If an author's name precedes it, it references a work by the author. This work can be listed in the previous footnote, but it can also be listed in an earlier footnote.
art. cit.	articulo citato	in the last listed article by this author <i>(best avoided)</i>
loc. cit.	loco citato	in the place cited (= same work and passage (e.g. page number) as in the previous reference) <i>(best avoided)</i>
	passim	at various unspecified places throughout a publication (used instead of an enumeration of several page numbers)
e.g.	exempli gratia	for example
i.e.	id est	that is
viz.	videlicet	namely
sc.	scilicet	namely
v.	verso; vide	= folio verso = on the back of the page see
v. / vs.	versus	versus

anon.	anonymous
app.	appendix
art.	article
Bk.	Book
ch. / chap.	chapter
col.	column
comp.	compiler
cont.	continued
corr.	corrected
ed. / eds.	editor, edition, edited by / editors
esp.	especially
ex.	example
fasc.	fascicle
ff.	and following
fn.	footnote
fig.	figure

ill.	illustrated, illustration, illustrator
intro. / introd.	introduction
l. / ll.	line / lines (<i>best spelled out to avoid confusion with the numerals 1 and 11</i>)
misc.	miscellaneous
n. / nn.	note, footnote / notes, footnotes
n.d.	no date
no.	number
nos.	numbers
n.p.	no place; no publisher; no page
n.s.	new series
o.s.	old series
p.	page
pp.	pages
par. / para.	paragraph
pt.	part
pub.	publication, publisher, published by
repr.	reprint, reprinted
rev.	revised, revised by, revision; review
sec.	section
ser.	series
supp. / suppl.	supplement
trans.	translated by, translator(s)
vol.	volume

Citations and paraphrases

Citation

A quotation is a literal representation or translation of a sentence, or part of a sentence, from a primary or secondary source

Paraphrase

A representation or summary in authors own words of someone else's ideas, positions or arguments. To paraphrase something means to modify both the structure of the sentence and the words used in it. It is very important to indicate clearly where your paraphrasing begins and ends (starting with something like 'according to Cooper', 'in Cooper's view' or 'on Cooper's account' and by ending the paraphrase with a reference either in the text or in a footnote).

In-text citation

A short quotation (fewer than ca. 40 words or ca. three lines) in the running text, enclosed in double quotation marks: "xxxxxx".

Block citation

A presentation of text separately from body text when text is longer than ca. 40 words, when there is a special layout (e.g. poems, lists, letters with a greeting and signature) and when comparing citations. Starts in a new line with wider left margin and/or decreased font size (to 10 or 11), with a blank line before and after the block quotation and no quotations marks. A quote within a block quotation is placed within double quotation marks.

