THE NORMAN GIRVAN LIBRARY

INSTITUTE OF INTERNATIONAL RELATIONS
UNIVERSITY OF THE WEST INDIES
ST AUGUSTINE CAMPUS

INFORMATION LITERACY AND LIBRARY MANUAL

NGL INFORMATION LITERACY AND LIBRARY MANUAL

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1. INTRODUCTION

Welcome! Bienvenidos! Bienvenue! Benvenuto! Boa vinda! Welkom! Willkommen!
You have joined the ranks of noble persons as a student at the Institute of International Relations: a family of national, regional & international alumni!

<u>The Institute of International Relations</u>
The Institute of International Relations of the University of the West Indies (UWI), on the St Augustine Campus though headquartered in Trinidad, has a regional character boasting of prestigious alumni throughout the Caribbean Diaspora.

Established in October 1966 by an agreement between the Governments of Trinidad and Tobago and Switzerland, the Institute's programmes were a collaborative effort between the UWI and the Graduate Institute of International Studies in Geneva and continued over a six-year period up until 1972. After 1972, the Institute adopted a new constitution and now operates as an autonomous and independent academic institution, within the framework of UWI.

<u>Institute of International Relations, The Library</u>

We are all familiar with the term "boutique" as it applies to the hotel industry and the connotation that it implies: welcoming, warm interior, exceptional location, and personalized service to name the key characteristics. Within recent years, we are seeing the application of the "boutique" concept to another customer-oriented service sector, the Library and information sector. In their 2010 article Boutique libraries at your service, Andy Priestner and Elizabeth Tilley[1] contend that: "The boutique library service benefits from being distinct and separate enough from other parts of the model to allow autonomous service development, but sufficiently integrated into the whole to provide a coherent environment."

Situated on the St. Augustine campus of the University of the West Indies where the programmes of the Institute are conducted, the Library at the Institute of International Relations aptly encompasses this approach. The Library provides a warm welcoming ambience and projects excellence in the delivery of its services, offering specialized library services to its core clientele and centralized services as part of the St. Augustine Campus Libraries network.

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[1] Andy Priestner and Elizabeth Tilley (2010), "Boutique libraries at your service," *Library and Information Update*, available at http://personalisedlibraries.files.wordpress.com/2011/01/boutiquelibraries.pdf.

When the Institute was established in 1966, a special grant of US $4000 was made by the United Nations Educational, Scientific and Cultural Organization (UNESCO) to establish the Library; this was also accompanied by a gift of UN documents. The Government of Switzerland also provided an initial contribution of 20,000 Swiss francs. Today, the Library has a specialized collection of over 26,000 monographs, 240 journal titles, 100+ e-journal titles, access to databases related to the study of international relations and global studies, and a burgeoning DVD collection. The Library is also home to the collections of books and papers of the late Dr. Roy Prieswerk, former Director of the Institute and Dr. Herb Addo, a former Reader.

As a postgraduate library in the St Augustine Campus Libraries network, it supports research and curriculum development with an international focus and a regional character. It houses a comprehensive collection of information resources on the international relations of the Caribbean, while also reflecting an interest in Latin American affairs. The Library is an integral part of the infrastructure of the Institute not only for its teaching and research but for the specialized services that it offers to Students, Staff, Alumni, Fellows and visiting researchers.

Within the realm of centralized services, the Library has gone on stream with the Integrated Library system, ALEPH, acquired by the Alma Jordan Library for the St. Augustine Campus Libraries, offers access to online journals, databases and e-resources via the St. Augustine Campus Libraries portal and engages in a high level of cooperation and collaboration as part of the St. Augustine Campus Libraries network.

Today, at 50 years old, the IIR Library continues to respond to the demands of the IIR curriculum, the changing international climate and the growing IIR base, serving not only the postgraduate IR scholar but also the undergraduate student, the Campus community, the diplomatic community, the nation, the region and an international network of Alumni. The Staff at the IIR Library remains committed to a high level of service, adopting sterling information service as their motto. Despite the pressures of changing climates, budget pinches and a dynamic subject focus, the Library continues to capture an endearing quality that always makes patrons 'feel at home'.

The Institute's Library was renamed the Norman Girvan Library on June 21st, 2016 to posthumously honour the late Jamaican Professor, Norman Girvan, Professor Emeritus and Professorial Research Fellow of the Institute.

The Library Manual

This Library manual is a one-stop guide on Library Services intended for students of the Institute. It is also intended to provide skills that help students identify, locate and evaluate materials in the Library for effective use: this skill is also known as information literacy.

Additionally, the Alma Jordan Library at the University of The West Indies offers an information literacy tutorial aimed at assisting users to effectively search, evaluate, and select information from library sources in order to help with on-going research at the University. The aim is to cultivate lifelong learners. This tutorial is offered at the beginning of every academic year and is also available online.

This information literacy booklet, prepared by the Library staff is an adjunct to the Library's orientation and information literacy programme. It is not intended to be exhaustive, but rather instructive.

It is necessary for several reasons:

- Although students of UWI would be exposed to the Information Literacy programmes of the Alma Jordan Library, the Institute's Library has different procedures. These differences are outlined in this booklet.

- This booklet acts as a handbook for research students; in it are citation examples from the Chicago Manual of Style.

- It lists useful websites and e-resources for the IR student.

- In it, are the rules that govern the use of resources in the Library and the conduct of users

2. USING AND LOCATING INFORMATION IN THE LIBRARY

The Circulations Desk
Library staff at the Circulations Desk handle the majority of student activity - including loans, fines, photocopy charges, locker rentals and reserve material. Here, most of your questions are answered.

Registering to become a reader of the Library
Students of the Institute automatically become patrons of the Library and can borrow library materials. External users are only allowed reading, photocopying (copyright restrictions apply) and reference privileges.

Open Collection
The Library has available for loan burgeoning information resources on and related to the teaching and study of International Relations.

Reference books
An excellent selection of materials is available to students and staff for reference use only. Inclusive are local, regional and international statistics, Constitutions of the World, International Law Reports, Record of World Events, Yearbooks of the United Nations and UNDP Human Development Reports.

Periodicals
Hundreds of social sciences periodicals are made available to students for research purposes. A *periodical listing* is conveniently located at the entry to selected journal book stacks. This listing must be consulted to locate the call number (shelf address) of the required journal/serial.

Thesis and student papers
Students who successfully complete a course of study at the Institute, must submit, at the post graduate level, seminar papers; at the Masters level research papers and at the MPhil/PhD level, a thesis containing the results of independent study and research.

Theses/dissertations and seminar papers written by past students (from 1974-present) are available for consultation in the Library only and must be requested at the Circulations Desk. Kindly note that digital reproductions of student research papers can be found in UWI Space, the University of the West Indies Institutional Repository for Research and Scholarship at http://uwispace.sta.uwi.edu/dspace/handle/2139/13233.

3. USING THE CATALOGUE

Types of catalogues
The IIR Library has a printed card catalogue with material organized by author/title and subject (up to 2005).

An integrated UWI Campus Libraries online catalog, UWI*linC*, is also available listing the resources in the catalogs of the Libraries on Campus, including books at the Institute's Library (2008 onwards).

4. E-INFORMATION PORTAL - UWI*LinC*

UWI*LinC* is the e-information portal for the UWI Libraries allowing search and discovery from a single interface. All four UWI campuses – St Augustine, Cave Hill, Mona, Open Campus - can be accessed via UWI*LinC* in all information formats including books, electronic books, electronic journals and databases.

Searching in *UWILinC*
You can search very easily in *UWILinC*. Just type one or more words that you are looking for and click the **Search** button. The **Advanced Search** option offers numerous features for making searches more precise and returning results that are more useful.

Search All
By selecting **Search All**, the user can search all UWI and other scholarly resources. Full text is available for some of these resources. You can tailor the *UWILinC* user interface so that it reflects the way you usually search. For example, you can specify the default language, the maximum numbers of search results per page, your default e-mail address, and your cell phone number.

UWI Collections
By selecting **UWI Collections**, the user can search all four UWI Campus catalogues, all UWI subscribed electronic resources and the UWI institutional repositories.

Articles by Subject

By selecting **Articles by Subject**, the user can search subject categories comprised of selected databases as well as search the *Primo Central* index (the default option). The *Primo Central* index is a mega-aggregation of scholarly electronic resources including journal articles, electronic books, reviews and legal documents from primary and secondary sources.

Searching for Databases

The **All Databases** tab displays all of the databases to which UWI has subscribed. If you would like to search for specific databases, fill in the relevant fields and then click the **Find Databases** button. You can select databases from either the All Databases tab or the Databases Results tab. There may be some restrictions due to authorization issues, databases that are marked as restricted cannot be searched.

5. LIBRARY RULES

Rules
- ≈ The Library is open to all registered students of the Institute and to academic and non-academic staff of the Institute and the University.
- ≈ Students who are not registered with the Institute may be granted reading and reference privileges at the discretion of the Librarian.
- ≈ Borrowing by external readers is not permitted.

PROHIBITIONS
Students are not allowed in areas marked "Employees only", Librarian's office or Library staff areas, or behind the Circulation desk. Students are not allowed to use the computers designated to Library staff without staff permission or assistance. Additionally, use of the telephone in the Library is strictly prohibited.

The Library Collection

There are three library collections accessible to students: Open collection with books on loan, the reference collection and the reserve collection. The open collection houses books that can be borrowed. Two Special collections, the *Roy Prieswerk* Collection and the Herb Addo Collection also form part of the open collection. Within the reference collection are general factual information, important reports, statistics and reference books. Journals also form part of the reference collection as they are for library use only, and cannot be borrowed. The reserve section includes theses and seminar papers and frequently used material.

Reserve Collection - loan periods
1. Students are allowed to borrow two (2) reserve items per course.
2. All students (Diploma, Masters, Doctoral) must return reserve items by 12 noon the following day.
3. Hold requests can be placed on reserve items which are already out on loan

Open Collection - loan periods
Readers are allowed to borrow up to six (6) items at a time from the open shelves.

Open Collection - Loan Period
Diploma students, Masters students, Doctoral students

ONE WEEK

Reference collection / Journal collection
Material in this section is not available for loan, however users are allowed to photocopy from these documents (unless otherwise stated).

Electronic resources
Using UWI*Linc*, users can interrogate multiple electronic resources via one search interface. This is accessible via the Campus Libraries website.

DVD Policy
The Library at the Institute of International Relations in continually seeking to enhance student learning through access to resources, and has added multimedia materials to its collection. This collection consists of DVDs of Movies, Documentaries and Docudramas highlighting thematic issues relating to the study of international relations and global studies. DVDs hosting information that is either rare or of heritage value can be used only in the library for a period of three hours. One overnight loan is permissible to IIR students but the DVD must be returned by 10am the following day at the Circulations Counter.

Borrowing

UWI ID Cards must be used by the IIR student in order to borrow items from the Collection. The due date for return of material is stamped on the date slip in the book/document.

Loans must be made at the Circulations Desk.

> ⚡ In the event of loss of electrical power or power outage, all loans will cease, pending the return of electrical service

Returns

Library users are responsible for material loaned from the Library. The responsibility for the item ends when the material is returned to the Library and the loan record is cancelled. Readers are encouraged to hand books over to Circulation Staff members and ensure that the loan record is cancelled; only when this is done is the responsibility for the material relinquished to the Library.

Students are encouraged to return all borrowed items to the Circulations Desk. When the library is closed, a book return unit adjacent to the Library's Entrance is available for the deposit of Library Resources. Please note that the Unit would be cleared when the library reopens on the next business day; any overdue items will still accrue fines. Any dispute can be lodged on the Loans Complaint Forms available at the Circulations Desk.

Renewals

Using the Online catalogue, users can check to see when items are due. In the event that a renewal is required this can be made in person; however, patrons can also call in their request for renewal to the Library [ext 83245].

Loaned items can be renewed only once provided that another reader has not requested that item. If there is a fine on the item, the book cannot be renewed and the fine must be settled promptly.

Once a request for an item on loan is made, it will be subject to recall and must be returned immediately. It will not be eligible for renewal.

Electronic book theft detection system

An electronic book theft detection system is in operation. If you leave the library without checking out material and having it desensitized, a gate alarm will sound. Patrons must return to the Circulations Desk to verify that all books were properly processed. Please respect our library resources. They are here for everyone.

Key Library resources that are not allowed to leave the Library include:
- ≈ ***Reference material***
- ≈ ***Journals, periodicals and serials***
- ≈ ***Newspapers***
- ≈ ***Thesis/Seminar papers***

Fines

A fine will be imposed on any reader who fails to return Library material within the prescribed period:-

- A fine for late return of books on normal loan will be **$1.00 per day** for each day past the due date (inclusive of weekends).
- The fine for late return of reserve material will be **$1.00 per hour.**

The maximum fine for each overdue item is $500.00 per item

Readers must settle all fines promptly at the Library. Failure to do so will result in the suspension of borrowing privileges at any library in the Campus Libraries network.

The Accounts Unit will be opened from 9am to 4:00 pm from Monday to Friday to allow for patrons to settle fines. When paying fines, kindly provide the exact dollar amount indicated. If required, users will receive a receipt for all fines paid. This receipt can be used to query any claims.

The times of transaction for the receipt of cash are as follows:

Accounts Unit: Monday-Friday 9:00 am – 4:30 pm
Circulations Desk: Weekdays after 4:30 pm and on Saturdays

Email notices will be issued to readers with outstanding fines. An automatic block will be placed on users with fines which will prevent borrowing of any item until the fine is paid and recorded.

The Librarian exercises the discretion to reduce, waive or remit fines.

Any loss or damage to Library material should be reported to the Librarian. The reader must pay the replacement cost of the lost or seriously damaged item. A $35.00 processing fee is added to the cost.

Computers

Computers are available for use in the Library to search the Library database and the catalogue/databases within the UWI Campus Libraries network only.

The Library does not offer printing services. Students are also advised to use the Information Technology Unit (ITU) to conduct research on the Internet or to print materials. Printing on the laser printer costs **50 cents per page**.

> Laptop computers may be used in the Library; however the Library does not accept liability for any theft or damage to personal computers used on the premises

Photocopying
Only students of the Institute and external users, at the discretion of the Librarian, have access to the photocopiers. Photocopying machines are available for use.

Charge: 25 cents per copy (2 sided = 50 cents)

All copies, spoilt and otherwise, must be paid for

Intellectual property/copyright laws
Due to intellectual property considerations and copyright laws, only 10% of any thesis or seminar paper can be copied. For example, if a seminar paper is 100 pages long, permission is only granted for the copying of 10 pages of the study, usually only the bibliography. This guideline is strictly adhered to.

Lockers
Book bags, laptop bags, knapsacks and large handbags will not be allowed in the library. Only bags which conform to the library's standard dimensions of 15x20 centimeters will be permitted.

Lockers are provided for storing bulky items and are available for this purpose; they are available to students at a cost of $20 per semester or at a cost of $1.00 per day-rental. Keys are available from the Library Staff.

Binding
Students cannot bring documents to the Library to be bound. The Library does not offer binding services. Institute students may be able to have documents bound at the Secretariat. Barring that option, binding services are available at stationery stores on the outskirts of the University Campus.

Dissertation /Thesis Checking
Before final submission, theses should be presented for scrutiny to the Library to ensure that graduate students comply with the requirements of the **UWI Thesis Guide** and **Chicago Manual of Style** on appropriate citation styles for references and bibliographies. Once these requirements are satisfied, the Library then certifies the thesis as acceptable. When a student's

thesis/dissertation has been approved by The University, the Alma Jordan Library's Bindery will bind it at a cost. The thesis must also be submitted on CD-ROM at final submission to Graduate Studies.

Plagiarism
The University has instituted a policy on graduate student plagiarism. Plagiarism is defined as the "unacknowledged use of the words, ideas or creations of another." Students are encouraged, therefore, to use ethical information practices and not infringe on the intellectual property rights of other persons. There are two levels of plagiarism, level one and level two and the associated penalties range from a zero grade for the paper to total disqualification from the final examination

Online tools

Turnitin is a software package licensed by UWI that encourages best practices for using and citing other people's written material. Turnitin is available via Myelearning and allows both Lecturers and Students to check Students' work for improper citation or potential plagiarism by comparing it against continuously updated databases of web pages (current and archived), student papers, newspapers, magazines, scholarly journals, and books.

Endnote is a bibliographic management and research software program that is available for use at the Institute. With EndNote you can search databases online, organize references as well as cite references, instantly format and change your bibliography and share your library. In addition you can attach images, PDFs and other files to citations in your library, making them easier to access.

Libguides are available through the Campus Library Portal [http://libguides.sta.uwi.edu], and are librarian created pathfinders to *high quality* research. Use Libguides to find information, format research papers and prepare bibliographies.

New Acquisitions
The Library publishes monthly a listing of the newest acquisitions to its collection. This listing is shared with all members of staff. New books are also displayed in the shelving area of the Library titled *Recent Additions*.

Instructional Services
Library Orientation and Information Literacy form an integral part of the Library's services. Library Staff will assist users in navigating information resources, including use of the online catalogue, searching online journal databases and general search engines on the web. This is all aimed at honing students' research skills and cultivating lifelong learners.

Conduct
Readers are reminded that the Library is provided exclusively for the purpose of academic study and research. Conduct at all times must be consistent with this purpose.

1. Cell phones and mobile devices must be switched off or placed on silent and all calls should be taken outside of the Library.
2. No bags/briefcases are allowed in the Library.
3. Food and beverages are not allowed in the Library.
4. Only water is allowed in clear, spill proof bottles.
5. The Library is a smoke-free environment – smoking is not permitted.
6. Books and periodicals taken from the shelves should not be re-shelved; all library material that has been used should be left on study tables or placed on the returns-trolley adjacent to the circulations desk.
7. On leaving the Library, readers/users must show all material in their possession if requested to do so.
8. The ID cards of external users are to be left at the Circulation desk when requesting reserve material or using the daily locker facility. The cards will be returned upon departure.

The removal of books and other Library material will be considered a major offence. Any person who commits such an offence may be reported to the appropriate University authority for disciplinary action

Students are reminded of UWIs Code and Principles and Responsibilities of Students, Appendix C:

MISCONDUCT IN RESPECT OF WHICH A STUDENT MAY APPEAR BEFORE A DISCIPLINARY COMMITTEE

A STUDENT CAN BE REPORTED TO A DISCIPLINARY COMMITTEE FOR THE FOLLOWING:

- REMOVAL OF AN ITEM FROM CAMPUS OR OTHER UNIVERSITY LIBRARY WITHOUT COMPLYING WITH THE PROCEDURES IN FORCE FOR THE LOAN OF PUBLICATIONS

- REFUSAL, AFTER DUE NOTICE, TO RETURN MATERIALS BORROWED FROM CAMPUS OR OTHER UNIVERSITY LIBRARY OR PAY THE APPROPRIATE FINE OR REPLACEMENT COST FOR NON-RETURN

- MARKING, DEFACING OR DAMAGING A BOOK OR OTHER LIBRARY MATERIAL OR FURNISHING

Clearance

All users are required to return promptly to the Library, all items on loan on completion of his/her period of study.

At the end of each academic year, records are checked to ensure that all material belonging to the Library has been returned and all fines paid. If students have nothing outstanding, they are issued with a clearance slip.

If however, records show that fines have not been paid or material has not been returned to the Library, the Bursary may be asked to deduct the fines/cost of material from the students' caution money.

6. CITATION STYLES

The **Chicago Manual of Style** is the style type recommended and accepted by the University of the West Indies for theses and other scholarly writing in the Social Sciences, more specifically, the Author-Date format.
The Chicago Manual of Style offers two options:

1 - Documentation 1 or Humanities Style, which makes use of footnotes/endnotes and a bibliography,

2 - Documentation 2 or Author-Date Style, which gives for in-text citations and a reference list with the full bibliographic citation.

Examples of both are outlined below. Do note, however, that the **Chicago Manual of Style (16th ed.)** is available in the Library for consultation as well as the **Chicago Manual of Style (17th ed.)** which has recently been released. The full text of the manual is also available online at http://www.chicagomanualofstyle.org/home.html. This is useful as it provides extensive guidelines on the proper citation style for resources consulted.

7. CHICAGO MANUAL OF STYLE

DOCUMENTATION 1
Humanities Style — Examples & Variations

The following examples illustrate citations using the **Humanities Style.** Take note of the differences in the indentation and capitalization between the footnote entry and the bibliographic entry as well as the general differences between the two options. For more details and many more examples, see Chapter 14 of *The Chicago Manual of Style,* 16th edition.

BOOKS (CMS 14.18)

ONE AUTHOR:

Bibliographic Reference:
Naipaul, V. S. *A House for Mr. Biswas*. New York: Random House, 1995.

Footnote:
1.   V. S. Naipaul, *A House for Mr. Biswas* (New York: Random House, 1995), 99.
17.   Naipaul, *A House for Mr. Biswas*, 99.

TWO AUTHORS:

Bibliographic Reference:

Dewitt, Dave, and Mary Jane Wilan. *Callaloo, Calypso and Carnival: The Cuisine of Trinidad and Tobago.* Freedom, CA: Crossing Press, 1993.

Footnote:

1.   Dave Dewitt and Mary Jane Wilan, *Callaloo, Calypso and Carnival: The Cuisine of Trinidad and Tobago* (Freedom, CA: Crossing Press, 1993), 52.
11.   Dewitt and Wilan, *Callaloo*, 52.

FOUR OR MORE AUTHORS:

For four or more authors, list all of the authors in the bibliography; in the note, list only the first author, followed by et al. ("and others"):

Bibliographic Reference:

Dibb, Sally, Lyndon Simkin, William M. Pride, and O. C. Ferrell. *Marketing: Concepts and Strategies.* 3rd ed. Boston, MA: Houghton Mifflin. 1997

Footnote:

1.   Sally Dibb et al., *Marketing: Concepts and Strategies*, *100.*
7.   Dibb et al., *Marketing* . . .

EDITOR RATHER THAN AUTHOR:

A book with an editor in place of an author includes the abbreviation **ed.** *(editor; for more than one editor, use* **eds**.*)*

Bibliographic Reference:

Levine, Barry, ed. *The Caribbean Exodus.* New York: Praeger Publishers, 1987.

Footnote:

1.   Barry Levine, ed., *The Caribbean Exodus* (New York: Praeger Publishers, 1987), 24.
22.   Levine, *Caribbean Exodus*, 24.

CHAPTER IN AN EDITED BOOK:

When citing a chapter in an edited book, precede the title of the book with **in**.
Bibliographic Reference:

Athiyaman, Adee. "Strategic Choices in the International Hospitality Industry." In *The International Hospitality Industry: Structure, Characteristics and Issues*, edited by Bob Brotherton, 142-160. Oxford: Butterworth-Heinemann, 1984.

Footnote:
101.   Adee Athiyaman, "Strategic Choices in the International Hospitality Industry," in *The International Hospitality Industry: Structure, Characteristics and Issues*, ed. Bob Brotherton (Oxford: Butterworth-Heinemann, 1984), 146.
113.   Athiyaman, "Strategic Choices," 156.

ELECTRONIC BOOKS (CMS 14.167)

The majority of e-books have a printed counterpart; therefore the citation is the same format as the print version. When citing the online version of a book, include the URL - or, if available, the DOI - as part of the citation.

Bibliographic Reference:
Antokoletz, Elliot. *Musical Symbolism in the Operas of Debussy and Bartok*. New York: Oxford University Press, 2008. doi:10.1-93/acprof:oso/978019536525.001.0001.

Footnote:
1.   Elliot Antokoletz, *Musical Symbolism in the Operas of Debussy and Bartok*. (New York: Oxford University Press, 2008), doi:10.1-93/acprof:oso/978019536525.001.0001.
9.   Antokoletz, *Musical Symbolism*.

BOOK PUBLISHED ELECTRONICALLY:

If a book is available in more than one format, cite the version you had consulted. For books consulted online, list a URL; include an access date. If no fixed page numbers are available, you can include a section title or a chapter or other number.

Bibliographic Reference:
Pratt, Shannon P. *Cost of Capital: Estimation and Applications.* New Jersey: John Wiley, 2002. http://www.netlibrary.com/Reader.

Footnote:
3.   Shannon P. Pratt, *Cost of Capital: Estimation and Applications.* (New Jersey: John Wiley, 2002), accessed January 3, 2011, http://www.netlibrary.com/Reader/, chap. 2.
7.   Pratt, *Cost of Capital*, chap. 2.

LECTURES, PAPERS PRESENTED AT MEETINGS (CMS 14.226)

***Bibliographic Reference*:**

Fernandez-Aballi, Isidro. "Challenges and Opportunities of Digital Libraries and Digital Repositories." Paper presented at the Caribbean Digital Libraries Workshop, National Library of Trinidad and Tobago, Port-of-Spain, Trinidad and Tobago, July 10-14, 2007.

Footnote:

2.   Fernandez-Aballi, "Challenges and Opportunities of Digital Libraries and Digital Repositories."

JOURNAL ARTICLES (CMS 14.170)

Citations of journals include the volume and issue number and date of publication. The volume number follows the italicized journal title in roman and with no intervening punctuation. A specific page reference is included in the text; the page range for an article is included in the bibliography, preceded by a colon. The issue number often appears in parentheses. If a journal is paginated consecutively across a volume or if the month or season is included in the bibliography entry, however, the issue number (or month or season) may be omitted.

***Bibliographic Reference*:**

Erskine, James A. K., and George J. Georgiou. "Effects of Thought Suppression on Eating Behaviour in Restrained and Non-Restrained Eaters." *Appetite* 54, no. 3 (2010): 499-503. doi:10.1016/j.appet.2010.02.001.

Greenidge, Kevin, and Tiffany Grosvenor. "Forecasting Non-Performing Loans in Barbados." *Journal of Business, Finance and Economics in Emerging Economies* 5, no.1 (2010): 79-108. http://www.ccmf-uwi.org/files/publications/journal/2010_1_5/79_108.pdf.

Persad, Sherry-Ann. "Caribbean Banking: On a Sure Footing, but Potential Risks Abound." *Contact* 8, no. 2 (2008): 52-55.

Footnote:

3.   James A. K. Erskine and George J. Georgiou, "Effects of Thought Suppression on Eating Behaviour in Restrained and Non-Restrained Eaters," *Appetite* 54, no. 3 (2010): 499, doi:10.1016 /j.appet.2010.02.001.
4.   Sherry-Ann Persad, "Caribbean Banking: On a Sure Footing, but Potential Risks Abound," *Contact* 8, no. 2 (2008): 54.
5.   Kevin Greenidge and Tiffany Grosvenor, "Forecasting Non-Performing Loans in Barbados," *Journal of Business, Finance and Economics in Emerging Economies* 5, no.1 (2010): 79, http://www.ccmf-uwi.org/files/publications/journal/2010_1_5/79_108.pdf.

6.   Persad, "Caribbean Banking," 55.
7.   Greenidge and Grosvenor, "Forecasting Non-Performing Loans in Barbados," 103.
11.   Erskine and Georgiou, "Effects of Thought Suppression," 500.

NEWSPAPERS (CMS 14.203)

Newspaper and magazine articles may be cited in running text ("As Sheryl Stolberg and Robert Pear noted in a New York Times article on February 27, 2010, . . ."), and they are commonly omitted from a bibliography. The following examples show the more formal versions of the citations. If you consulted the article online, include a URL; include an access date only if your publisher or discipline requires one. If no author is identified, begin the citation with the article title.

Bibliographic Reference:
Taitt, Ria. "Senator: Gov't Driving Economy to Ground." *Trinidad Express*
        (November 9, 2010): 4.

Footnote:
1.   Taitt, "Senator," 4.

Bibliographic Reference:
Smedley, Marie. "Coral Bleaching in Tobago." *Trinidad Express*
        (December 02, 2010), Section A. http://www.trinidadexpress.com
        /featured-news/Coral-bleaching--in-Tobago-111166274.html.

Footnote:
2.   Smedley, "Coral Bleaching in Tobago," Section A.

WEBSITE CONTENT (CMS 14.243)

A citation to website content can often be limited to a mention in the text ("As of July 19, 2008, the Arthur Lock Jack Graduate School of Business listed on its website . . ."). If a more formal citation is desired, it may be styled as in the examples below. Because such content is subject to change, include an access date or, if available, a date that the site was last modified. In the absence of a date of publication, use the access date or last-modified date as the basis of the citation. Titles of blog entries should be in quotation marks.

Bibliographic Reference:
Arthur Lok Jack Graduate School of Business. "Practicum Resources."
        Accessed November 10, 2010. http://www.lokjackgsb.org /library-
        details.php?cid=76&id=126.

National Library and Information System Authority (NALIS). "Programme and
        Events." NALIS. Last modified *December 14, 2010*.

http://www2.nalis.gov.tt/Services/ProgrammeandEvents
/tabid/106/Default.aspx.

Girvan, Norman. "Caribbean Integration and CARICOM." Caribbean Political
Economy (blog). October 18, 2007.
http://www.normangirvan.info/caribbean-integration.

Footnote:
12.   Norman Girvan, "Caribbean Integration and CARICOM," (blog),
Caribbean Political Economy, October 18, 2007, accessed January 11,
2011, http://www.normangirvan.info/caribbean-integration/.
13.   "Practicum Resources," Arthur Lok Jack Graduate School of
Business, accessed November 10, 2010, http://www.lokjackgsb.org/library-
details.php?cid=76&id=126.
14.   "Programme and Events," NALIS, last modified *December 14, 2010,*
http://www2.nalis.gov.tt/Services/ProgrammeandEvents/tabid
/106/Default.aspx.

WORKING PAPERS (CMS 14.228)

Bibliographic Reference:
Sadikov, Azim M. "External Tariff Liberalization in CARICOM: A Commodity-
Level Analysis." IMF Working Paper 08/33, International Monetary
Fund, February 01, 2008. http://www.imf.org/external/pubs
/cat/longres.aspx?sk=21616.0

Footnote:
2.   Azim M. Sadikov, "External Tariff Liberalization in CARICOM: A
Commodity-Level Analysis," (IMF Working Paper 08/33, International
Monetary Fund, February 01, 2008).
7.   Sadikov, "External Tariff Liberalization in CARICOM: A Commodity-
Level Analysis," 4.

Author-Date References — Examples & Variations

The following examples illustrate citations using the **author-date** system. Each example of a reference list entry is accompanied by an example of a corresponding in-text citation. For more details and many more examples, see Chapter 15 of *The Chicago Manual of Style,* 16th edition.

BOOKS (CMS 15.9)

ONE AUTHOR

***Reference*:**
Naipaul, V. S. 1995. *A House for Mr. Biswas.* New York: Random House.

***In-text citation*:**
(Naipaul 1995, 25-27)

SAME AUTHOR, SAME YEAR
*Two or more works by the same author in the same year must be differentiated by the addition of an **a, b, c** and so forth and the works are listed alphabetically by title. The text citation consists of author and year plus a letter.*

***Reference*:**
Naipaul, V. S. 1995a. *A House for Mr. Biswas.* New York: Random
     House.
_____. 1995b. *V. S. Naipaul Archive.* Tulsa, OK: McFarlin
     Library.

***In-text citation*:**
(Naipaul 1995a, 25-27)
(Naipaul 1995b, 15-20)

TWO AUTHORS
For a book with two authors, only the first-listed name is inverted in the reference list.

***Reference*:**
Dewitt, Dave, and Mary Jane Wilan. 1993. *Callaloo, Calypso and
    Carnival: The Cuisine of Trinidad and Tobago.* Freedom, CA:
    Crossing Press.

In-text citation:
(Dewitt and Wilan 1993, 83)

FOUR OR MORE AUTHORS

Reference:
Dibb, Sally, Lyndon Simkin, William M. Pride, and O. C. Ferrell. 2005.
Marketing: Concepts and Strategies. 5th ed. Boston, MA: Houghton
Mifflin.

In-text citation:
(Dibb et al. 2005, 183)

EDITOR RATHER THAN AUTHOR

Reference:
Levine, Barry, ed. 1987. *The Caribbean Exodus.* New York: Praeger
Publishers.

In-text citation:
(Levine 1987, 12)

CHAPTER IN AN EDITED BOOK

Reference:
Athiyaman, Adee. 1984. "Strategic Choices in the International Hospitality
Industry." In *The International Hospitality Industry: Structure,
Characteristics and Issues*, edited by Bob Brotherton, 142-160.
Oxford: Butterworth-Heinemann.

In-text citation:
(Athiyaman 1984, 153)

BOOK PUBLISHED ELECTRONICALLY
If a book is available in more than one format, cite the version you consulted.
For books consulted online, list a URL – or, if available, DOI -; include an
access date. If no fixed page numbers are available, you can include a section
title or a chapter or other number.

Reference:
Pratt, Shannon P. 2002. *Cost of Capital: Estimation and Applications.*
Hoboken, NJ: John Wiley. Accessed August 24, 2010.
http://www.netlibrary.com/Reader/.

In-text citation:
(Pratt 2002, chap. 2)

Reference:

Antokoletz, Elliot. 2008. *Musical Symbolism in the Operas of Debussy and Bartok*. New York: Oxford University Press. Accessed August 24, 2010. doi:10.1093/acprof:oso/9780195365825.001.0001.

In-text citation:
(Antokoletz 2008, 2)

PAPER PUBLISHED IN CONFERENCE PROCEEDINGS

Reference:
Rittgen, Peter. 2006. "Integrating Organizations in a Supply Chain with Electronic Contracts." In *Managing Information in the Digital Economy: Issues & Solutions - Proceedings of the 6th International Business Information Management Association (IBIMA) Conference, 19-21 June, 2006*, edited by Khalid S. Soliman, 176-183. Bonn, Germany: IBIMA.

In-text citation:
(Rittgen 2006, 180)

LECTURES, PAPERS PRESENTED AT MEETINGS (CMS 14.226)

Reference:
Fernandez-Aballi, Isidro. 2007. "Challenges and Opportunities of Digital Libraries and Digital Repositories." Paper presented at the Caribbean Digital Libraries Workshop, National Library and Information System Authority (NALIS), Port-of-Spain, Trinidad and Tobago, July 10-14, 2007.

In-text citation:
(Fernandez-Aballi 2007)

JOURNAL ARTICLES (CMS 15.9)

Citations of journals include the volume and issue number and date of publication. The volume number follows the italicized journal title in roman and with no intervening punctuation. A specific page reference is included in the text; the page range for an article is included in the reference list, preceded by a colon. The issue number often appears in parentheses (as in the first pair of examples below). If a journal is paginated consecutively across a volume or if the month or season is included in the reference list entry, however, the issue number (or month or season) may be omitted (as in the second and third pairs of examples).

Reference:

Persad, Sherry-Ann. 2008. "Caribbean Banking: On a Sure Footing, but
        Potential Risks Abound." *Contact* 8 (2): 52-55.

In-text citation:
(Persad 2008, 53-54)

*For citations of journals consulted online, Chicago recommends the inclusion
of a DOI or a URL; the DOI is preferred to a URL. Note that DOI, so capitalized
when mentioned in running text, is lowercased and followed by a colon (with
no space after) in source citations.*

***Reference*:**
Erskine, James A. K., and George J. Georgiou. 2010. "Effects of Thought
        Suppression on Eating Behaviour in Restrained and Non-Restrained
        Eaters." *Appetite* 54 (3): 499-503. doi:10.1016/j.appet.2010.02.001.

In-text citation:
(Erskine and Georgiou 2010, 501)

***Reference*:**
Greenidge, Kevin, and Tiffany Grosvenor. 2010. "Forecasting Non-
        Performing Loans in Barbados." *Journal of Business, Finance and
        Economics in Emerging Economies* 5 (1): 79-108.
        Accessed December 5, 2010. http://www.ccmf-uwi.org
        /files/publications/journal/2010_1_5/79_108.pdf.

In-text citation:
(Greenidge and Grosvenor 2010, 103)

NEWSPAPERS AND MAGAZINES (CMS 15.47)
*Newspaper and magazine articles may be cited in running text ("As Sheryl
Stolberg and Robert Pear noted in a New York Times article on February 27,
2010. . ."), and they are commonly omitted from a reference list. The following
examples show the more formal versions of the citations. If you consulted the
article online, include a URL; include an access date only if your publisher or
discipline requires one. If no author is identified, begin the citation with the
article title.*

***Reference*:**
Taitt, Ria. 2010. "Senator: Gov't Driving Economy to Ground." *Trinidad
Express*, November 9.

In-text citation:
(Taitt 2010, 4)

***Reference*:**

Smedley, Marie. 2010. "Coral Bleaching in Tobago." *Trinidad Express,*
        December 2. Accessed December 5, 2010.
        http://www.trinidadexpress.com/featured-news
        /Coral-bleaching--in-Tobago-111166274.html

In-text citation:
(Smedley 2010)

Reference:
Mendelsohn, Daniel. 2010. "But Enough about Me." *New Yorker*,
        January 25.

In-text citation:
(Mendelsohn 2010, 68)

WEBSITE CONTENT (CMS 15.51)

A citation to website content can often be limited to a mention in the text ("As of July 19, 2008, the McDonald's Corporation listed on its website . . ."). If a more formal citation is desired, it may be styled as in the examples below. Because such content is subject to change, include an access date or, if available, a date that the site was last modified. In the absence of a date of publication, use the access date or last-modified date as the basis of the citation.

Reference:
Arthur Lok Jack Graduate School of Business. 2010. "Practicum
        Resources." Accessed November 10, 2010.
        http://www.lokjackgsb.org/library.php.

In-text citation:
(Arthur Lok Jack Graduate School of Business 2010)

Reference:
National Library and Information System Authority (NALIS). 2009.
        "Historical Society. Colonial Publications and Correspondence:
        1490-1960." NALIS. Accessed November 16, 2010.
        http://library2.nalis.gov.tt/infofiles/cgi-bin/library.exe.

In-text citation:
(NALIS 2009)

To cite an undated online document in a reference list, use an access date rather than n.d. (no date).

Reference:
McDonald's Corporation. 2008. "McDonald's Happy Meal Toy Safety

Facts." Accessed July 19.
http://www.mcdonalds.com/corp/about/factsheets.html.

In-text citation:
(McDonald's Corporation 2008)

WORKING PAPERS AND OTHER UNPUBLISHED WORKS (CMS 14.228)

***Reference*:**
Lucki, Deborah D., and Richard W. Pollay. 1980. "Content Analysis of Advertising: A Review of the Literature." Working Paper, History of Advertising Archives, Faculty of Commerce, University of British Columbia, Vancouver.

In-text citation:
(Lucki and Pollay 1980, 10)

The full text of the Chicago Manual of Style is available online at http://www.chicagomanualofstyle.org/home.html
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8. LIBRARY SERVICES

Other Library Services include:
- Reference and referral services
- Inter-library loans
- Selective dissemination of Information
- Ask-a-Librarian

Staff
One (1) Librarian and four (4) Library Assistants provide quality services to Library users

Opening hours	
Semester time	Vacation time
Monday - Thursday: 8:30 am – 6:00 pm Friday - Saturday: 8:30 am - 4:30 pm Sunday: Closed	Monday – Friday: 8:30am – 4:30pm Saturday – Sunday: Closed

Contact information	
Address:	The Norman Girvan Library Institute of International Relations University of the West Indies, St Augustine Campus St Augustine, Trinidad and Tobago
Phone:	662 2002 ext 83245, 84250, 82086, 82291
Email:	iir.library@sta.uwi.edu

Useful websites		
Local	NALIS	http://www.nalis.gov.tt
	UWI IIR	http://www.sta.uwi.edu/iir
	TT Gov't	http://www.gov.tt
Regional	ACS	http://www.acs-aec.org/
	CARICOM	http://www.caricom.org
	CDB	http://www.caribank.org
	IADB	http://www.iadb.org
	IICA	http://www.agroinfo.org/caribbean/iicacarc/
	OAS	http://www.oas.org
	OECS	http://www.oecs.org/
	UNECLAC	http://www.eclacpos.org
	UNIC	http://portofspain.unic.org
International	UN	http://www.un.org
	ILO	http://www.ilo.org/
	WTO	http://www.wto.org