ACADEMIC SKILLS

READING

"Critical Reading Toward Critical Writing"
http://www.writing.utoronto.ca/images/stories/Documents/critical-reading.pdf

"Reading to Write" in *The Seminary Student Writes*, pp. 29-46. Deborah Core.
St. Louis: Chalice Press, 2000.
http://search2.library.utoronto.ca/UTL/index?N=0&Nr=p_catalog_code:4281584&showDetail=first

"Reading and Note-taking"
http://www.asc.utoronto.ca/Publications/Reading-and-Note-taking.htm

CRITICAL THINKING

Book in the St. Augustine's Seminary Library (with a link to its record in the UTL Catalogue). The Canadian edition was co-written by St. Augustine's writing tutor, Colleen Mahy.
Becoming a Critical Thinker: A User Friendly Manual, Sherry Diestler, Colleen Mahy.
Toronto: Pearson Prentice Hall, [2009], c2010. Canadian ed.
xiv, 426 p.
http://search1.library.utoronto.ca/UTL/index?N=0&Nr=p_catalog_code:6859911&showDetail=first

RESEARCHING

University of Toronto Libraries Catalogue
www.library.utoronto.ca
The place to locate academic books, journals, electronic resources, DVDs, etc. Make sure you know how to efficiently locate the resources you need.
Brochure in the Library. Ask a librarian for help.

periodical indexes
The primary indexes for theological research are:
- ATLA Religion Database with ATLA Serials (ATLAS)
  http://simplelink.library.utoronto.ca/url.cfm/54194
- Catholic Periodical and Literature Index (CPLI)
  http://simplelink.library.utoronto.ca/url.cfm/54197

online tutorials for ATLAS and CPLI:
http://www.utoronto.ca/stmikes/kelly/services_students/tutorials/atla_introduction/atla_introduction.html
http://www.utoronto.ca/stmikes/kelly/services_students/tutorials/atla_basics/atla_basics.html
http://www.utoronto.ca/stmikes/kelly/services_students/tutorials/atla_basics2/atla_basics2.html
Print brochure, covering both databases, is available in the Library.
Set up a tutorial with a librarian to learn all the tricks for getting the most from these databases.

full-text electronic journals
You can find these in the Catalogue and link directly to the particular article you want.
You can also find them from the "E-journals" tab on the UTL home page.

other electronic resources through UTL
Indexes, reference tools, research guides, text collections have been grouped together by subject.
see: Christianity: http://main.library.utoronto.ca/eir/articlesbytopic.cfm?subject=208
    Jewish Studies: http://main.library.utoronto.ca/eir/articlesbytopic.cfm?subject=116
    Philosophy: http://main.library.utoronto.ca/eir/articlesbytopic.cfm?subject=68
    Religion: http://main.library.utoronto.ca/eir/articlesbytopic.cfm?subject=76

research guides
"Basic Reference Sources for Graduate Theology"
http://www.utoronto.ca/stmikes/kelly/research_guides/grad_theology.html
From the Kelly Library at St. Michael's College, this guide links to electronic and print
resources at the UTL.

alphabetical list of all the guides available through UTL
http://main.library.utoronto.ca/MyUTL/guides/library_guides.cfm

research using the internet
http://www.writing.utoronto.ca/advice/reading-and-researching/research-using-internet

evaluating websites
Internet Detective (online tutorial)
http://www.vts.intute.ac.uk/detective/

research process
Three recommended books available in the St. Augustine's Seminary Library (with a link to their
records in the UTL Catalogue).
1. *The Craft of Research*, Wayne C. Booth, Gregory G. Colomb, Joseph M. Williams.
    Chicago: University of Chicago Press, c2008. 3rd ed.
    xvii, 317 p.
    http://search2.library.utoronto.ca/UTL/index?N=0&Nr=p_catalog_code:6382385&showDetail=first

2. *Research Strategies: Finding Your Way Through the Information Fog*, William B. Badke.
    New York: iUniverse, Inc., c2008. 3rd ed.
    xviii, 213 p.
    http://search2.library.utoronto.ca/UTL/index?N=0&Nr=p_catalog_code:6386623&showDetail=first
    abridged version on the web: http://www.acts.twu.ca/Library/preface.htm

3. *Student Guide to Research in the Digital Age: How to Locate and Evaluate Information Sources*,
    Leslie F. Stebbins.
    Westport, Conn.: Libraries Unlimited, 2006.
    xiii, 202 p.
    http://search2.library.utoronto.ca/UTL/index?N=0&Nr=p_catalog_code:5761034&showDetail=first

CITING

plagiarism

from the TST *Basic Degree Handbook*, p. 26

> Plagiarism, defined in the *Code* as "to represent as one's own any idea or expression of an idea or work of another in any academic examination or term test or in connection with any other form of academic work," can sometimes be committed inadvertently by students at an early stage of their program, but inadvertence is not in itself an acceptable excuse. Students must strenuously avoid (1) quoting passages from any source without using quotation marks, and (2) presenting information or ideas from other sources without properly referenced citations. Before presenting any written work in a TST course, students should be sure that have a clear and accurate understanding of what constitutes plagiarism, and to avoid any embarrassment they should verify this understanding with their instructors or college officials if they have any uncertainty. Even a single instance of plagiarism may result in expulsion from studies.

"How Not to Plagiarize"
http://www.writing.utoronto.ca/images/stories/Documents/how-not-to-plagiarize.pdf

"How to Recognize Plagiarism" (online tutorial)
http://www.indiana.edu/~istd/

basic citing

The Chicago Manual of Style Online
FIFTEENTH EDITION

UTL has a subscription: http://simplelink.library.utoronto.ca/url.cfm/65161
Print copy available in the St. Augustine's Seminary Library:
http://search2.library.utoronto.ca/UTL/index?N=0&Nr=p_catalog_code:4837455&showDetail=first

A Manual for Writers of Research Papers, Theses, and Dissertations: Chicago Style for Students and Researchers, Kate L. Turabian; revised by Wayne C. Booth, Gregory G. Colomb, Joseph M. Williams, and University of Chicago Press editorial staff.
Chicago: The University of Chicago Press, 2007. 7th ed.
xviii, 466 p.
http://search2.library.utoronto.ca/UTL/index?N=0&Nr=p_catalog_code:6006259&showDetail=first

Often called "Turabian," this book gives detailed examples (Part II) of the two forms of Chicago style. It is more than a citation guide. Part I, "Research and Writing: from Planning to Production," is a 14-chapter guide to researching and writing an academic paper. Part III, "Style," provides a handy reference to spelling, punctuation and other issues. Consider it essential for your graduate student tool kit.

"Standard Documentation Formats"
http://www.writing.utoronto.ca/images/stories/Documents/documentation.pdf

citing electronic resources
"Citation Style Guides for Internet and Electronic Sources"
http://www.library.ualberta.ca/guides/citation/index.cfm

software to manage your citations
RefWorks (free through UTL)
http://refworks.scholarsportal.info.myaccess.library.utoronto.ca/Refworks/login.asp?WNCLang=false

Zotero (Firefox extension; publicly available)
http://www.zotero.org/

WRITING

"Some General Advice on Academic Essay Writing"
http://www.writing.utoronto.ca/images/stories/Documents/general-advice.pdf

organization
The Canadian Writer's Handbook, William E. Messenger et al.
   Don Mills, Ontario: Oxford University Press, c. 2008. 5th ed.
   xxiv, 656 p.
   http://search1.library.utoronto.ca/UTL/index?N=0&Nr=p_catalog_code:6283260&showDetail=first
This handbook has two useful sections: "Writing Strong Sentences and Diction" and "Writing In-class Essays and Essay Examinations".

The Informed Writer: Using Sources in the Disciplines, Charles Bazerman.
   Toronto: Houghton Mifflin Company, c. 1995. 5th ed.
   http://search1.library.utoronto.ca/UTL/index?N=0&Nr=p_catalog_code:509338&showDetail=first
   Part 3: Reading and Writing in the Disciplines discusses how various disciplines approach the research process with an emphasis on the humanities.

Writing with Power: Techniques for Mastering the Writing Process, Peter Elbow.
   New York: Oxford University Press, c1998. 2nd ed.
   xxvi, 384 p.
   Online version licensed for U. of T. users: http://simplelink.library.utoronto.ca/url.cfm/10263\

grammar
Checkmate: A Writing Reference for Canadians, Joanne Buckley.
   Toronto: Thomson Nelson, c2008. 2nd ed.
   xxii, 495 p.
   http://search1.library.utoronto.ca/UTL/index?N=0&Nr=p_catalog_code:6817354&showDetail=first
   Checkmate is a good general reference for grammar questions with a specific chapter on ESL grammar issues.

Talking About People: A Guide to Fair and Accurate Language, Rosalie Maggio.
   Phoenix, AZ: Oryx Press, 1997
   x, 436 p.
   http://search8.library.utoronto.ca/UTL/index?N=0&Nr=p_catalog_code:1419643&showDetail=first
   Gives helpful suggestions on how to avoid bias.

subject and genre specific help
"Writing an Exegetical Paper"
http://www.trinity.utoronto.ca/Library_Archives/Theological_Resources/Tools/Guides/exegetical.htm

"Writing Theological Book Reviews"
http://www.trinity.utoronto.ca/Library_Archives/Theological_Resources/Tools/Guides/writing-reviews.htm

"How to Write a Philosophy Essay," Sean Mulrooney
[create pdf and link needed]

TIME MANAGEMENT

Assignment Calculator
http://www.lib.umn.edu/help/calculator/

ESL STUDENTS

Beyond the Answer Sheet: Success for International Students, William B. Badke.
New York, iUniverse, c2003.
v, 152 p.
http://search1.library.utoronto.ca/UTL/index?N=0&Nr=p_catalog_code:5182402&showDetail=first

Checkmate: A Writing Reference for Canadians, Joanne Buckley.
Toronto: Thomson Nelson, c2008. 2nd ed.
http://search1.library.utoronto.ca/UTL/index?N=0&Nr=p_catalog_code:6817354&showDetail=first
xxii, 495 p.
Checkmate is a good general reference for grammar questions with a specific chapter on ESL grammar issues.

The St. Martin's Handbook for Canadians, Andrea Lunsford, et al.
Toronto: Nelson Canada, c1995. 2nd ed.
http://search2.library.utoronto.ca/UTL/index?N=0&Nr=p_catalog_code:1237149&showDetail=first
Part 10 addresses English nuances in the writing process. Issues related to subject word order are reviewed.

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Writing at the University of Toronto
http://www.writing.utoronto.ca/

Academic Success Centre (UofT)
http://www.asc.utoronto.ca/

How librarians can help you
- give tips on searching the Catalogue efficiently
- advise on what databases would be best for your research topic
- **teach you how to search a database effectively**
- teach you how to use RefWorks

These and many other services can save you time.
You can visit in-person, e-mail or phone.
You can get at-the-moment help or book an appointment in advance.

The St. Augustine's Seminary Library has a Writing and Research Collection.

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highly recommended site for help on all matters related to writing:

Purdue OWL (Online Writing Lab) http://owl.english.purdue.edu/owl/

prepared for St. Augustine's Seminary
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