

ACADEMIC SKILLS

READING

“Critical Reading Towards Critical Writing”

[Critical Reading Towards Critical Writing | Writing Advice \(utoronto.ca\)](#)

“Reading to Write” in *The Seminary Student Writes*, pp. 29-46. Deborah Core.
St. Louis: Chalice Press, 2000.

[The seminary student writes - University of Toronto \(utoronto.ca\)](#)

“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 edition.

[LibrarySearch - Becoming a Critical Thinker: A User Friendly Manual \(utoronto.ca\)](#)

RESEARCHING

University of Toronto Libraries Catalogue

<https://onesearch.library.utoronto.ca/> or <https://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 index for theological research:

- ATLA Religion Database with ATLA Serials (ATLAS)

<https://web-b-ebshost->

[com.myaccess.library.utoronto.ca/ehost/search/advanced?vid=0&sid=65ae9ad9-e0e1-40a9-9402-e517494a2af5%40pdc-v-sessmgr03](https://web-b-ebshost-com.myaccess.library.utoronto.ca/ehost/search/advanced?vid=0&sid=65ae9ad9-e0e1-40a9-9402-e517494a2af5%40pdc-v-sessmgr03)

online tutorials for ATLAS:

[Overview - ATLA Religion Database - Research guides at University of Toronto \(utoronto.ca\)](#)

Print brochure covering this database 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.

other electronic resources through UTL

Indexes, reference tools, research guides, text collections have been grouped together by subject. see:

Christianity: [Subjects A-Z: Christianity \(utoronto.ca\)](#)

Jewish Studies: [Subjects A-Z: Jewish Studies \(utoronto.ca\)](#)

Philosophy: [Subjects A-Z: Philosophy \(utoronto.ca\)](#)

Religion: [Subjects A-Z: Religion \(utoronto.ca\)](#)

research guides

“Basic Reference Sources for Graduate Theology”

[ALL GUIDES Alphabetically - Research guides at University of Toronto \(utoronto.ca\)](#)

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

[Research guides | University of Toronto Libraries \(utoronto.ca\)](#)

research using the internet

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

research process

The following recommended books are available in the St. Augustine’s Seminary Library (with a link to their records in the UTL Catalogue).

1. *Adventures in Research: Better, Faster Research Papers : a Concise Step-by-Step Guide* Thornton, Laura W. Harris. Colorado: Lanair Education & Research, LLC, 2017.
[Adventures in research : better, faster research papers : a concise step-by-step guide - University of Toronto \(utoronto.ca\)](#)
2. *The Craft of Research*, Wayne C. Booth, Gregory G. Colomb, Joseph M. Williams. Chicago: University of Chicago Press, c2016. Fourth edition
[The craft of research - University of Toronto \(utoronto.ca\)](#)
3. *Research Strategies: Finding Your Way Through the Information Fog*, William B. Badke. New York: iUniverse, Inc., c2011. Fourth edition
[Research strategies : finding your way through the information fog - University of Toronto \(utoronto.ca\)](#)
4. *Student Guide to Research in the Digital Age: How to Locate and Evaluate Information Sources*, Leslie F. Stebbins. Westport, Conn.: Libraries Unlimited, 2006.
[Student guide to research in the digital age : how to locate and evaluate information sources - University of Toronto \(utoronto.ca\)](#)

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>

<https://guides.library.utoronto.ca/plagiarism>

“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: <https://www-chicagomanualofstyle-org.myaccess.library.utoronto.ca/book/ed17/frontmatter/toc.html>

Print copy available in the St. Augustine's Seminary Library: [Scholarly Communications and Copyright Office | University of Toronto Libraries \(utoronto.ca\)](#)

A Manual for Writers of Research Papers, Theses, and Dissertations: Chicago Style for Students and Researchers, Kate L. Turabian; edited by Wayne C. Booth, Gregory G. Colomb, Joseph M. Williams, and William T. FitzGerald. Chicago: The University of Chicago Press, 2018. 9th ed. [A manual for writers of research papers, theses, and dissertations : Chicago Style for students and researchers - University of Toronto \(utoronto.ca\)](#)

Often called “Turabian,” this book gives detailed examples 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 sources through UTL

[Learn to Cite - Citing Sources / Create Your Bibliography - Research guides at University of Toronto \(utoronto.ca\)](#)

softwares to manage your citations

RefWorks (free through UTL)

[RefWorks | University of Toronto Libraries \(utoronto.ca\)](#)

Zotero (also publicly available)

[Home - Zotero - Research guides at University of Toronto \(utoronto.ca\)](#)

WRITING

“Some General Advice on Academic Essay Writing”

<https://advice.writing.utoronto.ca/>

organization

The Canadian Writer's Handbook, William E. Messenger et al. Don Mills, Ontario: Oxford University Press, c. 2008. 5th edition. – available in SAS Library; later editions in other UT Libraries.

[The Canadian writer's handbook - University of Toronto \(utoronto.ca\)](#)

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 edition.

[The informed writer : using sources in the disciplines - University of Toronto \(utoronto.ca\)](#)

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 edition.

Online version licensed for U. of T. users:

<https://ebookcentral-proquest-com.myaccess.library.utoronto.ca/lib/utoronto/detail.action?docID=241397>

grammar

Checkmate: A Writing Reference for Canadians, Joanne Buckley. Toronto: Thomson Nelson, c2008. 2nd edition.

[Checkmate : a writing reference for Canadians - University of Toronto \(utoronto.ca\)](#)

Checkmate is a good general reference for grammar questions with a specific chapter on ESL grammar issues.

Guidelines for Bias-Free Writing, Marilyn Schwartz. Bloomington, Indiana: Indiana University Press, c.1995

[Guidelines for bias-free writing - University of Toronto \(utoronto.ca\)](#)

Guidelines gives helpful suggestions on how to avoid bias.

subject and genre specific help

“Writing an Exegetical Paper”

[Guidelines for Writing an Exegetical Paper - Trinity College \(utoronto.ca\)](#)

“Writing Theological Book Reviews”

[Writing Theological Book Reviews - Trinity College \(utoronto.ca\)](#)

“How to Write a Philosophy Essay,” Sean Mulrooney

TIME MANAGEMENT

Assignment Calculator

<https://www.lib.umn.edu/ac>

ESL STUDENTS

Beyond the Answer Sheet: Success for International Students, William B. Badke. New York, iUniverse, c2003.

[Beyond the answer sheet: : academic success for international students - University of Toronto \(utoronto.ca\)](#)

Checkmate: A Writing Reference for Canadians, Joanne Buckley. Toronto: Thomson Nelson, c2008. 2nd edition.

[Checkmate : a writing reference for Canadians - University of Toronto \(utoronto.ca\)](#)

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.

The Sense of Style : the Thinking Person's Guide to Writing in the 21st Century, Pinker, Steven. New York: Viking Books, 2014.

[The sense of style : the thinking person's guide to writing in the 21st century - University of Toronto \(utoronto.ca\)](#)

Available online:

Writing : Grammar, Usage, and Style, Eggenschwiler, Jean, and Emily Dotson Biggs. Cleveland, Ohio ; Hungry Minds, 2001.

[Writing : grammar, usage, and style - University of Toronto \(utoronto.ca\)](#)

Writing at the University of Toronto

<https://writing.utoronto.ca/>

Academic Success Centre (UofT)

<https://studentlife.utoronto.ca/department/academic-success/>

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.

How the writing tutor can help you

- explain specific grammar focused issues
- assist in developing clearer, more logical structure
- assist you in developing a quicker and more efficient editing process

The writing tutor can be contacted by email or an appointment may be booked in advance.

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

Purdue OWL (Online Writing Lab) <https://owl.purdue.edu/>