



Contents

| Introduction | | 3 |
|--------------|--|-------|
| 1. | Preparation and understanding research | |
| | 4 steps of S.U.R.E. & research preparation | 4-5 |
| | Effective online search strategies | 6-7 |
| | Infographic: 5W1H questioning technique | 8 |
| | Research At Your Fingertips | 9 |
| 2. | NLB eResources | 10 |
| | PressReader | 10-11 |
| | ProQuest Central | 12-13 |
| | EBSCOHost Databases | 14 |
| | NewspaperSG | 15-16 |
| | Singapore Infopedia | 17 |
| | Archives Online | 18 |
| | Eye on Asia | 19 |
| 3. | Citation and referencing | 20 |
| 4. | Combating fake news & online falsehoods | |
| | Understanding fake news / Impact of fake news | 21 |
| | Fact-checking techniques and websites | 22-23 |
| | Infographic: How to deal with dubious messages | 24 |
| 5. | Annex | |
| | Setting up myLibraryID | 25 |

Introduction

The National Library Board (NLB) launched the S.U.R.E. campaign to highlight the importance of information literacy and information discernment skills. S.U.R.E. stands for: Source – ensuring the source of information is credible and trustworthy; Understand – searching for facts rather than opinion; Research – investigating and comparing the information with different sources; and Evaluate – looking at issues from different angles and exercising fair judgement.

The S.U.R.E. Research Guide has been developed based on the four steps of S.U.R.E. and will teach students and adult learners about the principles of effective research, how to use NLB's eResources (readily available online) and guidelines on combating online falsehoods.

The content is suitable for secondary and post-secondary students conducting research for their projects and school assignments. Working professionals can also use this guide for their academic and general research needs.

A section on combating fake news and online falsehoods has also been included due to their increasing prevalence and proliferation on social media and online messaging platforms.

Through this guide, we hope to nurture and empower individuals to become effective 21st century learners, armed with the necessary research and information discernment skills to find credible sources and fact-check questionable information.

The S.U.R.E. Team

National Library Board

4 Steps of S.U.R.E.

When conducting research, it is important to ensure that the information obtained is both accurate and relevant. The S.U.R.E. steps can be applied at various phases of your research.



SOURCE

Look at its origins. Is it trustworthy?

Make sure that the source of information is credible and reliable.



UNDERSTAND

Know what you're reading. Search for clarity.

Look for facts rather than opinions.



RESEARCH

Dig deeper. Go beyond the initial source.

Investigate thoroughly before making a conclusion, check and compare with multiple sources.



EVALUATE

Find the balance. Exercise fair judgement.

Look from different angles — there are at least two sides to a story.

Research Preparation

With proper preparation and the right mindset, research can be more efficient and fruitful with the following tips. With practice, you will develop and become more comfortable with your own research workflow and eventually be able to find more quality information in a shorter amount of time.

Things to have

Laptop/Desktop

Assignment or project documents





Notebook and pen





Topic/problem statement

Ensure that you:

- Fully understand the scope of your research topic or problem statement
- Conduct thorough background reading to understand the definitions and relevant case studies on the topic
- Find out if other studies or research have been conducted on your topic before
- Refer to them and consult your lecturer if you intend to link them to your topic



Keywords and related articles

Successful research often hinges on your ability to understand the keywords and articles related to your topic.

- · Write down all the keywords before starting your search online
- Make a good habit of bookmarking sites of interest. You never know when they will come in handy



Start early and build up your sources

Research is an iterative process that may require some time and clarification with your teachers or supervisors

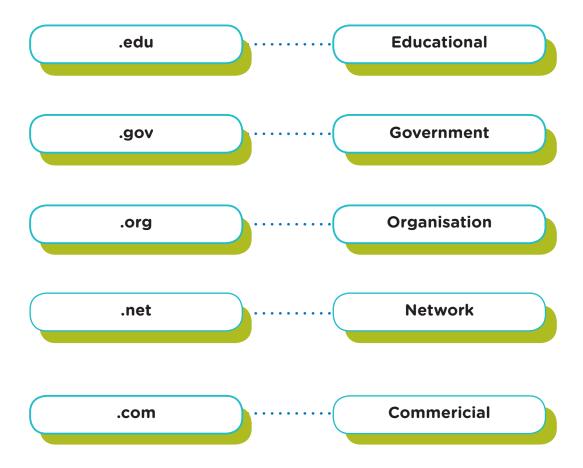
- Do not wait until the deadline is near. Ten minutes of research each day will go a long way in making your project easier
- Always review if you have found enough information. It is always safer to have multiple sources confirming a factual statement

Effective Online Search Strategies

Online research may result in millions of hits being generated, leading to an information overload. Another problem is the inclusion of unofficial or unreliable sites in the search results that may not contain the credible information you need. Being aware of web domains and using specific search engine commands can help to narrow your search results to ones that are credible, relevant and trustworthy.

Web domains

One way to gauge the credibility of a website is by identifying its web domain type. When doing research, it is advisable to gather information from official domains such as government (.gov), education (.edu), or organisation (.org).



Important tip

Cross-reference your information with multiple sources to legitimise your research.

Search engine commands

To narrow your search to more credible sites, try keying in your search terms with the following commands:

| Search Term (example) | Command | Logic |
|--|------------------------------------|--|
| Tertiary Education | | Unfiltered |
| "Tertiary Education" | Add quotation marks "" | Limits to the exact phrase |
| "Tertiary Education" site:gov.sg "Tertiary Education" site:edu.sg | Add site:gov.sg Add site:edu.sg | Limits to the specific domain type .gov(government) or .edu(education) website |
| "Tertiary Education" site:bbc.com | Add site:bbc.com | Limits to specific website International news: bbc.com cnn.com Local news: straitstime.com channelnewsasia.com |

TIP: Don't limit your searches to Singapore (.sg) websites. You can search for country-specific information by adding in the country's web suffix (e.g. .au for Australia, .my for Malaysia)



Questioning Technique

This technique allows you to better understand the information you come across during your research, hence fulfilling the "U"portion of the S.U.R.E.steps.



Who

Identify the people or characters involved.



Find out about the place, location, or exact spot. You can consider different scales global, regional or local.





What

This refers to the issue at hand. Some aspects include official definitions, activities, actions or problem to be solved.

When

This refers to the timeframe. Is the issue taking place in the past, at present or in future? Consider the specific year, date and time.



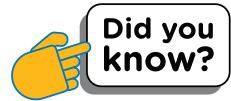


Why

Uncover the cause and motivation behind the issue.

How

How did the event take place? How will you solve the situation?



You can consider using this framework to expand a discussion, scope your research, organise your findings, or create articles and reports.

Research At Your Fingertips

The Internet has made it possible for anyone to publish web pages. You can use these five criteria to evaluate different websites to ensure they are balanced and provide factual information: Authority, Accuracy, Currency, Coverage and Objectivity.



Authority

The source of information



Accuracy

The reliability of the information



Currency

The timeliness of the information



Coverage

The relevancy of the information



Objectivity

The reason the information exists

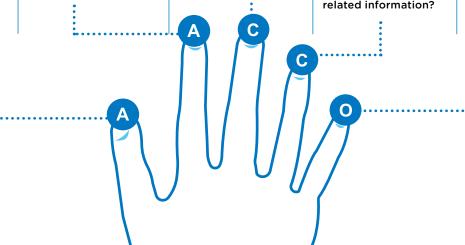
- •Is there an author?
- •Is the institution, organisation or author, recognised in the field of your research topic?
- •Is there an address to contact for more information?
- Are information sources cited and listed in a clear manner so that they can

be verified?

- Is the information presented in correct grammar and spelling?
- •Is there information on the website that you suspect is wrong?

- •When was it written?
- •When was the webpage updated?
- Are the links still working or have they expired?
- •Is the information related to your research topic?
- •Does it help to answer your question?
- •How broad and how in-depth was the topic coverage?
- •Does it lead to locating other related information?

- •Is the information one person's opinion, and if so, is it biased?
- •Is it the information provided as a public service or is it affiliated to an organisation with a private agenda?
- •Does the information appear impartial, and does it acknowledge other perspectives?



These five factors can also be used to evaluate the purpose of an article or site.

To persuade

To explain

To inform

To entertain

To sell something

Start early and build up your sources

NLB's eResources

eresources.nlb.gov.sg

This section features different electronic resources (eResources) available from the National Library Board (go to eresources.nlb.gov.sg). An NLB myLibrary ID is required for eResources that state "Login required"; to learn how to set up your myLibrary ID, please refer to the annex on page 20.

PressReader

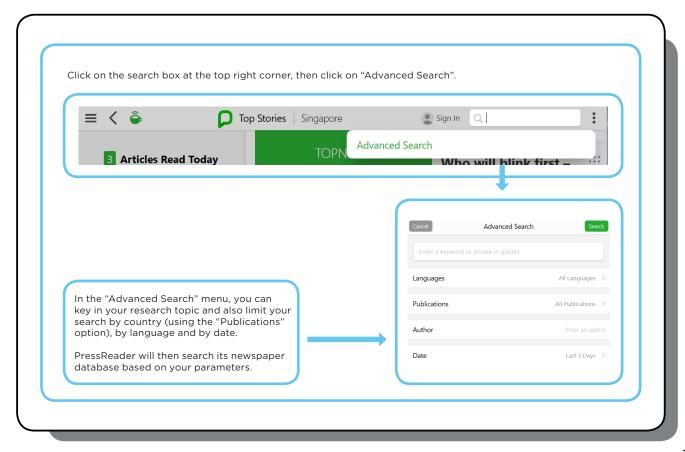
PressReader features a collection of over 7,000 newspaper and magazine titles in 60 languages from 100 countries. It is an excellent source for current affairs and global news, and is useful for case studies.

• To access PressReader, go to eresources.nlb.gov.sg





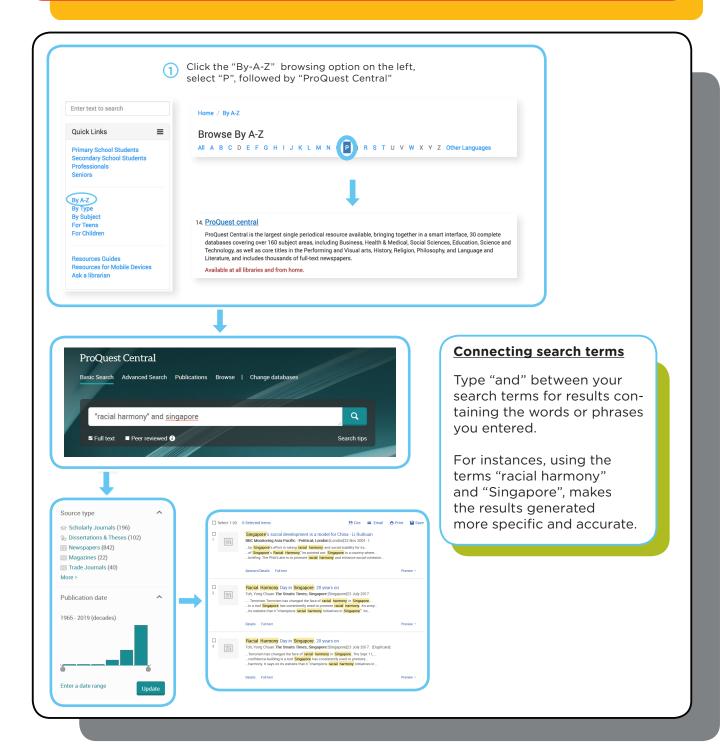
You can also search PressReader by topic and keywords:



ProQuest Central

A database comprising academic journals, trade publications, theses and dissertations, as well as full-text newspaper articles, ProQuest Central (eresources.nlb.gov.sg) covers over 160 subject areas. It also features a user-friendly interface, with an automatic citation function.

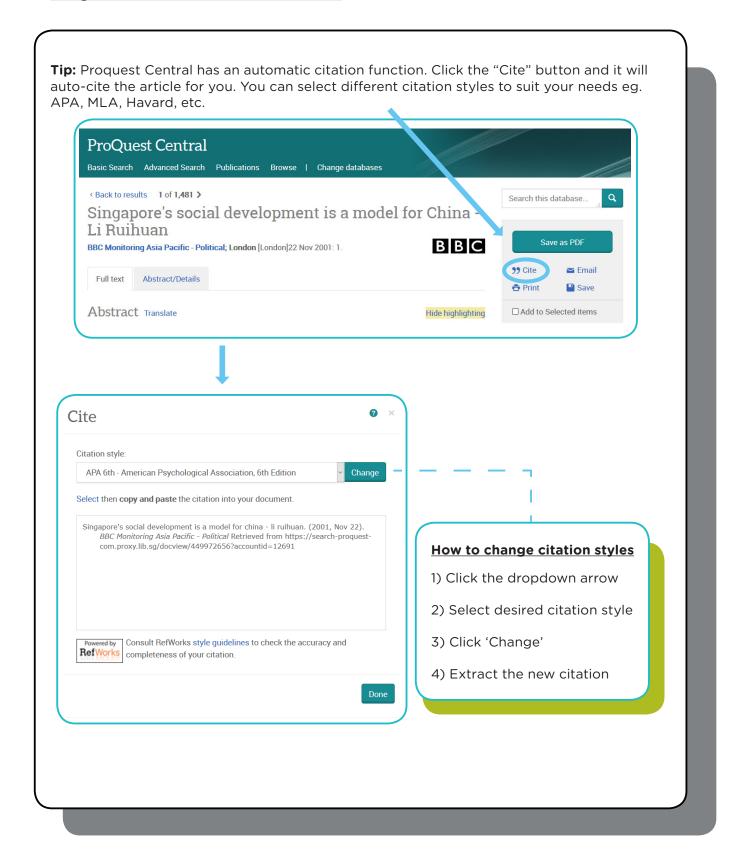
• To access ProQuest Central, go to: eresources.nlb.gov.sg



- TIP: Use the "Narrow results" tab on the left to further filter and streamline your searches.

 1) Select 'Source type'.
 - 2) Narrow down the date range under "Publication date" to the last few years for more recent results.

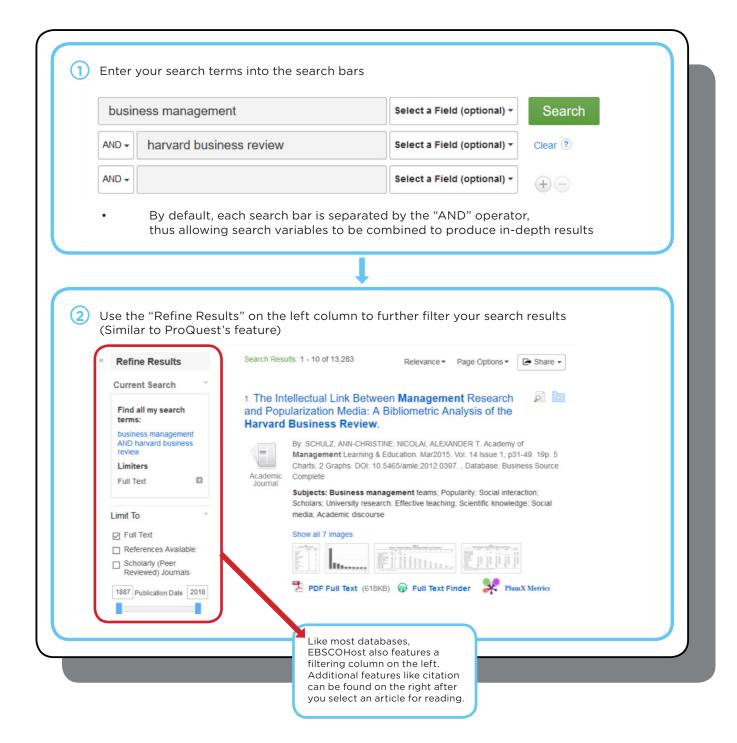
Using the citation tool in ProQuest Central



EBSCOHost Databases

An online bibliographic and database service, offering more than 80 multi-disciplinary databases targeted at academic users.

• Includes full-text articles from well-known publications such as Harvard Business Review, Scientific American, etc*.



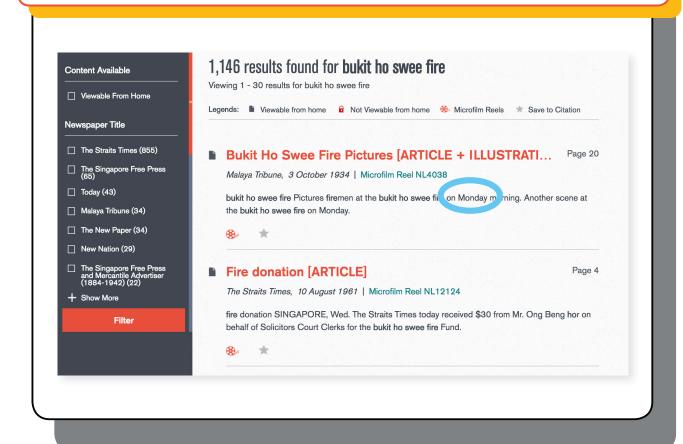
NewspaperSG

eresources.nlb.gov.sg/newspapers



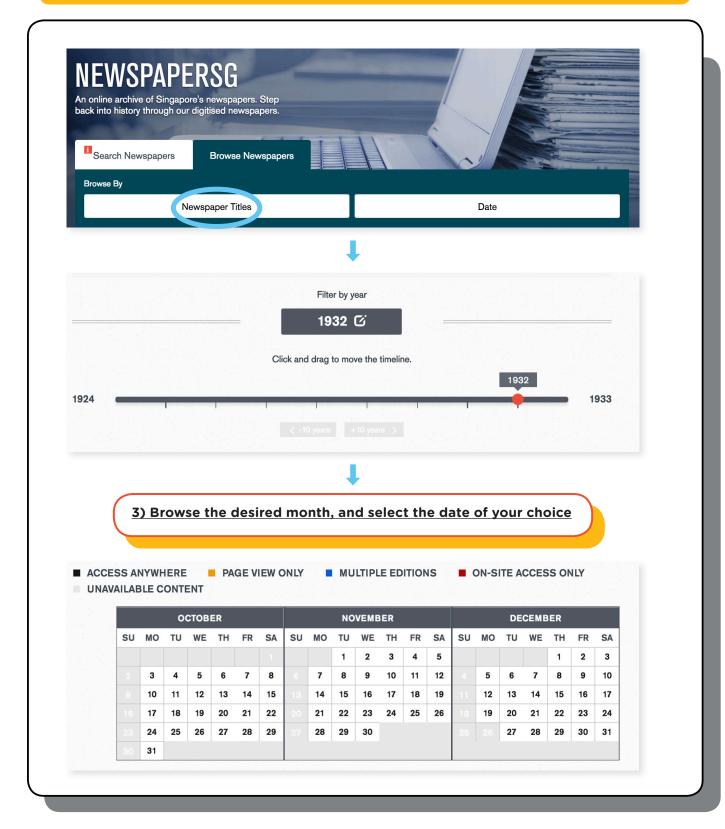
1) Search Newspaper

- Type your keywords into the search bar, for instance, "Bukit Ho Swee Fire". (Tip: Place your search phrases within quotation marks "" to generate exact matches in the results. This is useful when searching for specific names.)
- Besides all the search results, the screen will also show a list of filters (on the left).
 Use the filters to further refine your results based on parameters such as newspaper titles, year, etc.



2) Browse Newspapers

• Select your desired newspaper title (e.g. The Straits Times)



TIP: For permission and copyright-related questions, please refer to http://eresources.nlb.gov.sg/newspapers/FAQ

Singapore Infopedia

eresources.nlb.gov.sg/infopedia

Singapore Infopedia is an electronic encyclopaedia on Singapore's history, culture, people and events. The articles are curated and written by librarians, and include footnotes and citations.

Enter your keyword into the search box at the top-right corner.

singapore nfopedia

culture, people and events

Convent of the Holy Infant Jesus



Convent of the Holy Infant Jesus (CHIJ) is the oldest Catholic girls' school in Singapore. Founded in 1854 by the French sisters of the Congregation of the Holy Infant Jesus, the school was established at the corner of Bras Basah Road and Victoria Street (present site of CHIJMES). It moved to Toa Payoh in

1983, and henceforth the primary and secondary sections were renamed CHIJ Primary (Toa Payoh) and CHIJ Secondary (Toa Payoh).

Malay Muslim funerals

The Malays think of death as part of a life cycle predestined by God. Malay Muslim funerals follow specific Islamic rites in accordance to syariah (religious laws), and are solemn and dignified affairs. The body of the deceased must

Na Govindasamy

Na Govindasamy (b. 1946, Singapore-d. 26 May 1999) was an educator, writer and an Internet researcher. He started writing plays, dramas and short stories for radio and television, furthered the ...

Programme for **Active Learning** (PAL)

In 2009, the Ministry of Education (MOE) supported the implementation of the Programme for Active Learning (PAL), which sought to achieve a holistic primary education that went beyond providing pupils with content knowledge to equip

Direct School Admission (DSA)

The Direct School Admission (DSA) scheme was introduced in 2004 by the Ministry of Education (MOE) to cultivate a flexible and broad-based education system in Singapore that looked beyond grades. The scheme gives education institutions...

Singapore Foocnow Association

The Singapore Foochow Association was registered on 28 December 1909. It has contributed to education in Singapore through the San Shan School, and has been promoting Chinese culture through organising related activities. Identified .

N. Palanivelu

Sikkal, Tamil Nadu, India-d. 11 November 2000, Singapore) was a novelist, playwright and poet who had been a active writer for more than 50 years. His short stories and poems reflected political

Click on the blue hyperlinks to access other related articles

Stamford Raffles's career and contributions to Singapore











Thomas Stamford Raffles (Sir) (b. 6 July 1781, off of modern Singapore. Besides signing the <u>treaty</u> th <u>Sultan Hussein Shah</u> of hor on 6 February 1819 that gave the British East India Company the right to set up a trading post in Si settlement.

Contributions

Founding of Singapore

In December 1818, Raffles left Calcutta in search of a new British settlement to replace Malacca, Malacca was one of the many British territories returned to the Dutch under the Treats of Lemma. Raffles had to those, last without a strategic British trading post located within the <u>Stratis</u>, the Dutch could gain control of Straits to e.² <u>Raffles arrived in Singapore</u> or pard the *Indiana* on 28 January 1819. Accompanied by <u>William Farquhar</u> and a <u>sepoy</u>, he met Temering.

Abdul Rahman to need for a British trading post to be established on the island. On 6 February 1819, Raffles signed an official treaty with Sultan Hussein and the Temenggong and on this day, the Union Jack was officially hoisted in

Explore Further # 9 People Abdul Rahman, Temenggong

Scroll down for References. Note these book titles down for citation!

1. Boulger, D. C. (1999). The life of Sir Stamford Raffles. Amsterdam: Pepin Press, pp. 2, 387. (Call no.: RSING 959.57021092 BOU-[HIS])

)2. Makepeace, W., Brooke, G. E., & Braddell, R., St. J. (Eds.). (1991). One hundred years of Singapore. Singapore: Oxford University Press, pp. 6–7. (Call no.: RSING 959.57 ONE-[HIS])

3. Sir Thomas Stamford Raffles: Book of days. (1993). Singapore: Antiques of the Orient, pp. 67, 71. (Call no.: RSING 959.57021092 SIR-[HIS])
4. Buckley, C. B. (1984). An anecdotal history of old times in Singapore. Singapore: Oxford University Press, pp. 79–87. (Call no.: RSING 959.57 BUC-[HIS])

5. Moore, D., & Moore, J. (1969). The first 150 years of Singapore. Singapore: Donald Moore Press, p. 82. (Call no.: RSING 959.57 MOO-[HIS]); Buckley, C. B. (1984). An anecdotal history of old times in Singapore. Oxford University Press, pp. 74–75, 81. (Call no.: RSING 959.57 BUC-[HIS])

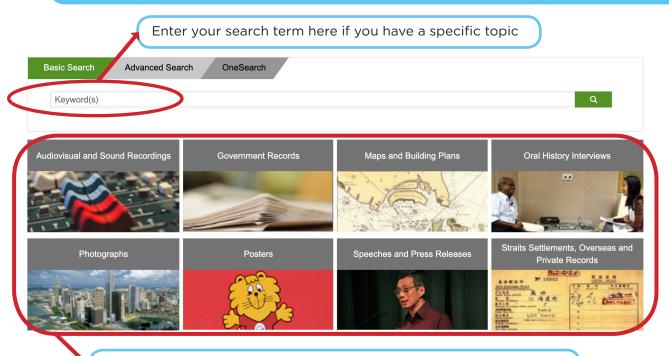
6. Pearson, H. F. (1969, July). Lt Jackson's plan of Singapore. Journal of the Malaysian Branch of the Royal Asiatic Society, 42(1) (215), 161–165. Retrieved from JSTOR via NLB's eResources

7. Boulger, D. C. (1999). The life of Sir Star nford Raffles. Amsterdam: Pepin Press, pp. 308–310, 333. (Call no.: RSING 959.57021092 BOU-[HIS])

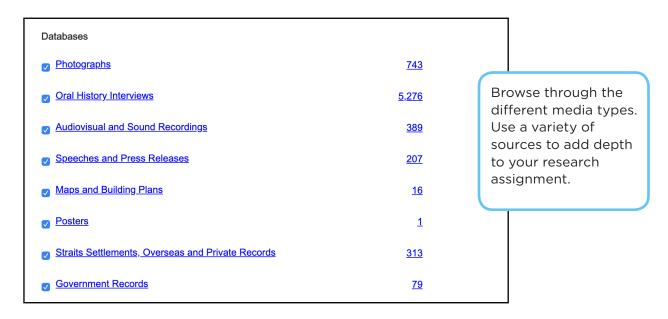
Archives Online

nas.gov.sg/archivesonline

Archives Online provides information and access to archival records of different media, such as photographs, government records, oral history interviews etc. It is an excellent database of primary sources for any



You can browse the media types by their categories on the main page

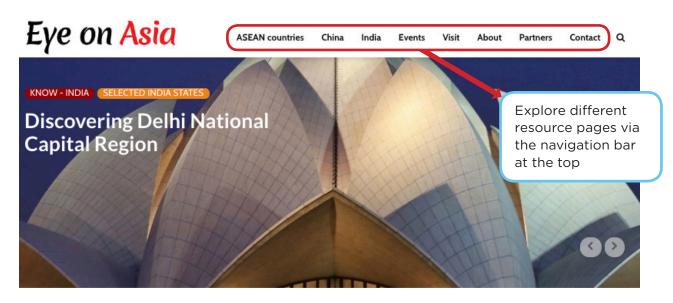


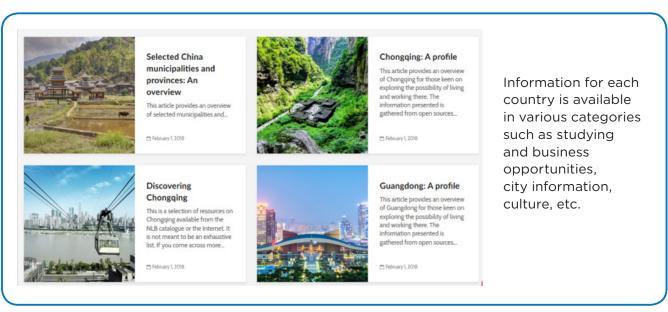
Tip: Remember to bookmark your selected ArchivesOnline links for citation purposes

Eye on Asia

www.eyeonasia.sg

Eye on Asia is a collaborative effort by the National Library with various academic and business partners to provide resources about the region and explore internationalisation opportunities abroad. Focusing on ASEAN countries, China and India including emerging cities, you will discover a broad overview of useful resources to help you be more aware of developments in these countries as Singapore gears itself for the future economy.





Citation and Referencing

When writing an academic work, it is crucial to cite your sources to:

- Show the extent and depth of your research
- Validate and improve the credibility of your arguments
- Help readers trace the origin of ideas and locate the sources
- · Credit the ideas of others
- Prevent you from being accused or charged for plagiarism

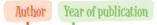


What are the components involved in a reference citation?

- Autho
- Title of work
- Year of Publication
- Publisher
- Place of Publishing
- Page Number (if relevant)

The above consists of the key aspects of information that you will need to include to form a proper book citation. The order where you arrange these components will differ according to the style of citation.

Here is an example of an APA citation:



Tan, Y.S. (2009) Clean, green and blue:

Singapore's journey towards environmental and water sustainability, Singapore: ISEAS Pub

Place of Publishing Publisher





Citation Examples - APA Style

BOOKS

Lee, K. Y. (1998). *The Singapore Story*. Singapore: Marshall Cavendish Editions.



NEWSPAPER

Simpson. J. (2015, April 4). NLB programme to help children assess quality of online information. *The Straits Times*, p.1.



WEBSITE

Sutherland, D. (2015). *Lee Kuan Yew*. Retrieved from http://eresources.nlb.gov.sg/infopedia on 2/2/2016.

TIP: Always consult your lecturer or academic supervisor on the preferred citation style (e.g. APA, MLA, Chicago, Harvard)

Combating Fake News & Online Falsehoods

With the widespread use of social media in today's digital age, the prevalence of fake news has risen significantly over the past years. It is important to understand the nature of such online falsehoods and learn the necessary fact-checking methods to combat their spread.

Understanding fake news

Generally, fake news are false news stories that are written with the deliberate intent to mislead. The table on the right serves as a guide in determining the characteristics of fake news articles.

Fake News

Deliberately inaccurate

Takes advantage of our emotions, prejudices or bias to spread them

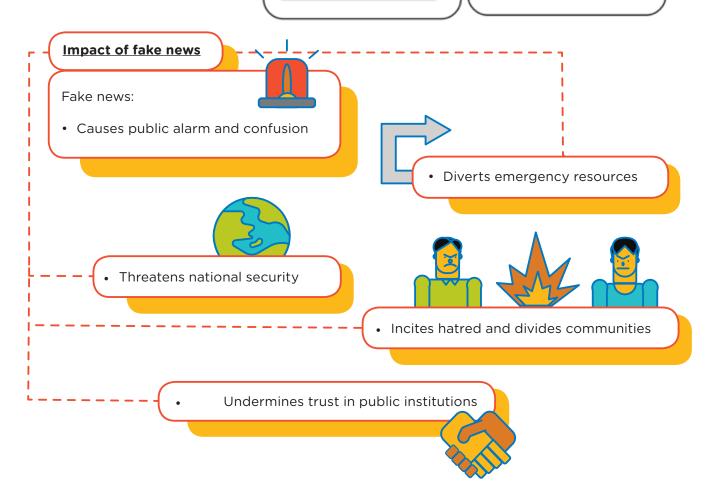
Designed to lure readers into sharing them

Not Fake News

Honest mistakes by reporters (accidental)

News stories or opinions you do not agree with

Satire or parodies which aim to entertain



TIP: For more information, refer to the S.U.R.E. website for fake news-related post: http://www.nlb.gov.sg/sure/category/fake-news

Fact-checking techniques and website

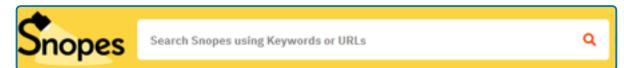
The following techniques and sites feature a variety of ways in which you can fact-check suspicious articles.

Guidelines for fact-checking

- Always read the articles, no matter how convincing their headlines or thumbnails may be.
- Do not share the article without checking whether it is fake or not. This may otherwise lead to more people within your network being misinformed.
- If an article is proven to be fake, message the sender privately and share the method or site you used fact-checked it.

1) Snopes (www.snopes.com)

- Excellent for fact-checking suspicious headlines and fake news
- · Good for international or western-based articles



- Type the suspicious headline into the search bar
- Good Articles will show a "rating" on its level of truth, with a detailed explanation of the investigation







2) Hoax Slayer (www.hoax-slayer.net)

- Type Debunks email and Internet hoaxes
- Excellent for debunking common online scams often circulating on social media, particularly those involving cheap airline tickets or cash rewards





3) Singapore-related cases



www.gov.sg/factually

- Presents facts and debunks misconceptions related to the government and public institutions
- Highlights past cases of fake news
- Links to other official government sites for further cross-checking

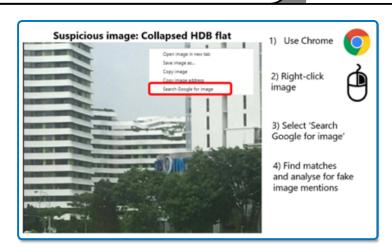


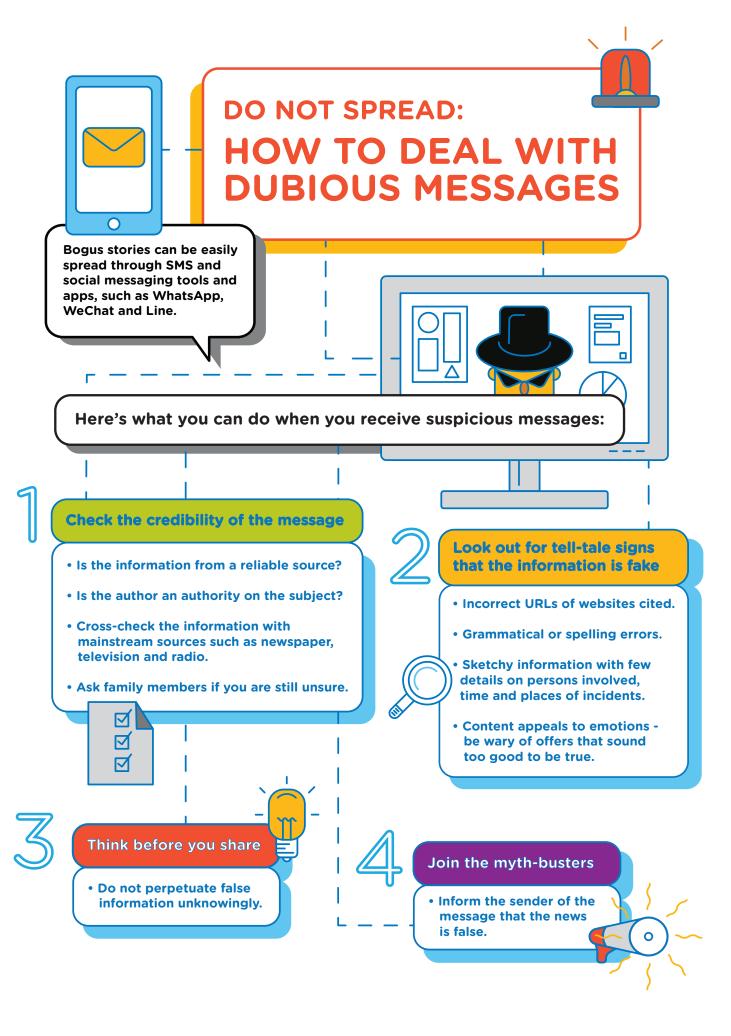
http://stomp.straitstimes.com/tag/ /stomp-fights-fake-news

- Lists several fake news cases that were proliferated over social media and messaging platforms
- Fact-checks each case, with an explanation of the origins of the photos or videos

4) Reverse-image searching

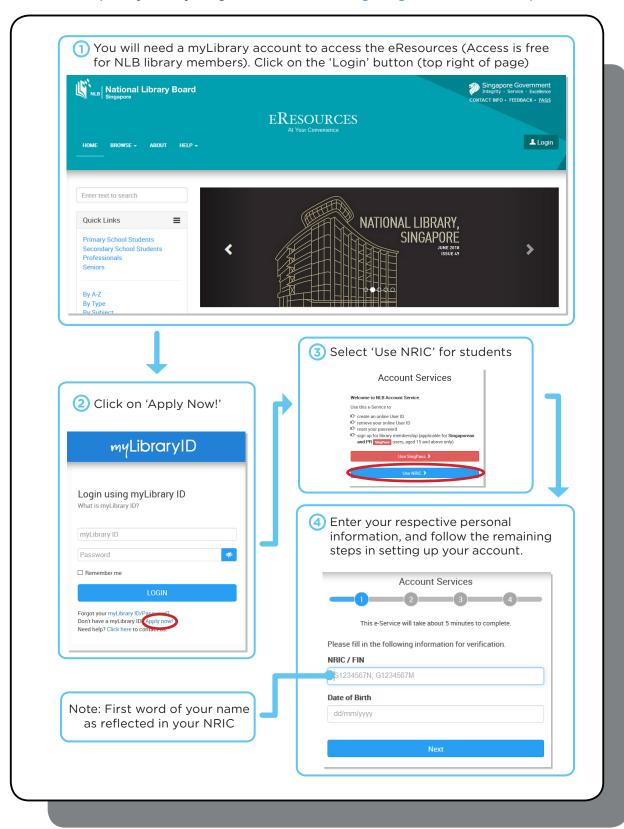
 Suspicious image: Collapsed HDB flat





Annex-Setting Up myLibraryID

To set up a myLibrary ID, go to eresources.nlb.gov.sg and follow the steps below:





www.nlb.gov.sg/sure sure@nlb.gov.sg