GOVT 2991 Political Analysis
Library Research Skills

Aims of the class:

- Demonstrate how to find Resources on your topic in the Library’s collections and through Online Resources.

- Identify Primary and Secondary Sources

- Demonstrate how to find
  - Statistical Data
  - News Sources
  - Opinion Polls & Election Data
  - Government Documents
  - Policy Documents
  - Books in Library Catalogue

- Discuss the search strategies needed when searching for articles and numerical data.
Primary and secondary sources

Primary sources [Slide 3]

Primary sources provide a firsthand account of an event or time period. Often these sources are created at the time the events are occurring but they can also include autobiographies, memoirs or oral histories that were recorded later.

Within the Social Sciences these sources can differ from the original documents used in historical research. Primary sources for the social sciences include empirical studies. These are the articles or papers which describe experiments or studies conducted by researchers and are written by the researchers themselves. This can include numerical data that has been gathered to analyse relationships between people, events, and their environment.

Characteristics to look for:
- The researchers explain their methods of research, as well as the results.
- Primary source articles often include subheadings, such as: methods, results, and discussion.
- Read the article abstract, as these often indicate if the article is an actual study or merely a review.
- Words used in the article, such as “this study” or “in our study, we measured” will indicate the nature of the article.

Types of Primary Sources [Slide 4]

Primary Source material can consists of the following types of material
- published materials (books, magazine and newspaper articles) written at the particular time
- handwritten documents, such as diaries and journals
- speeches, interviews, letters
- memoirs and autobiographies
- manuscripts
- maps
- laws and court cases
- records of government agencies
- records of organizations
- Numerical data sets such as census figures, opinion polls, surveys or interview transcripts may also be considered primary sources.

When searching for these resources
Use search terms such as:
- diaries
- autobiography (biography)
- correspondence
- interviews
- manuscripts
- speeches
- oral histories
- government documents
Secondary sources [Slide 5]

Secondary sources offer an analysis or a restatement of primary sources. They often attempt to describe or explain primary sources and involve generalisation, synthesis, interpretation, commentary or evaluation.

Some secondary sources not only analyse primary sources, but use them to argue a point or to persuade the reader to hold a certain opinion.

Examples of secondary sources include:
- dictionaries
- encyclopaedias
- textbooks
- books and articles that interpret or review research works
- biographies
- dissertations

Ideas on Where to Find Primary Sources: [Slide 6]

If we want to find or search for this primary source material, and you have a number of sources listed on your assignment guide, some of the places we can go to, to do this are as follows:

- Autobiographies - Use Library catalogue – Include “biography” in search as our catalogue does not use the subheading Autobiography
- Media Reports - Use Library “Databases & eResources” webpage
  - Under the Subject listing “General and Multi-subject” you will find a list of news services including databases such as;
    - Factiva; Australian & New Zealand NewsStream via Proquest; Capital Monitor
  - You can also use the Library subject guides under “Government Document Australia” or “Government & International Relations”
- Statistical Reports - Use Library “Databases & eResources” webpage
  - Under the Subject listing “General and Multi-subject” you will find a list of Statistical Databases, including the ABS
  - Use Library Subject Guides – Statistics Australian
- Opinion Poll data and Election results - Use the Library Subject Guides
  – Government Documents Australia
  - Statistics Australian
- Parliamentary debates & Speeches - Use Library Subject Guides
  – Government Documents Australia
I’m going to go through each of these types of resources and how you would go about locating them, but first I’ll just show you a quick summary of the guides you can go to, to help you locate information on these resources.

In Summary  

The following Library sites will be useful for finding this information

  - Government and International Relations
  - News Services
  - Statistics
- Subject Guides  [http://libguides.library.usyd.edu.au/](http://libguides.library.usyd.edu.au/)
  - Government Documents – Australia
- Statistics – Australian
  - Policy Studies

Access to all of these library database and subjects guides have been collated for you and can be found on the Government & International Relations Subject Guide on the page “GOVT2991 Political Analysis Resources”

First up we will have a quick look at locating biographies on the library catalogue

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**Demonstrate – Library catalogue Search for Autobiography**  

*Example*: Do a search in Library catalogue on “Tony Abbott biography” explain that results include both primary and Secondary Sources as the term Autobiography is not used in our catalogue

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**Finding Statistical Data**  

There are a number of ways of finding statistical data. The library subscribes to a number of Statistical databases both Australian and International. To find these use

Databases and eResources Page –Statistics (found under the General & Multisubject listing)  

This page lists a range of databases providing statistical information, both Australian and International. For Australian Statistics you can also go to the Library subject guide – [Statistics Australian](http://www.library.usyd.edu.au/databases/statistics.html)

I’ve listed here the databases that will be of most use to you but there are a number of other resources available also. A number of these databases will require you to register to be approved for access to this material. Do not leave this to the last minute or you may find yourself in trouble. Approval can take about
48 hours or more. You will need to use your Uni of Sydney emails address or your registration will be immediately rejected

- **Australian Bureau of Statistics**
  - Australia’s official statistical organisation. Freely available data for social, health, economic and demographic research and census data for 1996 - 2011.
  - 2016 census material will be released this year with a preview due on 11 April and other data available in June
  - More detailed access to some ABS material is available via registration. ABS Microdata is strictly controlled as some material is confidential

- **ABS TableBuilder**
  - This will allow you to access survey data via the tablebuilder software without having to go through the strict approval process required for ABS Microdata results. There are two type of Tablebuilder access. They are
    - Census - Allows you to create your own tables of Census data on a range of topics such as, age, education, housing, income, transport, religion, ethnicity, occupation and more.
    - Survey – An online tool for creating tables and graphs from ABS Survey data
  - They will allow you to build tables and graphs of the statistical information provided by ABS. You will need to register to access this information. This is a 2 step process. 1st you register and then when the approval is given you login and select the datasets you wish to use and approval for these datasets will be given.

  **GO TO ABS - Demo**

- **ADA : Australian Data Archive (1977 - present) – Formerly ASSDA**
  - Over 2,000 data sets from Australian and non-Australian studies. Data available for research includes census data, opinion polls, electoral studies, education, youth studies, social welfare and social attitudes. Access information is available from the ADA website, and user guides are provided
  - There are 3 levels of data available General, Restricted and Special Access. You will only be able to use information at the General level. As class assessment is not usually sufficient to receive the higher level approval needed for restricted or Special access

  **GO TO ADA – Demo**

- **ICPSR: Inter-university Consortium for Political and Social Research (ICSPR) (1977 - present)**
  - ICPSR maintains and provides access to an archive of social science data for research and instruction. Access to data via ADA. Information on data sets available from ICPSR website.
  - Has the same restrictions as ADA but approval is coming from Overseas (United States) and you may need to complete a detailed form for access so allow yourself plenty of time.

  **GO TO OECD - Demo**
• OECD iLibrary
  • Full-text for all OECD (Organisation for Economic Co-operation and Development) publications, including documents, periodicals and statistical databases. You can use this database to build your own statistical tables – select OECD.stat to create your own statistics, you may need to login and create a personal account (free).

• World Bank Open Data (1960 -)
  • Includes World Bank Development Indicators: 900 indicators organised in six sections: World View, People, Environment, Economy, States and Markets, and Global Links. Click Data Catalog > Databank.

• IMF eLibrary Data (1945 - present)
  • Time series database produced by the International Monetary Fund, providing statistics for a wide range of economics and financial indicators. Includes - national accounts, balance of payments, interest rates, government finance, exchange rates and consumer prices. The International Financial Statistics, Balance of Payment Statistics, Government Finance Statistics, and Direction of Trade Statistics online databases are now freely accessible online. Registration is required to save and download data

• Statistics – Australian
  • Also look at the Statistics Australian library subject guide as this has some other valuable Australian statistical sources such as the government’s Databank which is a resource providing access to public datasets from the Australian Government.

Finding News Databases [Slide 10]

There are a number of ways of finding media reports via the library also. Again the library subscribes to a number of news databases providing access to print, web and broadcast media

Databases and eResources Page
- General and Multi-Subject  http://libguides.library.usyd.edu.au/az.php?s=95241
- News Services
  ❖ Factiva
  ❖ Australian & New Zealand NewsStream via Proquest
    ➢ Search a wide range of Australian newspapers in ANZ Newsstand, Canadian Newsstand, and Proquest Newsstand. ANZ Newsstand covers Australian and New Zealand
newspapers published by Fairfax Australia and News Ltd, AAP newswires and ABC transcripts.

- **Australia/New Zealand Reference Centre Plus via Ebsco**
  - Available in 2016 as a trial database further availability will depend on funds and usage
  - Leading Australasian magazines, newspapers, newswires and reference books, including The Australian Financial Review (2/5/2014 - present), and Choice. Also includes biographies, and an image collection of over 500,000 photographs.

- **TVNews Archive via Informit Online (September 2007 - 2012)**
  - TVNews indexes Australian television news, current affairs programs, and selected documentaries from the free-to-air networks and links to the video files.

- **Capital Monitor**
  - Parliamentary and legal information from federal and selected state sources. Monitors Bills, Acts, High Court and Tax rulings, elections and budgets. Tracks information by selected popular topics.

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**Finding Opinion Polls and Election Results**

[Slide 11]

Use the Library Subject Guides to find links to information

**Opinion Polls**

- **Statistics Australia – Has a page on Opinion Poll Data**
  - This page provides links to a number of Polling Websites that you can search.
  - You can also use the ADA website to find polling information
  - Factiva also has a subject search on Surveys and Polls

- **Media & Communications (Journalists Toolkit)** also has information on Opinion Polls including links to some international sites.
  - It also shows that similar to finding Australian Poll information on ADA you can use the similar international service ICPSR to search for Opinion Poll information. Remember you must be registered to use both ADA & ICPSR

**Elections and Electoral Information**

- **Government Documents – Australia**
  - Has a page on Elections and Electoral Information including
    - The [Australian election portal](#) which provides an entry point to national, state and territory electoral websites.
    - Online & Print References to election related sites and material
Finding Government Documents  

There are a number of ways of finding Government Documents. The library has a subject guide to direct you to sites containing government Documents.

The Following Library Guides are useful:


You may also find Information via:

- Other Government Entry Points - www.usa.gov ; www.gov.uk ; www.europa.eu
- Parlinfo Search [http://parlinfo.aph.gov.au/parlInfo/search/search.w3p;adv=yes]

You can use these sites to locate full text government documents such as party policy documents, press releases, media statements, parliamentary speeches, parliamentary debates (Hansard), bills, committee reports, tabled papers etc.

Parliamentary Debates:  

- Go to the Government Documents Australia subject guide, select Debates from the Parliamentary Publications Tab
  - The verbatim record of parliamentary debates published by the various parliaments is commonly called Hansard. Included are answers to questions, texts or petitions, and the occasional report which has been incorporated in Hansard without being read in parliament.

Parliamentary Reports

These are documents which have been presented to parliament and ordered to be printed. They include annual reports of executive departments, reports of commissions, committees, and any other body required to report to parliament. The papers are numbered consecutively.

These are usually in two forms:

- Papers tabled in parliament:
  - Go to the Government Documents Australia subject guide, select Parliamentary Reports from the Parliamentary Publications Tab. There are options for either federal or state.
  - Select Parliamentary publications under Parliament of Australia. This will take you to the Australian Government entry point showing parliamentary publications. Look at the variety available

- Papers produced by government agencies:
  - Go to the web site of the relevant government agency
- Check their menu or page for links to publications
- Search web using search engine such as Google – can limit by domain type such as .gov.au (eg. keywords AND site:.gov.au)

Parliamentary Bills and Acts [Slide 14]

- Federal Parliament information on Bills and Acts can be found by searching Parlinfo.
- For State Information look at the State Government Entry points, which for each state are usually www.state.gov.au
- The Capital Monitor Database can provide access to Parliamentary and Legal information from federal and selected State Parliaments. Includes extracts from debates, press releases, case information, policy and legislative documents.
- Legislation information can also be found by searching on free Websites such as AustLII (The Australasian Legal Information Institute (AustLII) provides free internet access to Australasian legal materials.) and its equivalent international sites which can be accessed from the AustLII homepage.
- The Commonwealth Government also has a free legal information database called ComLaw and NSW has the NSW Parliamentary Counsels Office

Finding Policy Documents [Slide 15]

Parliaments enact laws, debate policy and propose legislation, they review, report on and investigate many policy issues through parliamentary committees. Parliamentary debates, reports from committees, bills digests may all provide information on significant changes in policy that may have impact on the Australian policy framework. Federal, state and territory parliaments all disseminate a range of information via their websites and provide access to searchable databases of parliamentary documents.

The Parliamentary Library publishes research briefs and background papers for Parliamentarians. These publications include overviews of policy areas and chronologies of key social welfare provisions. Both are useful for locating background information on a policy area or understanding how policy has changed over a period of time. Parliamentary sources provide a record both of the debates that surround policy and documents that related directly to policy change.

- Go to the Policy Studies subject guide
  - This guide supports research in policy studies with a specific emphasis on Australian Social Policy and will help you identify:
    - Government departments and agencies involved in creating policy
- sources where policy is published or recorded
- sources which allow you to trace the history of a specific policy area
- sources which analyse and discuss policy

- Search Parlinfo for policy information
  - Media Releases; Parliamentary Debates (the second reading speech of a bill is the major debate of policy issues); Committee Reports; Library Publications; political parties

- Use the websites of political parties to search for policy documents

- The National Library of Australia’s Pandora Archive [http://pandora.nla.gov.au/] includes political information on parties and election campaigns
  - The National Library’s PANDORA web archive has been building a collection of Australian websites since 1996. Many of the significant sites preserved by PANDORA are no longer available on the web. E.g. The Sydney 2000 Olympic Games website
  - There is also The Australian Government Web Archive (AGWA), a web archiving initiative of the National Library of Australia which complements the long established PANDORA Archive. The AGWA is a collection of Commonwealth Government websites commencing in June 2011. However earlier content sourced from other web archiving activities is progressively being added.

To find policy documents for countries other than Australia [Slide 16]

- Search the websites of national governments (or the websites of government agencies) to find press releases.
- use a list of political parties such as http://www.politicalresources.net/ to find party policy documents
- Links are available to some international sites on the Policy Studies Subject guide under the Tab ‘Comparative and Global Policy Issues’

Finding Books on the Online Catalogue [Slide 17]

- Go to the Catalogue by clicking on Catalogue tab from the Library’s Home Page, or go directly to http://sydney.edu.au/library
  - Use keyword to find books on your topic.
  - If you wish to search for autobiographies you will need to add the keyword “biography” to your search.
  - The library does not use the term autobiography.
  - You can also find edited books on your topic by including the term "edited" in your keyword search.
Types of journals
Before we start searching for journal articles, it is helpful to know what they are.
Journals have a number of different types and names. These include: magazines, serials, periodicals, newspapers, bulletins and proceedings. Basically, they are anything that is published regularly in a series of volumes.
An article is one of a number of papers published in an issue of a journal.
Articles in journals can range from articles on popular or topical issues through to in-depth scholarly works. It is important to use journal articles because they can contain the most current research and information on your topic. Sometimes this material is not published in books at all!

How to find journal articles
You can find articles in journals by using databases and ejournal collections.
Databases:
provide access to the content of journals within broad or specific subjects areas
also index collections of essays, conferences papers, websites, book reviews and research reports and occasionally book chapters
sometimes provide full-text versions of articles, and
allow researchers to identify and locate key journals in their subject areas.
However, not all publications indexed are held in the library. You will need to check the Library’s Catalogue http://opac.library.usyd.edu.au/ to see if we subscribe to them.

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