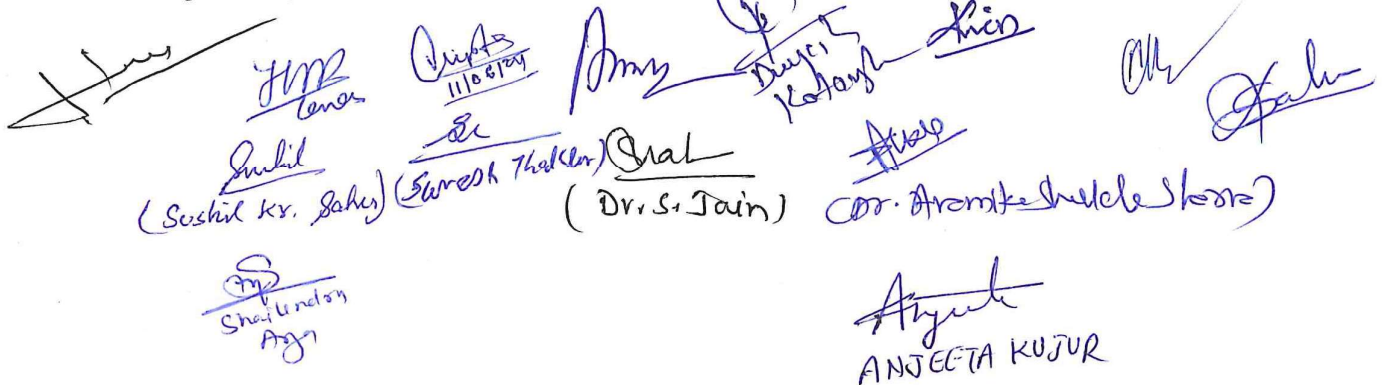


**FOUR YEAR UNDERGRADUATE PROGRAM (2024-28)**  
**Department of Library and Information Science**  
**Course Curriculum for SEC**

<b>PART-A: Introduction</b>			
Program: Undergraduate <i>(Certificate / Diploma / Degree/Honors)</i>		Semester - II/IV/V/V	Session: 2024-2025
1	Course Code	LISEC-02	
2	Course Title	Literature Review and Reference Management	
3	Course Type	SEC (Skill Enhancement Courses)	
4	Pre-requisite (if, any)	<i>As per Program</i>	
5	Course Learning Outcomes (CLO)	Students will be able > To understand the Concept of Literature review > To understand the Conduct the Literature review > To understand the Understand the various reference style. > To use the reference management tools > To understand the various search strategies.	
6	Credit Value	2 Credits (1C+ 1C)	<i>Credit=15 Hours – Theoretical learning and = 30 Hours Laboratory or Field learning/Training</i>
7	Total Marks	Max. Marks: 50	Min Passing Marks: 20
<b>PART-B: Content of the Course</b>			
Module	Total No. of Teaching-learning Periods: Theory-15 Periods (15Hrs) and Lab. Or Field learning/Training 30 Periods (30 Hours)		No. of Period
Theory Contents	<b>Literature Review and Reference Management (Theory)</b> <ul style="list-style-type: none"> <li>Literature Review: Concept, Types, Need and their Importance, Sources for review of Literature.</li> <li>Search Strategies in Literature review.</li> <li>Writing effective literature review, Bibliographic elements</li> <li>Basics of Citations and References, Measure to avoid plagiarism in research, Overview of Citation Analysis.</li> </ul>		15(15Hr)
Lab./Field Training Contents	<b>Literature Review and Reference Management (Practice)</b> <ul style="list-style-type: none"> <li>Hands on practice on Citation and Reference management tool (Mendely, Zotero etc).</li> <li>Practice of Referencing Style (APA and MLA, CHICAGO).</li> <li>Hands on Practice on various Databases and Literature Review.</li> <li>Practice of various search strategies in Literature Review.</li> </ul>		30(30Hr)
Keywords	.....		

**Signature of Convener & Members:**


  
 (Sushil kr. Sahay) (Suresh Thakkar) (Dr. S. Jain) (Dr. Aronika Shukla Sharma)
   
 ANJETA Kujur

## PART-C

### Learning Resources: Text Books, Reference Books and Others

#### Text Books Recommended-

1. Weyers, J., & McMillan, K. (Pearson Education). How to Cite, Reference & Avoid Plagiarism at University EBook. United Kingdom: Pearson Education.
2. Booth, A., Sutton, A., Papaioannou, D. (2016). Systematic Approaches to a Successful Literature Review. United Kingdom: SAGE Publications.
3. Galvan, J. L., Galvan, M. C. (2017). Writing Literature Reviews: A Guide for Students of the Social and Behavioral Sciences. United Kingdom: Taylor & Francis.
4. Hart, C. (2001). Doing a Literature Search: A Comprehensive Guide for the Social Sciences. United Kingdom: SAGE Publications.
5. McEvoy, B. T., Machi, L. A. (2012). The Literature Review: Six Steps to Success. United States: SAGE Publications.
6. Ridley, D. (2012). The Literature Review: A Step-by-Step Guide for Students. United Kingdom: SAGE Publications.
7. Muhammad, Rafiq. (2023). Literature Reviews Simplified: A Practical Guide for Beginners. ISBN-978-9198900750.
8. Greetham, Bryan. (2021). How to Write Your Literature Review. Bloomsbury Academic. ISBN-978-1352011043.
9. Young, Dona J. (2023). APA Essentials: Style, Formatting and Grammar. 7th Edition.
10. Cognella Inc. ISBN 978-1793581556.
11. MLA Handbook-9th edition (2021). Modern Language Association. ISBN-978-1603293518
12. Raibenheimer, Jacques. (2019) Mendeley: Crowdsourced Reference and Citation Management in the Information Era. True Insight Publishing. ISBN-978-0620594424.
13. Carter, S., & Laurs, D. (2017). Developing Research Writing: A Handbook for Supervisors and Advisors. New York: Routledge.
14. Parija, S. C., & Kate, (2017). Writing and Publishing a Scientific Research Paper. Singapore: Springer.

#### Online Resources-

- <https://egyankosh.ac.in/bitstream/123456789/40653/1/Unit-3.pdf>
- [e-PG Pathshala \(in flibnet.ac.in\)](https://www.egyankosh.ac.in/bitstream/123456789/63508/2/Unit-15.pdf)
- <https://egyankosh.ac.in/bitstream/123456789/35677/1/Unit-3.pdf>
- <https://www.egyankosh.ac.in/bitstream/123456789/63508/2/Unit-15.pdf>

#### Online Resources-

- e-Resources/e-books and e-learning portals

## Part-D: Assessment and Evaluation

#### Suggested Continuous Evaluation Methods:

Maximum Marks: **50 Marks**

Continuous Internal Assessment (CIA): **15 Marks**

End Semester Exam (ESE): **35 Marks**

Continuous Internal Assessment (CIA): (By Course Coordinator)	Internal Test/Quiz- (2): <b>10 &amp; 10</b>	Better marks out of the two Test/ Quiz + obtained marks in Assignment shall be considered against <b>15</b> Marks
	Assignment/Seminar + Attendance - <b>05</b>	
	Total Marks - <b>15</b>	

End Semester Exam (ESE):	Laboratory/Field Skill Performance: On spot Assessment	Managed by Coordinator as per skilling
	A. Performed the Task based on learned skill- <b>20</b> Marks B. Spotting based on tools (written) - <b>10</b> Marks C. Viva-voce (based on principle/technology)- <b>05</b> Marks	

Signature of Convener & Members:

Convener: *[Signature]*  
 Members: *[Signatures]*  
 Dr. S. Jain  
 Dr. Anamika Shukla Sharma  
 ANJEETA KUMAR