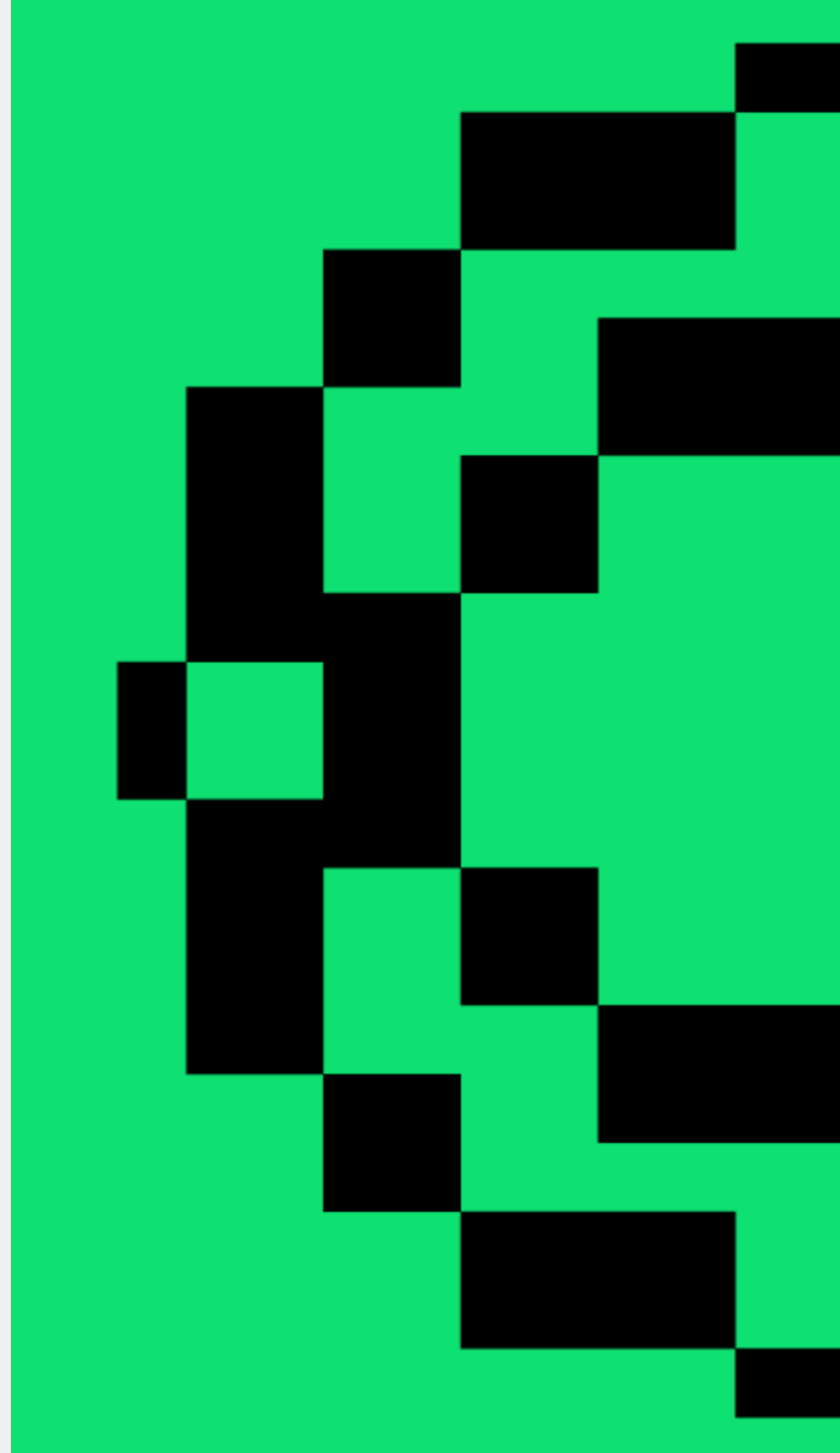


CRAFTING ACADEMIC BRILLIANCE

A **HELP** GUIDE

Library and Documentation Services

NOVAIMS INFORMATION
MANAGEMENT
SCHOOL



STEPS YOU WILL FIND IN THIS GUIDE



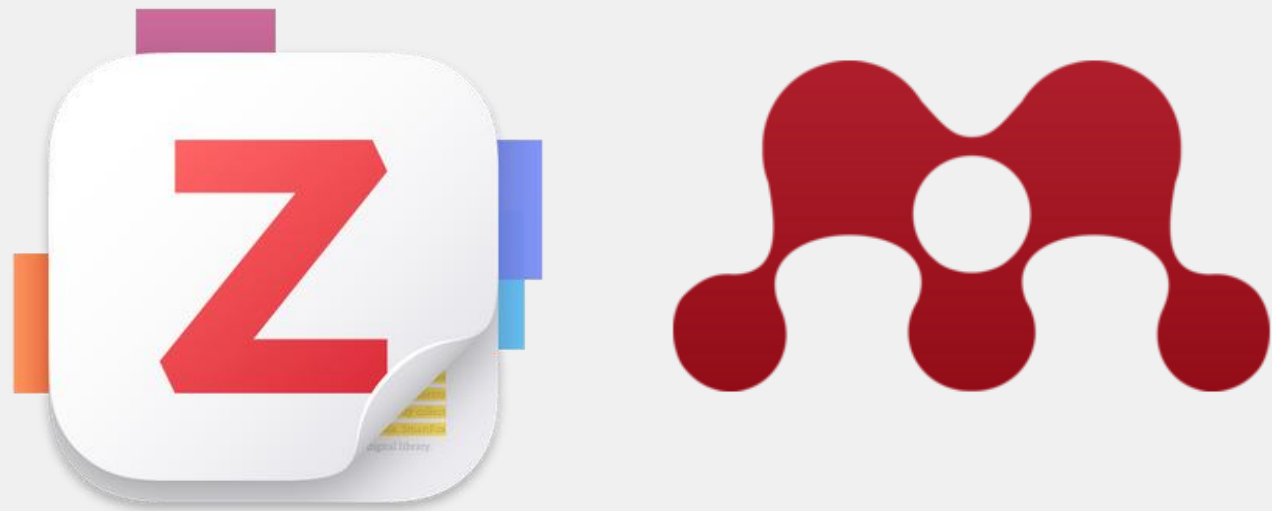
1	Choose a Reference Manager Tool
2	Know Where to Search
3	Follow the Thesis Template

4	Ethics Committee Report
5	Turnitin
6	NOVA University's Repository (RUN)

1

Choose a Reference Manager Tool

Select one of the available tools to assist you with in-text citations and maintaining an up-to-date bibliography.



[Further questions?](#)
[Schedule a videocall with us!](#)

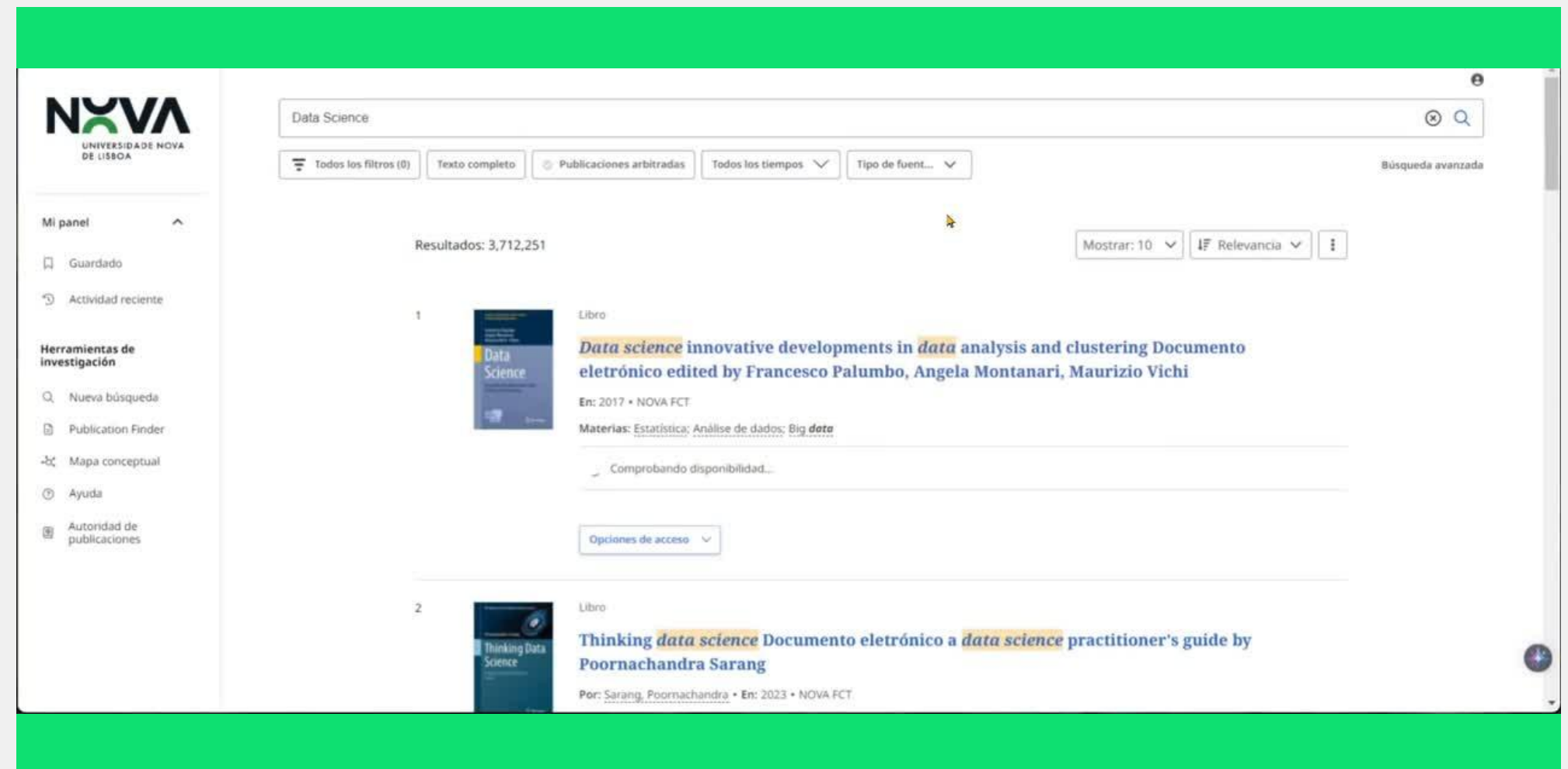
2 Know Where to Search

Did you know you can find a list of [resources](#) on the NOVA IMS Library website?

We have compiled a list of databases and aggregators, repositories and directories, and reference materials.

2 Know Where to Search

If you do not know where to begin, we recommend the EBSCO Discovery Service — a platform that aggregates bibliographic resources from all libraries at NOVA University, including both physical and digital content.



2 Know Where to Search

Examples of resources
you can explore:



Further
questions?
Schedule a
videocall
with us!

2 Know Where to Search

Please note:

Access to electronic resources requires a connection to the eduroam network (on campus) or an active VPN (off campus), unless otherwise specified. For guidance, please visit the [IT Services page](#).



2 Know Where to Search

If you cannot find an essential document for your research in these resources, send us a ticket with the following information and we will do our best to obtain it from another Library: Author(s), Title, DOI/ISBN, Publication date.

Please note some documents are more difficult to procure, so acquisition times may vary.



3 Follow the Thesis Template

On [IMShare](#), a template for your course is available in the Academic Resources folder.

Within the template, you will find a formatting guide (Chapter 0) that outlines the steps required for formatting your work.

Additionally, examples are provided to demonstrate how to correctly cite references in accordance with [APA Style](#).



**APA
STYLE**

4 Ethics Committee Report

It is mandatory to include in the annexes the Ethics Committee Report when the research:

“*[...human participants; personal or sensitive data; vulnerable populations; risks to privacy, confidentiality, safety, dignity, or fundamental rights; artificial intelligence systems with potential impacts on fairness, non-discrimination, transparency, accountability, or human autonomy; or other activities raising ethical, legal, data protection, or societal concerns.].*”

You must get your report at [Research Ethics and Procedures website](#).

5 Turnitin

If you would like to check the similarity of your work against other sources prior to submission, you may send it to the [Library](#).

We will submit it to Turnitin on your behalf, provide you with the similarity report, and support you in interpreting the results.



6

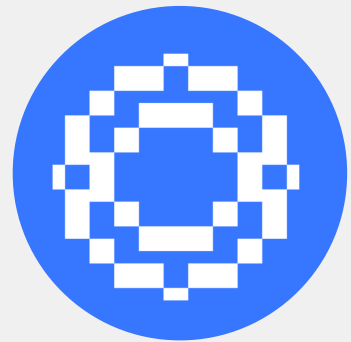
NOVA University's Repository (RUN)

According to the Portuguese law ([Portaria nº 285/2015](#)), after your Defense, your work will be archived, in open access, on [NOVA University's Repository](#).

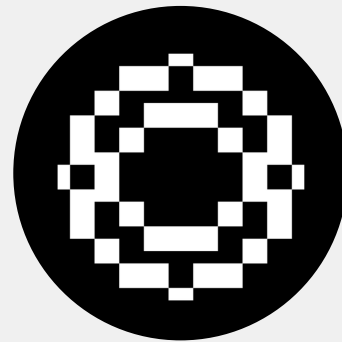
If you need to restrict the access to your work, for a maximum period of 3 years, you will find an Embargo field on your Netpa, when you submit your Dissertation. In this field, you will not only have to select the option of the period you desire (1, 2 or 3 years), as well as justify the Embargo you are requesting (e.g.: Submitted for publication).

Help desk - BSD

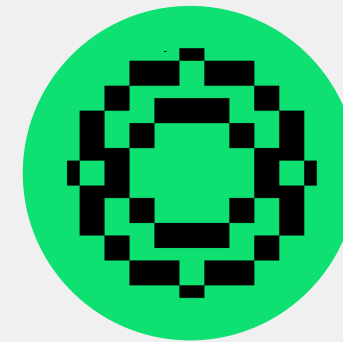
For additional support, you may schedule a video call with us, send an email, or contact us via WhatsApp.



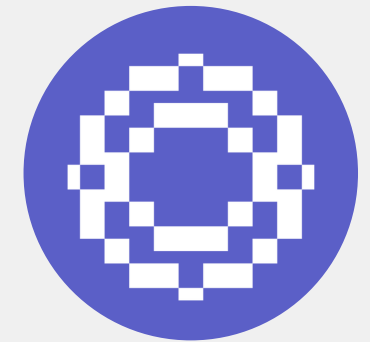
[Video Call Scheduler](#)



[Email](#)

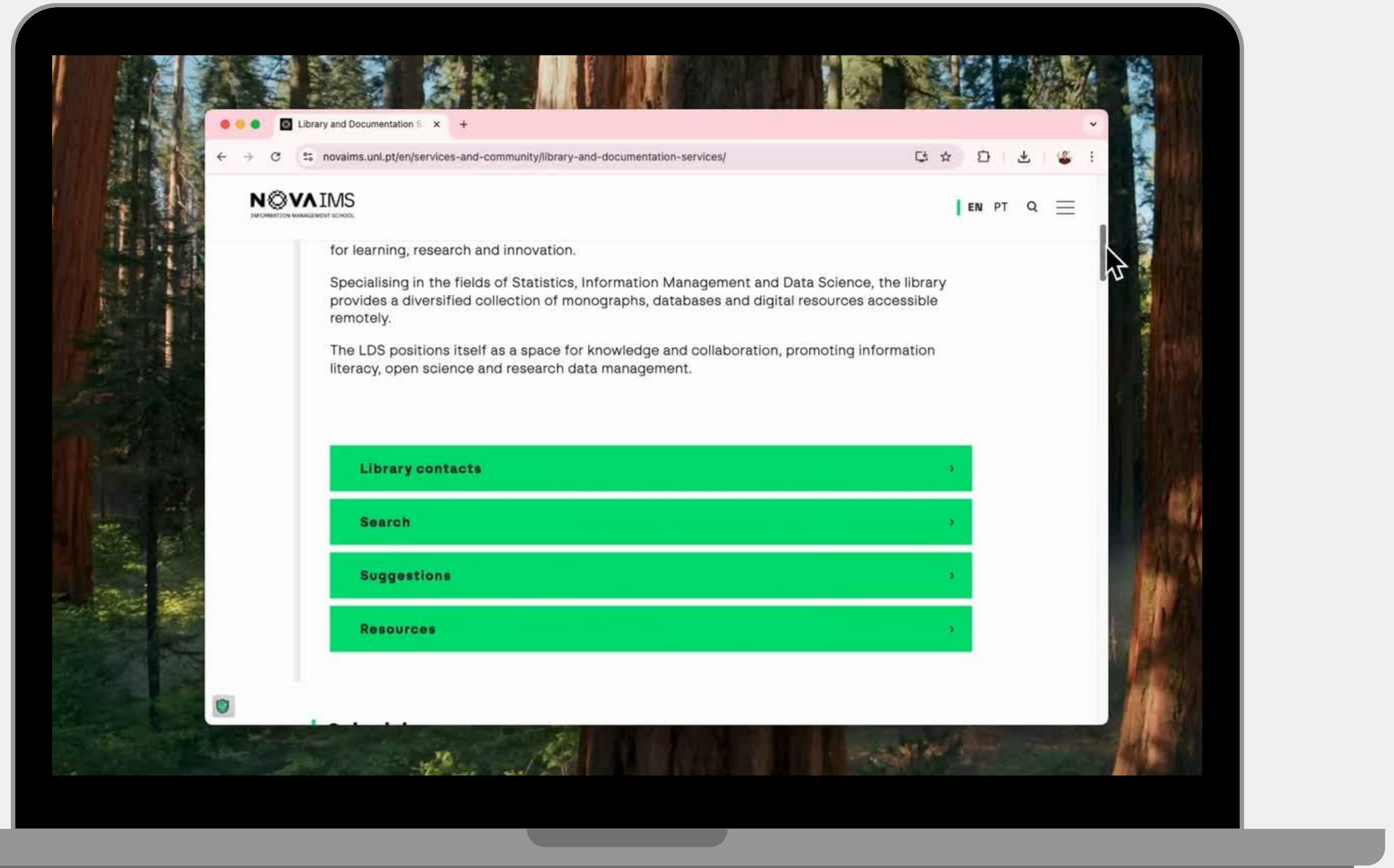
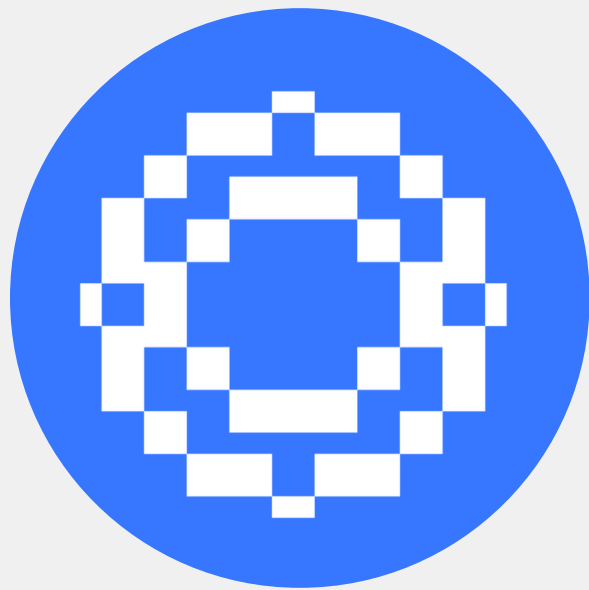


[WhatsApp](#)

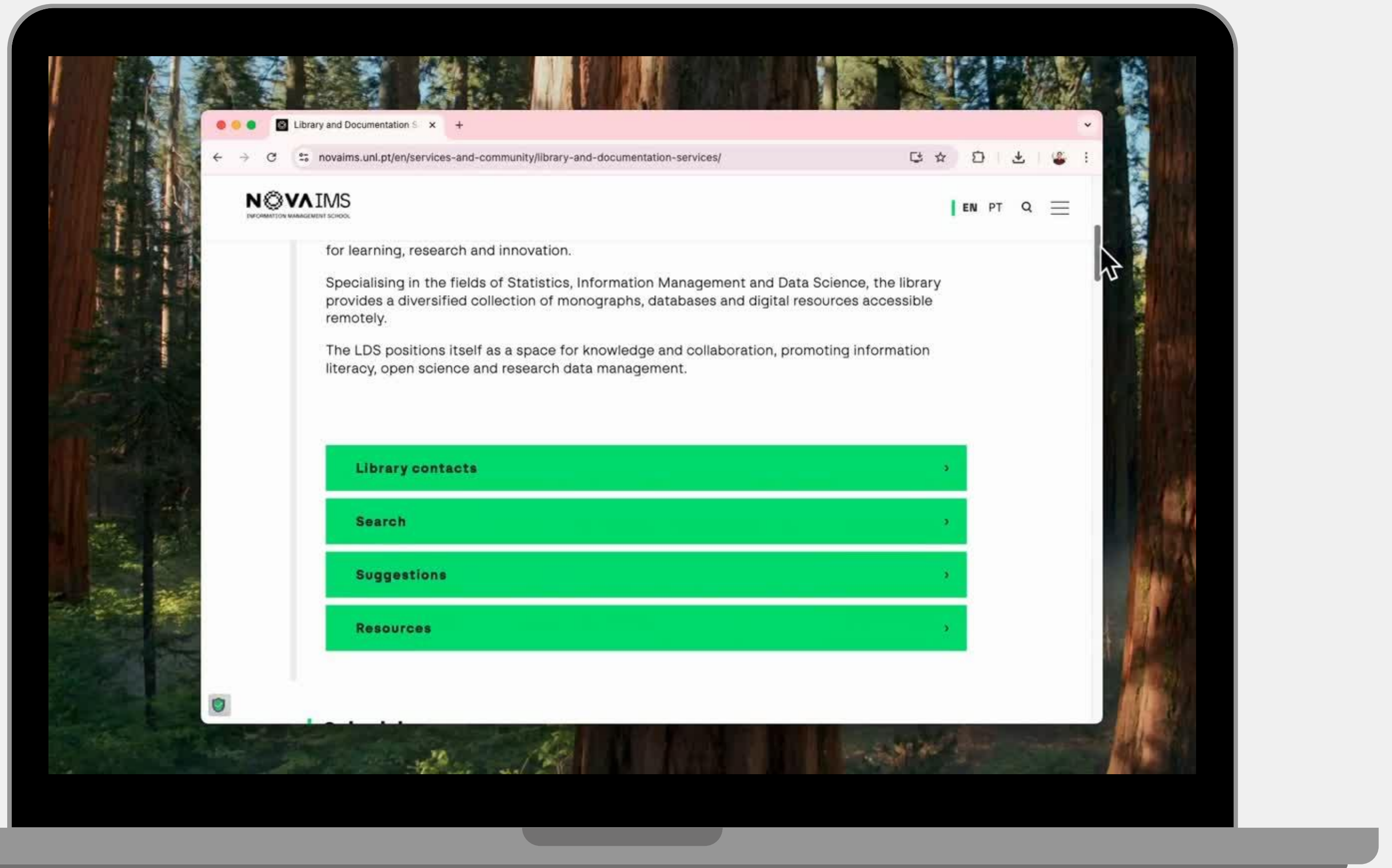
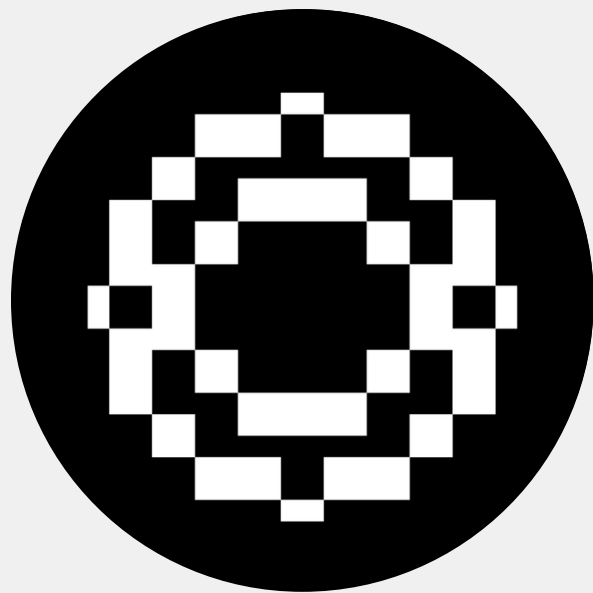


[Teams](#)

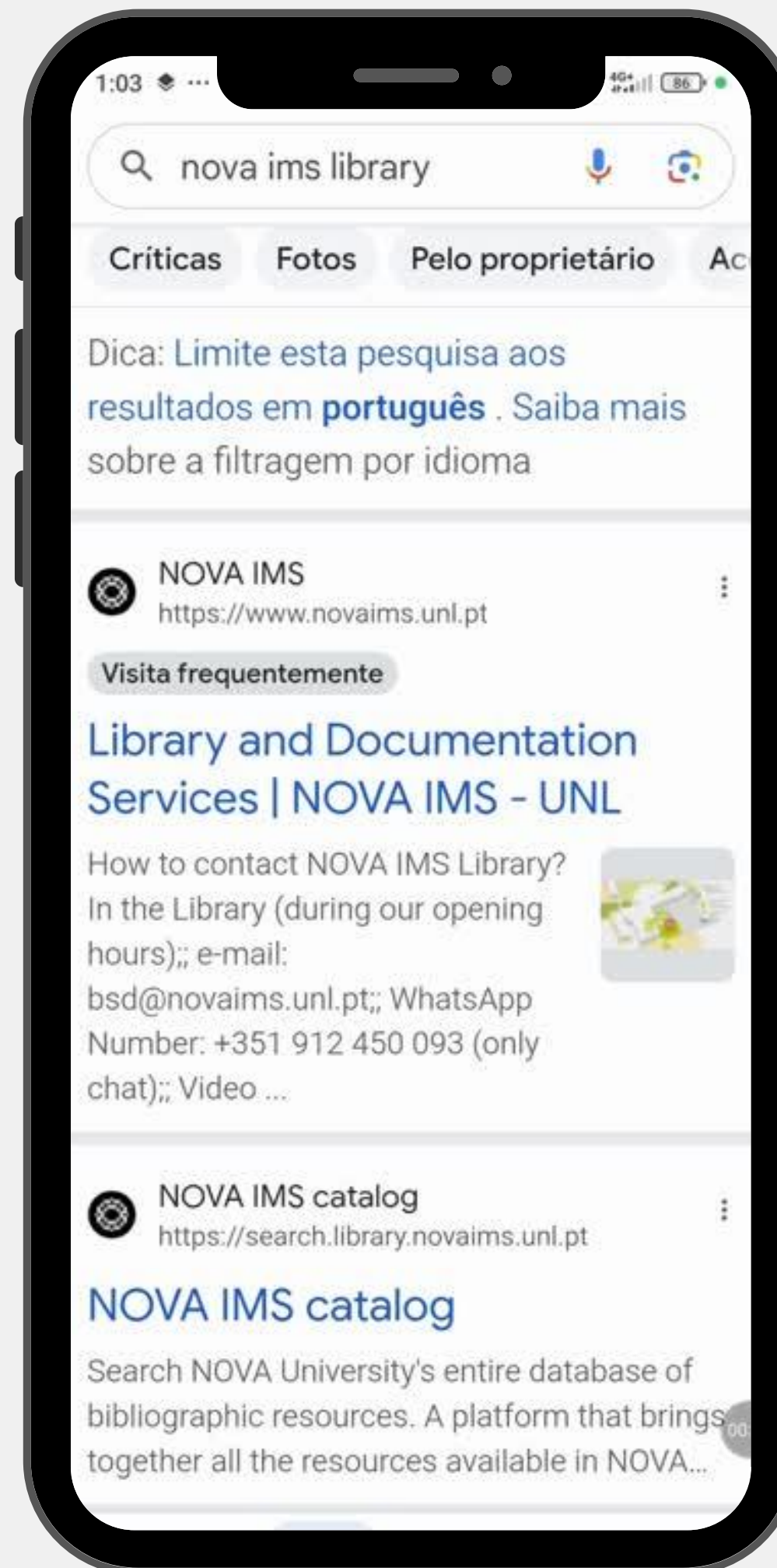
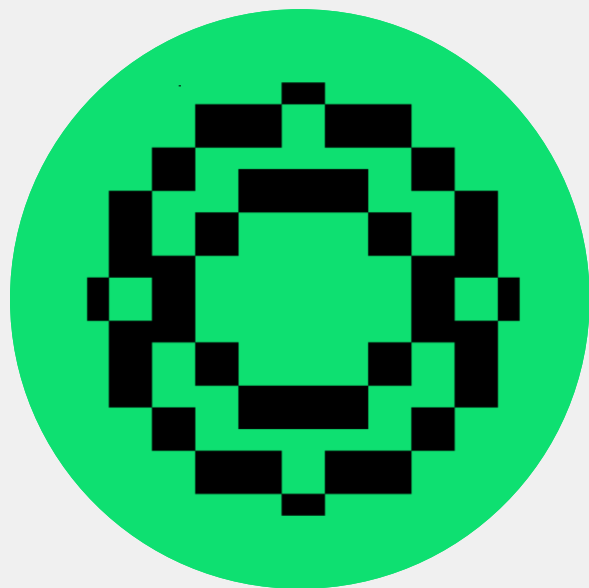
Video Call Scheduler



[Email](#)



[WhatsApp](#)



[Teams](#)

