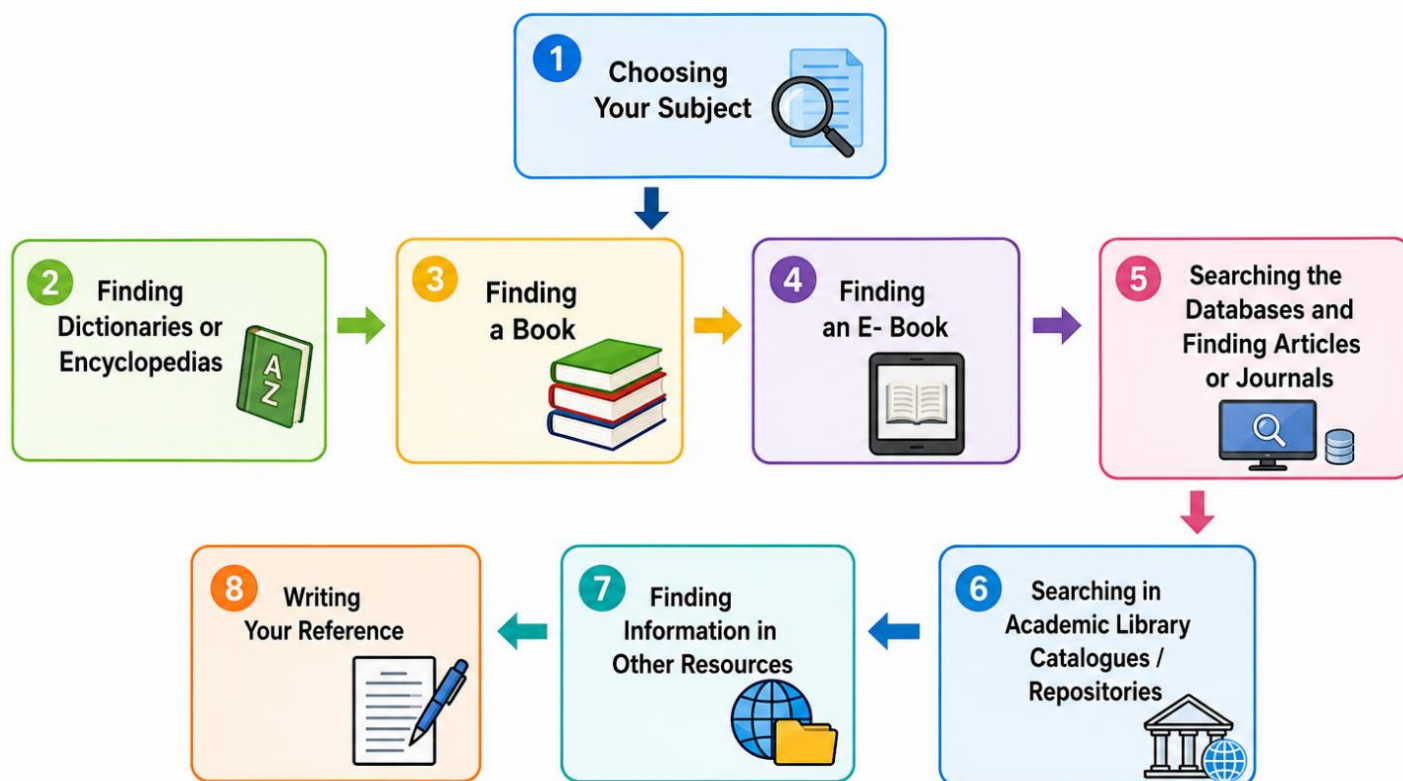


How to Conduct an Actual Research

This guide shows how students can search for and make use of library text material. The step-by-step instructions help users home onto relevant sources of information effectively. Users have a wide range of information sources such as books, articles, statistical studies, websites etc. at their disposal.

STEPS PRIOR TO AND DURING COLLECTION DATA



1. Students need to use key words when initiating a search

For example:

- Title: Multiuser business management game
- Subject: Business Management

Management games

Computer science

2. Searching in Encyclopaedias

This includes searching in encyclopaedias, dictionaries and other important sources of information which help students to understand a given topic or which contain information on a specific subject. The material can be found both in printed and electronic forms. Printed material of this sort cannot be loaned to the individuals for use outside of the library.

3. Searching for information in books/ Library Catalogue

Step 1:

Start your search by going to the electronic catalogue on the library website

You can initiate your search by clicking on 'Any', 'Title', 'Authors name' or 'Subject Heading'.

For example, type in the word "multimedia" in the search box.



Βιβλιοθήκη του CTL EUROCOLLEGE



Οπουδήποτε ▼ MULTIMEDIA
 Απλή αναζήτηση | Προηγμένη αναζήτηση

- Χρονολογία >
- Γλώσσα >
- Χώρα >
- Θέμα >
- Δημιουργός/Συντελεστής >
- Ρόλος >

Βρέθηκαν 11 έγγραφα | Ταξινόμηση: Τίτλο Α-Ω ▼



Τεχνολογία πολυμέσων και πολυμεσικές επικοινωνίες / Γεώργιος Β. Ξυλωμένος, Γεώργιος Κ. Πολύζος

Ξυλωμένος, Γιώργος (Συγγραφέας) **Q** ; Πολύζος, Γεώργιος Κ. (Συνδεδεμένο όνομα) **Q**
 Αθήνα : Κλειδάριθμος, c2009
 ISBN: 978-960-461-262-8
 2009

Γλωσσικό υλικό
 Μονογραφικό έργο

Αντίτυπα ▼



Concepts and regions in geography / H. J. De Blij, Peter O. Muller ; Multimedia authors Col. Eugene J. Palka ...[et al.] [CD-ROM]

De Blij, Harm J. (Συγγραφέας) **Q** ; Muller, Peter O. (Συνδεδεμένο όνομα) **Q** ; J. Palka, Col. Eugene (Συνδεδεμένο όνομα) **Q**
 USA : Wiley, c2003
 ISBN: 0-471-09303-3
 2003

Γλωσσικό υλικό

Step 2: Choose one of the results by clicking on Title

The screenshot shows the NLG website interface. At the top, there are logos for the National Library of Greece and the Ministry of Education and Religious Affairs. Below the logos is a search bar with a dropdown menu and a search button. The search results section displays the title 'Concepts and regions in geography / H. J. De Blij, Peter O. Muller ; Multimedia authors Col. Eugene J. Paika ...[et al.] (CD-ROM)'. The results are organized into several sections:

- Τύπος περιγράμνου:**
 - Επίπεδο έργου: Μουσικαρό έργο
 - Πύξια: Αγγλικά
 - Χρονολογία/Κατάσταση έκδοσης: 2009 | Μουσικαρό υλικό/εργαλείο για Μπαζόνι
 - Δημοσίευση: USA : Wiley, c2009
 - Φυσική περιγραφή: 1 CD-ROM (4.7 GB in.)
 - ISBN: 0 471 09303 9
- Δημοσιεύει/Διευθυντής:**
 - Συγγραφέας: De Blij, Hans J.
 - Συντάκτης όνομα: Muller, Peter O., Paika, Col. Eugene
- Περιγραφή υλικού και περιγράμνου:**
 - Φυσική περιγραφή: 1 CD-ROM (4.7 GB in.)
 - Πύξια: Αγγλικά
 - Κόση: Ηλεκτρονική, Φυσική, Ακουστική
 - Χρονολογία/Κατάσταση έκδοσης: 2009 | Μουσικαρό υλικό/εργαλείο για Μπαζόνι
 - Δημοσίευση: USA : Wiley, c2009
 - Καθ' ύλην έκδοση: Δεν είναι καθ' ύλην έκδοση
- Θεματική ανάλυση:**
 - Θέμα: Θρησκεία
 - Ταξινόμηση αριθμός: 910 000
- Αναγνωριστικό:**
 - ISBN: 0 471 09303 9
- Σχέσεις με άλλα έργα:**
 - Αναζήτηση: Αναζήτηση
 - Τίτλος, Κόση, κριτική, Τύπος περιγράμνου, Επίπεδο έργου, Δημοσιεύσε μέρους, Αρθρική μέρους, Τύπος, Έκδοση
- Πραξίωση:**
 - Πηγή προέλευσης:
 - Κρατική βιβλιοθήκη
 - ΕΤΙ Πανεπιστήμιο Λίβερπουλ
 - Κρατική βιβλιοθήκη
 - Βιβλιοθήκη Κέντρου Τεχνολογίας, Ε.Π.Α. 000000
- Αντίτυπα:**
 - Αριθμοί αντιτύπων: 1
 - Αρ. αντιτύπων: 007 00
 - Κόση: 910 001 2009
 - Κατηγορία έργου: 0000
 - Υπερκειν έργο: 0000
 - Κατάσταση: Διαθέσιμο (Πολύτιμο Έργο)
 - Υπερκειν: 0000
- Σχετικά τίτλοι:**

Step 3: When you find the book, you are looking for, give the librarian the call Number of the book e.g. 006.7 CHA 2009 C.1.

The librarian will then direct you to the shelf where the book can be found

Προέλευση

Πηγή προέλευσης

Πηγαίο Κείμενο
 CTL Eurocollege Library Κύπρος
 Πηγαίο Κείμενο
 Εθνικό Κέντρο Τεκμηρίωσης / Ε.Ι.Ε. [βλ. εδώ](#)

Αντίτυπα

Βιβλιοθήκη του CTL EUROCOLLEGE

Αρ. καταχώρισης	Συλλ.	Αρ. Μέρους	Ψηφιακό Αρχείο	Κατάσταση	Σημειώσεις
CD188				Διαθέσιμο / Ελεύθερο / 15 γυφάκια	

Σχετικοί Τίτλοι

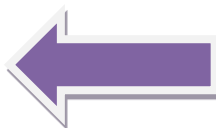


4. Searching an E- book

All necessary passwords are provided to students at the commencement of each semester. In cases where a password is required to access or initiate a search, students should contact the librarian for the appropriate credentials and assistance.

eBooks collection

- [Directory of open access book](#)
- [ebooks4greek](#)
- [ebooksdownloadfree](#)
- [eBook Academic Subscription Collection\(Ebsco\)](#)
- [eBook Collection \(EBSCOhost\)](#)
- [Hellenic Academic EBooks Kallipos](#)
- [Myebooks](#)
- [Project Gutenberg](#)



Step2:

doab Librarians Researchers Publishers Trusted Platform Network About

English

DOAB: The Directory of Open Access Books
Over 107,000 peer-reviewed books

DOAB is a community-driven discovery service that indexes and provides access to scholarly, peer-reviewed open access books and helps users to find trusted open access book publishers. All DOAB services are free of charge and all data is freely available.

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Search →

Browse

Subject Publisher Collections Language

Step3:

Business Ethics

An Economically Informed Perspective

Business ethics continues to gain importance in the curricula of business studies courses. This book provides a comprehensive overview of both the essential concepts of business ethics related to the economy as a whole, and the more narrowly understood corporate ethics related to the individual company. In contrast to other works on the same topic, special emphasis is placed on a coherent theoretical foundation that puts tools of economic analysis, including behavioral economics, at the center. In particular, the importance of both empirical research and dilemma structures for business ethics receives special attention. The largest chapter of the book is devoted to corporate ethics and provides students and academics with guidance in the theoretical classification of the variety of concepts that often coexist in the debate. Abstract concepts are illustrated with the help of practice boxes.

Download Url(s)
<https://library.oapen.org/bitstream/20.500.12657/63832/1/9780198864776.pdf>
<https://library.oapen.org/bitstream/20.500.12657/63832/1/9780198864776.pdf>

URI
<https://directory.doabooks.org/handle/20.500.12854/112311>

Keywords
 corporate ethics, corporate social responsibility, corporate citizenship, prisoner's dilemma, company scandals, globalization, human rights, poverty, sustainability, bounded ethicality.

Search

Search DOAB

This Collection

BROWSE

All of DOAB

Subjects

Publishers

Languages

Collections

MY ACCOUNT

Login

Register

EXPORT

Download metadata

Step 4:

Business Ethics: An Economically Informed Perspective

1 / 353 57%


CHRISTOPH L. MATTHIAS UHL

5. Searching for Databases

All necessary passwords are provided to students at the commencement of each semester. In cases where a password is required to access or initiate a search, students should contact the librarian for the appropriate credentials and assistance. Select one of the following databases to locate electronic periodicals or articles pertaining to the topic in question.

Step 1:

[CTL Eurocollege Library](#)
[Databases \(A to Z Catalogue\)](#)
[Resources](#)
[eBooks collection](#)
[Encyclopaedias, Dictionaries and Thesauruses](#)
[Academic Library Catalogues / Repositories](#)


[CTL EUROCOLLEGE LIBRARY](#)

Databases (A to Z Catalogue)

A.

- [A Century of Lawmaking for a New Nation: US Congressional Documents and Debates 1774-1873](#)
- [AAHM NewsLetter](#)
- [Abraham Lincoln Papers at the Library of Congress](#)
- [Academic Journals](#)
- [Academic Search Ultimate \(EBSCO\)](#)
- [Ad*Access](#)
- [AHFS Consumer Medication Information \(EBSCO\)](#)
- [Albert Einstein Online New](#)
- [American Literary Classics](#)
- [American Memory](#)
- [An Analytic Bibliography of On-Line Neo-Latin Texts](#)
- [Anarchy Archives](#)

F.

- [Food - the united Nations](#)
- [Food](#)
- [Free Me](#)

G.

- [gd Game Developer Magazine](#)
- [Global Financial Data](#)
- [Google Scholar Metrics](#)
- [Greek Cultural Heritage GR](#)
- [GreenFILE \(EBSCO\)](#)

U.

P.

- [Plos Collections](#)
- [Political Science Complete \(EBSCO\)](#)
- [Project Gutenberg](#)
- [Psychology and Behavioral Sciences Collection](#)
- [PubMed](#)
- [ΠΑΝΔΕΚΤΗΣ](#)

Q.

- [Qualitative and Quantitative Methods in Librari](#)

R.

Step 2:

EBSCOhost

My dashboard ^

- Projects
- Saved
- Recent activity
- Holds & checkouts
- Alerts

Searching: Food Science Source

food preference

Access options | Download

Details | References | Cited by 0 | Publication contents

Additional information

Title

Food Preferences as a Positive Outcome for Adolescents with Type 1 Diabetes.

EBSCOhost

My dashboard ^

- Projects
- Saved
- Recent activity

Searching: food science source

food preference

Access options | Download

Details | References | Cited by 0 | Publication contents

Additional information

Step 3:

EBSCOhost

My dashboard ^

- Projects
- Saved
- Recent activity
- Holds & checkouts
- Alerts

arch tools

- New search
- Help
- Publications authority

food preference

← Results

Peer reviewed | Academic Journal

Food Preferences as a Positive Outcome for Adolescents with Type 1 Diabetes.

Published in: Nutrients, Dec2025

Database: Food Science Source

By: [Sobek, Grzegorz](#); [Jagielski, Paweł](#)

Access options

Details | References | Cited by 0 | Publication contents

Additional information

6. Searching in Academic Library Catalogues / Repositories

Step 1:

1.	University Libraries (database)
2.	Argo
3.	Artemis
4.	Cyprus Libraries
5.	Cyprus University of technology
6.	E prints in library & information science
7.	Europeana
8.	Ktisis
9.	Library of Congress
10.	Mevyl University of california libraries
11.	"National Documentation Centre "EKT's Databases"

Step 2:



KTISIS
Institutional Repository
Cyprus University of Technology



Cyprus
University of
Technology

Home Collections Research Outputs Researchers Faculty & Departments Theses Patents Projects Journals Conferences Help

Sign on to: ▾

Ktisis Cyprus University of Technology

Search

for Go [Start a new search](#)

Journals

TitleIEEE Transactions on Computers
TitleComputers
TitleComputation
TitleProceedings of the ACM on Human-Computer Interaction
TitleProcedia Computer Science

Discover

By type

- Publications
- Theses
- Journals
- Full Text
- References
- Open Access

We collect an following purp Acknowledg To learn more Customize...

Step 3:

The screenshot shows the Ktisis Institutional Repository interface. At the top, there are logos for Ktisis and Cyprus University of Technology. Below is a navigation menu with items like Home, Collections, Research Outputs, etc. The main content area displays 'Journals IEEE Transactions on Computers' with options for View Statistics, Email Alert, and RSS Feed. A 'Journal description' section is visible, containing 'Name', 'Subjects', and 'Description' fields. A purple arrow points to the 'Subjects' field, which lists categories like 'Mathematics: Theoretical Computer Science' and 'Computer Science: Hardware and Architecture'.

7. Finding information in other Resources

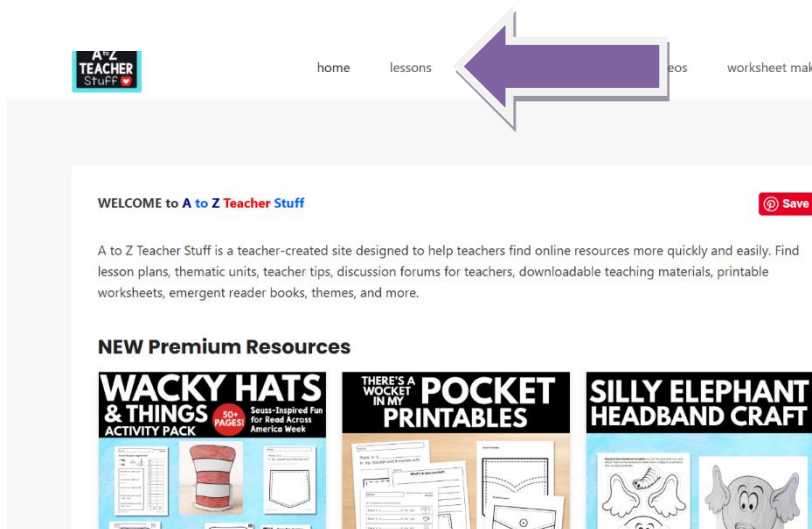
Step 1:

A row of three dark blue navigation buttons with white text: 'Ctl Eurocollege Library', 'Databases (A to Z Catalogue)', and 'Resources'. A vertical bar is visible to the right of the 'Resources' button.

The word 'Resources' is displayed in a large, dark font. Below it is a horizontal line. A purple arrow points from the right towards the list of links. The list contains the following items:

- [A to Z Teacher Stuff](#)
- [Back To College](#)
- [Education World](#)
- [Find Tutorials](#)
- [LessonPlanZ](#)
- [Literature](#)

Step 2:



8. Write Your Reference

When writing a project, dissertation, or research paper, it is essential to acknowledge all sources from which information, ideas, data, or arguments have been obtained. Complete and accurate referencing is a fundamental requirement of academic writing.

Proper referencing helps to avoid plagiarism and demonstrates academic integrity. Plagiarism can be avoided by:

1. **Quoting** – Reproducing the exact words, phrases, or sentences of another author within quotation marks ("...") and providing the appropriate citation to the original source.
2. **Paraphrasing** – Presenting the ideas, arguments, or information of another author in your own words while clearly acknowledging the original source.
3. **Summarising** – Condensing the main ideas or arguments of another author without altering or misrepresenting their meaning and providing a reference to the original source.

References enable readers to locate the original sources, verify the information presented, and compare or contrast your interpretation with that of the original author.

Ensure that all sources used in your project are properly cited and included in the reference list according to the referencing style required by your programme (e.g., Harvard, APA, or another approved format). All in-text citations must correspond to a complete reference in the bibliography or reference list.

Before submitting your project, carefully review your references to ensure that they are complete, accurate, and consistently formatted throughout the document.

Students may use the referencing tools available in Microsoft Word to create citations and bibliographies automatically. For guidance, please refer to the official Microsoft support resources:

- [Create a Bibliography, Citations, and References](#)
- [Add Citations in a Word Document](#)

Plagiarism and Academic Integrity

Plagiarism is the act of presenting the work, ideas, words, or intellectual property of another person as your own, whether intentionally or unintentionally. It occurs whenever all or part of another author's work, ideas, concepts, data, or findings are used without proper acknowledgement of the original source.

According to the Oxford Dictionary, plagiarism is:

"The practice of taking someone else's work or ideas and passing them off as one's own."

Plagiarism occurs when:

1. You use the work, words, ideas, data, or concepts of another author without acknowledging the original source.
2. You reproduce phrases, sentences, or passages from a source without using quotation marks and without providing a citation.
3. You paraphrase the ideas, arguments, or information of another author without citing the source.
4. You falsify, manipulate, or misrepresent information, data, or findings obtained from another source.
5. You submit work completed by another person as your own, or allow another person to complete work on your behalf.

When References Are Not Required

References are generally not required when:

1. You are expressing your own original ideas, opinions, or conclusions. However, if you reuse material from your own previously published work, you should provide an appropriate citation.
2. You are referring to information that is considered common knowledge and widely known by the general public.

Turnitin Submission Process

Step 1: Enrollment in Turnitin

The Supervisor enrolls the student in Turnitin using the student's email address. The student will automatically receive an email with instructions on how to access the platform and submit the project.

Step 2: Upload the Project

The student logs in to Turnitin using the provided credentials and uploads the project. Students are responsible for uploading their own work; lecturers do not upload projects on behalf of students.

For more information, please refer to the following guide:

[Logging in to Turnitin Similarity/SimCheck – Turnitin Guides](#)

Step 3: Review the Similarity Report

Students are allowed a maximum of three submission attempts to review their Similarity Report and make any necessary revisions to their work.

Step 4: Ensure the Similarity Score Meets Requirements

The final Similarity Score must not exceed 30%. Students should revise and resubmit their work, if necessary, until the similarity score falls within the acceptable limit.

Step 5: Save or Print the Similarity Report

Once the similarity score is acceptable, the student should save or print the Turnitin Similarity Report and include it with the final version of the project.

Step 6: Submit the Final Project

The student submits the final project, together with the Turnitin Similarity Report, to the Academic Department. The submission must include:

- Two bound hard copies of the project.
- One digital copy of the project on a CD or USB drive.

Important

If the final similarity score remains above 30%, the supervisor must not approve the project for submission. In such cases, a Misconduct Referral Form (available from the Academic Office) must be completed and submitted together with the Turnitin Similarity Report and evidence of communication with the student.

AI Writing Detection Report

The AI Writing Detection Report is not available to students and can only be viewed by supervisors and lecturers as part of the academic integrity review process.

To ensure that your work reflects your own understanding and complies with academic integrity requirements, please use AI tools responsibly. Any content generated with the assistance of AI should be properly reviewed, edited, and acknowledged where required by institutional guidelines.

For further guidance on the appropriate use of AI in academic work, please refer to the resources provided by your institution and the relevant Turnitin guidance documents.

[Artificial Intelligence \(AI\) Library Guide](#)

[AI Use Framework for Students in Higher Education](#)

For further information, please consult the following Turnitin Guides:

- [Understanding the similarity score for students – Turnitin Guides](#)
- [Student overview of the new Similarity Report experience – Turnitin Guides](#)
- [Navigating the student Similarity Report – Turnitin Guides](#)

Please also use these Guides for better results

Electronic Guides:

- [Final Year Project Procedure](#)
- [Final Year Project Template](#)
- [Final Year Project Students' Handbook](#)

[Final Year Project Meeting Diary](#) (must completed and submitted by the lectures)

Please do not hesitate to contact the librarian if you cannot find the information you require or want to make suggestions or comments on any matter relevant to the library service.

Contact-Help

E- mail: library@ctleuro.ac.cy

Tel: +357 25736501

Fax: +357 25736629