



# FUNDAMENTAL OF INFORMATION LITERACY

"YOUR LIFELONG LEARNING JOURNEY"



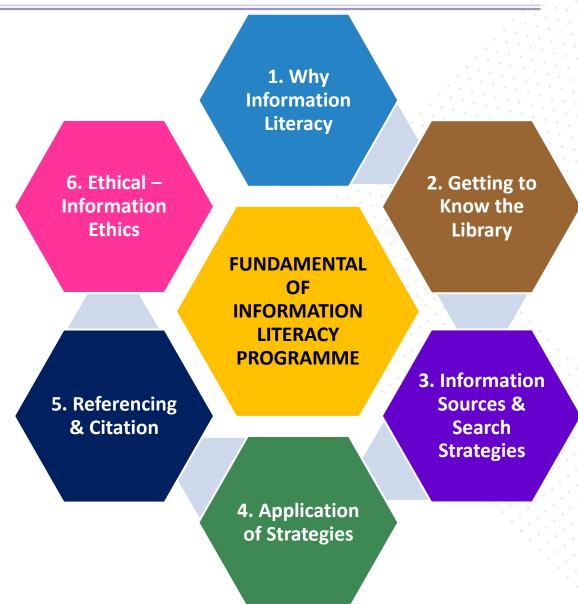
## **LEARNING OUTCOMES**



- 1. Students will be able to identify the concepts and importance of Information Literacy
- 2. Students able to perform information search by using library system.
- 3. Students will be able to locate information through a variety of sources.
- 4. Students will be able to evaluate information and information sources
- 5. Students will be able to use information and information technologies ethically and legally

## INTRODUCTION

The purpose of this module is to familiarise students with the library and the various resources to improve information literacy skills as a basic requirement assessment and lifelong learning.



## WHY INFORMATION LITERACY



#### **Ahmad's First Assignment**

Ahmad received his first assignment and has to complete the given topic. Since this is his first assignment, Ahmad wants to impress his lecturer.

He has some basic knowledge on his topic and knows that the library can help him, but he does not know where to start.



## What can the Library do for Ahmad?

- offers training equip to use and understand the library
- Recognise information variety of formats
- Evaluate the quality of information
- Use information ethically and legally
- Library resources to assist Ahmad with his academic journey

## Why does Ahmad Need Information Literacy Skills?

- Use information legally
- Apply information for different purposes
- Develop into a well-rounded student - lifelong learning
- Save time: Knowing what he is looking for
- Find better sources: scholarly information and just Google
- Receive better marks: Using a variety of high-quality sources.

## **GETTING TO KNOW THE LIBRARY**





Unleashing Potentials
Shaping the Future

#### Welcome to PTAR

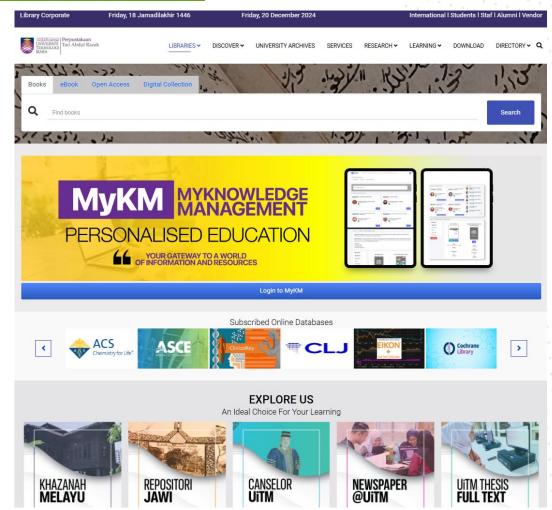
By visiting the library **physically** or **virtually**, students should be able to learn all about the **library services**, **facilities**, and **variety of sources** to successfully complete their assignment.





#### 2. Quick Overview of Library Portal

https://library.uitm.edu.my







## **SERVICES**



## MobileApp @UiTM Library

Perpustakaan Tun Abdul Razak

https://mobileptar.uitm.edu.my





## AN IDEAL CHOICE FOR YOUR LEARNING

Download the MobileApp@UiTM Library today!

#### **Download Now**

#### **FUTURE DIGITAL EDUCATION**





## Chat With Librarian & Archivist

Perpustakaan Tun Abdul Razak

https://ptar.uitm.edu.my/libchat/







## PhD Clinic @PTAR

Perpustakaan Tun Abdul Razak

https://library.uitm.edu.my





### **ENLIGHTENING** RESEARCH AND WRITING











+603 5543 8581 | Consultation Services +603 5544 3742 | User Education Service +603 5544 3755 | Research Data Management Services



Chat With Librarian https://ptar.uitm.edu.my/libchat



















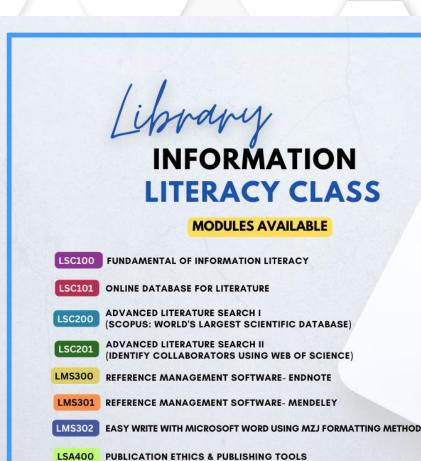
## **Information** Literacy Class

Perpustakaan Tun Abdul Razak

#### 'THINK Critically, CLICK Wisely'.

We look forward to welcoming students to join our Information Literacy Class for FREE!

**Book your SLOT now!** 











MEDIUM: **FACE TO FACE /** ONLINE





JOIN NOW





## **Speed Reading**

Perpustakaan Tun Abdul Razak



https://ptar.uitm.edu.my/libguides/subjects/guide.php?subject=speed-reading



## Cashless @ UiTM Library

Perpustakaan Tun Abdul Razak

https://ekkm.uitm.edu.my















- 1. OVERDUE FINES
- 2. LOST BOOK CHARGES
- 3. EXTERNAL MEMBERSHIP





## **FACILITIES**



## Library Community Engagement

Perpustakaan Tun Abdul Razak



















CAPACITY

WIFI

**AUDIO** 

**SCREEN** 



## Computer Lab

Perpustakaan Tun Abdul Razak

LEVEL 3















IT CENTER 1 IT CENTER 2

**AUDIO** 

**SCREEN** 

**BOOKING** 



## Learning Commons Space

Perpustakaan Tun Abdul Razak

LEVEL 5

















CAPACITY

WIFI

32 UNIT COMPUTER

DISCUSSION PRESENTATION



## Experiential Learning Space

Perpustakaan Tun Abdul Razak



















CAPACITY

WIFI

2 SET PIANO

DISCUSSION PRESENTATION



## Smart Classroom

Perpustakaan Tun Abdul Razak





















CAPACITY

WIFI

**AUDIO** 

DISCUSSION SMART TV

**BOOKING** 



## e-Resources Zone

Perpustakaan Tun Abdul Razak















CAPACITY

INTERNET

18 UNIT COMPUTER

eRESOURCES / eBOOK



## Research Writing Room

Perpustakaan Tun Abdul Razak

**LEVEL** 5













CAPACITY

WIFI

DISCUSSION

**BOOKING** 



## **Seminar** Room

Perpustakaan Tun Abdul Razak





















CAPACITY

WIFI

PRESENTATION AUDIO

SMART TV

**BOOKING** 



## 24 Hours Room

Perpustakaan Tun Abdul Razak

















CAPACITY

WIFI

STUDY

DISCUSSION

**HOURS** 



## Media and Theses Room

Perpustakaan Tun Abdul Razak

**LEVEL 4** 















CAPACITY

WIFI

DISCUSSION

REFERENCES LIBRARIAN



## Galeri Tun Abdul Razak (UiTM GTAR)

Perpustakaan Tun Abdul Razak









CAPACITY







5

WIFI

DISCUSSION

KIOSK

**FOYER MENARA SAAS** 



## BRIGED SUKARELAWAN PERPUSTAKAAN

Pendaftaran kini dibuka untuk mahasiswa UiTM seluruh Malaysia.

Peranan sukarelawan sebagai Pembimbing / Fasilitator :







Layari https://mykm.uitm.edu.my/sukarelawan/untuk maklumat lanjut

Imbas Kod QR untuk pendaftaran. Pilih menu Sukarelawan













Sawryn astokiourusiten









## MY KNOWLEDGE MANAGEMENT V4 : EMPOWERING PERSONALISED LEARNING NETWORK





Feel free to visit :https://mykm.uitm.edu.my/

### **UITM DIGITAL LIBRARY GETAWAY**

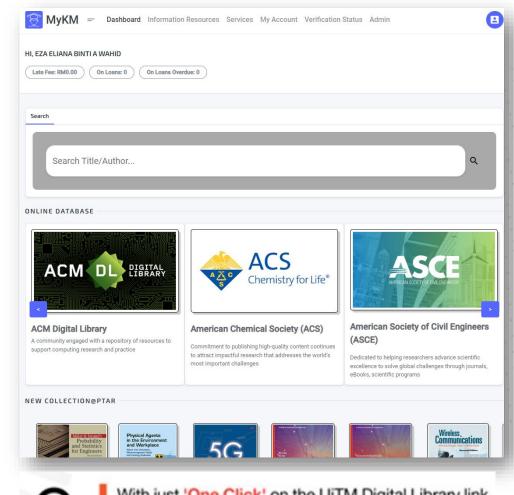


Tun Abdul Ra

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https://ptarapps.uitm.edu.my/loginv2/





With just 'One Click' on the UiTM Digital Library link through the official email and ID number, users will browse the library's collection and services online, anytime and anywhere.

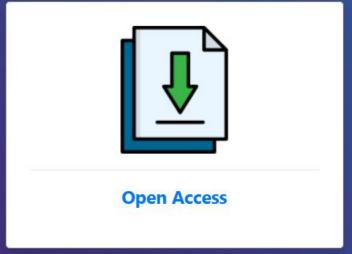


## **Welcome to UiTM eResources Collections**

You may select type of resources below:

This page automatically will be redirected to Online Database in 1 seconds.





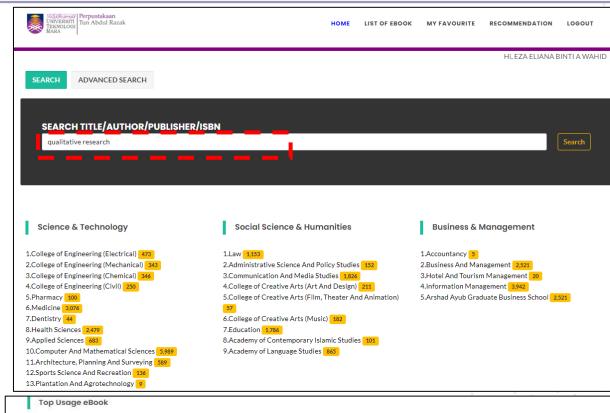


### **INFORMATION SOURCES & SEARCH STRATEGIES**



Perpustakaan Tun Abdul Raza Unleashing Potentials Shaping the Future







Building teachers' capacity for success: a collaborative approach for coaches and school leaders / Pete Hall and Alisa Simeral. [electronic resource] [485 Views]

Association for Supervision and Curriculum Development, 2008



Business law in the global marketplace: the effects on international business / Peter Nayler. [444 Views]

Elsevier Butterworth-Heinemann\,, 2006



French criminal justice a comparative account of the investigation and prosecution of crime in France Jacqueline Hodgson [electronic resource] [423 Views]

Hart Publishing, 2005



Administrative Passages Navigating the Transition from Teacher to Assistant Principal / by Denise Armstrong. [electronic resource]: [348 Views]

Springer Netherlands: Imprint:

Springer\,, 2010



Business analytics : methods, models, and decisions / James R. Evans. [322 Views]

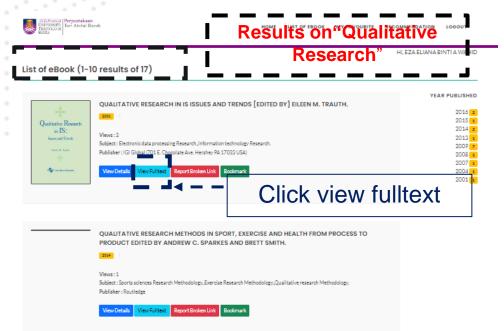
Pearson\,, 2021

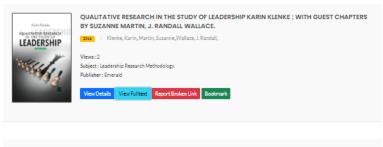
### **INFORMATION SOURCES & SEARCH STRATEGIES**



Unleashing Potentials Shaping the Future







QUALITATIVE RESEARCH CHALLENGING THE ORTHODOXIES IN STANDARD ACADEMIC DISCOURSE(S) EDITED BY SANDRA G. KOURITZIN, NATHALIE A.C. PIQUEMAL, RENEE NORMAN. Views:0 Subject : Social sciences Research, Qualitative research, SCIENCE Research & Methodology, bisacsh



#### Qualitative Research in IS: Issues and Trends

Eileen M. Trauth (Pennsylvania State University, USA)

Copyright: © 2001 | Pages: 308

ISBN13: 9781930708068 | ISBN10: 1930708068 | EISBN13: 9781930708945

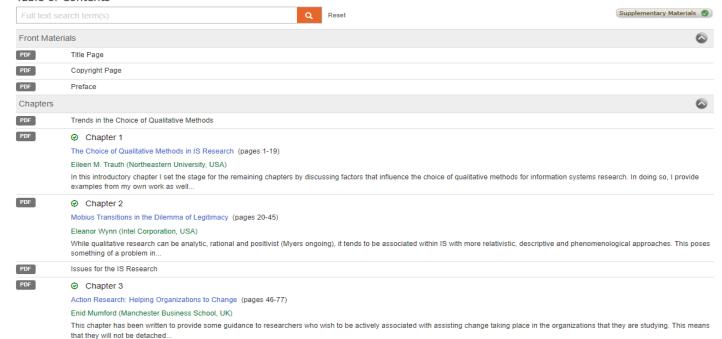
DOI: 10.4018/978-1-93070-806-8

Cite Book ❤ Favorite ★ Full-Book Download 🛂

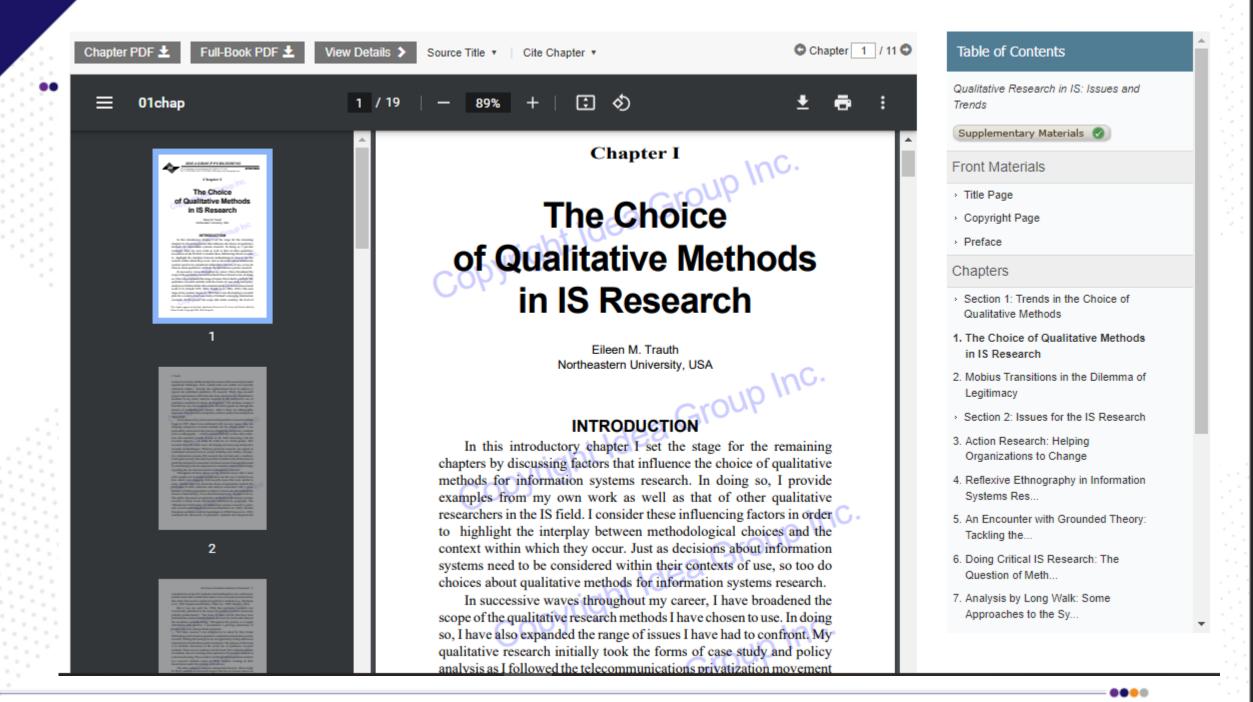
This book addresses the need for materials that can help the IS researcher determine which qualitative methods are most appropriate for addressing their particular research questions. It draws upon the collective expertise of distinguished scholars to explore concrete issues they have encountered in the use of a particular qualitative methods. The details of specific research projects provide the backdrop for the discussion of methodological issues.

The audience for this book includes students, scholars and researchers. Anyone currently engaged in conducting IS research who would like to learn more about employing qualitative methods will be interested in Qualitative Research in IS: Issues and Trends to learn more about the latest issues and challenges facing IS researchers throughout

#### Table of Contents









#### Perpustakaan Tun Abdul Razak

Search by title / publisher

e-Book List

Guide -

**△** Login













PILIHAN EDITOR

PILIHAN PEMBACA

PENGETAHUAN AM

TERKINI

#### Category

Available Titles

Classics

General Novel

Lifestyle

History

Islam

Religion

Children

Motivation

Finance & Investments

Magazine

Art & Graphics

General Academics

Family & Health

True Crime

Teen Novel

Romantik! more >







Nuh dan Nayla leya Sya

Read More

Di Dalam Takdirnya Dilla Ahmad





ISTERI DARI SEMPADAN Rafina Abdullah

akuorgbiasa



Read More Kisah Kita, Mi Segera...

KISAH KITA, MI SEGERA, & BALKONI

Can't Fight This Feeling

Farah Husain

#### Terlaris more

Read More











Management

Read More

Read More

## **INFORMATION SOURCES & SEARCH STRATEGIES**



#### 1. Information Seeking Strategies

ONLINE PUBLIC ACCESS CATALOG

E-books

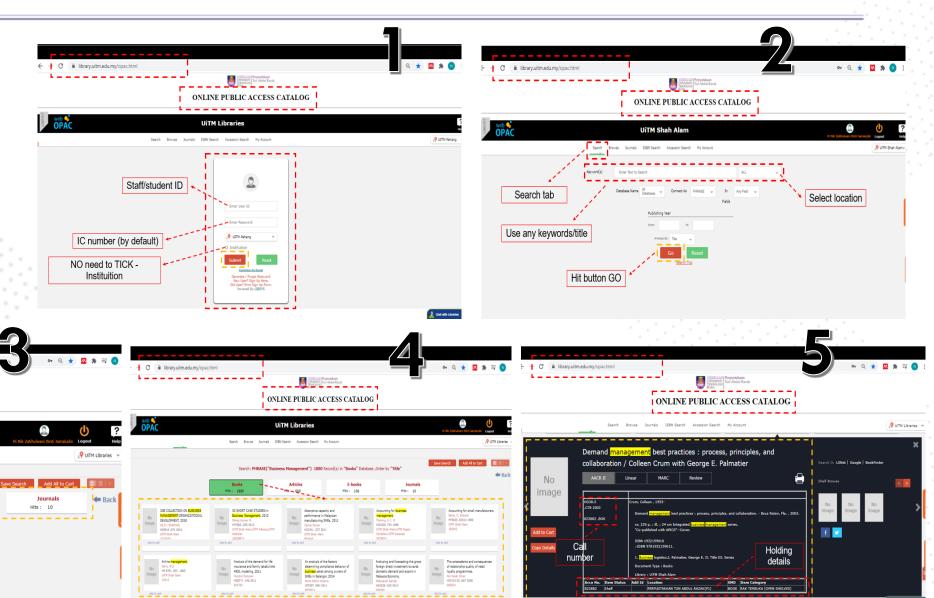
Chat with Librarian

**UiTM Libraries** 

Search result according to FORM

Basic | Advanced | Additional

Search Library Resources
 (Various types of materials)
 (i) OPAC



## **SEARCHING STRATEGY**



## WHY?

- To get relevant results
- To save time going through irrelevant information
- To go beyond Googling: retrieving anything and everything

## HOW?

- Enable you to quickly retrieve relevant information from the thousands of records in a database.
- By using the following methods below you can make your search statement specific and increase the chance of retrieving relevant information.

## **TYPES OF SEARCH STRATEGY**

- 1. Use keyword and specific terms
- 2. Boolean operator (AND, OR, NOT)
- 3. Quotation marks ("")
- 4. Wildcard (\*)
- 5. Truncation (**?**, #)

### **INFORMATION SOURCES & SEARCH STRATEGIES**





A search string is a combination of **keywords**, **truncation** symbols, and **Boolean** operators you enter into the search box of an electronic library resource or an Internet search engine.



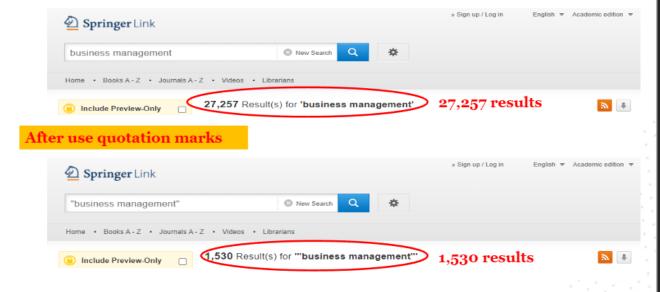


2 Using quotation marks for exact phrases

## Use keyword and specific term

• For example:  Job performance in the organization		When was the first computer invented?  How do I install a hard disk drive?  How do I use Adobe Photoshop?
ScienceDirect	Journals & Books	Where can I learn more about computers?  How to download a video from YouTube  What is a special character?
Search for peer-reviewed journals, articles, book chapters and open access content job performance.   Journal/book title   Volume   Issue	Page: Q Advanced search	How do I clear my Internet browser history? How do you split the screen in Windows? How do I remove the keys on a keyboard? How do I install a hard disk drive?
Do not enter stop words in databases. Examples of stop are <b>a</b> , <b>an</b> , <b>about</b> , <b>after</b> , <b>all</b> , <b>also</b> , <b>and</b> , <b>any</b> , <b>are</b> , <b>as</b> ,		

TD 0	
Ketore use o	luotation marks
Delore use c	dotation marks







# When searching by topic, use the AND OR or NOT Boolean searching to get the best search results.

### USE BOOLEAN OPERATORS (AND, OR, NOT)

	Example	Diagram
AND	Accounting and Auditing	
OR	Accounting or Auditing	
NOT	Accounting not Auditing	

- that use all of the terms. For example, searching Accounting AND Auditing will find articles that have both Accounting and Auditing in the data fields.
- 2. To be sure that you find all articles on your topic, use **OR** between search terms to search for synonyms of a concept, for example, search for Accounting OR Auditing
- 3. If your search results contain items that you want excluded, you can use the **NOT** connector. If you are searching for articles on Accounting, and keep getting results for the Auditing. Searching for Accounting NOT Auditing will exclude those results.

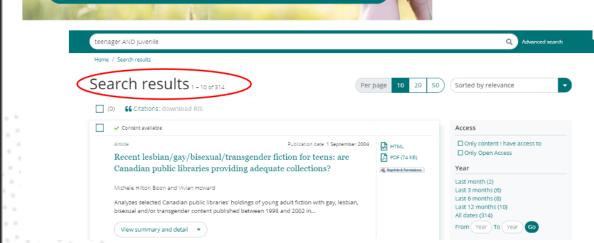
Unleashing Potentials Shaping the Future

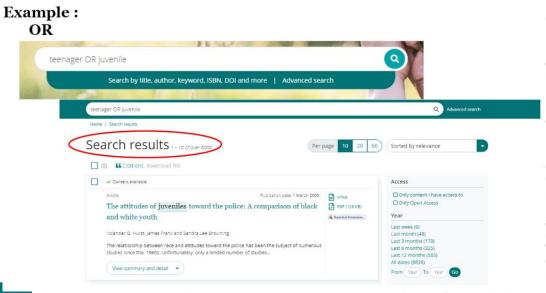
Boolean Operators are simple words (AND, OR, NOT) used as conjunctions to combine or exclude keywords in a search, resulting in more focused and productive results.

Search by title, author, keyword, ISBN, DOI and more | Advanced search

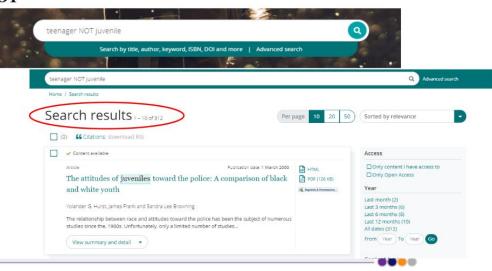
### Example : AND

teenager AND juvenile





### Example : NOT



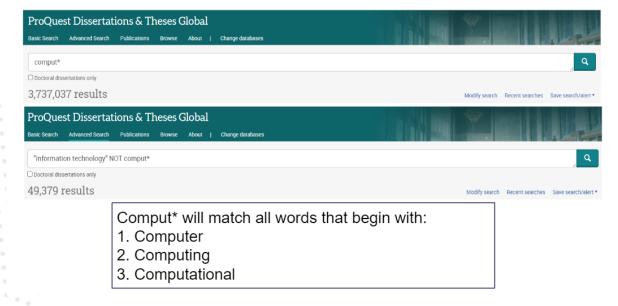




Truncation is useful for finding singular and plural forms of words and variant endings.

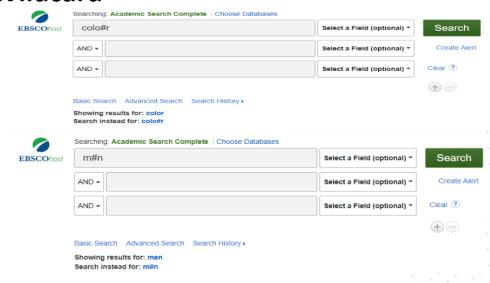
- Shorten your keyword to its 'stem' or 'trunk' and add the truncation symbol.
- Many databases use an asterisk (\*) as their truncation symbol

### **Truncation**



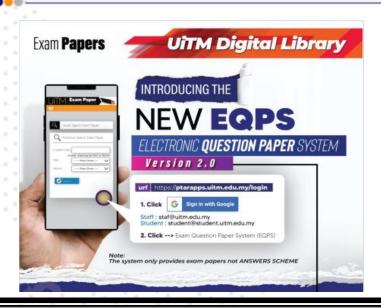
- 5.
  - Wildcard finds variant spellings of words.
  - Use it to search for a single character or replace letters within a word.
  - Many databases use a question mark (?) or hashtag (#)

#### Wildcard



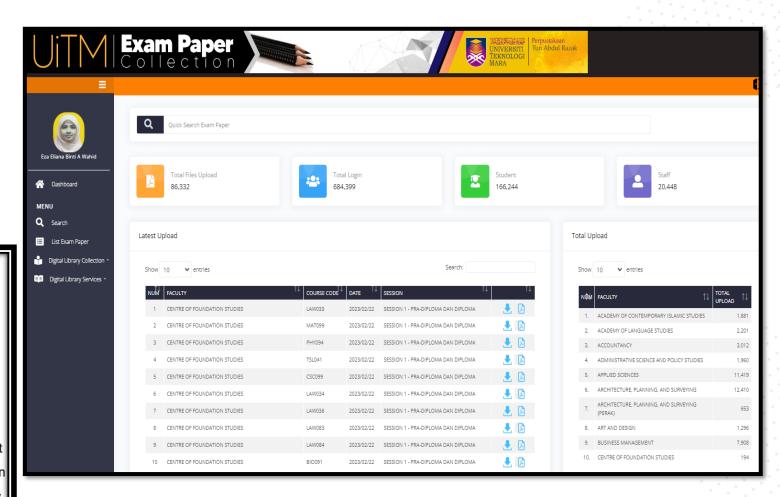


### **ELECTRONIC QUESTION PAPER SYSTEM (EQPS)**



The Electronic Question Paper System (EQPS) is an innovative digital repository designed to store and provide access to past year examination question papers. It serves as a centralized platform that allows students, lecturers, and academic staff to easily retrieve and review previous exam papers for academic preparation and research purposes.

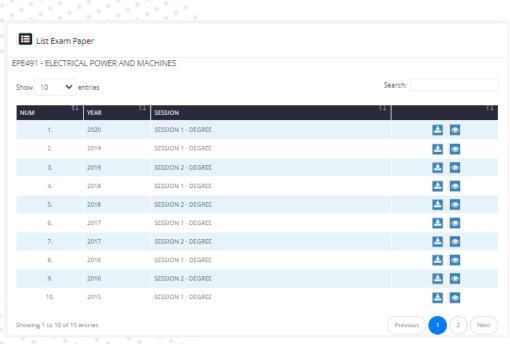
EQPS enhances the learning experience by offering a comprehensive archive of examination materials, promoting self-assessment, and helping students familiarize themselves with the format and type of questions that have appeared in previous assessments. This system plays a crucial role in supporting academic success by ensuring that exam resources are readily accessible, well-organized, and easy to navigate.

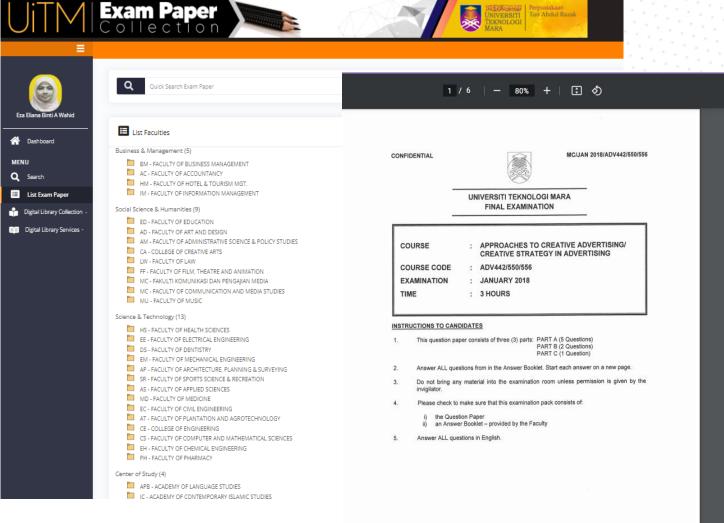




Perpustakaan Tun Abdul Razak

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Tun Abdul Razak

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Dashboard Information Resources Services My Account Verification Status Admin

Chemistry for Life®

#### ONLINE DATABASE

DASHBOARD > ONLINE DATABASE



#### **ACM Digital Library**

A community engaged with a repository of resources to support computing research and practice

MORE



#### ClinicalKev

ClinicalKey is a clinical search engine that supports clinical decisions by making it easier to find and apply relevant knowledge

MORE



**American Chemical Society** 

ACS Publications commitment to

continues to attract impactful research

publishing high-quality content

that addresses the world's most

Journals (ACS)

important challenges

#### **CLI PRIME**

Provides subscribers access to databases containing a vast pool of legal information at a very competitive rate. The databases include cases, articles, practice notes, legislative forms, precedents, sample agreements and legislation

MORE



#### **Cochrane Library**

MORE

Cochrane Library is a collection of databases in medicine and other healthcare specialties provided by Cochrane and other organizations.

Cochrane

American Society of Civil

ACS Publications is dedicated to

helping researchers advance scientific

excellence to solve global challenges

through journals, eBooks, scientific

programs, and the newsmagazine

Chemical & Engineering News

**Engineers Journals** 

MORE



#### BY FIELD OF STUDY

ACCOUNTING (3)

AGRICULTURE (3) ARCHITECTURE (5)

ART & DESIGN (6)

BANKING & FINANCE (4)

**BUSINESS (4)** CHEMICAL (2)

CHEMISTRY (3)

CITATION (2)

CIVIL (3)

COMMUNICATION STUDIES (5)

COMPANY INFORMATION (3)

**COMPUTER SCIENCE (5)** 

COUNTRY & ECONOMIC INFORMATION (3)

**DENTISTRY (3)** 

**EDUCATION (6)** 

**ELECTRIC & ELECTRONICS (3)** 

**ENGINEERING (6)** 

GENERAL (4)

**HEALTH & SCIENCES (4)** 

HOSPITALITY & TOURISM (3)

The portal Open Access Discovery, searching across journal, ebook and thesis easily discipline, and accessing information, and resources.











Perpustakaan Tun Abdul Raza Unleashing Potentials
Shaping the Future

### **LOCAL CONTENT HUB PORTAL**

### **Niche Collection**

Shah Alam: Khazanah Melayu

Perlis: Harum Manis Kedah: Industrial Design Perak: Green Technology

Pulau Pinang: Industrial Disaster

Melaka: Islamic Banking

Negeri Sembilan: Food Technology

Selangor: Genome Johor: Investment

Sabah: Kadazan-Dusun

Sarawak: Melanau Terengganu: Kelulut

Kelantan: Batik Pahang: Solar

Hospital Al-Sultan Abdullah (HASA): Health Innovation



Local Content Hub is a Digital Collection service initiative for materials published by writes and local agencies in MALAYSIA



#### **Types of Document**

Article

Entrepreneurship

Book Section Monograph

Conference/Workshop

Book

Thesis

Video

Phamplet

Website

Newspaper

## 4

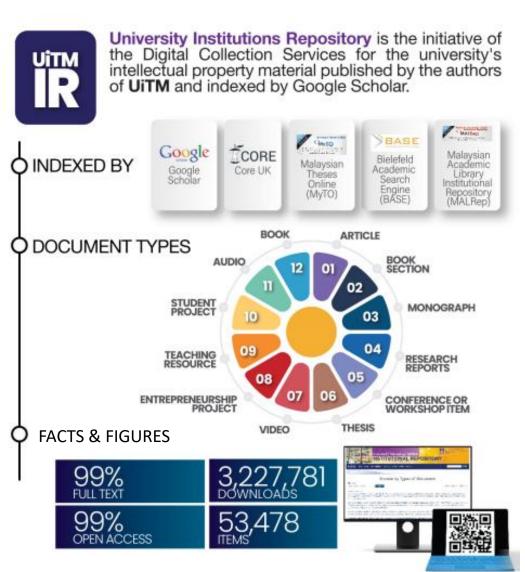
institutions.

### **KHAZANAH MELAYU REPOSITORY**



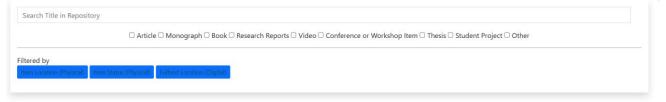
### **UITM INSTITUTIONAL REPOSITORY**







#### Welcome to UiTM Institutional Repository





#### **Browse by Collections**

Please select a value to browse from the list below

- Special Collections (1)
- AIMS UiTM (2889)
- Buletin IQRA' (111)
- H-IMPAK (6)
- Innovation (90)
  - Innovative and Creative Circle (ICC) (90)
  - Operational Excellence (2)
- Kolaborasi PTAR (4)
- o Laporan Anugerah Kualiti Naib Canselor (AKNC) (118)
- Nusantara (91)
- o Penerbitan Jabatan Arkib Universiti (1)
- Hari ini dalam Sejarah (1)
- Memori Korporat (2)
- UiTM MoU / MoA (303)
- UiTM Sarawak Publication (1)
- UiTM Vice Chancellor (197)





#### **Browse Items**

#### Items may be browsed by the following:

- Document Language
- Types of Thesis
- Year
- Journal in UiTM
- Collections
- · Item with Physical Location
- Faculties
- Subject
- Division
- Author
- · Types of Document
- Publication Title
- Types of Monograph

**UiTMIR** Home About Latest Browse Collections UiTM Journal Statistics UiTM Digital Libra

#### **Browse by Faculties**

#### Please select a value to browse from the list below.

- Faculties (2386)
- o Academy of Contemporary Islamic Studies (ACIS) (883)
- Academy of Language Studies (1871)
- Accountancy (1216)
- Accounting Research Institute (ARI) (171)
- o Administrative Science and Policy Studies (2386)
- Applied Sciences (4249)
- Architecture, Planning and Surveying (4245)
- o Arshad Ayub Graduate Business School (AAGBS) (235)
- o Art and Design (1960)
- o Business Management (8583)
- Chemical Engineering (753)
- Civil Engineering (809)
- o College of Built Environment (484)
- o College of Computing, Informatics and Mathematics (1040)
- o College of Computing, Informatics and Media (186)
- o College of Creative Arts (1614)
- o College of Engineering (444)
- o Communication and Media Studies (471)
- Computer & Mathematical Sciences (3605)
- o Dentistry (162)
- o Education (955)
- o Electrical Engineering (4192)
- o Film, Theatre and Animation (284)
- o Health Sciences (913)
- o Hotel & Tourism Management (1149)
- o Information Management (1632)
- o Law (449)
- Mechanical Engineering (2182)
- o Medicine (375)
- Music (257)
- Office Management and Technology (137)
- Pharmacy (963)
- Plantation and Agrotechnology (743)
- o Sport Science and Recreation (458)

### **Browse by Faculties**



- Administrative Science and Policy Studies (2386)

Please select a value to browse from the list below.

- Article (55)
- Book Section (83)
- Monograph (269)
- Conference or Workshop Item (184)
- Book (3)
- Thesis (131)
- Teaching Resource (114)
- Student Project (1213)
- Entrepreneurship Project (311)
- Research Reports (23)

### **APPLICATION OF STRATEGIES (EVALUATE)**



Skills are increasingly important because of the amount of information available and the variety of sources providing information

- 1. **Identify** the question
- **2. Select** the **appropriate sources** of information
- **3. Evaluate** the **credibility of the information** and sources
- 4. Choose the best information
- **5. Make this information** part of your own understanding
- **6. Use** the information to answer your question
- Obtain and use the information in an ethical and legal manner
- **8. Obey copyright laws, cite** information used and use technology appropriately

#### **Evaluation Criteria**

 Students must remember to always evaluate information before decided to use it, regardless of the information source (books, journals, newspapers, Internet)

**Currency**: Timeliness of Information

**Authority**: Source of Information

Validity / Accuracy : Credibility of Information

**Relevance**: Importance of Information

Point of View: Reason Information Exists



## **CITATION – REFERENCE - BIBLIOGRAPHY**

CITATION	REFERENCE	BIBLIOGRAPHY
Appears within the text of your assignment and acknowledges that the words or ideas belongs to another.	Appears at the end of your assignment. This list contains ONLY the sources you cited in your assignment.	Appears at the end of your assignment. It is a list of ALL sources you used to formulate your assignment.
Author focus: According to Adams (2001),		
(Adams, 2001).		



#### Referencing

- Referencing means acknowledging someone else's work or ideas.
- Also known as 'citing' or 'documenting' another person's work.
- A basic university requirement
- Without appropriate referencing students are in effect "stealing" the work of others this is lead to academic fraud @ Plagiarism

#### **Writing Style**

APA (American Psychological Association) style is most frequently used within the social sciences, in order to cite various sources.

This style offers examples for the general format of APA research papers, in-text citations, endnotes/footnotes, and the reference page.

#### When citing, you need:

**WHO** created the work

WHEN it was published, created, or performed

WHERE it was published, created, or performed

**WHAT** is the format (Book, Report, play, study, proceeding)

**√** 

When using online resources, you need: The URL (Website) or Database Name, WHEN the URL (Website) or database was visited

#### **APA Style Common Rules**

It is important to remember that:-

- APA follows the Author, Year format either Adam (2012) or (Adam, 2012)
- Only "Author's last name or surname is used. For Malay name, full name/ first name can be used
- In the reference list, the cited sources are listed in alphabetical order (From A to Z)





Author	Date	Title	(SOURCE) Publisher Name	(SOURCE) URL
Author, A. A.	(2020).	Title of book. Title of book (3rd ed). Title of book [Audiobook].	Publisher name.	https://doi.org/xxx https://xxx.xxxx

#### **Examples:**

#### References:

Stegenga, J. (2018). *Care & cure: An introduction to philosophy of medicine*. The University of Chicago Press. <a href="https://doi.org/10.7208/chicago/9780226595177.001.0001">https://doi.org/10.7208/chicago/9780226595177.001.0001</a>

### **In-text Citation (Paraphrase):**

(Stegenga, 2018)

### **In-text Citation (Direct Quote):**

(Stegenga, 2018, p. 52)



#### 2. Journal Article-One Author & DOI (Electronic or Print)

Author	Date	Title	(SOURCE) Periodical Information	(SOURCE) URL
Author, A. A.	(2020). (2020, August). (2020, September 28).	Title of article.	Title of Periodical, 23(5), 35-39. Title of Periodical, 44(3), e34876.	https://doi.org/xxxx

#### **Examples:**

#### References:

Milligan, C. K. (2006). Yoga for stress management program as a complementary alternative counseling resource in a university counseling center. *Journal of College Counseling*, 9(2), 181-187. <a href="https://doi.org/10.1002/j.2161-1882.2006.tb00105.x">https://doi.org/10.1002/j.2161-1882.2006.tb00105.x</a>

#### **In-text Citation (Paraphrase):**

(Milligan, 2006)

#### **In-text Citation (Direct Quote):**

(Milligan, 2006, p. 185)



#### 3. Webpage

Author	Date	Title	(SOURCE) Website Name	(SOURCE) URL
Author, A. A. & Author, B. B.	(2020). (2020, August). (2020, September 28).	Title of work.	Site Name.	https://xxx.xxxx Retrieved December 22, 2020 from https://xxx.xxxx

#### **Examples:**

#### Reference

Tucker, M. E. (2018, May). An occupational therapist may benefit your care. Diabetes Forecast. Retrieved on 13 July 2024 <a href="http://www.diabetesforecast.org/2018/03-may-jun/an-occupational-therapist-may.html">http://www.diabetesforecast.org/2018/03-may-jun/an-occupational-therapist-may.html</a>

#### **In-text Citation (Paraphrase):**

(Tucker, 2018)

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(Tucker, 2018, para. 1)





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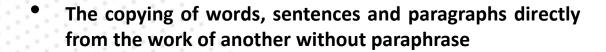




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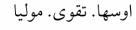


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