

Good practice for the PDI on Recommended Bibliography

In the annual renewal of the **teaching guides** it is necessary to review the recommended bibliography and basic sources of information in each subject of study, so that these are updated each year. It should be borne in mind that the Library uses the teaching guides as a basis for acquiring these works.

The following is a series of good practices when reviewing the bibliography and the basic sources of information recommended in the teaching guides:

1. Matching information sources to the intended learning outcomes of the subject.
2. Recommend a not excessive number of works.
3. Separate references into *basic bibliography* and *complementary bibliography*, if appropriate.
4. Use the same citation style for all references.
5. Recommend bibliographies that are as up to date as possible and, on the contrary, avoid recommending outdated works or editions.
6. Reference sources of information accessible to students. [You can check here if the works are listed in the library catalogue, either in physical or electronic format.](#)
7. In the case of including books or electronic articles in the recommended bibliography, it is advisable to make permanent and direct links from the Virtual Campus to such works in the library catalogue.

Tips that can help:

- A) [How to find the works of the recommended bibliography of a subject of study in the library's *Crunia* catalogue?](#)
- B) [How to insert in documents or in the Virtual Campus permanent links to the list of recommended bibliography of a subject in *Crunia*?](#)
- C) [How to copy from *Crunia* a bibliographic reference in a certain citation style?](#)
- D) [Where can I go quickly if I have doubts about citing a manual on the internet, a web page, a database, etc. in Vancouver? And in APA?](#)
- E) [How to insert in documents or in the Virtual Campus permanent links to existing works in *Crunia*?](#)
- F) Which browsers are best suited for accessing *Crunia* eBooks? *Mozilla Firefox* and *Microsoft Edge*.

Please contact the Library if you have any questions about any of these aspects:

- E-mail: biblioteca.oza@udc.gal
- Telephone: ext. 5817 or 5944