UAB
Universitat Autònoma de Barcelona

Journalistic Documentation

Code: 103079
ECTS Credits: 6

2025/2026

Degree	Type	Year
Journalism	OT	3
Journalism	OT	4

Contact

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Teaching groups languages

You can view this information at the end of this document.

Prerequisites

No prerequisites have been established to be able to take the course.

Objectives and Contextualisation

GENERAL

Provide a theoretical and practical knowledge that allows students to acquire information skills related to the organization and document management, as well as the resolution of information needs specific to the journalistic activity.

SPECIFIC

- Knowing the instrumental dimension of the Information Science (Documentation), as well as the utility of its techniques and services in the professional practice and for the qualitative improvement of the journalistic product.

- Show what are the most common information needs in the journalistic task and learn to solve them by using information sources.

- Know how to apply, in a basic way, techniques of analysis, description and management of journalistic documents.

- Know different types of services, resources and sources of information, specially the most indicated ans useful for the practice of journalism.

- Acquire advanced knowledge of information search and retrieval in digital environments.

- Know how to assess the quality and reability of the documentary information and promote its ethical and legal use.

- Learn to be documented, that is, to be provided with relevant, reliable and rigorous information for the preparation of journalistic products.

Competences

Journalism
- Abide by ethics and the canons of journalism, as well as the regulatory framework governing information.
- Demonstrate a self-learning and self-demanding capacity to ensure an efficient job.
- Introduce changes in the methods and processes of the field of knowledge to provide innovative responses to the needs and demands of society.
- Manage time effectively.
- Research, select and arrange in hierarchical order any kind of source and useful document to develop communication products.
- Students must be capable of collecting and interpreting relevant data (usually within their area of study) in order to make statements that reflect social, scientific or ethical relevant issues.
- Students must be capable of communicating information, ideas, problems and solutions to both specialised and non-specialised audiences.
- Students must develop the necessary learning skills in order to undertake further training with a high degree of autonomy.
- Students must have and understand knowledge of an area of study built on the basis of general secondary education, and while it relies on some advanced textbooks it also includes some aspects coming from the forefront of its field of study.
- Take sex- or gender-based inequalities into consideration when operating within one's own area of knowledge.
- Use one's imagination with flexibility, originality and ease.

Learning Outcomes

1. Apply the professional ethics of journalism to the planning of journalistic documentary management.
2. Communicate using language that is not sexist or discriminatory.
3. Demonstrate a self-learning and self-demanding capacity to ensure an efficient job.
4. Identify situations in which a change or improvement is needed.
5. Manage time effectively.
6. Research, select and arrange in hierarchical order any kind of source and useful document to develop communication products.
7. Students must be capable of collecting and interpreting relevant data (usually within their area of study) in order to make statements that reflect social, scientific or ethical relevant issues.
8. Students must be capable of communicating information, ideas, problems and solutions to both specialised and non-specialised audiences.
9. Students must develop the necessary learning skills in order to undertake further training with a high degree of autonomy.
10. Students must have and understand knowledge of an area of study built on the basis of general secondary education, and while it relies on some advanced textbooks it also includes some aspects coming from the forefront of its field of study.
11. Use one's imagination with flexibility, originality and ease.

Content

1. Documentation and journalism. Approach to information units.

2. Needs and sources of information in journalistic activity.

3. Representation and accessibility of information.

4. Information search and retrieval.

Activities and Methodology

Title	Hours	ECTS	Learning Outcomes
Type: Directed			
Practical classes	33	1.32	1, 6, 9, 8, 7
Presentations and discussions	4	0.16	11, 2, 5, 4, 8
Theory	15	0.6	1, 11, 6, 8, 7
Type: Supervised			
Conferences of specialists	3	0.12	11, 2, 5, 4, 9, 7
Group work	15	0.6	1, 11, 6, 2, 5, 9, 8, 7
Tutoring	2	0.08	11, 2, 3, 5, 4, 9
Type: Autonomous			
Readings, exercises, correction of practices, study, preparation of exams, oral presentations, etc.	42	1.68	6, 2, 3, 5, 9, 7

"Journalistic Documentation" is a subject of an eminently practical nature that, from a methodological point of view, pursues the students' learning through the application of the theoretical contents, to the resolution of exercises and cases related to the information search. These activities are always presented in the context of journalistic scenarios, which allows students to understand the usefulness and role that documentation techniques play in their future profession.

A detailed schedule outlining the content of each session will be presented on the first day of the course and will be available on the course's Virtual Campus, where students will find all teaching materials and necessary information for eƲective course monitoring. Should the teaching modality change for reasons of force majeure according to the competent authorities, the teaching staƲ will inform students of any modifications to the course schedule and teaching methodologies.

The practical exercises are carried out in pairs and, in some cases, in groups. Attendance at group work sessions is mandatory. Some of the group activities will require an oral presentation.

In the context of the subject, the Virtual Campus (Moodle classroom) is a widely used tool. Students are recommended to visit it regularly.

Note: The course content will be sensitive to issues related to gender perspective and the use of inclusive language.

Annotation: Within the schedule set by the centre or degree programme, 15 minutes of one class will be reserved for students to evaluate their lecturers and their courses or modules through questionnaires.

Assessment

Continous Assessment Activities

Title	Weighting	Hours	ECTS	Learning Outcomes
Evidence of learning	50%	30	1.2	1, 11, 6, 2, 3, 5, 4, 9, 8, 7
Group knowledge test	20%	3	0.12	11, 6, 2, 3, 5, 8, 7
Individual knowledge test	30%	3	0.12	11, 6, 2, 5, 4, 10, 9, 7

The course follows the continuous assessment system. The minimum grade to pass is 5 points (out of 10). The concepts included in the evaluation are the following:

Individual knowledge test (30%): exam on the contents of the subject. It may contain alternative answer questions and/or short essay questions.

Group knowledge test (20%): group exam consisting of the resolution of a practical case study.

Practical evidence (50%): 4 group activities will be carried out throughout the course. All of them require the application of science information techniques, as well as the elaboration of a journalistic product. The evidences 1, 2 and 3 have a value of 12% each, the value of evidence 4 is 14%.

Follow-up of the course: class attendance is compulsory. Each unjustified absence, as well as the non-completion or delay in the delivery of the scheduled evidences will be penalised with -0.25 points in the final grade of the subject.

This course does not provide for a single-assessment system.

In the event that the student carries out any irregularity that may lead to a significant variation in the grade of an evaluation act, this evaluation act will be graded with 0, regardless of the disciplinary process that may take place. In the event of several irregularities in the assessment acts of the same subject, the final grade for this subject will be 0.

Reassessment:

Students will be entitled to reassessment in the course if they have been evaluated on a set of activities accounting for at least two-thirds of the total course grade.

The course will be considered non-assessable if any or none of the knowledge tests and at least 50% of the practical evidence have not been taken.

* The use of Artificial Intelligence (AI) technologies is permitted exclusively for the tasks indicated by the teacher. Students must clearly identify any parts generated with these technologies, specify the tools used, and include a critical reflection on how AI has influenced the process and final outcome of the assignment. Failure to disclose the use of AI in this assessed activity will be considered a breach of academic integrity and may result in a partial or total penalty to the assignment grade, or more serious sanctions in severe cases.

Bibliography

General manuals (the materials of each topic will be accompanied by the corresponding specific bibliography):

CARIDAD, M., et al. *Documentación audiovisual.* Madrid: Síntesis, 2011.

CORDÓN, J.A., et al. *Nuevas fuentes de información: información y búsqueda documental en el contexto de la web 2.0.* Madrid: Pirámide, 2010.

FUENTES I PUJOL, M.E. (ed.). *Manual de documentación periodística.* Madrid: Síntesis, 1995.

GIMÉNEZ TOLEDO, E. *Manual de documentación para comunicadores.* Pamplona: Universidad de Navarra, 2004.

LOPEZ YEPES, J.; OSUNA, M.R. *Manual de ciencias de la información y documentación.* Madrid: Pirámide, 2011.

MOREIRO, J.A. (coord.). *Manual de Documentación Informativa.* Madrid: Cátedra, 2000.

MORENO, M.A. *Manual de documentación para la comunicación.* Burgos: Univ. de Burgos. Serv. de Publicaciones, 2009.

TORRES RAMIREZ, I. *Las fuentes de información.* Estudios teórico-prácticos. Madrid: Síntesis, 1998.

Software

No specific software is used.

Groups and Languages

Please note that this information is provisional until 30 November 2025. You can check it through this link. To consult the language you will need to enter the CODE of the subject.

Name	Group	Language	Semester	Turn
(PLAB) Practical laboratories	11	Catalan	first semester	morning-mixed
(PLAB) Practical laboratories	12	Catalan	first semester	morning-mixed

| (TE) Theory | 1 | Catalan | first semester | morning-mixed |