

Find it Fast! Part 1: Essential Skills Information Skills Practical Workshop

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Throughout your course you will be required to submit essays/assignments, and eventually, a dissertation that require you to read up and research different subject areas. This worksheet will take you through the process of planning, carrying out and following-up on a literature search across electronic resources. You may not have enough time to complete the whole worksheet but it will act as a prompt for later work that you may need to do involving literature/online searching!

Ask for help at any time if you need it.

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Step 1: Plan your search

When you are given an assignment or you are embarking on research for your dissertation you need to take time out to consider what information you need in order to complete the task. The planning stage is one of the most important stages in your search for information.

The quality of the results you retrieve depends on the quality of the search you submit.

Follow the example search given below or try one of your own. Use the planning sheet with this pack to 'brainstorm' concepts (ideas) and important keywords and phrases. Assemble using Boolean connecting words (outlined in the presentation) to create a search strategy.

First of all you need to think about

What you are trying to find information on - think about topic keywords, any known authors or researchers

Your keywords/phrases – in broader and narrower terms

Where you can use truncation – to catch singular and plural forms, spelling differences (UK v. US English) and word endings

How to link keywords/phrases using Boolean operators – and/or/not

Any limiting factors in your search e.g. date range, document type

A very simple example is provided overleaf:

Topic: Discuss the role of vitamins in a healthy lifestyle		
Concepts (Ideas)	Concept 1	Vitamin* or supplement*
	Concept 2	health* or diet* or nutrition*
Keywords/phrases	e.g. vitamins, multivitamins, food supplements, diet, nutrition	
Truncation	e.g. diet* finds <i>diet</i> or <i>diets</i> or <i>dietary</i>	
Boolean operators	e.g. vitamin* or multivitamin* or food supplement*	

N.B. * = truncation symbol used for searches in Primo

Think about your own essay or assignment titles in this way – don't rely just on the words in the title – look to use alternative words and phrases, acronyms, spellings and truncation:

		Word/phrase		Word/phrase		Word/phrase
Idea/Concept 1			or		or	
Idea/Concept 2			or		or	
Idea/Concept 3			or		or	

Step 2: Source information

Here you need to consider the best sources of information for your topic – they may be book and journal material found in catalogues and databases, or information available on the Web from NGOs, international organisations, the European Union or government departments.

Here are the main points for consideration:

1. Every source must offer reliable, authoritative information. Remember - some organisations will introduce bias and present information in ways that support their aims and objectives. Is this acceptable for your needs?
2. **Never** rely wholly on information you find using Internet search engines such as Google – there is an awful lot of rubbish out there on the WWW purported to be written by experts. Internet search engines do not evaluate the results they retrieve; this means that the onus is on you to evaluate this information carefully before use.
3. Most academics do not like to see Wikipedia referenced in student submissions, although it may be used as a source of information for further investigation. REMEMBER this is a wiki and, as such, the information on it can be edited by anyone - so information on it may not be entirely accurate!
4. Databases contain journals that we pay for so they must be your primary source of academic literature – they are authoritative because they have undergone peer-review by fellow academics before publication. **Web of Knowledge** is a huge database suitable for almost all subjects and is a good starting point.

If you don't know what information sources are available to you – ask library staff on your subject floor or site library. A good place to begin your search is on Primo.

Step 3: Search Primo

The best place to start looking for information is Primo because it tells you what we hold in our libraries. Use it to check if we have any books, or journal titles, on your subject interest (or on your reading list).



Remember – your search terms will generally have to appear in the **title** of the record
You cannot search the contents of books using Primo

1. To access the catalogue from any PC classroom or any remote site go <http://primo.abdn.ac.uk:1701>
2. Login using your University computer username and password and click on the **Advanced Search** option

Exercise 1: Finding a book on your reading list

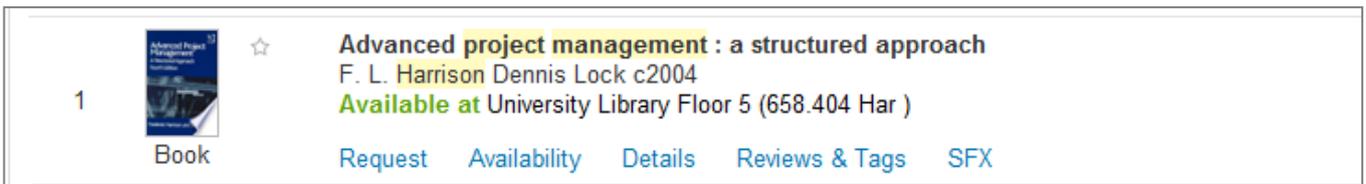
A citation for a book on a course reading list may look like this:

Harrison, F.L. & Lock, D. (2004). Advanced project management: a structured approach. Aldershot: Gower.

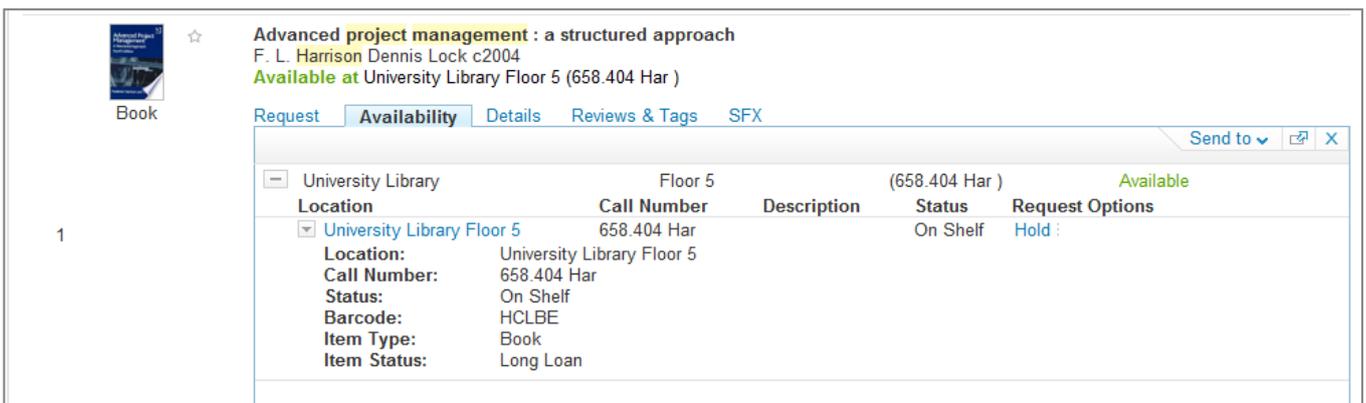
3. Primo will open up displaying the **Simple Search** screen. Use the search box on the to type in keywords from the title of the book + the author's family name (see below):



4. Click on the **Search** button. Scroll down to see your results
5. Each record tells you the format (in this example – a book), title, author(s), year of publication, and the library that holds the book, the floor (if held in the University Library), and the location on the floor, also called the shelf-mark.



6. Click on the **Availability** link to see the number of copies held (the copies will be in a list)
7. Once the **Availability** tag is open, click on the location of the copy (in this example, **University Library Floor 5**) to see the length of loan of the item. In this example, the book is a **long loan** which means you could borrow it for the whole academic session or until it is requested by someone else.



8. Click on the **Details** link to link through to the **Table of Contents**
9. If you study at **Medical Library** or **Reid Library** (i.e. on a different campus from the University Library where the book is kept) you can use the **Request** function to ask for the book to be delivered to Medical Library. **Request** can be used for material that is out on loan to someone else (the record will say **Request from** rather than **Available**), or kept in a remote store - **Holland Street Store**, **MacRobert** or **King's Stack**.



Request only works for book transfers between libraries on different campuses, e.g. between the University Library/Taylor Library in Old Aberdeen and Medical Library at Foresterhill or Reid Library at Bucksburn. You can't, for instance, ask for a book in Taylor Library to be transferred to the University Library or *visa versa* because they are both located on the same campus.

Exercise 2: Finding materials on a topic – when you don't know what we have ...

1. You may have to find information for an essay or assignment and you need to find out what we have in the library that you can read
2. We recommend you use **Advanced Search** in Primo because it is the most flexible search option
3. REMEMBER the catalogue can only look for the *titles* of books or the *titles* of journals. It cannot search the contents of them, i.e. chapters in books or articles in journals. You must use databases to do that.
4. Quick tips for success:
 - Don't type in the title of your assignment!
 - Do a "quick and dirty" search then try again with better keywords
 - Don't be too specific (you're searching across words in the record of a book, not the words within the book itself)

Using this example of an essay title (or one of your own) look for suitable reading material on the catalogue for this topic:

"Discuss recent developments in telecom fibre optics."

5. Use the table in Section 1 *Planning your Search*, to brainstorm ideas for keywords and phrases. DO NOT TYPE IN THE TITLE OF THE ESSAY.
6. Note below at least one relevant item with enough information for you to find it on the shelf if you needed to do so

Title:	
Library:	
Shelfmark:	
Number of copies held:	
Number of copies available:	



Were there any electronic books on your topic? **Note** - we offer library workshops on getting the most out of our e-book collections (see www.abdn.ac.uk/coursebooking/)

Exercise 3: Finding a journal article using Primo

1. It is important that you know how to use Primo correctly to find journal article references on your reading lists or for your research. Following the instructions below, search for these examples and check whether we hold the item in paper and/or electronic format :

Step 4: Find databases using Primo

1. **Open Primo** and login using your University username and password
2. Click on **Advanced Search**
3. Click on **Find Databases**
4. Click on the drop-down menu beside **Category**
5. Select the general subject area for your subject interest
6. Click on the drop-down menu beside **Sub-category** and select the more specific subject area of interest
7. Click on the **Find databases** button

-
8. An A-Z list of databases relevant to your subject is displayed.
 9. Click on the **Show Info** link for a database to find out what it covers and the relevant search rules
 10. Click on the title of a database to link out and search it

Step 5: Set up a RefWorks account to manage your references

1. Go to RefWorks at <http://www.refworks.com/refworks>
2. Click on **Sign up for a New Account**, complete the registration form and click on **Create Account**
3. RefWorks will send you an e-mail confirming your access details
NB. Keep this message on file as it includes the access code (Group Code) for off-campus use
4. You will be able to use your account immediately after submitting your registration – leave this browser window open.

Well done!

You have completed part 1 of the Essential Skills Workshop.

Remember!

Practice makes perfect and you will soon lose your skills if you don't keep using them!

PART 2

Step 6: Using a database - Scopus

In this workshop you will use **Scopus** - the biggest scientific, medical and technology database available to us

1. Go to **<http://www.scopus.com>**
2. Click on **Add search field** to give you two search boxes.
3. In the first box type the words for your first idea: **“oil spill”**
4. In the second box type all the words for your second idea: **sea* or ocean* or marine**
5. In the **Limit to: Subject Areas** section - uncheck the boxes for Social Sciences, Health Sciences and Physical Sciences so that you limit your search to **Life Sciences**
6. Click on **Search**
7. How many hits do you get? _____
8. When you are looking at a topic for the first time you may find it useful, after you have carried out the initial keyword search, to limit your search to Document type = **Review**. A review article in your subject area that has been published in the last few years can be very useful in pulling together a wide number of source papers in the topic area.
 - a) In the **Refine Results** section scroll down to **Document Type**
 - b) Select **Review** then click on the **Limit to** button
 - c) How many review articles do you have? _____

Step 7: Search for e-books in ebrary, ECCO, EEBO, ScienceDirect and SpringerLink

We currently have access to 5 important full text electronic book collections:

- ebrary at **<http://site.ebrary.com/lib/aberdeenuniv>**. +70,000 e-books
- EEBO at **<http://eebo.chadwyck.com>**. +100,000 e-books
- ECCO at **<http://infotrac.galegroup.com/itweb/abdn>**. +180,000 e-books
- ScienceDirect ebooks at **<http://www.sciencedirect.com>**. +6,000 e-books
- SpringerLink ebooks at **<http://www.springerlink.com/books>**. +25,000 e-books

Books in each of these collections are listed in Primo. However you can do more detailed searches across the books by going to the website for the individual collection.

Today we will search ebrary.

ebrary Search rules:

- Exact phrases to be enclosed in quotation marks e.g. “heart attack”
- Boolean operators must be in capital letters e.g. **AND OR**
- Truncation symbol is not supported and cannot be used

Remember we are looking for books for an assignment: **Discuss the affect of oil spills on the marine environment**

1. Go to **<http://site.ebrary.com/lib/aberdeenuniv>**
2. Login using your Computer username and password
3. Click on the **Search** tab
4. In the search box type the words for your first idea: **“oil spills”**
5. To add a second search box click on
6. In the second box type all the words for your second idea: **sea OR ocean OR marine**

7. Click on **Search ebrary**
8. How many hits do you get? _____
9. In the **Focus your search** section select: **Marine Pollution** and **Environmental Aspects**
10. Click on **Search ebrary**
11. How many hits do you get? _____
12. Scroll down to the book **Spills of Emulsified Fuels: Risks and Responses** by the National Research Council and click on the title
13. The book opens in **QuickView** on the first page in the book containing one or more of your search keywords
14. Click on the **Add to My Bookshelf** button (located at the top of the table of contents)
15. To open your bookshelf click on the **Bookshelf** tab at the top left hand side of the page
16. At the moment your book is unclassified. You can create a folder to file the book in
 - a. Click on **Add Folder** and name it **Oil Spills Essay**, then click on **Add Folder**.
 - b. Left click on the 'book jacket' and, keeping the mouse button pressed, drag the icon into the folder you have just created
 - c. A book title is automatically saved to your bookshelf when you add a bookmark, highlight text or make notes
17. Click on **Sign Out** at the top right hand side of the page

Step 8: Search the Internet using a search engine

Now we will try searching for information using **Advanced Search** in *Google*

Remember we are looking for books for an assignment: **Discuss the affect of oil spills on the marine environment**

1. Go to **www.google.com**
2. Click on the link to **Search**
3. In the second **Exact Phrase** search box type: **oil spills**
4. In the third **at least one of the words** boxes type: **sea ocean marine** (one word in each box)
5. Click on **Advanced Search** (located at the bottom right hand side of the search section)
6. How many hits do you get? _____
7. To return to the search screen click on the *back* browser button
8. In the **Search within a site or domain:** box type **.ac.uk** (exactly as written), and click on **Advanced Search**
9. How many hits do you get? _____

PLEASE NOTE: On occasions Google can be a useful source for material, particularly older material not included in the databases we pay for. However, you should **never** regard Google as your first choice information resource. Use it to back-up other work that you have done in the academic databases.

Step 9: Record your references (bibliographic management)

It is important that you start to keep good records on the references you intend to use in your essay and project work.

This can be through using index cards, manual lists or electronic lists and personal databases. Alternatively, there is a piece of software called RefWorks available for managing bibliographic references and creating bibliographies. This is suitable for use by most subjects except for law where the OSCOLA referencing style is required.

To find out how easy it is to send references to your RefWorks account do a search on Scopus as instructed in the following table:

1. Go to http://www.scopus.com/
2. On the Document Search screen: Click on Add search field to ensure that you have 2 search boxes in which to type your search terms In the first box type the following, <i>exactly</i> as given: “ oil spill* ” In the second box type the following, <i>exactly</i> as given: “ environmental impact ” In the Subject Areas section select only Life Sciences
3. Click on Search
4. The Document results screen will now be displayed presenting a list of records that match your search criteria. If you have typed in the search terms exactly as given above you will have 60+ results Select a few records of interest using the tick box alongside each one. In the grey navigation bar just above the headers in the Document results section click on the Export button.
5. On the Output: Export, Print, Email or Create a Bibliography screen set it as follows: Section 1: make sure the Export radio button is selected Section 2: Export format – RefWorks direct export Output - Abstract format Click on Export
6. A separate window will open and you may be prompted to login to RefWorks. Once you have logged in, a status screen will open indicating that an import is arriving from Scopus. The records will automatically drop into your Last Imported Folder in RefWorks. Click on the Import Log link to check that there are no problems with the records. Click on View Last Imported Folder button
7. On RefWorks create a folder to store your records: Click on the New folder button Name the folder Oil Spills You will be taken back to your Last Imported Folder Click on the All in list radio button Hover over the folder icon beside the All in list radio button. Scroll down the drop-down menu and select Oil Spills
8. On the top navigation bar in RefWorks, open the View drop-down menu Select View Folder Scroll down and click on Oil Spills . You will see that your records have been successfully filed in this folder.

See our web pages <http://www.abdn.ac.uk/library/learning-and-teaching/for-students/refworks/> for further information on RefWorks. We offer training sessions on using RefWorks during the term. Alternatively, if a small group (6+) of you get together you can book a training session – timing will depend on the availability of you, the library’s PC classrooms and our trainers!

Step 10: Be aware of copyright and plagiarism

Plagiarism: Plagiarism is a serious academic offence. It is now technically easy to copy and paste significant portions of web-based text into your work but by doing this (even if you acknowledge the work in your bibliography and enclose the text in quotation marks) you may be regarded as plagiarising another person’s work. Check guidance provided within your School for further information, or speak with your supervisor if you have any queries on what constitutes plagiarism.

More information provided at <http://www.abdn.ac.uk/sls/plagiarism/>

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More information is provided at www.abdn.ac.uk/library/documents/guides/gen/qggen008.pdf

Help and support

IT technical problems, including access to databases: Service Desk

Email: servicedesk@abdn.ac.uk (only staffed Monday to Friday 09:00 – 17:00 hours)

Tel.: 01224–273636 (anytime – an out of hours service is provided after 17:00 and at weekends)

Advice and support on using databases:

Susan McCourt (s.mccourt@abdn.ac.uk) or

Elaine Shallcross (e.shallcross@abdn.ac.uk) or

Janet MacKay (j.i.mackay@abdn.ac.uk)

All workshop materials are available at: <http://aberdeenunilibskills.pbworks.com>