

Find it Fast! Part 1

Essential Skills for

Assignments and dissertations 1

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and Janet MacKay
2011/12



Aims and Objectives

Aims

- An overview of the methods and resources available for finding information for your assignments and dissertations
- Includes:
 - Planning a literature search
 - Applying your search to a number of resources: Primo, electronic books, databases, web
- Managing your references

Objectives

- To find and manage high quality information for your assignments and dissertations



Steps to Finding Information Fast

PART 1

- Step 1: plan your search
- Step 2: Source information
- Step 3: Search the Primo
- Step 4: Use Primo to identify relevant databases
- Step 5: Manage your references

PART 2

- Step 6: Look beyond Primo = databases/web search engines
- Step 7: Manage your results with RefWorks
- Step 8: Be aware of copyright and plagiarism

Step 1: Plan your search

First things first...
take a pencil and paper –
and do some brainstorming



- Only takes a few minutes
- Saves time in the long run
- What information are you looking for?
- Analyse the topic...

Plan your search contd...

- Think about
 - Time
 - Topic – break it down into ideas (concepts); keywords
 - Words (spelling, alternative words, truncation)
 - Linking words (Boolean logic – and/or)
- Write them down in a table



Example topic



**Discuss the effect of oil spills on
the marine environment**



“the effect of oil spills on the marine environment”

↑
a
n
d
↓

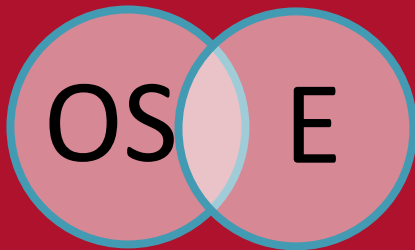
Concepts	Alternative keywords		
Idea 1	“oil spill?”		
Idea 2	sea?	ocean?	marine?
Idea 3	environment?		

← or →

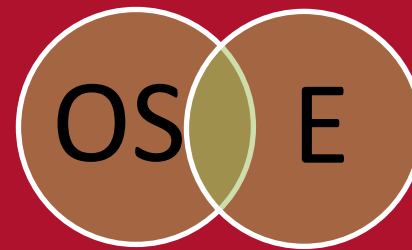


Boolean Searching

- Linking of words, phrases and concepts for searching in databases and the web
- **AND**, **OR** are main operators



oil spills **OR** environment



oil spills **AND** environment



Step 2: Source Information

Main places to look:

- Primo
 - Ebrary + ScienceDirect (e-book collections)
 - Database(s) (Web of Science in this workshop)
 - Web search tools
- * Look up the search rules for the databases you plan to search

Step 3: Search Primo



Primo

- <http://primo.abdn.ac.uk:1701/>
- Tells you what we hold
- Searches all of our collections
- Cannot find chapters in books
- Can link out to electronic resources using the SFX service



Primo Search Rules

- Link ideas with Boolean operator - AND
- Link alternative meanings with Boolean operator - OR
- Use a truncation symbol to catch singular and plural forms; word endings
e.g. diet* finds diet, diets, dietary
- Use quotation marks for “phrase searching”
e.g. “global warming”



Finding resources on Primo

- a book on a reading list...
- Materials on a topic...
- Journal articles...



Example Search

I want to find a book on my reading list...

Wang, Z. & Stout, S.A. (2007). Oil spill environmental forensics: fingerprinting and source identification. Amsterdam: Elsevier/Academic Press



For titles you know use **Simple Search**...
e.g. book on a reading list, reference in a
bibliography

The screenshot shows the Aberdeen University Library website. At the top, there is a navigation bar with links for 'Guest', 'e-Shelf', 'My Account', and 'Login'. Below this, a secondary navigation bar includes 'New Search', 'A-Z eJournals', 'Home', 'Tags', and 'Help'. The main search area features a search bar with the text 'oil stout spill' entered, a dropdown menu set to 'All Libraries/Collections', and a 'Search' button. To the right of the search bar is a link to 'Advanced Search' and a 'Subscribe to Library News feeds' button with an RSS icon. The page content is divided into several sections: 'What is Primo?' explaining the search engine, 'Library News and Events' with links to 'News' and 'Events', 'Library Services' with links to 'Opening Hours', 'Who can use the Library', 'Help and Support', 'Inter Library Loans', 'Information for students', 'Information for staff', and 'Information for visitors'. There are also two columns of links for 'Library, Special Collections and Museums Sites' and 'Museum Collections'. At the bottom, there are four boxes: 'Ask a Librarian' with contact information, 'Find us on Facebook' with a Facebook icon, 'Primo on iPhone' with an iPhone icon and a link to bookmark the site, and 'Library on Twitter' with a Twitter icon and a link to follow @aberdeennilib.

Library Special Collections and Museums

Guest e-Shelf My Account Login

New Search A-Z eJournals Home Tags Help

Aberdeen Collections Journal Articles and More

oil stout spill All Libraries/Collections Search Advanced Search

Subscribe to Library News feeds

What is Primo?
Primo enables you to search across all our resources at once. You can find books, electronic resources from our databases, museum objects and material from our special collections and archives.

Library News and Events
> News
> Events

Library Services
> Opening Hours
> Who can use the Library
> Help and Support
> Inter Library Loans
> Information for students
> Information for staff
> Information for visitors

Library, Special Collections and Museums Sites
University Library
Taylor Law Library
Medical Library
Reid Library
Special Collections
King's Museum

Museum Collections
Anatomy Museum
Pathology and Forensic Medicine
Marischal Museum
Geology Museum
Natural Philosophy
Herbarium
Zoology Museum

Ask a Librarian
Our Ask a Librarian service operates term-time, Mon-Fri from 9am to 5pm

Find us on Facebook
Connect with Library, Special Collections and Museums on Facebook

Primo on iPhone
Bookmark this link to access Primo on your iPhone

Library on Twitter
Follow @aberdeennilib to keep up to date on library news

What can I find out?

The screenshot shows the Aberdeen Collections website interface. At the top, there's a navigation bar with links for Guest, e-Shelf, My Account, and Login. Below this is a search bar with the text 'oil stout spill' and a 'Search' button. To the right of the search bar is a 'Subscribe to Library News feeds' button with an RSS icon. The search results are displayed in a table with one entry. The entry is titled 'Oil spill environmental forensics fingerprinting and source identification' by Zhendi Wang and Scott A Stout, published by ScienceDirect in 2007. The entry is marked as 'Online access'. A red circle highlights the title and the 'View Online' link. Another red circle highlights the 'View Online' link. The page also shows a 'Sorted by: Relevance' dropdown menu.

Library Special Collections and Museums

Guest ☆ e-Shelf My Account Login

New Search A-Z eJournals Home Tags Help


Aberdeen Collections Journal Articles and More

oil stout spill All Libraries/Collections Search Advanced Search

Subscribe to Library News feeds

rss

1 Results for All Libraries/Collections Sorted by: Relevance ▾

1  ☆ **Oil spill environmental forensics fingerprinting and source identification**
Zhendi Wang; Scott A Stout; ScienceDirect (Online service) c2007
Online access

Book [View Online](#) [Details](#) [Reviews & tags](#) [SFX](#)

1 Results for All Libraries/Collections Sorted by: Relevance ▾


Last Updated: September 7, 2009

The Results page

- tells you title, author, year of publication
- tells you whether a copy is available to borrow
- tells you which library holds the book or if it is an e-book
- open an e-book by clicking on **View Online**

Opening an e-book

1 Results for All Libraries/Collections Sorted by: Relevance ▾

 ☆ **Oil spill environmental forensics fingerprinting and source identification**
Zhendi Wang; Scott A Stout; ScienceDirect (Online service) c2007
Online access

Book

View Online Details Reviews & Tags SFX

Open source in a new window Send to ▾

SciVerse ScienceDirect

Hub | ScienceDirect | Scopus | SciTopics | Applications Register | Library, Museum

Home | Browse | Search | My settings | My alerts

Articles ☒ All fields Author
Images ☐ Journal/Book title --This Journal/Book-- Volume Issue Page Search ScienceDirect

1 Results for All Libraries/Collections Sorted by: Relevance ▾

- click on **Open source in new window**
- for ebrary books: taken to Shibboleth login screen
- for ScienceDirect books: taken directly to book
- login using your University username and password
- automatically opens the book in ebrary

Convert Select

Favorites Library & Historic Collecti... Suggested Sites

Primo by Ex Libris - oil stout spill



Aberdeen Collections Journal Articles and More

Any contains oil stout spill

Any contains

Any contains

Search Simple Search

rss

1 Results for All L



Book

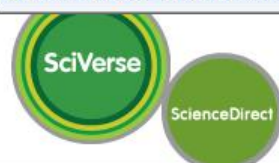
1

1 Results for All L

Convert Select

Favorites Library & Historic Collecti... Suggested Sites Web Slice Gallery

ScienceDirect - Oil Spill Environmental Forensics ...



Hub ScienceDirect Scopus SciTopics Applications

Register Login

Broug
Library, Spe
Museums, U

Home Browse Search My settings My alerts

Articles All fields Author
Images Journal/Book title --This Journal/Book-- Volume Issue Page Search ScienceDirect

Connect with over 375,000
life-sciences researchers.

Register for free

BiomedExperts
Your scientific professional network



Oil Spill Environmental Forensics

Fingerprinting And Source Identification
Copyright © 2007 Elsevier Inc. All rights reserved

Author(s): Zhendi Wang, Ph.D., and Scott A. Stout, Ph.D.

ISBN: 978-0-12-369523-9

[About this Book](#) | [Shortcut link to this Title](#)

♥ Add to Favorites

Full-text available Abstract only

Table of Contents

Biography, Pages v-xii

Show preview PDF (87 K) Related articles Related reference work articles

List of tables, Pages xxiii-xxvi

Show preview PDF (66 K) Related articles Related reference work articles

List of figures, Pages xxvii-xxv

Show preview PDF (128 K) Related articles Related reference work articles

Preface, Page xlvii

Advanced Search

To look for books on a topic use
Advanced Search

- flexible
- search across a combination of fields
- enter keywords in any order
- limit to certain resource types, e.g. books, journals
- follow the worksheet containing exercises in your workshop pack



I want to look for books on a topic...

Use **Advanced Search**

Library Special Collections and Museums

Guest e-Shelf My Account Login

New Search A-Z eJournals Home Tags Help

Aberdeen Collections Journal Articles and More

Any is (exact) oil spill

Any contains ocean* OR sea* OR marine

Any contains environment

Publication Date: Any year

Material Type: All items

Search Scope: All Libraries/Collections

Find Databases

Search Simple Search

What is Primo?
Primo enables you to search across all our resources at once. You can find books, electronic resources from our databases, museum objects and material from our special collections and archives.

Library, Special Collections and Museums Sites
University Library
Taylor Law Library
Medical Library
Reid Library
Special Collections
King's Museum

Museum Collections
Anatomy Museum
Pathology and Forensic Medicine
Marischal Museum
Geology Museum
Natural Philosophy
Herbarium
Zoology Museum

Library News and Events
> News
> Events

Library Services
> Opening Hours
> Who can use the Library
> Help and Support
> Inter Library Loans
> Information for students
> Information for staff
> Information for visitors

Ask a Librarian

Find us on Facebook

Primo on iPhone

Library on Twitter



Aberdeen Collections

Journal Articles and More

Any	is (exact)	oil spill
Any	contains	ocean* OR sea* OR marine
Any	contains	environment

Publication Date: Any year

Material Type: All items

Search Scope: All Libraries/Collections

[Find Databases](#)

Search

[Simple Search](#)

Show only

[Full Text Online](#) (3)
[Available in the Library](#) (5)

Refine My Results

Resource Type

[Books](#) (8)
[Manuscript](#) (6)

Location

[Special Libraries and Archives](#) (6)
[University Library](#) (3)
[Queen Mother Library](#) (2)

Collection

[Archives](#) (6)
[General](#) (5)

Date

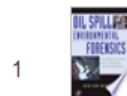
[Before 1992](#) (3)
[1992 To 1993](#) (3)
[1993 To 2007](#) (4)
[2007 To 2008](#) (3)
[After 2008](#) (1)

Author/Creator

[ScienceDirect \(Online service\)](#) (2)
[Marine Laboratory \(Aberdeen,](#)

14 Results for All Libraries/Collections

Sorted by: Relevance

1-10 [Next](#)[Show only](#) [Full Text Online](#) (3) [Available in the Library](#) (5)

1

Book

Oil spill environmental forensics fingerprinting and source identification

Zhendi Wang; Scott A Stout; ScienceDirect (Online service) c2007

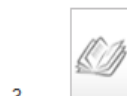
[Online access](#)[View Online](#) [Details](#) [Reviews & Tags](#) [SFX](#)

2

Book

Interim report of the marine monitoring programme on the Braer oil-spill.

Marine Laboratory (Aberdeen, Scotland). 1993

[Available at](#) Queen Mother Library Floor 2 (p628.16833 Mar)[Request](#) [Availability](#) [Details](#) [Reviews & Tags](#) [SFX](#)

3

Book

Oil spill countermeasures for the southern Beaufort Sea

W. J. Logan D. E Thornton; S. L Ross; Canada. Environmental Protection Service. Environmental Emergency Branch. Research and Development Division.; Canada. Environmental Conservation Directorate.; Canada. Beaufort Sea Project. 1977

[Available at](#) University Library Floor 5 (628.1688 Can)[Request](#) [Availability](#) [Details](#) [Reviews & Tags](#) [SFX](#)

4

Book

Long-term ecological change in the Northern Gulf of Alaska

Robert Bernard Spies; ScienceDirect (Online service) 2007

[Online access](#)[View Online](#) [Details](#) [Reviews & Tags](#) [SFX](#)[Protecting the Gulf's marine ecosystems from pollution](#)

E-books = no library name

Print books = library name and shelfmark

Search Simple Search

Show only
Full Text Online (3)
Available in the Library (5)

Refine My Results

Resource Type
Books (8)
Manuscript (6)

Location
Special Libraries and Archives (6)
University Library (3)
Queen Mother Library (2)

Collection
Archives (6)
General (5)


Date
Before 1992 (3)
1992 To 1993 (3)
1993 To 2007 (4)
2007 To 2008 (3)
After 2008 (1)


Author/Creator
ScienceDirect (Online service) (2)
Marine Laboratory (Aberdeen, Scotland) (1)
Canada. Environmental Protection Service. Environmental Emergency Branch. Research and Development Division (1)
Spies, R (1)
Stout, S (1)
Show 15 more


Subject
Oil spills (6)
Oil pollution of the sea (3)
Braer (Ship) (1)
Environmental chemistry (1)
Environmental forensics (1)


14 Results for All Libraries/Collections Sorted by: Relevance 1-10 Next


Show only Full Text Online (3) Available in the Library (5)


1  **Oil spill environmental forensics fingerprinting and source identification**
Zhendai Wang, Scott A Stout; ScienceDirect (Online service) c2007
Online access
[View Online](#) [Details](#) [Reviews & Tags](#) [SFX](#)


2  **Interim report of the marine monitoring programme on the Braer oil-spill.**
Marine Laboratory (Aberdeen, Scotland). 1993
Available at Queen Mother Library Floor 2 (p628.16833 Mar)
[Request](#) [Availability](#) [Details](#) [Reviews & Tags](#) [SFX](#)

3  **Oil spill countermeasures for the southern Beaufort Sea**
W. J. Logan D. E Thornton; S. L Ross; Canada. Environmental Protection Service. Environmental Emergency Branch. Research and Development Division.; Canada. Environmental Conservation Directorate.; Canada. Beaufort Sea Project. 1977
Available at University Library Floor 5 (628.1688 Can)
[Request](#) [Availability](#) [Details](#) [Reviews & Tags](#) [SFX](#)

4  **Long-term ecological change in the Northern Gulf of Alaska**
Robert Bernard Spies; ScienceDirect (Online service) 2007
Online access
[View Online](#) [Details](#) [Reviews & Tags](#) [SFX](#)

5  **Protecting the Gulf's marine ecosystems from pollution**
A. H Abu-Zinada; SpringerLink (Online service) c2008
Online access
[View Online](#) [Details](#) [Reviews & Tags](#) [SFX](#)

6  **Oil spill response in the marine environment**
Jerzy Doerffer 1992
Available at University Library Floor 5 (628.16833 Doe)
[Request](#) [Availability](#) [Details](#) [Reviews & Tags](#) [SFX](#)

7  **Ecological Steering Group on the oil spill in Shetland : an interim report on survey and monitoring.**
Great Britain. Scottish Office. Environment Dept. 1993
Available at Queen Mother Library Floor 2 (p574.52638 Sco)

Trusted sites | Protected Mode: Off 100%

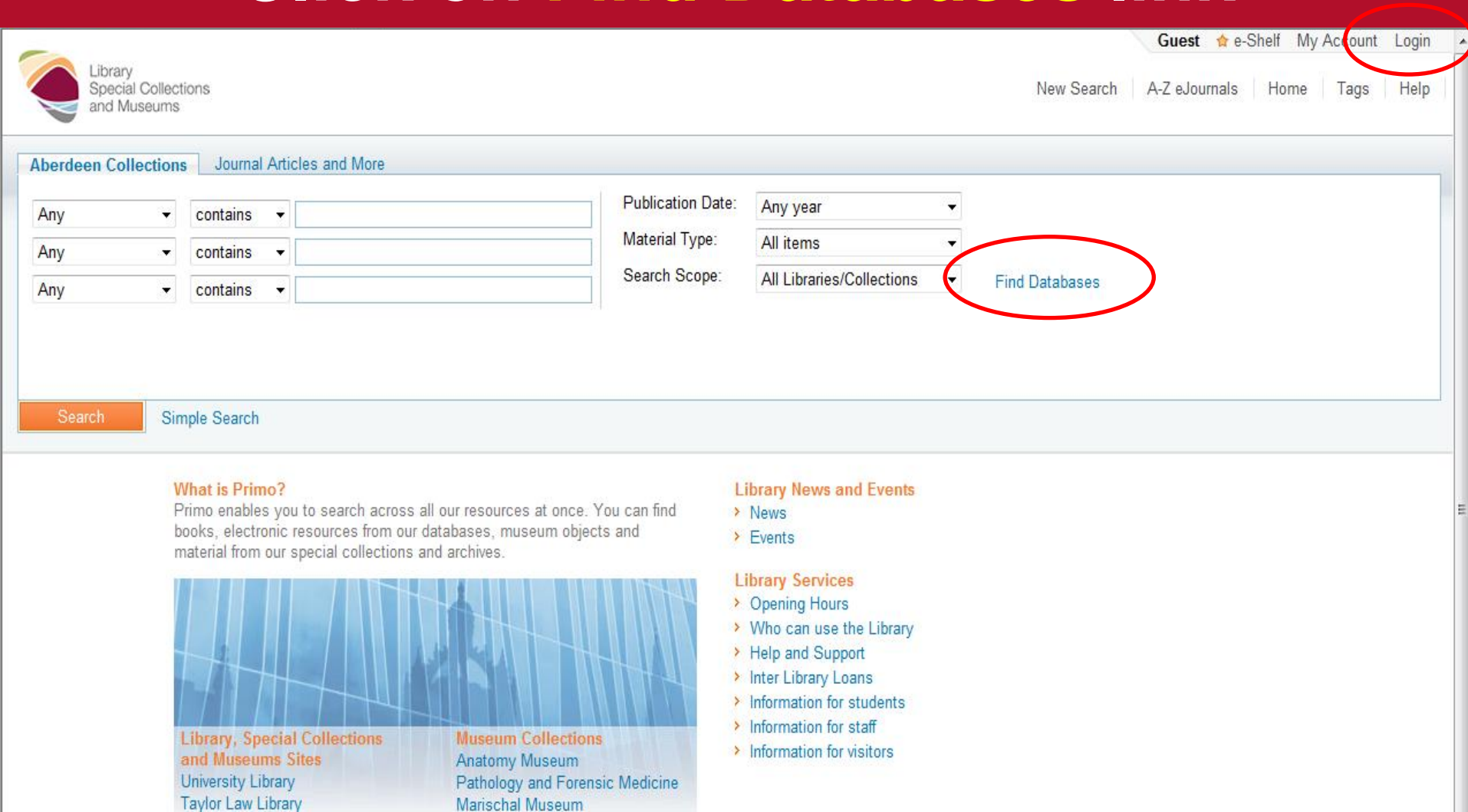
Step 4: Databases

Use Primo to find the relevant
databases to search...



Primo: login using your university username and password

Click on **Find Databases** link



The screenshot shows the Primo library search interface. At the top right, the 'Login' link is circled in red. Below the navigation bar, the 'Find Databases' link in the 'Search Scope' dropdown menu is also circled in red. The interface includes a search bar with three input fields, each with a dropdown menu set to 'Any' and a 'contains' operator. The 'Publication Date' dropdown is set to 'Any year', 'Material Type' to 'All items', and 'Search Scope' to 'All Libraries/Collections'. A 'Search' button is located at the bottom left of the search area. Below the search area, there are sections for 'What is Primo?', 'Library News and Events', and 'Library Services'.

Library Special Collections and Museums

Guest e-Shelf My Account Login

New Search A-Z eJournals Home Tags Help

Aberdeen Collections Journal Articles and More

Any contains []

Any contains []

Any contains []

Publication Date: Any year

Material Type: All items

Search Scope: All Libraries/Collections Find Databases

Search Simple Search

What is Primo?
Primo enables you to search across all our resources at once. You can find books, electronic resources from our databases, museum objects and material from our special collections and archives.

Library News and Events
> News
> Events

Library Services
> Opening Hours
> Who can use the Library
> Help and Support
> Inter Library Loans
> Information for students
> Information for staff
> Information for visitors

Library, Special Collections and Museums Sites
University Library
Taylor Law Library

Museum Collections
Anatomy Museum
Pathology and Forensic Medicine
Marischal Museum

Primo: Find Databases

The screenshot shows the 'Find Databases' interface in the Primo system. The interface includes a search bar, a 'Find Databases' button, and a list of databases. Red circles highlight the 'Find Databases' button and the 'Category' and 'Sub-category' dropdown menus.

Find Databases [Help](#) [X](#)

Name: Type:

Publisher: Category:

Keywords: Sub-category:

☒ Include restricted databases

A B C D E F G H I J K L M N O P Q R S T U V W X Y Z #

<input type="checkbox"/>	A2A - Access to Archives	Show Info
<input checked="" type="checkbox"/>	Aberdeen Library Catalogue (ALEPH)	Show Info
<input type="checkbox"/>	Aberdeen University Archives	Show Info
<input type="checkbox"/>	ABES: Annotated Bibliography for English Studies	Show Info
<input checked="" type="checkbox"/>	ABI/INFORM Complete(ProQuest)	Show Info
<input type="checkbox"/>	Accents of the British Isles	Show Info
<input checked="" type="checkbox"/>	ACM Digital Library	Show Info

- Select subject category
- Select subject sub-category
- Click on **Find Databases** button to read A-Z list of relevant databases

Step 5: RefWorks

Manage your References
Register a RefWorks account



Options

- Keep records of useful sources as you search
e.g. books, journal articles, websites
- Manual record keeping
 - Word documents
 - Excel spreadsheets
 - Index cards
- Reference management software
- RefWorks
 - Stores references found in searches
 - Creates in-text citations and bibliographies automatically



What is RefWorks?


- Web-based – access from any computer with Internet access
- 2 functions:
 - Electronic store or filing cabinet
 - Formats bibliographies and in-text citations
- Your own database of references
- No limit to number of references in your account

Why would I use it?

- Keeps all of your references/citations safely in 1 place
- Save time and effort
- Easy to create formatted bibliographies/in-text citations
- **NOTE! RefWorks is NOT suitable for law students**



Creating a RefWorks account

 **RefWorks**

About RefWorks Administrator Other Products Contact Us Help

Login to your RefWorks Account

[Login using RefWorks Classic](#)
▼ Login using your Group Code
New to RefWorks?
[Sign up for a New Account](#)
Login to your **University of Aberdeen** RefWorks account.
Login Name

Password



[Not your Institution?](#)
[Forgot your password?](#)


[Sign up for a New Account](#)

Welcome to RefWorks 2.0! The new interface puts all your favorite features at your fingertips, is easier and more intuitive to use—and better to look at, too!

Want to learn how to get around RefWorks 2.0?
Watch our [RefWorks 2.0 preview](#) to see what's new and learn how to quickly navigate through the basic features. Or participate in one of our free webinars! For a list of our current scheduled training sessions, please [click here](#).

Want to keep up with the latest on RefWorks?
Fan us on Facebook or follow us on Twitter. Join these RefWorks communities and you'll be the first to hear about new features, get help from our excellent support team—even be invited to participate in special events.

Connect with RefWorks now!  

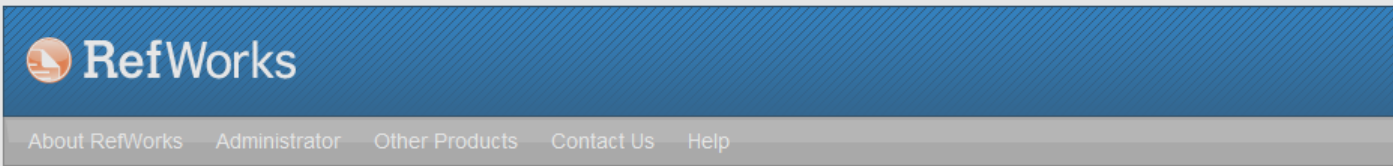


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- Go to www.refworks.com/refworks
- Click on **Sign up for a New Account**

Register your account



Login to your RefWorks Account

Create Account

Get started now with four easy steps:

1. Enter your subscriber information.

Your Name:

Email Address:

Login Name:

Area of Focus:

Type of User:

Password:

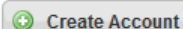
Re-enter Password:

2. Create a database by automatically importing data from online services or by typing references in manually.

3. Create a paper in your word processor inserting reference ID numbers in the locations you want to cite references. Save and close the file.

4. From RefWorks select Bibliography, Create and browse and locate the paper to format. Select the output style you want to use. Click Create Bibliography and save your formatted paper to your computer.

That's it...your paper is formatted correctly and the bibliography automatically created.

A button with a green plus icon and the text 'Create Account'.

- complete the form
- click on **Register** button
- confirmation email will be sent from Refworks – save this – contains the **Group Code** for off-campus access

Off Campus Access Technical Issues



- When **on campus** you are on a network that is recognised by our suppliers. Additional software (utilities/plugins) often already installed so that software works
BUT install the **ebrary Reader** on your own PC
- When **off campus** you will have to:
 - set web **proxy**
 - allow **pop-ups** and/or **cookies** for certain sites, e.g. ebrary, RefWorks
 - Install extra **plug-ins** e.g. ebrary Reader, RefWorks Write'N'Cite
- See relevant library guides and computing fact sheets at www.abdn.ac.uk/library/support/guides
- Check www.abdn.ac.uk/library/collections/access-eresources



How can I find out more?



- Sign up for **Find it Fast! workshops** via www.abdn.ac.uk/library/learning-and-teaching/for-students/information-skills-toolkit
- Subject support – make an appointment to see the **Information Consultant** for your subject
- **Information Skills wiki** at <http://aberdeenunilibskills.pbworks.com/>

How can I find out more? contd...



- **Library guides; podcast tours; vodcast demos** via www.abdn.ac.uk/library/support
- **Ask a Librarian** – instant messaging service on the library home page at www.abdn.ac.uk/library
- **Library web pages** at www.abdn.ac.uk/library
- **Access problems – IT Service Desk**
Tel. 01224 273636; email servicedesk@abdn.ac.uk



Library
Special Collections
and Museums

www.abdn.ac.uk/library

What's coming up...

Essential Skills Part 2

- Sign up for Part 2 to find out how to:
 - Search databases
 - How to Google better
 - Learn the basics of RefWorks
 - Be aware of copyright
 - Avoid plagiarism





Now...

- Do Section 1 – Plan your search (pg.1 in workbook)
- Concentrate on tools/resources of interest to you (see workbook)
- Try things out for yourself
- Book on further courses
- Ask for help – that's what we're here for
- Presentation available at <http://aberdeennunilibskills.pbworks.com/> (see Section B)

