

This worksheet will take you through the process of planning and carrying out an online search on the CSA Illumina platform. 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. We suggest that you use the example provided rather than your research topic. The aim of the workshop is to learn how to use the CSA interface – by following the loose exercise as given you are less likely to become involved in the intricacies of the results and instead learn about the CSA features that you can apply later to your specific subject areas.

Please ask for help at any time if you need it.

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1. Login route for CSA Illumina databases

CSA is the just one of many database platforms (or hosts) that we have access to. It is used to supply 30+ databases across many subject areas. Each database contains information on research published in selected journals and conferences. Some of the databases contain information related to books. CSA offers a variety of advanced facilities including the ability to save items to “My Research”, saving search strategies and setting up alerts. The alerting feature is particularly useful if you are carrying out research over an extended period of time.

To take advantage of the advanced options you must create a personal account – you only need to do this once. This is only worth doing if you are going to use this collection on a regular basis.

1. Logon to the PC and open up Internet Explorer.
2. Go to <http://www.csa1.co.uk>
3. Click on the blue **Shibboleth Login** link at the left hand side of the screen *underneath* the CSA Illumina login boxes:
 - Select **UK (UK Federation)**. Click on **Select**.
 - Type **University of Aberdeen**. Click on **Continue**.
 - In the pop-up window type in your University computer username and password. Click on **OK**.
 - The CSA platform uses the Shibboleth authentication route to access the database. This is the most reliable login route to get into the CSA Illumina database collection.

2. Registering for extra database services (optional) and logging out

1. If you want to create a personal account within CSA login as given in section 1 above. You will be on the Quick Search screen of the CSA Illumina database platform. Click on **Please login to My Research** (top right hand side of the page).
2. Select **New Users Register Here** (blue link *below* the login boxes). Complete and submit the form. (You'll only need to complete the form once).
3. You now have a personal CSA **My Research** account allowing you to save search strategies, set up alerts and use other personalised features.

4. You are now ready to start searching! **Click on Launch CSA Illumina**. Please turn the page and start at step 2 of section 3.
5. To use CSA in the future:
6. Login to the database using the **Shibboleth Login** link OR the **My Research** Login link
7. If you used the My Research login link you will need to click on **Launch CSA Illumina** option (top right hand side of screen) to open the database collection
8. You will see that you have been recognised. Towards the top right hand side it will say something along the lines of **My Research: Welcome, [Your first name]**
9. When you have finished using any CSA database click on **Logout** (confusingly, at the left hand side of the screen before the search tabs) before moving off to another website or shutting down the PC.

3. Carrying out your search: main features

See appendix for list of the databases provided on the CSA platform. There is a strong slant to the biological sciences however there are a several specialised databases related to Education and Linguistics.

The following step-by-step instructions take you through the main features of searching in CSA.

The instructions relate to an assignment entitled “**Discuss the impact of sulphur related pollution on forests**”. If you are interested in looking at the planning grid/matrix for the search terms it is provided at the end of the worksheet.

Search rules for CSA databases:


- **Boolean operators:** and, or, not, (they are not case sensitive)
 - **Exact phrase:** word1 word2 e.g. climate change (quotation marks are not required)
 - **Truncation symbol:** * to find an unlimited number of characters. Most often used to pick up the different endings to words e.g. comput* will look for computer, computers, computing, computation. The truncation symbol can be used in an exact phrase search e.g. passive smok*
 - **Different spellings:** ? represents a single character e.g. fertili?er would look for fertiliser or fertilizer. ?? represents two characters and so on e.g. carbon fib?? would look for carbon fiber or carbon fibre. Probably best to use the * truncation symbol!
1. If you are not already there go to **http://www.csa1.co.uk** and login to the collection using the Shibboleth route instructions provided at Step 3 of Section 1.
 2. Click on the **Advanced Search** tab so that you now have a search screen with 3 rows of search boxes. Regard each row as representing separate ideas or concepts of your search. (You can add and remove rows using the blue links Add Row | Remove Row).
 3. Before proceeding you must select the database(s) that you want to search across. This can be by using the drop down menu to select a general subject area or by clicking on the blue **Specific Databases** link and then ticking individual database names. Until you become familiar with the content of the individual CSA databases you may find it more relevant to select a general subject area.
 - If you are using the search example provided in this worksheet use the drop down box next to **Select** and highlight **Natural Sciences**
 4. You are now ready type in your search terms. Type in the search terms given in **bold** below to the CSA search boxes exactly as given:

forest*	or	woodland*	or	Anywhere
sulphur	or	sulphur	or	so2
pollut*	or		or	Anywhere

5. Click on **Search**.
6. The search results will be displayed and you will have found a large number of references. The search needs to be refined/limited in some way. We will add some extra keywords.

7. Click on **Edit Search** (towards the top of the page, yellow lettering on dark green navigation bar) to jump to the search boxes. Alternatively, use the scroll bar on the right hand side to move down towards the bottom of the page, below the first page of results you will see the search boxes. Click on **Add Row** and then insert an extra set of keywords so that your search screen looks as follows:

forest*	or	woodland*	or	Anywhere
sulphur	or	sulphur	or	so2
pollut*	or		or	Anywhere
scot*	or	scandinav*		Anywhere

8. Click on **Search**.
9. The search results will now be displayed. You will have nearly 200 references/hits. You can add further concepts/keywords by repeating steps 7 and 8 if you needed to however we will use this set of results.
10. The default display is for **All Publication Types**. To view other types look at the given tabs. In the worked example you may see tabs for **Journals**, **Peer-reviewed Journals**, **Conferences**, **Books** and **More**. Each type will have a number after it indicating the number of these items found in your search. If you are not following the search exactly as given you may not have all the tabs as described.
11. While on the **All Publication Types** results list skim down the list. The bibliographic details for each record are provided along with options to **View Record** and link out via . These options are not displayed for all records as the options depend on the database in which the reference was found – see below.
12. The name of the database from which each reference was found is presented on the right hand side of the results list. Skim down the first page of results to see which databases yielded results for this search.
13. If you want to limit your search results to one particular publication type e.g. **Conferences**, you can view the results of by clicking on the underlined number in the relevant tab located at the top of the results list. To return to your main list click on the underlined number in the **All Publication Types** tab.
14. To check on the availability of an item that you have found use the SFX icon (just like using the Links button in the Web of Knowledge databases).
- Important note: Although we subscribe to over 18,000 full text electronic journals we do not have access to everything that has been published in electronic format. You may find that we have a journal in print format and that you have to visit the library to use it. We may not hold a reference in any format at all. Research postgraduate students: In situations such as these speak with your supervisor to discuss using our interlibrary loan (ILL) service. This service is paid for by each School and there is a minimum charge of £7.00 per item.
15. Look at a small number of references using any of the links provided.
16. Close down any SFX related windows and navigate back to your search screen and results page.

The default display is most recent item first with the older material at the bottom of the list. To change this use the drop down menu above the results display and change it from **Most Recent First** to **Relevance Rank** and click **Go**.


17. Mark three of your references by ticking in the checkbox to the left of the title of the reference. Click on **Update Marked List** (small underlined blue lettering on yellow navigation bar just above the results list). The Marked list allows you to save relevant items then carry out further searches and to deal with all of the relevant records at the end of your session.
18. We won't carry out a further search. Click on the **3 Marked List** link (small blue lettering on khaki green background towards the top on the right hand side) to see a display of your marked references.
19. Click on **Save, Print, Email**. Options available from here are:
- Create: Creating a bibliography/list of the marked list using QuikBib (just like in the Scopus database)
 - Email: Emailing results to an email account
 - Save: Saving results to your computer

- Print Preview: to view how printed results will look
 - Export to RefWorks: to export results from CSA into your RefWorks account. (There is a quicker way of doing this, see Step 4 in Section 4 below).
20. Try creating a list of your 3 references in Chicago 15th Edition (Author-Date System) style.
21. Try emailing your 3 references to your University email account.
22. Click on **Search History** (small blue lettering on khaki green background towards the top right hand side) to view the searches you have carried out. From the Search History display you can:
- **Edit a search**
 - Set up a **Save OR Alert**
 - **View Results**
 - **Delete**
23. If you have created a complicated search strategy that you want to save, or set up an alert for future new material on the topic select the appropriate search (tick box at left hand side of the search) then click on **Save OR Alert**. A new window will open:
- Login to your **My Research** account
 - To set up an alert by email: leave all the settings as they are and click on **Save**
 - To set up an alert by RSS: change the drop down menu against **Delivery Method** to **RSS** and then click on **Save**
 - To save the search strategy with no alerting features: change the drop down menu against **Delivery Method** to **No Delivery** and then click on **Save**
24. To exit from the **My Research** window use the red/white X button in the top right corner of that window. You will be returned to the History/Combine Searches screen. From here you can navigate back to the search screen or logout.

Well done! You have now covered the most commonly used features of the CSA database collection. However, there are other features and options available depending on the database that you use. These are best experienced by exploring the databases that are most relevant to you. Options vary across the databases and you should find out what you can do within the database or databases that are best suited to your subject area.

4. Carrying out your search in your CSA database: further features

1. When in the Advanced Search screen you can change the default search field from **Anywhere** to a specific named field by clicking on the drop down menu.
2. Explore the **Search Tools** tab to access a number of advanced features including the **Thesaurus** and **Indexes** options. Not all databases have these features associated with them but if a thesaurus does exist in your subject area it can be extremely useful when you are building up your expertise and knowledge of terminology within a subject area.
3. Within your selected database try any or all of the following:
 - Apply your new-found skills and search for information relevant to your research area. Select the databases that are most relevant to your subject area.
 - Type in your search terms (using the CSA search rules) and refine/limit your search using additional keywords or publication types.
 - Try a more flexible searching strategy. Build up your searches in individual steps using just the top row on the Advanced Search screen and then use the Search Tools – History/Combine Searches screen to combine different elements/sets of results. (This is similar to the Combine option in Web of Knowledge).
 - Set up a shortcut to Advanced Search (and the databases that you have currently selected). Click on **Create Desktop Shortcut to Advanced Search** (bottom of the Advanced Search screen) and follow the instructions as given.
4. If you have a working RefWorks account you can export records to it for use later. From your results screen:

- Tick records of interest
- Click on the  RefWorks icon
- Make sure the **Marked records** radio button is selected
- Click the **Export to RefWorks** button and the references are automatically exported to RefWorks.
- Within RefWorks your records should appear in the **Last Imported Folder**.

Please refer to the CSA Help & Support screens (top right hand side) for more detailed information on any aspect of the CSA search features. Online tutorials are available from the CSA website (note the American accent and the database lists are slightly different from our subscriptions) as are Quick Reference Cards (in various languages).

5. General information

Plagiarism: Plagiarism is a serious academic offence. It is now technically easy to cut and paste and drop significant portions of web-based text into an essay you are preparing 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.

Copyright: most printed and electronic documents are protected by copyright legislation. You are allowed to photocopy or print off journal articles for research purposes but must not mass photocopy/download/print all articles from one issue of a journal (paper or electronic format). Publishers monitor usage of their full text titles and any inappropriate use of material is reported to us and could result in the University being denied access to full text electronic services in the future. More information is provided at <http://www.abdn.ac.uk/library/download>

6. Help and advice

If you have any problems with accessing the CSA collection or using any of the features, please contact the IT Service Desk or Susan or Elaine (details below). The Information Consultants can help with any difficulties you encounter with subject specific topics.

<p>IT Service Desk servicedesk@abdn.ac.uk tel. 01224–273636 (Use the telephone number for out-of-hours support)</p> <p>Information Consultants:</p> <p>Arts & Humanities Janet MacKay j.i.mackay@abdn.ac.uk tel: 01224 272572</p> <p>Life and Physical Sciences, Engineering Susan McCourt s.mccourt@abdn.ac.uk tel: 01224 273287</p> <p>Education, Music and Social Sciences Claire Molloy c.a.l.molloy@abdn.ac.uk tel: 01224 274813</p>	<p>Medicine & Biomedical Sciences Mel Bickerton m.bickerton@abdn.ac.uk tel: 01224 437876</p> <p>Law & Business Studies Elaine Shallcross e.shallcross@abdn.ac.uk tel: 01224 273848</p> <p>If you have comments or questions arising from your database search session, please contact Elaine or Susan. If you have a subject specific query please contact the most relevant person above.</p>
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Appendix 1: Planning your search

Think about your keywords – don't just rely on the words and phrases that appear in the title of your research paper or theses

Use truncation – to catch singular and plural forms, spelling differences and word endings

Consider how to link the keywords using Boolean operators – and/or

You will rarely come up with the perfect set of keywords first time but it is worth spending a few minutes to think about the words to use in your search and how to combine them.

In the workshop we suggest that you follow the step-by-step exercise which is based on the following topic - this will take you through many of the features available to you within CSA and you will learn the features of the database that you can then apply to your own subject area. However, if you prefer to work in a different way please do so.

“Discuss the impact of sulphur related pollution on forests”

↑ and ↓	Concept/Idea 1	forest*	woodland*	
	Concept/Idea 2	sulphur	sulfur	so2
	Concept/Idea 3	pollut*		
	Concept/Idea 4	<i>If I find too many references are there any extra ideas I can use, e.g. restrict results to those related to a particular region or maybe a specific aspect of the topic?</i> <i>In this case I'm interested in any work or studies related to Scotland or Scandinavia.</i>		

← or →

Your topic:

↑ and ↓	Concept/Idea 1			
	Concept/Idea 2			
	Concept/Idea 3			
	Concept/Idea 4	<i>If I find too many references are there any extra ideas I can use?</i>		

← or →