

JSTOR is a reliable and comprehensive collection of important scholarly journal literature. It contains over 1000 journal titles digitised from cover to cover, back to the first volume. This database spans many disciplines and is particularly good for literature searching in the arts, humanities and social sciences.

PLEASE NOTE: JSTOR is an archive of back-files, not a 'current issues' database. There is a '*Moving Wall*' time period (commonly between 3-5 years) between the last issue available in JSTOR and the most recently published issue of a journal. Some publishers provide links from JSTOR to more current content on their own websites.

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

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

Contents

STEP 1: Log in to the JSTOR archive and register for a MyJSTOR account	Page 1
Search rules	Page 2
STEP 2: Carry out a Browse search	Page 2
STEP 3: Carry out an Advanced Search	Page 2-3
STEP 4: Citation Locator search	Page 3-4
STEP 5: Assess your search results and access full text	Page 4-5
STEP 6: Save records to your H:Drive, email or export to RefWorks	Page 6
STEP 7: Log out	Page 6
8. General information on plagiarism and copyright	Page 7
9. Help and advice	Page 7
Appendix: Planning your search	Page 8




Step 1: Log in to the JSTOR archive and register for a MyJSTOR account

1. Open **Internet Explorer**.
2. Go to: <http://www.jstor.org>
On and off campus login is via Shibboleth with your University computer username and password.
3. **If you wish to save references and favourite searches** you need to register for a '**MyJSTOR**' account. To do this:
 1. Click on **Login** (located at the top right hand corner of the page).
 2. Click on **Register**, complete and send off the form to create an account in JSTOR.
3. **If you have a 'MyJSTOR' account:** login using your JSTOR username and password.
4. There are a number of tutorials at <http://about.jstor.org/help-and-support>
5. Either browse through the contents of the sub-headings, or use the *Search* option in the top right-hand corner

Search rules

phrase	Exact phrase is in quotation marks e.g. "global warming"
and	Finds results that contain both terms e.g. tea AND milk
or	Finds all results that contain either term e.g. milk OR cream
not	Finds results that do not contain the search term following it e.g. tumour NOT malignant
~	Example: "debt forgiveness"~10 finds debt within ten words of forgiveness
*	Looks for 1 or more characters, e.g. Scot* finds Scotland, Scots, Scotch and Scottish ; p*diatric finds pediatric or paediatric
?	Looks for 1 character, e.g. organi?ation will search for organization or organisation ; wom?n will search for woman or women
#	Looks for all related variations of a keyword, e.g. goose# finds goose, geese, gosling

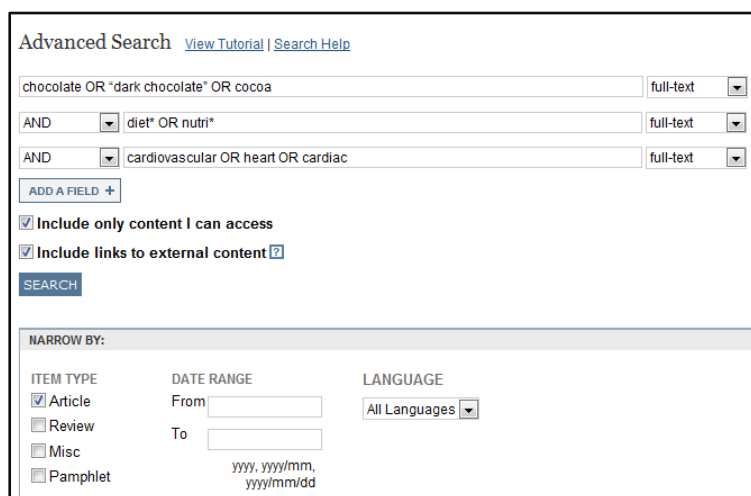
Step 2: Carry out a Browse Search

1. Click on **BROWSE** (located on the grey navigation bar at the very top of the page) and select **by Discipline** from the drop-down menu.
PLEASE NOTE: it is also possible to browse by journal title (i.e. an alphabetical list of journal titles) and publisher.
2. Select your subject area from the index of **Disciplines** displayed.
3. A list of journal titles relevant to your subject will be displayed. The green  (tick) button indicates the journals available in full text. The yellow  (star) button indicates the titles that are not available.
4. The dates covered in JSTOR for journals available in full text are given alongside each entry. The far right hand column indicates the years that are available for some titles on an external source.
5. Click on the title of a journal of interest to you. The page for this title contains a description of the journal and an index of years available to further browse. It is also possible to do a basic search from this screen.
6. At the top right hand side of the page is a **Search: This Title** box.
Type keywords or phrases from your search strategy in the search box and click on the grey  'Search' button located immediately to the right of the search box.
7. A search across articles, books reviews, editorials and other resources is generated.

Step 3: Carry out an Advanced Search

- 3.1. This worksheet uses an example research topic to demonstrate how to search JSTOR:

'Chocolate – health food or health risk. Discuss.'



We recommend you use the *Advanced Search* option because it provides you with more flexibility. Use the search boxes to enter keywords or phrases for your research concepts, typing keywords for each concept in a different search box (see screenshot).

IMPORTANT: The following instructions apply to the search as outlined in the Appendix. If you choose to carry out a different search the instructions will not work as given.

1. From the **Home** page click on **Advanced Search**.

2. In the top search box, leave the field to search across **full-text** and type the following search string *exactly* as it is written here:

chocolate OR "dark chocolate" OR cocoa

3. In the second search box, leave the field to search across **full-text** and type the following *exactly* as it is written here:

diet* OR nutri*

4. Click on the blue **Add a Field +** button to add a third search box. Leave the field to search across **full-text** and type the following *exactly* as it is written here:

cardiovascular OR heart OR cardiac

5. Make sure the options to **Include only content I can access** and **Include links to external content** are selected.
6. In the **Narrow by: item type** section, select **Article**.
NOTE: *Review* in JSTOR refers to book reviews rather than review articles.
7. Click on **Search**.
8. Look at the JSTOR results. How many records have been found? _____

The records are sorted by **Relevance** but you can use the drop down menu located at the top of the results list to sort by **Newest first** or **Oldest first**.

9. Click on **Modify Search**.

We will now refine the search by limiting the search to a specific subject area – JSTOR refer to these as *Disciplines*.

Scroll down the page to the **Narrow by discipline and/or publication title:** section and select **Health Sciences**.

Click on **Search**.

10. Look at the JSTOR results. How many records have been found? _____

You never get a perfect search first time! Are the results more relevant to your search criteria or do you need to refine your search further by adding more keywords?

11. **NOTE:** *if you would like to save your search use the **Save Search** option at the top right hand side of the page. You will need to have a personal JSTOR account to do this. All your saved searches are then available from **MyJSTOR**.*

3.2 Searching for articles containing images

You may be interested in looking for images as well as text.

1. Click on **SEARCH** located on the navigation bar at the very top left hand side of the page and select **Advanced Search** from the drop-down menu.
2. In the first *Advanced Search* box type exactly as it is written:

chocolate OR cocoa OR "dark chocolate"

Select **Caption** from the drop-down menu of fields to search.

3. In the second *Advanced Search* box type exactly as it is written:

contamination

Select **Caption** from the drop-down menu of fields to search.

4. Click on **Search**.
5. Your search should find **Lead in Cocoa Products: Where Does Contamination Come from?** by **David A. Taylor**.

- Click on the **Matching caption(s):** link to '**Searching for the golden ticket...**' located underneath the thumbnail image of a page. The full text digitised page opens containing the image and caption that match your search terms.

Step 4: Citation Locator Search

A useful option for checking the archive for specific journal articles.

- Click on the **SEARCH** link located on the navigation bar at the very top of the page and select **Citation Locator** from the drop-down menu.
- Type in the article citation details in the relevant boxes, e.g. you are looking for the following article: **Chocolate Hearts** by Janet **Raloff**.
- In the **Item Title** box type in: **chocolate hearts**
In the **Author** box type in: **Raloff**
- Click on **Search**.
- The record that matches your search terms will be listed.
- From the **Search Results** page you can go to **Item Information**, click on the title to open the full text article in digitised format or select **Page Scan**, open full text in **PDF** (for printing), and navigate to **Page of first match**. You can also select the record and **Save Citation**, **Email Citation**, **Export Citation** or **Track Citation**.

Step 5: Assess the search results

5.1. Access full text

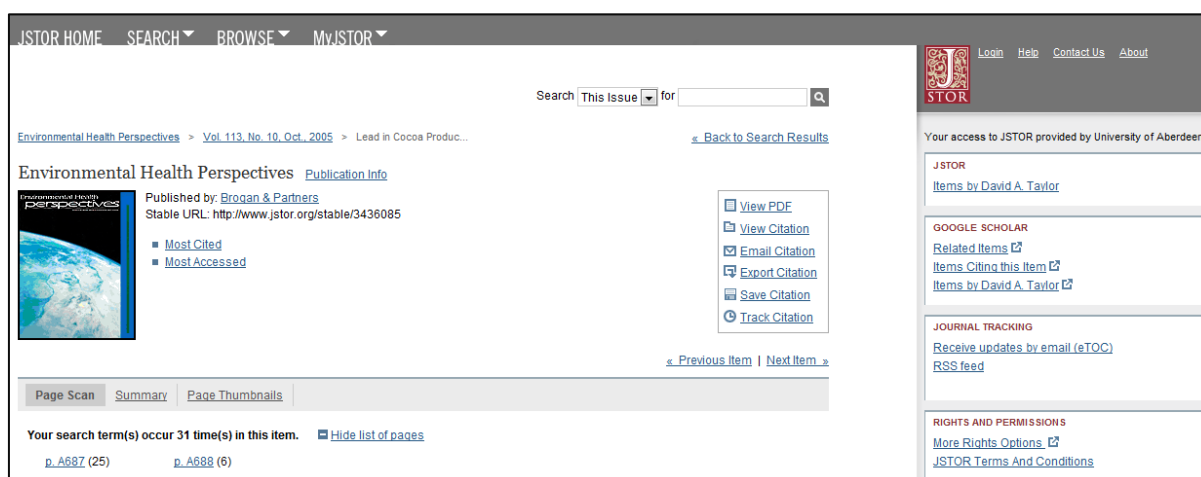
Full text of materials held in JSTOR can be accessed in 4 ways from the **Search Results** list:

- clicking on the **title** of the article (opens the digitised format recommended for linking to related articles)
- clicking on **Page Scan** (opens the digitised format recommended for linking to related articles)
- clicking on **PDF** (recommended format for saving, emailing and printing full text documents)
- clicking on **Summary** (opens the JSTOR record of the article citation)

5.2. Look at the digitised format


Clicking on the article **title** from the results list or **page scan** opens the document in a digitised format which can be browsed via **View list of pages with search term(s)**, **Thumbnail Images** or ◀ ▶ navigation arrows.


- Click on the **title** of the article. The first page of the document opens.
Scroll down the page and you will see (if you are using the example given) that many of the keywords used in your search are highlighted in yellow.
- Use the grey arrows located at the top, bottom and either side of the text pane to navigate to the ▶ **next page** or ◀ **previous page**.



- Click on the link for **View list of pages with search term(s)** to see the number of occurrences of your search terms on each page and use the page links to navigate through the document.
- If you want a full text copy of a document scroll to the top of the page and click on the **PDF** button.

5.3. Link out to full-text using SFX

When you do a keyword search, there may be results with a  symbol containing an arrow beside them. This means that we **may** have full-text through another source.

1. Click on the title of the article.
2. Click on the SFX button  on the next page
3. The SFX window will open. If there is information under the *Read this now* subheading, click on the **Go** button
4. If under *Read this now* it says *Sorry, no full text available*, go to the *Get this later* subheading, and click on the **Go** button beside *Aberdeen University Library catalogue*
5. Click on the title in the Library catalogue to find out if we have the year you require. If we do, make a note of the shelfmark and the Library site where the journal is held.

5.4. Expand your search to other documents in JSTOR and Google Scholar

Click on the title of an article if you want to investigate and link to related material held in the JSTOR database or expand your search across *Google Scholar*.

1. Click on the **SEARCH** link located on the navigation bar at the very top of the page and select **Advanced Search** from the drop-down menu.
2. Search for the journal article entitled **Precautionary Uncertainty: Regulating GM Crops in Europe** by **Les Levidow**.
3. In the Search Results list click on the article title.
4. Look at the 2 boxes located to the right of the full text page.
 - a. From the **JSTOR** box you can view articles in the database that cite this article and other articles by this author.
 - b. From the **Google Scholar** box you can expand your search (by linking to **Related items** or **Items citing this item** or **Items by Les Levidow**).
 - c. The results are displayed in a new window in *Google Scholar*. Use the **FullText@Aberdeen** links that accompany some records to open full text of relevant articles.
5. Close the *Google Scholar* window.
6. On the article record scroll to the top of the page and click on the **Back to Search Results** link.

5.5. Expand your search through reference linking in JSTOR

Reference links are internal links embedded in the digitised full text format of some articles to records of other materials held in JSTOR. This is another method by which you can expand your search beyond those records that match your search terms.

Example of reference link (instructions overleaf)

Demand for Beef from Cattle Administered Growth Hormones or Fed Genetically Modified Corn: A Comparison of Consumers in France, Germany, the United Kingdom, and the United States
Jayson L. Lusk, Jutta Roosen and John A. Fox
Page 29 of 16-29

Lusk et al. *Demand for Beef with Growth Hormones and Fed Genetic Corn* 29

Kelch, D.R. "The US-EC Hormone Dispute." *Agricultural Outlook*, Economic Research Service, U.S. Department of Agriculture. 150(1989):35-38.

Kenney, J. and D. Fallert. "Livestock Hormones in the United States." *National Food Review*, Economic Research Service, U.S. Department of Agriculture. 12(1989):21-24.


Kluger, J. "The Great Atlantic Food Fight." *Time* 154(September 13, 1999):42-44.

Kramer, C.S. and K.P. Penner. "Food Safety: Consumers Report Their Concerns." *National Food Review*, Economic Research Service, U.S. Department of Agriculture 33(1986):21-4.

Mehta, R., W.L. Moore and R.M. Pavia. "An Examination of the Use of Unacceptable Levels Referenced item: 'An Examination of the Use of Unacceptable Levels in Conjoint Analysis'".

Miller, M.F., K.L. Huffman, S.Y. Gilbert, L.L. Hammon and C.B. Ramsey. "Retail Consumer Acceptance of Beef Tenderized with Calcium Chloride." *Journal of Animal Science* 73(1995):2308-14.

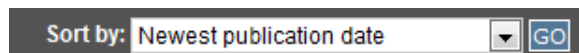
→ Moore, W.L. and M.B. Holdbrook. "Conjoint Analysis on Objects with Environmentally Correlated Attributes: The Question of Importance of Representative Design." *Journal of Consumer Research* 16(1990):490-97.

1. If you are interested in looking at a reference link – go **Back to search Results** and search for a paper entitled **Demand for Beef from Cattle Administered Growth Hormones or Fed Genetically Modified Corn: A Comparison of Consumers in France, Germany, the United Kingdom, and the United States** by **Jayson L. Lusk *et al.***
2. Open **View list of pages with search term(s)** and click on **pg.29**. Look out for the  **Reference Link** icon (it may also appear as a red arrow) in this example (see screenshot on pg.5).
3. If you click on the 'red arrow' a new window will open the reference in digitised full text format.
4. NOTE: You may not find linked references in all the articles you open.
5. To find a **Stable URL** which you can copy and paste into your bibliography (if you do not use RefWorks), go to the citation information at the top of the page.

Step 6: Save records to your H:drive, email or export to RefWorks

To save citations and track articles, you must register a personal JSTOR account. This account is free of charge and gives you access to **MyJSTOR** – your own file space on the JSTOR server. You can then store the records permanently on *My JSTOR* and track citations.

1. Click on the **Back to Search Results** link, and select 3 or 4 articles using the ☒ tick-boxes located to the left hand side of the title line.
2. Click on the **Save Citation** link located at the top of the results list.
3. Scroll to the very top of the page and click on the tab **MyJSTOR | Saved Citations**.
4. On the **My Saved Citations** page sort the list by selecting **Newest publication date** from the drop-down menu. Then click **GO**.



5. To email records, click on the **Back to Search Results** link, and select 3 or 4 articles using the ☒ tick-boxes located to the left hand side of the title line.
6. Click on the **Email Citation** link located at the top of the results list.
7. Complete the boxes and click the *Send* button.

Exporting records to RefWorks:

8. If you have a RefWorks account click on the **Back to Search Results** link, and select 3 or 4 articles using the ☒ tick-boxes located to the left hand side of the title line.
9. Click on the **Export Citation** link located at the top of the results list.
10. In the **Export Citation** window, click on the **RefWorks** link
11. A new window opens and the RefWorks login page appears. Login using your RefWorks username and password, and the selected records will be automatically exported to RefWorks **Last Imported Folder**.
12. Logout of RefWorks and close down the window. You should return to the **Export Citations** page in JSTOR.
12. Click on **SEARCH** or **BROWSE** to begin a new search.

7. Logging out

Remember to **Logout** (link located at the top right hand side of the page), before moving off to another website or shutting down the computer.

NOTE: Remember to save your favourite searches as you go along because they cannot be retrieved after you leave JSTOR.

8. Plagiarism and copyright

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.

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 www.abdn.ac.uk/library/download.

9. Help and Advice

IT Service Desk (for problems with access to JSTOR): servicedesk@abdn.ac.uk or tel. 01224–273636 (also 'Out of Hours Service' number)	
Information Consultants (for difficulties with using JSTOR and subject specific topics):	
Arts & Humanities Janet MacKay (j.i.mackay@abdn.ac.uk); tel: 01224 272572 Education, Music and Social Sciences - Claire Molloy (c.a.l.molloy@abdn.ac.uk) tel: 01224 274813 Life and Physical Sciences, Engineering & Law - Susan McCourt (s.mccourt@abdn.ac.uk); tel: 01224 273287	Medicine & Biomedical Sciences - Mel Bickerton (m.bickerton@abdn.ac.uk); tel: 01224 437876 Law & Business Studies - Elaine Shallcross (e.shallcross@abdn.ac.uk); tel: 01224 273848 <hr/> If you have a subject specific query please contact the Information Consultant for your subject area.
If you have comments or questions arising from this JSTOR database search session, please contact Elaine, Susan or Janet.	

Appendix: Planning your search

This is a very important stage in your search for relevant material. 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.

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

In the workshop you can conduct your own search or 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 in JSTOR and you will learn the features of the database that you can then apply to your own subject area.

We used the following planning in the step-by-step exercise to demonstrate different features of the JSTOR database:

‘Chocolate – health food or health risk. Discuss.’

 and 	Concept/Idea 1	chocolate	cocoa	“dark chocolate”
	Concept/Idea 2	diet*	nutri*	
	Concept/Idea 3	cardiovascular	heart	cardiac
	Concept/Idea 4	flavonoid*	“fatty acid*”	

 **or** 

Use the table below to plan your own search:

 and 	Concept/Idea 1		
	Concept/Idea 2		
	Concept/Idea 3		

 **or** 