Library
Special Collections
and Museums

This worksheet takes 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 today but it will act as a prompt for later work that you may need to do involving literature online searching.

The purpose of this workshop is to give you practical experience in using library and other information systems, and improve your information retrieval skills.

Please ask for help at any time if you need it

1: Plan your search

This is the most important step in the process as it is the initial foundation of looking for relevant academic and scholarly research. You will modify and refine your search over the course of your literature search but you need to start somewhere!

Use the planning sheet as provided and make a start on your search terms. You will use this planning sheet and thinking throughout this workshop, and in Part 2 if you are attending that session.

1. Analyse your research topic and note each concept (idea) on a separate line
2. Think about alternative words or phrases to describe each concept and note them in the columns
3. Note acronyms, singular and plural forms, word endings and spelling differences, e.g. US and UK English forms
4. Note leading researchers and research institutions
5. Note any limiting factors in your search, e.g. date range, document type
6. Be aware of search rules (e.g. truncation symbol; "quotation marks" for phrases - where applicable) for the database you wish to search
7. Construct your search string using the Boolean operators *or* and *and*

2: What type of information do you need?

Think about your topic and the type of information that you are looking for. Put a tick in the **Do I need it?** column if you require that type of document/information for your dissertation research.

Type of Information	Coverage	Source	Do I need this?
Books	Established topics, background information/reading	Primo	
Research theses	Specialised topics	Primo	
E-books	Background information/reading, convenience if away from campus	Primo and collection specific sites	
Research papers (journal articles)	Academic and scholarly research: old/classic, trends, current, breaking	Databases	
Reports	Wide variety of organisations, governmental, professional or industry specific	Search engines e.g. Google	
Commercial data	Industry specific	Search engines e.g. Google	
Specialised e.g. Patents	Unique/novel, industry specific	Specific databases, Scopus, Google	

Well done! You have now identified the information sources that you need search, and the initial search terms that you are going to use.

Most Masters students will need to know what is available in our own University library, in databases we pay for, and on the internet. Later in this workshop you will use Primo to identify databases relevant to your subject interest.

3: Manage your references – set up a RefWorks account

It is important that you start to keep good records on the references you intend to use in your dissertation. 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 and software is unable to reproduce the style.

You are now going to do a bit of advance planning so that you are in a position to store and manage the references that you find in your searches. If you get organised now you will save yourself a great deal of time and hassle while you write up your dissertation.

You never get the perfect search first time and you will modify and refine your search as you go along. This involves looking at what you have found and modifying, refining and improving your search strategy.

If you do not already have a RefWorks account:

1. Go to RefWorks at **www.refworks.com/refworks**

2. Click on **Sign Up for a New Account**, complete and send the registration form

3. RefWorks will send you an e–mail confirming your access details.
   NB. Keep this message on file as it includes the access code for off–campus use

4. You will be able to use your account immediately after submitting your registration

5. Move to step 7 below

If you do have a RefWorks account (and can remember your account details!):

6. Login to your RefWorks account at **www.refworks.com/refworks**

7. Just below the RefWorks toolbar, click on the **New Folder** button

8. Name the folder, then click on **Create**. If you cannot think of names for the folders then use the name test1 for this exercise

9. Repeat to create at least three folders

10. **Log out** of RefWorks (top right hand corner)

4: Search Primo

Primo can help you find general texts that might help with background reading on a topic.

1. To access Primo from any PC classroom or any remote site go to **http://primo.abdn.ac.uk:1701/**

2. Use your search terms from the planning sheet to look for books and theses held in our collections. Remember to apply the search rules for Primo

3. If you identify any e-books feel free to link through to them to decide whether or not you need to do more follow-up work on them later

4. Take brief notes of these items so that you can later move the records into your RefWorks account

<table>
<tr><td>Notes:</td></tr>
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Optional exercises:

It is possible to limit your search on Primo to specific types of resources such as doctoral theses or electronic books. **Please note** that Masters dissertations are not held by the library and therefore cannot be found on Primo.

Limiting your search to theses
1. Click on the **Advanced Search** link located beside the Simple **Search** button
2. For this search we are looking for all **Aberdeen University PhD theses** on a particular subject – *health and safety.*
3. In the first search box type: **health AND safety** (search across **Any**)
4. In the second search box type: **"aberdeen university thesis"** (search across **Any**)   Click on **Search**   The screen refreshes – how many records has Primo found? _____
5. Scroll down the screen to view the records found
6. Notice that the search terms **health** and **safety** may not occur in the title information displayed. You must click on the **details** link in the relevant record to view the fields in which these terms occur – they may appear in the **full** title or a **Series** title or in the **Subject** field
7. The results are listed according to relevance. You can resort the list to Newest be clicking on **Sorted by** at the top of the list of results
8. Some theses are available both electronically and in paper format. Click on **View 2 versions** to see a separate record for both versions

Limiting your search to e-books
1. Remember Primo can only look for search terms at title or subject level of books (i.e. in the title of the book or the Series title) – it cannot search the contents of books. You must link to e-book collections and conduct your search on their websites in order to search the full text of these materials
2. Click on the **Advanced Search** link located beside the Simple **Search** button
3. In the first box type: **global warming** and select the option **is (exact)** 4. In the **Material Type** drop-down menu select **Books** 5. Click on **Search**
6. The screen refreshes showing a list of results 7. At the top of the list of results click on **Full Text Online** 8. Notice that all of the results have the link **View Online**. This indicates that all of the books are in electronic format 9. Click on **View Online** in the record of one of the books (you may have to click on **View 2 versions** first) 10. Click on **Open source in a new window**
11. Enter your university computer username and password in the **Security Information** window 12. A new window opens at the electronic book on the database provider's website. Over 70,000 of our e-books are held in the **ebrary** collection alone!
13. Close the e-books provider's website and return to Primo. Most of our e-book titles that we have purchased are listed in Primo

You can use Primo to search for a **journal article** however, the results are not 100% accurate. In previous searches you have used the **Aberdeen Collections** tab. Next to it there is another tab called **Journal articles, e-books and more** which searches across electronic materials. However, use with care as this tab does NOT search all of our electronic journals or e-books. It also does NOT search our holdings of paper journals. **NOTE: a negative result from the *Journal articles, e-books and more* tab just means that the item has not been found within the collections included in the search.**

Finding out whether a journal article in a bibliography or on a reading list is held by us:
Example: Chandler, H.W. & Macphee, D.E. 2003, "A model for the flow of cement pastes", *Cement and Concrete Research*, 33(2), pp. 265-270.
1. Click on the **Journal articles, e-books and more** tab above the search box 2. In the search box type: **chandler cement pastes** 3. Click on **Search** 4. Does this item appear in the list of results? _____ 5. If so, click on **View Online** in the record (you may have to click on **View all versions** first) 6. Click on **Open source in a new window** 7. To link through to full text for this paper click on **Go** beside the **Full Text** entry that has the year you're looking for

Now try searching for the following journal article

Example: Braine, L. G., Eder, R. A., 1983. Left-right memory in 2-year-old children: a new look at search tasks. *Developmental Psychology,* 19(1), pp. 45-55.
1. Click on the **Journal articles, e-books and more** tab above the search box 2. In the search box type: **braine memory children tasks**

3. Click on **Search**

4. Does this item appear in the list of results? _____

5. If not, change the top tab back to **Aberdeen Collections** and click on **Advanced Search**

6. Change Any to **in the title** and type **Developmental Psychology** (note - we need to use the title/name of the journal in this search, not the title of the article). Under Material Type select **Journals**

7. Click on **Search**

8. Does this journal title appear in the list of results? _____

9. Look at the information given under the Details tab to check our availability/holdings

10. If holdings are relevant for this item click on **View Online**

11. Click on **Open source in a new window** to link through to the full text of the paper

Now try searching for the following journal article:

Example: Sukla, N. P. 2004. Macrocosm vs. Microcosm: society and the individual in 'Little Dorrit' (Charles Dickens). *Dickensian* 100 (463): 123-131 Part 2.

1. Use the **Journal articles, e-books and more** and the **Aberdeen Collections** tabs as appropriate to identify the availability of this item

2. Does this item appear in the list of results? _____

3. Is the reference available in electronic format? _____

4. Is the journal title available in paper format? _____

5. Click on the **Details** tab to find out if we have the year you are looking for

6. Do we have the year you are looking for? _____

7. If so, where is it shelved? (make a note of the library, floor and shelfmark)

   _____

5: Search relevant e-book collections

When we speak of databases we tend to mean those that contain citations to items published in journals. However, the e-book collections may also be regarded as databases – databases of book-based content.

Most of our e-books are listed in Primo but there it is only possible to search the content of the library record (author, title, subject headings, publisher). Searching within the e-book collection database enables you to search the full-text of every e-book within that collection.

Exercise:

Accessing specific e-book collection databases

1. We currently have access to four important full text electronic book collections:

   - Ebrary at **http://site.ebrary.com/lib/aberdeenuniv** - over 70,000 e-books

   - ScienceDirect e-books at **http://www.sciencedirect.com** – over 6,000 e-books

   - SpringerLink e-books at **http://www.springerlink.com/books** - over 45,000 e-books

   - Cambridge Books Online at **http://ebooks.cambridge.org/ -** over 5,000 e-books

   Books in most 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.

2.	Select one of the above and do an initial search within it for material relevant to your dissertation topic
3.	Be aware that each resource has its own search rules – the search rules for ebrary are particularly different from other databases. If you do not apply them correctly you will not find relevant material.

Ebrary search rules:

- Exact phrases to be enclosed in quotation marks e.g. "subsea well"

- Boolean operators must be in capital letters e.g. AND OR

- Truncation symbol is not supported and cannot be used

Take brief notes below so that you can return later in your own time to search these e-book collection databases.

Notes:

6: Use Google to find other support materials

Now try searching for information on your dissertation topic using **Advanced Search** in *Google*. This is particularly useful when looking for less academic/scholarly material and can be extremely efficient when searching for government, commercial and professional reports.

Exercise:

Google
1.   Go to **http://www.google.co.uk**
2.   Type some of your search terms into the **Search** box. How many results do you get? _____
3.   Click on the   ✿   symbol in the top right-hand corner of the search page
4.   Click on the **Advanced search** link and use the options here to modify and limit your search
5.   How many hits do you get? _____
6.   Click on **Advanced search**
7.   Under the subheading **Then narrow your results by…** there is a **site or domain** box. Use this option to restrict the results to a particular type of organisation e.g. **.gov.uk** (for governmental webpages in the UK); **.ac.uk** (for university webpages in the UK); **.gov** (for governmental webpages in the USA); **.edu** (for university webpages in the USA); **.com** (for webpages from commercial organisations); **.org** (generally used by not-for-profit organisations)
8.   How many hits do you get? _____
9.   Try using other features within the Advanced Search page to refine and modify your results

Google can be a useful source for material, including older material not included in the databases we pay for and especially for less academic items. However, you should **never** regard Google as your first choice of information resource. Use it to back up other work that you have done in the academic databases and **always** evaluate what you find.

There are other search engines that can be used. We have referred to Google as it is the biggest and most popular.

<div style="border: 1px solid black; padding: 20px; min-height: 250px;">
Notes:
</div>

7: Manage your references with RefWorks

If you plan to use RefWorks to store and manage your references you can find out how easy it is to send references to your RefWorks account by carrying out the following optional exercise. We will spend more time on using RefWorks in Refresher Parts 2 and 3.

Optional exercise: Exporting records from the ebrary database

1.	Go to **http://site.ebrary.com/lib/aberdeenuniv**
2.	On the **Search** tab to open the Advanced Search options: Click on the **+** sign beside the first search box to ensure that you have 2 search boxes in which to enter your search terms Enter some search terms from your planning grid
3.	Click on **Search**
	The **Document results** screen will now be displayed presenting a list of records that match your search criteria. Refine your search using the options in the **Focus your search** box. Click on the **RefWorks** button in the record of the title you want to export into your RefWorks account
4.	A separate window will open and you may be prompted to login to RefWorks Once you have logged in, a status window will open indicating that an import is arriving from ebrary. The record 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 record Click on the **View Last Imported Folder** button.
5.	To file your record in one of the folders you created earlier: Click on the **All in List** radio button. Click on the **Add to Folder** icon and click on a folder from the drop-down menu RefWorks will tell you that the record has been successfully filed in that folder
6.	On the right-hand side under the **Folders** heading, click on the title of the folder where you have saved your record The folder will open and you will see that your record has been successfully filed in this folder

Optional exercise: Importing records from Primo

1.	Go to **http://www.refworks.com/refworks** and login to your RefWorks account
	Go to the **Search** menu and click on **Online Catalog or Database**
	In the **Search** box select **University of Aberdeen**
	Click on **Advanced Search**
	Enter the author's family name in the 1st search box
	Click on the green **+** button to open another search box
	Enter keyword(s) from the title
2.	Click **Search**
3.	The Search Results screen will now open. Select the items of interest.
	Click the **Import** button to import the record into RefWorks
	The reference 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 record
	Click on the **View Last Imported Folder** button
4.	To file your record in one of the folders you created earlier:
	Click on the **All in List** radio button
	Click on the **Add to Folder** icon and click on a folder from the drop-down menu
	RefWorks will tell you that the record has been successfully filed in that folder
5.	On the right-hand side under the **Folders** heading, click on the title of the folder where you have saved your record
	The folder will open and you will see that your record has been successfully filed in this folder

Further aspects of RefWorks are included in Refresher workshops Parts 2 and 3.

8: Be aware of Copyright and how to avoid 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/learning-and-teaching/for-students/copyright-awareness/.

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. However, you must always acknowledge the work of others and indicate where you are presenting the work of others. A little time will be spent on this in **Refresher 3: Formatting your document** and has also been covered in the generic skills programme for all PGT students in the College of Physical Sciences, in the School of Law and the Business School. For further information or if you have any queries on what constitutes plagiarism please check guidance provided within your School, or speak with your supervisor.

There is also more information at **http://www.abdn.ac.uk/sls/plagiarism/**

9: Help and advice

If you have any problems with accessing RefWorks or using any of the features, please contact the IT Service Desk.

There are many other features available to you within RefWorks with more covered in **Refresher Part 3: Formatting your document**. To find out about other specialised features:

- Use the **Help** menu within RefWorks (Tutorial, Help File) – these are generally clear and concise and easy to understand

- Contact Susan, Elaine or Janet for assistance if there is something you want RefWorks to do, but don't know if it is possible!

Information Consultants can also help with any subject specific difficulties:

Arts & Humanities Janet MacKay j.i.mackay@abdn.ac.uk tel: 01224 272572	**Law & Business Studies** Elaine Shallcross e.shallcross@abdn.ac.uk tel: 01224 273848
Education, Music & Social Sciences Claire Molloy c.a.l.molloy@abdn.ac.uk tel: 01224 274813	**Medicine & Biomedical Sciences** Mel Bickerton m.bickerton@abdn.ac.uk tel: 01224 437876
Life and Physical Sciences & Engineering Susan McCourt s.mccourt@abdn.ac.uk tel: 01224 273287	
IT Service Desk – for access problems Email: servicedesk@abdn.ac.uk Tel.: 01224–273636 (also 'Out of Hours' Service number)	

Workshop materials are available at http://aberdeenunilibskills.pbworks.com

Well done!

You have completed the Refresher Part 1: Starting your Dissertation Research.

We look forward to seeing you at Refresher Parts 2, 3 and 4

if you have confirmed booking for those sessions.

Notes