Refresher Part 2: Databases
Information Skills Practical Workshop

In this workshop you will have time to identify databases relevant to your Masters dissertation and carry out some initial searches in these. The intention is that you find relevant academic material to support your research topic.

Specific guidance on individual databases is provided in separate worksheets. This worksheet provides an overview of the workshop content and specifically covers a number of useful features you will need to be aware of if you intend using RefWorks software to manage the references you find and to format your document.

Setting up an account in RefWorks was covered in Refresher Part 1: Essential Skills and is not repeated here. See also 'RefWorks 2.0 – a Quick Guide' at
http://www.abdn.ac.uk/library/documents/guides/rfw/qgrfw002.pdf

This workshop covers the following:

1: identify databases using Primo

If you need to find scholarly and academic research papers to support your dissertation topic (you'll be doing a very strange research topic if this is not the case!) you will need to identify the most appropriate databases to use for your research topic. There is no one perfect database as material is listed in a wide range of different databases, with overlap and unique material in each source.

By using Primo you will be able to identify databases that you will need to search as part of your literature review process.

1. Go to **http://primo.abdn.ac.uk:1701/** and log in using your University computer username and password
2. Click on the **Advanced Search** link located beside the Simple **Search** button
3. Click on the **Find Databases** link to the right of the search boxes. The **Find Databases** window will now open
4. Using the **Category** drop-down menu select the general subject area for your subject interest
5. Using the **Sub-category** drop-down menu select a more specific subject area of interest
6. Click on the **Find databases** button
7. An A-Z list of databases relevant to your subject is displayed

8. Click on the **Show Info** link beside a database to find out what it covers and the search rules you must use

9. Write down the names of up to five databases that may be relevant to your dissertation research topic.

10. Relevant databases

11. You will have a little time later in the workshop to search some of these databases. At that time you will click on the title of a database to link out and search it

2: Search Scopus (for journal articles and conference papers)

It is often a good strategy to start your search for journal articles and conference papers in either of the two largest databases – Scopus or Web of Science.

Scopus database

1. Go to **http://www.scopus.com**

2. Click on **Add search field** to give you two search boxes

3. In the first box enter the keywords for your first idea from your planning sheet

4. In the second box enter the keywords for your second idea from your planning sheet

5. Click on the **Search** button

6. How many hits do you get? _____

7. When you are looking for a topic for the first time you may find it useful, after you have carried out the first 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 left hand column look for Document Type and refine your search by this option

    b) How many review articles do you have? _____

8. Try out other search and limits options within Scopus and sort your results in different ways e.g. by Relevance, by Citations. A more detailed worksheet for this database is available – collect one as part of the workshop

9. Once you are in the position of having selected relevant references, refer to the **Import Methods** handout with this workshop and move the records to your RefWorks account. You can file these records in an appropriate folder within RefWorks – see section 4 of this worksheet for details.

10. If you find relevant papers in full text save these to your H drive for later use.

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3: Use other relevant databases (for journal articles and conference papers)

A literature review requires you to access a number of different sources to look for relevant research in your area. It is rare that you would find everything you need in one database as they all cover different journals and different timespans.

1. Collect worksheets for relevant databases as you have previously identified in section 1 (page 2) of this worksheet.

2. Try searching in one of these databases. You can save full text items on your H drive and export relevant references to your RefWorks account - refer to the **Import Methods** handout with this workshop for instructions. You can file these records in an appropriate folder within RefWorks – see section 4 of this worksheet for details.

3. You will be able to continue your searches outside the workshop.

RefWorks: for future reference export/import instructions for many Aberdeen University databases are available online at **http://www.abdn.ac.uk/~wdl010/documents/guides/rfw/importing.pdf**

4: RefWorks: Create folders to organise references

It is a good idea to organise your references in folders to make it easier to keep track of references needed for particular pieces of work. A reference is always held in your personal database until you delete it – once a record is deleted the RefWorks ID number associated with it is deleted and is never re-used. A reference exists in your main database and can be filed in more than one folder or in no folder at all.

This section shows you how to create folders in advance for storing references related to your dissertation topic. Please follow the instructions below if you have not already set up folders within your RefWorks account.

1. Login to your RefWorks account
2. Click on the **New Folder** button
3. Name the folder and then click on **Create.** If you cannot think of names for the folders then use the name test1 for this exercise.
4. Repeat to create several folders if you think they will be of use to you.

5: RefWorks: Attaching files to a reference in your RefWorks account

You can attach files to a record of a reference via your main RefWorks account. Attachments can be any type of computer file that you want to associate with the bibliographic information you store, e.g. the full text PDF of a journal article. The file(s) you attach are stored securely on RefWorks servers.

In order to view or play the file attachments, you will need the appropriate software for that object type on the computer you are accessing the file from, e.g. Adobe Reader for PDF files.

There is no limit to the number of files you can attach to your reference, but there are overall storage limits on a per user basis, designated by the University of Aberdeen. You will receive a message alerting you if you exceed either the file size limit or the limit set for your individual account – contact Susan if you require your file limit to be increased.

A paper clip icon is clearly displayed on the record within RefWorks indicating a file attachment.

Attachment file names are searchable from the **Search your RefWorks database** box or by searching the *Attachment* field in **Advanced Search**.
To attach files to a reference:

1. The files that you attach must already be stored on your PC or on your H drive or on a memory stick. Attaching the file to the record in RefWorks gives you additional and convenient access to the file. It is our recommendation that the RefWorks attachment is an additional copy, not the only copy of the file.

2. Open/login to your main RefWorks account

3. Open the full record view of an existing reference by clicking on the **Edit** icon

4. Scroll down to the **Attachments** entry in the record

5. Click the **Browse** button to locate the file you wish to add (only 1 file can be attached at a time), e.g. a full text journal article saved on your H:drive

6. Click the **Save Reference** button to upload your file.

7. Repeat for EACH file you wish to attach

8. Close the record window when you have finished uploading the file(s) for that reference.

6: Good housekeeping – removing duplicate records

When you import records there is now a link in the import window called **Duplicate Checking Options**. This enables you to check immediately if one of the records you're importing is already in your RefWorks account. Select **Close Duplicates** and click the **View Duplicates** button.

You may not find duplicates today but it is good practice to run a check for duplicates regularly – preferably every time you import records. Removing newly imported duplicates of records you already have avoids potential confusion later on.

Never delete records that you know you have already cited in your work – only the later duplicates.

Exercise:

1.	In your main RefWorks account click on the **View** menu, then **Duplicates** and select **Close Duplicates**
2.	The duplicate records are displayed. RefWorks automatically selects the newest record to remove (higher reference ID number) because you more likely to have used the first (older) record.
3.	Click on the **Edit** icon to view the full details of a record. It is possible to cut and paste information from one record into another, e.g. cut abstract information from a newer record and paste into the older one.
4.	When you are satisfied that you are ready to delete the selected records click on the **Delete** button (red cross) at the top of the results list.
5.	**A CAUTIONARY NOTE:** Once the records are deleted you can retrieve them as they are held in a temporary folder for a number of days but it is better to get it right first time. To see your deleted references go to the **View** menu and click on **Deleted References.**

7: Creating a standalone/simple bibliography (list of references)

Your supervisor may ask for a list of references that you have used to date as a check on how well your research and literature review is progressing. RefWorks can create this type of list in a wide range of output styles or formats. The lists/bibliographies can be produced for your complete RefWorks database or for named folders (not sub-folders) within your database.

In this exercise you will create a standalone bibliography from the records in a folder of your choice, or for your complete database provided you don't have more than 50 records in it (we've set this limit only for time reasons as there are so many potentially carrying out the same task at the same time).

Exercise:

1.	In RefWorks click on the **Create Bibliography** button
2.	Select the **Output Style**. For this exercise choose **Harvard – British Standard** from the drop-down list
3.	Make sure that the options for **Format a Bibliography from a list of References** are showing For **File Type** select **Word for Windows (2000 or later)** For **References to Include** select a folder from the drop-down list Click on the **Create Bibliography** button

4.	RefWorks will tell you that the bibliography is complete in a small pop-up box in the bottom right-hand corner. Click on the first **click here** link in the pop-up box. Another box will open. Click on **Save.** Call the document **testbib.doc** and save it to your **H:drive.** You can modify or print off your *testbib.doc* document as required.
5.	You must always proof read the bibliography created by RefWorks as it may not always produce a perfect result. The software relies on the accuracy of the input from external sources (database suppliers, or you if the reference has been manually input!) and the ability of the RefWorks filters to translate the references correctly. Some errors may creep through and it is your responsibility to read and correct them in your main RefWorks account.
6.	The RefWorks output styles/formats work to broad international standards but there can be wide variation in the formatting of a named style. Your lecturer may specify *Vancouver* or *Harvard* style but not the exact *Vancouver* or *Harvard* style as produced by RefWorks. Check with your lecturer or supervisor on their requirements. We look at options to preview the many thousands of styles within RefWorks in Part 3 of this workshop series. More guidance on this is provided on the RefWorks help screens. Click on the **Help** menu in your main RefWorks account.

8: Other ways to move records into your RefWorks account

If you need to bring in records for books from Primo please refer to the **Import Methods** sheet for guidance.

If you need to create a record for a webpage or other item that you have found from a source other than a database, please refer to the **Import Methods** sheet for guidance – instructions are provided under **Manual records.**

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: Managing your dissertation research**. To find out about other specialised features:

Information Consultants can also help with any subject specific difficulties:

Arts & Humanities Janet MacKay j.i.mackay@abdn.ac.uk tel: 01224 272572 **Education, Music & Social Sciences** Claire Molloy c.a.l.molloy@abdn.ac.uk tel: 01224 274813 **Life and Physical Sciences & Engineering** Susan McCourt s.mccourt@abdn.ac.uk tel: 01224 273287	**Law & Business Studies** Elaine Shallcross e.shallcross@abdn.ac.uk tel: 01224 273848 **Medicine & Biomedical Sciences** Mel Bickerton m.bickerton@abdn.ac.uk tel: 01224 437876

IT Service Desk – for access problems
Email: servicedesk@abdn.ac.uk
Tel.: 01224–273636 (also the 'Out of Hours' service number)

Appendix 1: Have you checked all your sources?

Type of Information	Coverage	Source	Do I need this?	Completed?
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		