

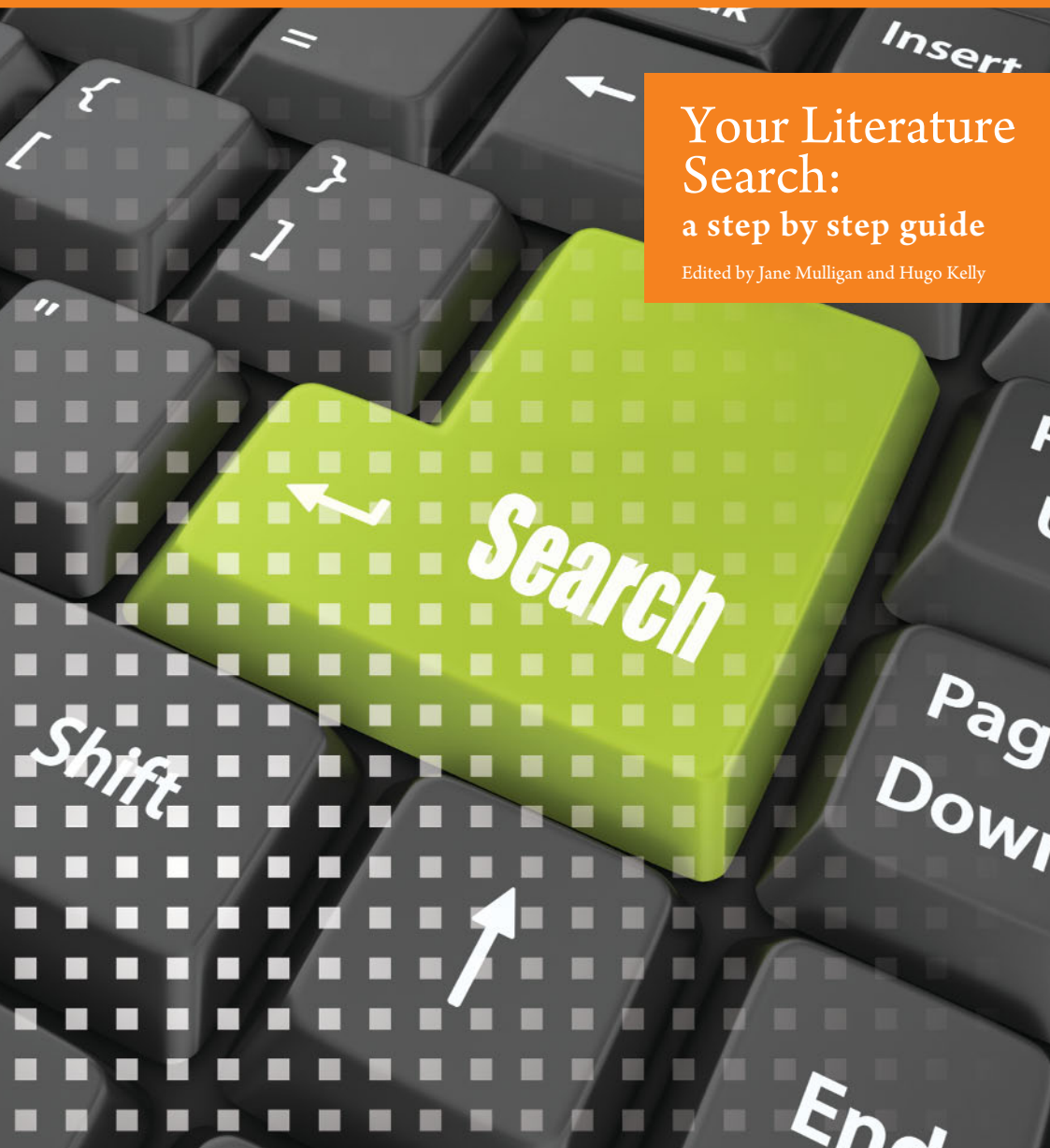


NUI Galway
OÉ Gaillimh

James Hardiman Library

Your Literature Search: a step by step guide

Edited by Jane Mulligan and Hugo Kelly



LARK

Make your studies a whole lot easier by attending one of our Library and Research KnowHow (LARK) sessions offered throughout the year.

Sessions include:

- Finding Books and Journals on e-Knowledge
 - Using Electronic Journals Effectively
- e-Resources for Business and Economics ● Advanced e-Knowledge
- Endnote ● e-Resources for Education ● 19th Century e-Resources
 - e-Resources for Health Sciences ● Research your Legal Essay
- e-Resources for the Humanities ● Rare Books ● e-Resources for Science
 - Web of Knowledge ● e-Resources for Psychology ● Newspapers
 - e-Resources for Engineering and Informatics
 - E-resources for Political Science and Sociology ● Maps
- Company and Financial Information ● ...and many more

Researchers

Check out the Researcher Workshop Series for training sessions and seminars specifically targeted to your needs.

Sessions include:

- Keeping Up-to-Date with New Research
- Getting Published & Making an Impact ● Essential Research Skills
 - Preparing your Literature Review ● ...and many more

For a full list of sessions check out the LARK and Researcher Workshop Series pages at www.library.nuigalway.ie

Contents

| | |
|--|-----------|
| Introduction | 4 |
| Defining your Topic | 4 |
| Finding Background Information | 5 |
| <i>Encyclopedias and Dictionaries</i> | |
| <i>Online Reference Resources</i> | |
| <i>Using Bibliographies</i> | |
| Deciding on Scopes and Boundaries | 6 |
| <i>Asking the Right Questions</i> | |
| <i>Be Realistic</i> | |
| <i>Primary and Secondary Sources</i> | |
| Searching for Resources | 7 |
| <i>Searching for Books</i> | |
| <i>Searching for Journals</i> | |
| <i>Scholarly and Non Scholarly Journals</i> | |
| <i>Another Method of Finding e-Journals</i> | |
| <i>Electronic Journals (full text and non full text)</i> | |
| e-Knowledge – accessing our e-Resources | 10 |
| <i>Explaining e-Resources</i> | |
| <i>Linking to Full Text through SFX</i> | |
| Using the Internet | 15 |
| <i>Search Engines</i> | |
| <i>Subject Gateways</i> | |
| <i>Subject Portals</i> | |
| <i>Subject Directories</i> | |
| Searching for Completed Research (theses) | 17 |
| <i>Theses in NUI Galway</i> | |
| <i>Searching for Theses by Database</i> | |
| Other Library Catalogues | 18 |
| Evaluating Records | 19 |
| Managing References | 20 |
| <i>Citing References and Creating Bibliographies</i> | |
| Locating and Obtaining Materials | 22 |
| <i>Inter-Library Loans</i> | |
| <i>Pay Per View</i> | |
| <i>Using Other Libraries</i> | |
| Keeping Up to Date | 23 |
| <i>Alerting Services</i> | |
| <i>Other Methods</i> | |
| Bibliography | 25 |

Introduction

This is a guide to effectively conducting a literature search. By following the steps laid out here you will save yourself time, effort and not a little frustration. You will also have the added bonus of knowing that your literature search is as complete as reasonably possible and that you can proceed with your project or essay, with confidence.

While the wealth of electronic resources has made retrieval of information much faster, it also means that it is easier to make fundamental errors in your approach. Some initial caution and thought is a solid investment. This being the case, we particularly recommend you keep the following in mind at all stages of your literature search:

- **Talk to your Subject Librarian**

Your Subject Librarian will be happy to help and advise you on the best Library resources to use for your particular research. See listing and further details at back of guide.

- **Library and Research Knowhow (LARK)**

The Library is running a number of training sessions throughout the year, looking at all aspects of Library services and research. Pick up a brochure from the Customer Services Desk and check out what is on offer for you.

- **LARK Online (See Library web site)**

LARK Online will introduce you to research resources and information skills including 'selecting'; 'searching'; 'locating and evaluating information' and 'citing and plagiarism'.

Defining your topic

Before conducting your literature search, it is essential that you define your topic. Have you a clear idea of what exactly you want to study? If you have only a vague sense of your area of interest, then it is crucial to add some detail. Often writing down your topic is useful: you can identify key words and concepts and with these in mind begin your research.

Let's take the following example of an essay.

"A Constitution for Europe – a step too far?"

Before you begin you may ask a number of questions.

What perspective are you approaching the essay from?

- Legal
- Political
- Social

What keywords would you use when searching for books or journals?

Perhaps combinations of some of the following:

| | | |
|--------|--------------|---------|
| Europe | Constitution | History |
| Policy | Politics | Future |

Always be aware of synonyms and that, in other countries, certain terms may be used in a completely different way. For our example you may have to search using the terms: European Union or European Community or EU.

Screen 1



The screenshot shows a search interface with three tabs: 'Books & more' (selected), 'Articles & more', and 'ARAN'. Below the tabs is a search bar with the text 'europe*' and a 'GO' button with a right arrow.

Truncation

Using the * symbol on e-Knowledge (our Library catalogue) allows you to search for extensions of words. In this case Europe, European, Europe's etc

Finding background information

◆ Encyclopedias and Dictionaries

Once you have clarified your topic, it is a matter of broadening your ideas and subject knowledge. It is very important to correctly define the concepts and facts that you will be researching. Typically, background information from encyclopedias, dictionaries, thesauri, and directories, will give your research a firm basis and also provide other important sources for you to consult.

For example, if you were doing research in 'child psychology', the *International Encyclopedia of the Social & Behavioral Sciences*, in the Humanities Reference area (Floor 1), will offer a quick reference to the major concepts and thinkers in this area.

There are similar encyclopedias in all major subject areas and it is easy to track them using *e-Knowledge* as you will see in the later sections.



Encyclopedias such as the one shown are an excellent place to gain background information on your topic.

◆ Online Reference Sources

The Library has access to a number of excellent online encyclopedias and dictionaries such as:

- *Access Science*
- *Oxford Reference Online*
- *OED - Oxford English Dictionary*

All these resources are available from the Library website via *e-Knowledge*.

◆ Using Bibliographies

One important source to check is reference bibliographies at the end of books, or chapters, that will list major books and articles within your research area. They are an effective shortcut to locating core research materials. Indeed, for example, the bibliography given at the end of this guide should point you to other research books in your subject area.

Deciding on scope and boundaries

◆ Asking the Right Questions

It is important to make some decisions on the scope of your research. Typically, by this stage, you should be able to address the following:

What is the scope of your research?

Will you be limiting by country or language?

Is there a particular range of years, or period, that you will be studying?

Will you need to consult primary sources?

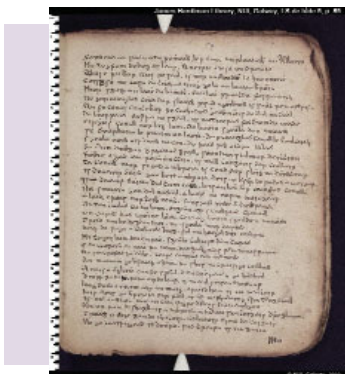
For example nursing students may have to decide whether to limit research to a particular age group or gender or area of special interest eg gerontologic care.

◆ Be Realistic

You should have some idea about what resources are available before launching into research. A law student doing a comparative law essay, may soon regret choosing Iceland as a comparison with Ireland, when faced with the difficulty of locating relevant articles or legislation.

◆ Primary vs. Secondary Resources

One fundamental issue is whether you consult primary or secondary sources. Primary sources provide firsthand evidence of the subject. In law they are the legislation or acts. In history primary sources may be unpublished materials such as town records, photographs, oral histories, etc. In English they may be the original text, or manuscript, of a poem or novel. In contrast, secondary materials, such as textbooks or journal articles, synthesise and interpret primary materials and generally make them more accessible to readers.



Primary Sources

The Archives and Special Collections services in the Library hold many examples of primary sources. This example is part of the de hÍde/Hyde Collection, a number of Irish manuscripts from the 18th and 19th centuries which were collected in the course of his work by Douglas Hyde and bequeathed to the Library on his death in 1949.

Searching for resources

This section discusses the main research tools we have in the Library. Many of these tools are electronic in format, but may direct you to print resources.

What is important to understand is that these days you may be using a range of media for research. Do not presume that everything will be in print or indeed that everything you need will be in electronic form on Library databases, or on the Internet etc. Flexibility is essential for modern research.

◆ Searching for Books

The first point of reference, for any research, is the Library catalogue, which is now part of *e-Knowledge*. Use it to find:

| | | |
|---------|--|-----------------------|
| Books | Journals (inc. links to electronic journals) | Reading List Articles |
| Reports | Videos/DVDs | Theses |

Your course reading list, for example, will be a good place to get started, particularly to locate general background reading that will inform your work. For example, if you are searching for books use the **Books & more** tab in *e-Knowledge* to locate books in the Library catalogue.

So for example:

- Type your topic in the search box and click on GO
- Use quotation marks for an exact phrase, eg: "management information systems"

Books & more

Articles & more

ARAN

Search for "management information systems"
GO

A list of items is displayed.

Results for entire Library

324 Results, sorted by: relevance

Show only: Online Resources (14) Available (299)

1



[Management information systems \(View details\)](#)
David M Kroneke; Liam McDwyer; Chris Barry: National University of Ireland, Galway.
Harlow, Essex : Pearson Custom Publishing 2009
☐ Add to e-Shelf Available at Main Library Open Access (658.4038 MAN) (Get it)

2



[Management information systems \(View details\)](#)
Vladimir Zwass
Dubuque, IA : Wm. C. Brown c1992
☐ Add to e-Shelf Available at Main Library Open Access (658.4038 ZWA) (Get it)

3



[Management information systems \(View details\)](#)
James A. O'Brien 1936- George M Marakas
Boston : McGraw-Hill Irwin c2009
☐ Add to e-Shelf Available at Main Library Open Access (658.4038011 OBR) (Get it)

Refine My Results

Narrow my results by limiting the search to:

Resource Type:

[Books \(305\)](#)
[Journals \(14\)](#)
[Other \(2\)](#)
[Audio Visual \(2\)](#)

Topic:

[Management Information systems \(338\)](#)
[Information technology \(72\)](#)
[Information resources management \(59\)](#)

- You can refine the results by selecting one of the options from the menu to the right of the screen.
- Options include resource type, topic, creator/author, collection and date.
- Click on the title to find out more information, eg: location of book on the Library shelves, availability, details of contents via Amazon.

◆ Searching for Journals

To find out if we have a particular journal use the **Books & more** tab on *e-Knowledge* and type in the name of the journal.



This journal, like many our collection, is available online. By clicking on the journal title you can find out whether we still hold print copies of it.

◆ Scholarly and Non Scholarly Journals

It is important to realise that there are different types of journals: scholarly journals and non-scholarly.

- Scholarly journals are the more specialist and prestigious, concerned with academic research and study.
- Non-scholarly are of more general interest and include titles such as *National Geographic* and *The Economist*.

As you will see, you will go to different sources to access both types of material. Your research topic will determine which type you will use.

◆ Another method of finding e-Journals

Another possible method for locating electronic journals is by using the **find e-journals** option on *e-Knowledge* (see screen below). While not entirely complete, it is the most effective method of checking whether we have electronic access to a journal or not.

Click on the **find e-journals** link to display the **find e-journals** search page.



Enter the title of the journal you are looking for. *e-Knowledge* will prompt you with journal names as you type.



Find e-Journal

Title Category Locate

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 Others

Title:

☒ Starts with ☐ Contains

Go

◆ *Electronic Journals (full text and non full text)*

For most people it is the advent of thousands of electronic journals, in all subject areas, that has had the greatest impact, giving us full text access and improving our collections dramatically.

Some of these electronic journals are available in different ways:

- through databases (like *Science Direct*, *Business Source Premier*, *JSTOR* etc.)
- from their publishers (e.g. *Oxford Journals*)
- some databases do not provide direct full text (eg *Web of Science*), but allow you to connect to the full text on another source using the SFX button
- some databases may give you the summary of an article with no full text availability. (The SFX link will check for full text availability. See page 14 for details.)

e-Knowledge: accessing our e-Resources

◆ *Explaining e-Resources*

In recent years there has been an explosion of electronic resources. By these we primarily mean:

- e-journals
- e-books
- databases
- other sources such as electronic copies of reports
- newspapers, archival material, legislation etc

These resources greatly supplement our traditional print resource and ensure that we have far wider access to material than would otherwise be the case. For example, we have access to hundreds of newspapers through the database *Nexis*; *Early English Books Online (EEBO)* gives us access to rare books that otherwise would not be available.

The Library's main point of access for these e-resources is *e-Knowledge*.



This 'portal', or resource listing, provides the means by which you can:

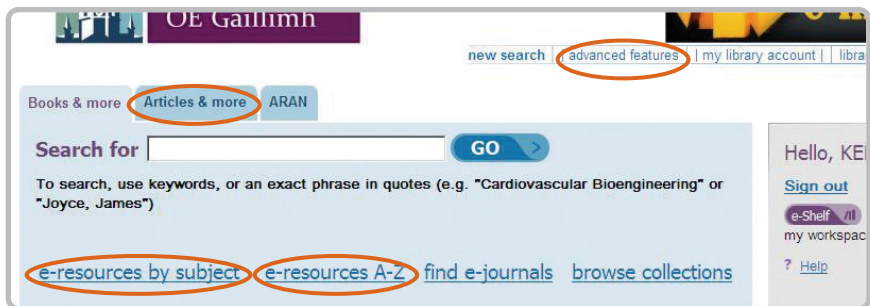
- find an e-resource by title, or by your subject area
- cross search a number of e-resources at the same time
- save and manage your electronic searches

Note: while you can access *e-Knowledge* once you are on campus without logging in, it is best to do so using your CASS (computer services)/Webmail details to have all functionality such as **Quicksearch** made available. The easiest means of access is via the quicklinks as marked below on the **Books and More** screen.

The four elements of *e-Knowledge* we will look at are:

- e-resources by subject
- e-resources A-Z
- Articles and More
- Advanced Features (Cross Search)

These are all available from the **Books and More** screen.



◆ e-resources by subject

The category option allows you to select e-Resources by broad subject area, eg: Arts, Science, Engineering, Law, Commerce, Medicine, Nursing & Midwifery etc as displayed below.

Find e-Resource

Title Locate **Category**

Category

- Arts, Social Sciences, and Celtic Studies
- Business and Economics
- Engineering and Informatics
- Law
- Medicine and Health Sciences
- Nursing + Midwifery
- Science

Sub-category

- Arts, Social Sciences, and Celtic Studies A-Z (126)
- Archaeology(44)
- Classics(34)
- Education(36)
- English(62)
- Film + Digital Media(36)
- French(41)
- Gaeilge(43)

GO

☒ Show all ☐ Show unrestricted

◆ e-resources A-Z

This will help you to locate an e-resource that the library currently subscribes to. For example Nexis as shown below.

QuickSearch | **Find e-Resource** | Find e-Journal | Cross Search | My Space

Find e-Resource | e-Resource List

Find e-Resource

Title **Locate** Category

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 Other

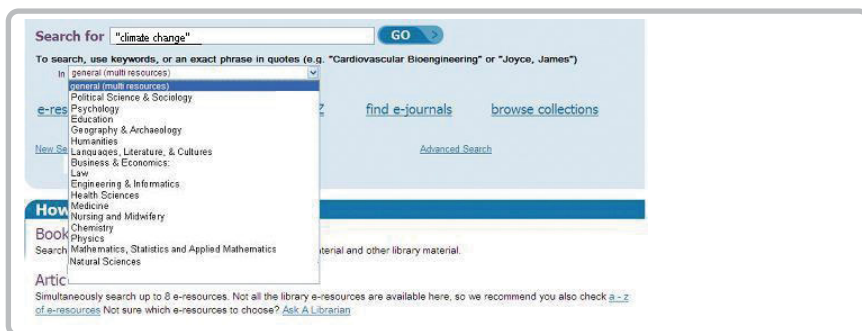
Title: Nexis ☐ Starts with ☒ Contains ☐ Exact

☒ Show all ☐ Show unrestricted

◆ Articles and More

This function allows you to carry out a quick search on a grouping (by discipline) of cross searchable databases. Simply click on the **Articles & More** tab, type in your search and then select what subject area you wish to search in. The **general (multi resources)** search is often very useful to try out if you are not too sure where to look.

This search is the same as the **Quick Search** option through the **Advanced Features** link though more features area available at that point. Please note that not all databases are cross searchable.



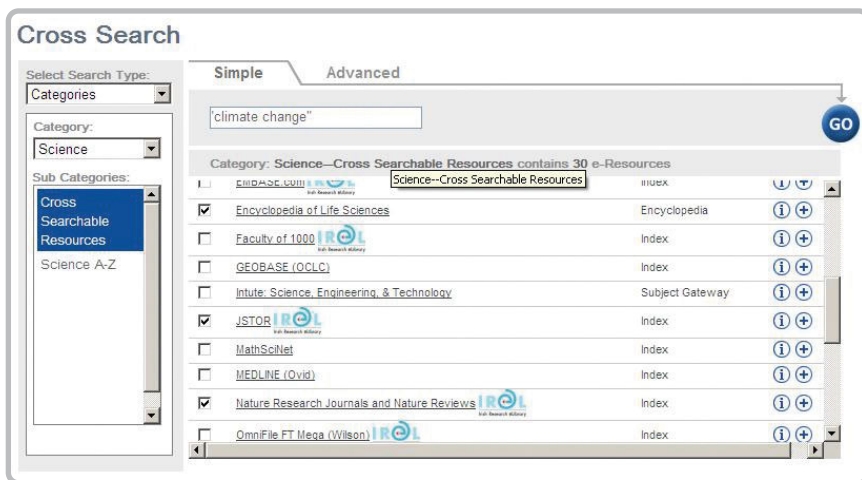
◆ Cross Search

This allows you to select multiple e-Resources and search them all simultaneously. It is especially useful when you are familiar with the various resources in your subject area and wish to limit or expand your search as you require.

To access **Cross Search**:

- select **Advanced Features** from *e-Knowledge* – note the link at the top of the screen
- The **Quick Search** screen is displayed. Select **Cross Search** from the options at the top of the screen

In the example below, the *Encyclopedia of Life Sciences*, *JSTOR* and *Nature* are being searched simultaneously for articles and resources about ‘climate change’



◆ An example of a search




Let's say you're researching a literature topic on the philosopher Socrates

- Go to the Arts Category page in *e-Knowledge* (see previous page)
- You will see the *Philosopher's Index* listed as a major Arts database. Select and enter database.
- Carry out our search using your keyword 'Socrates'.
- The results tell you what journal articles and books are published on the topic. You will be given a short abstract, or summary, of an article you've found and you can assess whether it's relevant to your needs, or not.
- Finally you can select the SFX button to check for full text of an article you are interested in.

If you want to find out more about relevant databases and e-resources consult your Subject Librarian (See Subject Librarian list at the end of this guide). The Library has produced a number of guides to *e-Knowledge* available from the Library web site.

◆ Linking to full text through SFX

As mentioned above, these days, we have the facility to link between databases using SFX. This means that you can check for full text availability from within databases. So for example if you are searching a database such as *Web of Science* which is not full text, the SFX link will appear under the record, as in the example below. By clicking on the SFX link you can check to see if the article is available on another database.

- ☐ 1. Title: Identification of snow cover regimes through spatial and temporal clustering of satellite microwave brightness temperatures
Author(s): Farmer, C. J. Q.; Nelson, T. A.; Wulder, M. A., et al.
Source: *Remote Sensing of Environment* Volume: 114 Issue: 1 Pages: 199-210 Published: JAN 15 2010
Article Number: 10.1016/j.rse.2009.09.002

- ☐ 2. Title: Long-term changes in metapopulation genetic structure: a quarter-century retrospective study on low-Arctic rock pool *Daphnia*
Author(s): Weider, L.J.; Frisch, D.; Hebert, P.D.N.
Source: *PROCEEDINGS OF THE ROYAL SOCIETY B-BIOLOGICAL SCIENCES* Volume: 277 Issue: 1678 Pages: 139-146 Published: 2010
Times Cited: 0

- ☐ 3. Title: Crop residues as raw materials for biorefinery systems - A LCA case study
Author(s): Cherubini, F.; Ulgiati, S.
Source: *APPLIED ENERGY* Volume: 87 Issue: 1 Pages: 47-57 Published: 2010
Times Cited: 0


The following SFX linking screen is displayed indicating that the journal is available on another database, Science Direct. Click on **Go** to display the full text.

Title: Crop residues as raw materials for biorefinery systems - A LCA case study
Source: Applied energy [0306-2619] Cherubini yr:2010 vol:87 iss:1 pg:47 -57

Basic

Full Text

Full text available via James Hardiman Library and **Elsevier Freedom Collection (IREL)**

Year: Volume: Issue: Start Page: **GO**

Full text available via James Hardiman Library and **Elsevier ScienceDirect (IREL)**

Year: Volume: Issue: Start Page: **GO**

Using the Internet

The Internet is an obvious and powerful source for many different types of information. These days it is often the first place students turn to when researching. If you're looking for critical academic essays – essentially good secondary literature – then the Internet may not be the best source, in comparison to the wealth of journals we now have access to.

Nevertheless, the Internet, if used with suitable caution, is an extraordinary resource. The *Evaluating Records* section, further on, offers excellent advice for judging the quality of the material you find. With this in mind, we suggest the following access routes for Internet searching.

◆ Search engines

The most obvious way to search for material on the Internet is via search engines. **Google** (www.google.com) is the most popular, indexing a huge number of web pages. Related, but quite different, is **Google Scholar** (scholar.google.com), a new service aimed at the academic community. It searches publishers' websites for journal articles as well as providing links to library catalogues and other sites of academic interest. It also works with SFX allowing you to link from journal abstracts to full text (where available) on our Library databases. Finally **Google Books** (books.scholar.com) allows the full text of certain books to be searched and can be a very useful source.

◆ Search engine tips

When using a search engine, try and think strategically about your search. Keep the following in mind:

- Be aware that all search engines vary in how they search for and organise information. What is not available on one may be available from another search engine. Meta search engines such as **Dogpile** (www.dogpile.com) search across a number of web engines at the same time and can be highly effective web tools, overcoming the reliance on any one web search tool.

- Use the advanced search screens, which are simple, and prompt you into far better searching habits. Even placing your phrase, or topic, within quotes "" can dramatically improve your results.
- Consult the search tips, or help pages of search engines. These will provide you with advice on getting the most from the resource.

Google **Advanced Search** [Advanced Search Tips](#)

"climate change"

Find web pages that have...

all these words:

this exact wording or phrase:

one or more of these words: OR OR

But don't show pages that have...

any of these unwanted words:

Need more tools?

Results per page:

Language:

File type:

Search within a site or domain:

(e.g. youtube.com, .edu)

[Date](#) [usage rights](#) [numeric range](#) [and more](#)

Advanced Search

The Advanced Search option on **Google** offers sophisticated retrieval options. The same advanced search option exists for **Google Scholar** and will help you achieve better results.

◆ Subject gateways

Subject gateways provide you with access to evaluated, quality Internet resources on a wide variety of subjects. Subject experts evaluate web sites, selecting them by using defined criteria.

Examples include:

- Bized for commerce: www.bized.co.uk
- IrishLaw for law: www.irlui.org

◆ Subject portals

A 'subject portal' offers a broad array of resources and services such as email, search engines, discussion forums, online tools, news and statistics.

The **Intute** service (www.intute.ac.uk) offers access to subject portals and useful training and tutorials, in addition to providing access to quality, evaluated web sites.

| | |
|--|---|
| intute: nursing, midwifery and allied health | http://www.intute.ac.uk/nmah |
| intute: engineering | http://www.intute.ac.uk/engineering |
| intute: social sciences | http://www.intute.ac.uk/socialsciences |
| intute: education and research methods | http://www.intute.ac.uk/education |

◆ *Subject directories*

Subject directories are collections of websites which have been categorised into subject groupings by a human editor. *Google* and *Yahoo* have directories (www.google.com/dirhp and dir.yahoo.com). *BUBL* (www.bubl.ac.uk) is a directory covering all academic subject areas.

Searching for completed research (theses)

One excellent resource for students is completed research, in the form of theses. The Library holds print copies of major and minor theses carried out in the University. These are not on open access and must be requested from the Customer Services desk.

We also have access through specialised databases to theses in the UK and USA.

◆ *Theses in NUI Galway*

To find out what theses are held in the Library, use the **Books and More** screen on *e-Knowledge*:

- type in your subject or keyword search followed by the words:
theses Galway

◆ *Searching for Theses by Database*


The Library has two main theses databases:

- *Index to Theses*
- *Proquest Digital Dissertations*

If you wish to search for theses (with abstracts) in the UK (inc. Ireland) use the *Index to Theses*. You can search for words in the title, author, abstract, university name and for a year.

The Library also provides access to *Proquest Digital Dissertations* which covers mainly US theses with some European coverage. Some full text is available for theses published after 1997 (10% of the thesis). Both the *Index to Theses* and *Proquest Digital Dissertations* are available from *e-Knowledge*.

Theses, from other libraries, may be ordered through the Inter-Library Loans service.



INDEX TO THESES

A comprehensive listing of theses with abstracts accepted for higher degrees by universities in Great Britain and Ireland since 1716.

519,609 theses in collection;
last updated 30 May 2008 (Volume 56 part 7)

Search

Demo

Licence

What's New


Irish Theses

Register

Obtain full text

New! Full Text Sources

Index to Theses is delighted to announce an important new enhancement to its web-based service. All theses now have links which tell you [how to obtain the full text of the thesis](#). Where available and known to us a direct link to the full text will be given.



*The **Index to Theses** allows you to search for Masters (by research) and PhD theses in the United Kingdom and Ireland*

Other library catalogues

Once you are satisfied that you have checked the local sources, it is also useful to see what other libraries have on your topic. Most libraries, nowadays, have their catalogues available on the web and links are provided to these from the Library web site.

A very useful source is **COPAC**, which provides access to the merged online catalogues of over 50 of the largest university research libraries in the UK and Ireland.

One other extremely useful resource is **WorldCat**, which is a union catalogue listing millions of books available in libraries worldwide. This is available via **e-Knowledge**.

WorldCat Basic Search

- Enter search terms in one or more boxes and click on **Search**.
- WorldCat Hot Topics:** Select a topic to search:

[Home](#) [Databases](#) [Searching](#) [Staff View](#)

[Basic Search](#) [Advanced Search](#) [Expert Search](#) [Previous Searches](#)

[Intro](#) [News](#) [Help](#) Current database: **WorldCat**

Search in database: (Updated: 2006-07-24)
 OCLC catalog of books and other materials in libraries worldwide

Keyword

Author

Title

ISBN (format: NNNNNNNNNN)

Year (format: YYYY-YYYY)

Worldcat allows you to search hundreds of library catalogues simultaneously. It is an excellent resource for quickly putting together a bibliography.

Evaluating records

Critical evaluation of your references is an essential component of your literature search. Firstly, it will enable you to manage the quantity of material that you find, helping you to decide which references should be obtained and read, and secondly, whether the item is of core interest, or of less importance, to your topic.

Initially, you might want to include the following when considering the appropriateness of a particular book, article, media resource or web site:

Author—what are his or her credentials and qualifications, and is he/she an expert in the subject field? Have you seen the author's name cited in other sources and bibliographies?

- Is the author associated with a reputable institution?
- Is currency of the information important to your research topic?

- Did a scholarly press (eg, university press) publish the book?
- Was the article published in an academic rather than a popular journal?
- Check the accuracy and authority of web documents.
- You might want to consult the following resource for more detailed coverage of the critical evaluation of information sources: LARK Online (see Library web site).

Managing References

As you progress through your research it is essential to keep a complete and accurate record of the sources that you have consulted, and the references that you have used. Don't rely on memory! For example, you might want to jot down the details on individual index cards, create a computer file, or use reference management software such as EndNote (see below). In this way you will avoid searching through resources for a quotation or publication details that you have already covered at the writing-up stage of your research.

Keeping track of your references will enable you to both cite references accurately and compile a complete bibliography.

◆ *Citing references and creating bibliographies*

Guide to Citing and Referencing

The Library has created a guide (both in print and online) to the Harvard referencing style. It explains the components of citation entries as well as providing examples of cited books, journals, and many other potential sources. Ask for a copy at the Customer Services Desk; from your Subject Librarian or access directly from the Library web site.

EndNote

EndNote is a software package designed to save time in the systematic organisation and citation of bibliographic references. It enables you to maintain a file of references, most of which can be transferred directly from sources such as databases, or the Library catalogue, without having to type them. EndNote also enables you to cite references and create bibliographies, in any one of several hundred styles eg: Harvard, MLA, or Vancouver. It is important to check with lecturers as to which style is preferred by the School.

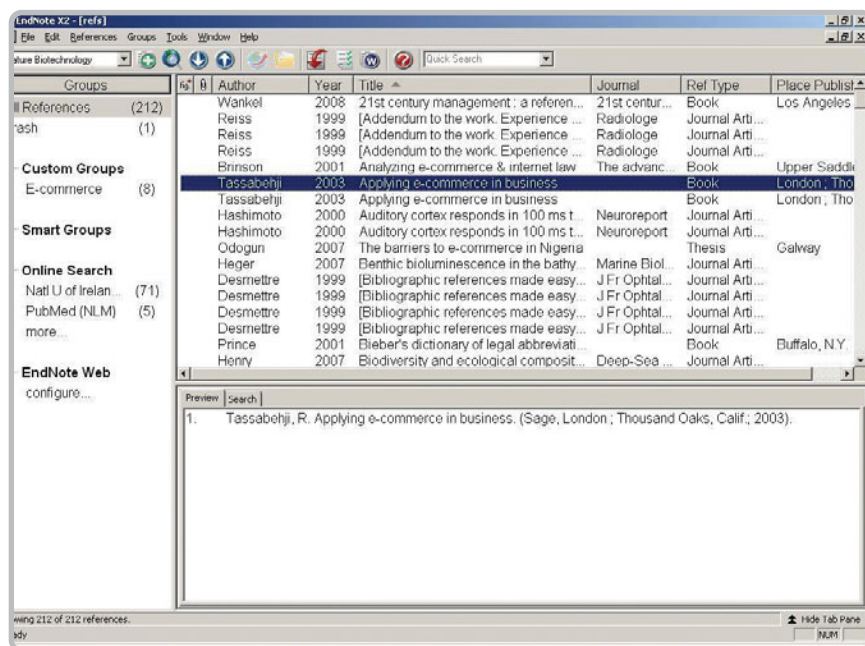
The Library provides introductory EndNote training sessions throughout the year. For information on these, or direct booking, and to access our introductory Guide to Using EndNote please visit the EndNote page on the Library web site:

www.library.nuigalway.ie/services/EndNote/index.html

An in-depth user guide can be found on the EndNote web site:

<http://www.endnote.com>

If you wish to obtain a copy of EndNote for your on-campus workstation, please contact the User Support Centre in Computer Services at 091-495777.



EndNote allows you to create bibliographies and also display references in many different citing styles. Above is an example of a library of references that EndNote can easily insert into an essay or thesis.

Locating and Obtaining Materials

◆ *Inter-Library Loans*

As stated already, use the Library catalogue to see if the Library has the item that you require. If it doesn't, we can usually obtain items through the Inter-Library Loans service. Books and theses are normally obtained for you to borrow, or consult in the Library. Journal articles are usually delivered as a photocopy, or electronically by email, either of which you can keep. Inter-Library Loan applications can be made on the Library web site, using your CASS username and password.

<http://www.library.nuigalway.ie/ILL/index.html>

◆ *Pay-per-view*

While doing your research, you might be given the opportunity of purchasing direct access to an article, using your credit card for payment. This commercial pay-per-view service, offered by many of the database (or electronic journal) suppliers, is an option when we do not have direct access to electronic journal articles via a subscription.

◆ *Access to other libraries*

Alternatively, you might want to check if the item is available at another library. The Library web site has links to the catalogues of all the Irish university libraries. Under the **ALCID** scheme, academic staff and postgraduate students can visit participating libraries. In addition, staff and students might consider using the **SCONUL Access** scheme, which is the largest borrowing scheme for higher education researchers in the UK and Ireland. Full details of the scheme, together with a list of 170+ participating institutions, is available at:

<http://www.access.sconul.ac.uk/members>



For further details, on both the ALCID and SCONUL Access schemes, contact Customer Services staff at 091 493399.

Keeping up to date

In any type of research it is vital to keep up to date with developments in your area of interest. In this section we suggest various mechanisms that help you to do exactly that.


◆ Alerting Services

Many journal and database publishers provide alerting services for free. Once you register and specify your areas of interest, you will be sent information about newly published material in your chosen field by e-mail.

Zetoc provides access to the contents of approximately 20,000 current journals and 16,000 conference proceedings held at the British Library. It provides a service called Zetoc Alert, which will email you the table of contents of your chosen journals. You can also save searches and have any relevant citation containing your keywords emailed to you, as new issues are added to *Zetoc*.

<http://zetoc.mimas.ac.uk>

Zetoc Alert

 ZETOC Search

Change an existing list.

List Name:

Or create a new Zetoc Alert list for:

Email Address:

Include hypertext links to full records in zetoc? Yes ☒ No ☐

(Note: you can change this option at any time by selecting the Renew/Modify button within Zetoc Alert.)

Zetoc allows you to very quickly set up email notification for subject searches and table of contents alerts from specified journals.

◆ Other Ways of Keeping Up to Date

- In some subject areas new books are important as part of a keeping up to date strategy. *Book News* on the Internet (www.booknews.co.uk) lists announcements of the latest books in the areas of science, technology, and medicine. For details of email discussion lists in your subject areas try *Catalist* (<http://www.lsoft.com/catalist.html>) or *Tile.Net* (<http://tile.net/lists>)
- Most subject gateways have a regular newsletter of new resources and in some cases an email current awareness service. See *Intute* (www.intute.ac.uk)
- Article preprints (full text articles available before they are formally published are available in a variety of subjects. Examples include *e-Print archive* (<http://arxiv.org>)
- Web Blogs can be an extremely useful way to keep up to date, providing commentary and up-to-the minute news on a range of subject areas. The *Academic Blog Portal* (www.academicblogs.org) provides an excellent listing of subject based blog resources. For broader application, the *Technorati Blog* search engine (www.technorati.com) allows users to search through thousands of blog names and posts.

Bibliography

For further reading, we recommend the following books:

Denzin, N.K. et al. (2005) *The Sage handbook of qualitative research*

Library Shelf: 001.42 SAG (Main Library)

Detwiler, Susan. (2000) *Super searchers on health and medicine: the online secrets of top health and medical researchers*

Library Shelf: 025.0661 DET (Medical Library)

Domegan, C. and Fleming, D. (2007) *Marketing research in Ireland: theory and practice*

Library Shelf: 658.83 DOM (Main Library)

Gash, S. (2000) *Effective literature searching for research*

Library Shelf: 020.72041 GAS (Main Library)

Gibaldi, J. (2009) *MLA handbook for writers of research papers*

Library Shelf: 808.027 GIB (Main Library)

Holliday, A. (2007) *Doing and writing qualitative research*

Library Shelf: 001.4 HOL (Main Library)

Hart, C. (2001) *Doing a literature search: a comprehensive guide for the social sciences*

Library Shelf: 300.72 HAR (Main, Medical and Nursing Libraries)

Hart, C. (2004) *Doing your masters dissertation*

Library Shelf: 808.066 HAR (Main Library)

Hurt, C.D. (1998) *Information sources in science and technology*

Library Shelf: 507.2 HUR (Main Library Science Reference)

Lester, R. (1996) *Information sources in finance and banking*

Library Shelf: 016.33 LES (Main Library Humanities and Social Sciences Reference)

MacLeod, Roderick A. (2005) *Information sources in engineering*

Library Shelf: 025.0662 INF (Main Library Science Reference)

Maizell, Robert E. (1998) *How to find chemical information: a guide for practicing chemists, educators, and students*

Library Shelf 540.7 MAI (Main Library Science Reference)

Maslin-Prothero, S. (2005) *Bailliere's study skills for nurses and midwives*

Library Shelf: 610.730715 BAI (Nursing Library)

Murray, Rowena (2002) *How to write a thesis*

Main Library 808.042 MUR (Main Library)

Murray, Thomas R. (2008) *Theses and dissertations: a guide to planning, research and writing*
Library Shelf: 808.02 THO (Main Library)

O'Malley, Thomas. (2001) *Sources of law: an introduction to legal research and writing*
Library Shelf 349.415 OMA (Main Library)

Pagell, R.A. (1998) *International business information: how to find it, how to use it*
Library Shelf: 016.33 PAG (Main Library Humanities and Social Sciences Reference)

Schmidt, D. (2002) *Using the biological literature: a practical guide*
Library Shelf: 574.07 DAV (Main Library Science Reference)

Walliman, Nicholas S.R. (2005) *Your research project: a step-by-step guide for the first-time researcher*
Library Shelf: 808.02 WAL (Main Library)

Walliman, Nicholas S. R. (2004) *Your undergraduate dissertation: the essential guide for success*
Library Shelf: 808.066378 WAL (Main Library)

◆ *Subject and Research Support Librarians*

Phone: 091 49 + ext

| Name | Ext. | Email |
|---|-------------|-------------------------------|
| Kathleen Burke Arts, Social Sciences, and Celtic Studies | 2544 | kathleen.burke@nuigalway.ie |
| Niamh Walsh Arts, Social Sciences, and Celtic Studies | 2095 | niamh.walsh@nuigalway.ie |
| Trish Finnan Business & Economics | 3564 | trish.finnan@nuigalway.ie |
| Fiona Quinlan Engineering & Informatics | 3351 | fiona.quinlan@nuigalway.ie |
| Jane Mulligan Medicine, Nursing, & Health Sciences | 2791/5229 | jane.mulligan@nuigalway.ie |
| Hugo Kelly Law & Official Publications | 3359 | hugo.kelly@nuigalway.ie |
| Rosie Dunne Science | 3945 | rosie.dunne@nuigalway.ie |
| Gwen Ryan Research Support: Arts, Humanities and Social Sciences | 5697 | gwen.ryan@nuigalway.ie |
| Rosarie Coughlan Research Support: Science, Technology and Medicine | 5959 | rosarie.coughlan@nuigalway.ie |

