History
Information & Research Methods

Advanced Research Skills for Projects and Dissertations

www.rhul.ac.uk/library
Aims of the Session

Aimed primarily at third year undergraduates and taught Masters students preparing for their extended essays or dissertations and for PhD or masters research students just embarking on their topic, this session will enable you to:

- Plan your literature search
- Search databases specific to your subject
- Use advanced search techniques
- Save searches and create alerts
- Access resources from other libraries

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Appendices: I, II & III
1. Planning Your Literature Search

Once you have decided on your dissertation project topic you will need to carry out a literature search. A literature search is a detailed and organised step by step search for all the material available on a topic. Effective literature searching requires a strategic approach.

1.1 Identifying Keywords

Before you begin searching, think about the words you need to use in your search. Spending five minutes at the start and being systematic and organized will save you having to re-run searches with words you’ve forgotten to use.

Step 1: Write our your search as a sentence

Here are example topics written out as a sentence:

‘What is the relationship between the individual and the collective in the politics of remembering?’

or

‘Popular heresy and the Waldensians’

Step 2: Identify the important words/concepts

Translate your sentence into keywords. As these databases will search for exactly what you type in, you need to consider the following:

- **synonyms** - these are different words with the same or similar meaning e.g. emigration and migration - not all words have these but if they do they should be included in your list of keywords
- **acronyms** - this is where your keywords can be condensed into a set of capital letters e.g. WWII is Word War II - use both the full term and the acronym when searching
- **alternative spellings** - remember to try UK and US spellings for example organisation and organization
- **alternative and related terms**, e.g. actor, actress, performer and star
- **international terms**, e.g. film and motion picture
- **former terms** (i.e. non pc versions), e.g. mental illness and madness
- **changes of place name**
- **broader and narrower terms** - you must be sure your results will be pitched at the right level and broader terms can retrieve very general results while narrow terms may be too specific

Additionally, a lot of databases provide a thesaurus of keywords, which is used to classify the work held in the database. Use this helpful tool if possible, as it provides consistency when searching.

If you don’t do this you might not find the most relevant articles.
You can improve your chances of finding the information you need if you think about the best keywords and search terms to use before starting your search.

The following example shows how our sentence has been broken down into keywords and grouped by concept. It shows how they relate to one another.

<table>
<thead>
<tr>
<th>Concept 1</th>
<th>AND</th>
<th>Concept 2</th>
<th>AND</th>
<th>Concept 3</th>
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<tbody>
<tr>
<td>OR</td>
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<td>OR</td>
<td></td>
<td></td>
</tr>
<tr>
<td>individual</td>
<td></td>
<td>collective</td>
<td></td>
<td>politics of remembering</td>
</tr>
<tr>
<td>personal</td>
<td></td>
<td>group</td>
<td></td>
<td>politics of forgetting (?)</td>
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<tr>
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<th>Concept 3</th>
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<tbody>
<tr>
<td>OR</td>
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<tr>
<td>popular</td>
<td></td>
<td>heresy</td>
<td></td>
<td>Waldensians</td>
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<td>mass</td>
<td></td>
<td>dissension</td>
<td></td>
<td>Waldenses</td>
</tr>
<tr>
<td></td>
<td></td>
<td>apostasy</td>
<td></td>
<td>Vallenses</td>
</tr>
</tbody>
</table>

**Step 3: Think about ways you could limit your search**

You might find too many references on your topic, so think about ways you could limit your search. Most databases will also allow you to limit your search in these ways:

- **date** – do you only want items published after a certain date?
- **language** – do you only want references in English?
- **geography** – do you want information about a specific place or published in a particular country?
- **type of publication** – do you only want references to journal articles, books, or theses, for example? This might influence your choice of database.
Exercise 1: Think about your own research / dissertation topic and plan your search

Topic

_____________________________________________________________________________

_____________________________________________________________________________

Keywords and concepts

<table>
<thead>
<tr>
<th>Concept 1</th>
<th>Concept 2</th>
<th>Concept 3</th>
</tr>
</thead>
<tbody>
<tr>
<td>AND</td>
<td>AND</td>
<td></td>
</tr>
</tbody>
</table>

Limits

Dates

Language

Type of publication
2. Developing a Search Strategy

2.1 Identifying suitable resources

Once you have identified your keywords you then need to identify which tools and online resources would be best suited for your research and where to find these resources. The Library homepage http://www.rhul.ac.uk/library provides a good starting point for using all types of Library resources, as it provides a link to LibrarySearch, e-journals, databases and other online resources.

You should also use the Library Subject Guides as these provide information about subject specific library services and links to resources relevant to your area of research. To find the Subject Guide for your department / subject go to the Library homepage www.rhul.ac.uk/library then click on ‘Subject Guides’ on the left hand menu and select your department, or go direct to: http://libguides.rhul.ac.uk/
All of our online resources (with the exception of the USC Shoah Archive) can be accessed on-campus (for full details on how to access these resources off-campus, see section 5). If you need to access Senate House's e-resources, you need your Senate House library card, on which is printed the number you need to use (in conjunction with your name printed on the card) to access Senate House e-resources remotely. If you don't have a Senate House library card, you can register remotely and you will be sent a number to use in conjunction with the name with which you registered.

2.1.2 LibrarySearch

The library now has a single-search box which you can use to search all its collections. By searching this box, you will be able to search the library's collection of books, e-books, e-journals and all of the online databases accessible via Royal Holloway. Look out for the full text icon which will let you know if you can access the full text version online via Royal Holloway. This is most useful for looking for secondary sources, and will search such databases as JSTOR and Project Muse.

You will often get a large number of results in these searches, but the menus on the left hand side will let you refine your results. For example the first option you have on the left hand side is to choose to limit the search to full text online access. You can also use the Content type, Subject terms, Publication date and Language boxes to refine this further. This tends to be a better starting point than a general search engine, as you are narrowing your search to academic resources. See appendix II below for more on how to use LibrarySearch.

2.1.3 Other secondary sources

Full-text journal articles

JSTOR - archive of history journals and other disciplines available in full-text, from their first issue.
Project MUSE - access to wide range of journals from 1995 onwards.

Bibliographic databases

ITER – Gateway to the Middle Ages and Renaissance.
Web of Knowledge - A general citations index.
Zetoc – journal abstracts.

Senate House secondary resources

America: History and life
Historical abstracts
International Medieval Bibliography Online
Bibliography of British and Irish History
Victorian Popular Culture
2.1.4 Primary sources

**British History**

British History Online - a digital library containing some of the core printed primary and secondary sources for the medieval and modern history of the British Isles.

**Connected Histories** - A range of digital history sources covering 1500-1900 Britain. Connected Histories currently includes 11 major digital resources including British Museum Images, Clergy of the Church of England Database 1540-1835 and The Proceedings of the Old Bailey Online, 1674-1913. Sources can be searched for across all resource collections, or browsed by themes relating to Crime and Justice, the History of London, Family Life, and others.

**Digimap Historic Map Collection**

**Parliamentary papers**

Parliament rolls of medieval England – contains the full text (Latin, Anglo-Norman, Middle English) and facing translation of the parliament rolls from 1272-1504.

British History Online - Calendar of State Papers from 1547-1775.

House of Commons Parliamentary Papers - contains parliamentary papers published from 1715 to the present.

**Letters, diaries and ephemera**

British and Irish Women's Letters and Diaries - includes the immediate experiences of approximately 500 women, as revealed in over 100,000 pages of diaries and letters. The collection includes primary materials from 1558-1945.

John Johnson Collection of printed Ephemera – material from the most important collection of ephemera in the UK, covering the 18th, 19th and early 20th centuries.

**Books as primary sources**

Early English Books Online (EEBO) - a database of texts and images of books in the English language printed between 1475 and 1700.

Eighteenth Century Collection Online (EECO) - provides access to the digital images of every page of 150,000 books published during the 18th Century.

**Newspapers and Periodicals**

17th and 18th Century Burney collection newspapers - A unique collection of over 1,200 full text newspapers and pamphlets from the 17th and 18th centuries, originally collected by the Reverend Charles Burney.

19th Century British Library Newspapers - Complete runs of nearly fifty influential national and regional newspapers from the 19th century, representing different political and cultural segments of British society.

19th Century UK Periodicals – provides a valuable resource for the study of British life in the 19th century – current collections available cover New Readerships (includes periodical titles such as *Punch*) and Empire.

British Periodicals - hundreds of periodicals published between the late seventeenth century and the early twentieth century, covering a range of subjects.

Economist Historical Archive - online archive of The Economist, the weekly paper on politics, current affairs and all aspects of business and trade worldwide. Includes all issues from 1843 to the 5 years from the present.

Guardian/Observer Digital Archive - full text of both The Guardian and The Observer newspapers, from 1791 to 2006.

Illustrated London News Online - digital archive of the full run of ILN from 1842-2003, with colour images of each page.


Times Digital Archive – fully searchable full text of 200 years of articles from The Times newspaper, from 1785-1985.

Times Literary Supplement Archive - online archive of the TLS from 1902 to 2005. As well as literature, the paper includes reviews of theatre, cinema, music, and exhibitions.

Nexis Global News and Business Service - a comprehensive collection of online business and news information, including hundreds of UK and international newspapers.
20th Century Europe
Conditions and Politics in Occupied Western Europe 1940-1945 - offers fully word-searchable original British Foreign Office documents from the National Archives of the UK.
Post War Europe: Refugees, Exile and Resettlement, 1945-1950 - delivers essential primary sources for the study and understanding of the challenges facing the European peoples in the aftermath of World War II.
European Navigator (ENA) - a multilingual, multimedia database on the history and the institutions of post-war Europe.
Testaments to the Holocaust - contains documents and rare printed materials from the Wiener Library, offering fully searchable eyewitness accounts of life in Nazi Germany, along with photographs, propaganda materials such as school text books, limited circulation publications and rare serials.

Senate House primary sources
Making of the modern world: Goldsmiths’-Kreuss Library of Economic Literature 1450-1850
Slavery, Abolition and Social Justice 1490-2007
Digimap Historic Map Collection

2.1.5 E-books and reference material
Cambridge Companions Online - comprises the Cambridge companions in Literature and Classics and the Cambridge companions in Philosophy, Religion and Culture.
Cambridge Histories Online - contains over 250 volumes of the Cambridge Histories.
Humanities Ebook - an online, fully searchable collection of high-quality books in the Humanities, recommended and reviewed by scholars.
Medieval Sources online - developed from the Manchester University Press Medieval Sources series, this provides the full text of all of the books in the series.
New Pauly Online - online edition of the Encyclopaedia of the Ancient World.
Perseus Digital Library - an extensive digital library of primary and secondary texts relating to ancient Greece and to a lesser extent to ancient Rome.
Oxford Dictionary of National Biography - an illustrated collection of 50,000 specially written biographies of the men and women who shaped all aspects of Britain’s past
Translated texts for historians - A 50-volume e-book library of historical sources covering the period 300-800AD, many available in English for the first time

2.1.6 Other sources
Don’t forget that the above are just a selection of sources available to you via Royal Holloway and Senate House. You can use sites such as the Internet History Sourcebook and the Archives Hub to locate resources. National institutions such as the National Archives and the British Library are particular good for primary sources. You can also find useful primary sources in specialist institutions such as the Wiener Library.

Exercise 2: Spend 2-3 minutes noting down which resources or types of resources you think you would use to carry out your research
2.2 Developing your search

Once you have identified your resources you then need to develop a search strategy. This section describes some important methods you can use to search efficiently and effectively. Guidance is provided on:

- using symbols to search for alternative word endings and spellings
- combining your concepts in a search statement
- searching for phrases
- performing more specific searches

2.2.1 How to widen your search and ensure you don’t miss relevant records

Most databases will just search for exactly what you type in. Truncation and wildcard symbols enable you to overcome this limitation. These search techniques retrieve information on similar words by replacing part of the word with a symbol usually a * or ?.

- In truncation the end of the word is replaced. For example heretic* will also retrieve heretics, heretical, heretically, hereticalness and so on.

- In wildcard searching, single letters from inside the word are replaced with a symbol. For example wom?n will retrieve the terms woman and women.

<table>
<thead>
<tr>
<th>Search term</th>
<th>Results in LibrarySearch</th>
</tr>
</thead>
<tbody>
<tr>
<td>heretic</td>
<td>5,000+</td>
</tr>
<tr>
<td>heretic*</td>
<td>52,000+</td>
</tr>
<tr>
<td>woman</td>
<td>300,000+</td>
</tr>
<tr>
<td>wom?n</td>
<td>6,000,000+</td>
</tr>
</tbody>
</table>

Please note! Different databases use different symbols, so use the help option to check what is used.

2.2.2 How to combine your search words and include synonyms

Search operators (sometimes referred to as Boolean operators) allow you to join terms together, widen a search or exclude terms from your search results. This means you can be more precise in locating your information.

NB – a small number of specialist search tools do not use this type of searching.
AND - *narrows your search* by **combining** words. The results found must contain all the words which you have joined by using AND.

OR - *broadens your search* to include resources which contain any or all of the terms connected by OR.

NOT - *narrows your search* by **excluding** a term. Beware! By using this operator you might exclude relevant records because you will lose those records which include both words.

**Please note!** Check the online help screens for details of the search operators recognised by the database you are searching; some use symbols instead of words, e.g. + or &.

<table>
<thead>
<tr>
<th>Search term</th>
<th>Results in LibrarySearch</th>
</tr>
</thead>
<tbody>
<tr>
<td>heresy</td>
<td>12,000+</td>
</tr>
<tr>
<td>heresy AND popular</td>
<td>2,700+</td>
</tr>
<tr>
<td>heresy OR dissension</td>
<td>21,000+</td>
</tr>
<tr>
<td>heresy NOT science</td>
<td>9,900+</td>
</tr>
</tbody>
</table>

2.2.3 How to make your search more specific

Phrase searching is a technique that narrows your search down by searching for an exact phrase or sentence. It is particularly useful when searching for a title or a quotation. Usually speech marks (quotation marks) are used to connect the words together.

For example "**coastal erosion**" will find results which contain that exact phrase (ie with the words appearing next to each other). Some search tools may use (brackets) or 'single quote marks’ rather than speech marks so check the online help.

<table>
<thead>
<tr>
<th>Search term</th>
<th>Results in LibrarySearch</th>
</tr>
</thead>
<tbody>
<tr>
<td>politics of remembering</td>
<td>1,800+</td>
</tr>
<tr>
<td>“politics of remembering”</td>
<td>180+</td>
</tr>
</tbody>
</table>
2.2.4 How to combine multiple search words

On most databases you can type in a search statement, this involves combining your search words using search operators. When creating a search statement you must use brackets to ensure correct processing of the search.

- Words representing the same concept should be bracketed and linked with ‘OR’ e.g. (women OR gender)
- Groups of bracketed terms can be linked with ‘AND’ or ‘NOT’.

For example:

1. (heresy OR dissension) AND (popular OR mass) AND Waldensian*

2. (individual OR personal) AND (collective OR group OR communal) AND “politics of remembering”

2.2.5 Focusing a search by date, language or document type

There are many ways to focus your search and all search tools offer different ways of doing this. Check the help facilities if the options are not immediately obvious. Some of the ways of limiting your search are as follows:

- **Date** – select the most recent research or research from specific period
- **Language** – some eresources will offer results in languages other than English
- **Place** – are you looking at research carried out in or based on a specific location
- **Publication type** – online / print; peer-reviewed journal articles / pre-print open access articles; review articles / book reviews; books / book chapters; newspapers; primary sources etc
  View this presentation to find out more about the kinds of information available: [http://prezi.com/knt2-f-3vfqn/information-sources/](http://prezi.com/knt2-f-3vfqn/information-sources/)
- **Age groups** – are there specific characteristics of the demographic that you are researching?

Exercise 3: Go to your Subject Guide and select an eresource or use LibrarySearch and try out a few searches using your keywords and some of the search techniques above.
2.3 Saving your search results

You usually have the option to select specific records to keep by marking or tagging them. LibrarySearch & most eresources will offer the following methods of saving your search results:

- **Email** records to yourself

- **Save** records to your PC or memory stick. Create your own account within certain databases to save your searches to re-run later or set up alerts

- **Print** out

- **Export** to bibliographic management software such as RefWorks or Endnote

- **RSS feeds** allow you to have journal tables of contents sent to a personal webpage or RSS reader (RSS feeds can be more convenient than e-mail alerts, such as those from Zetoc, as they often contain direct links to the full text of some articles)

- You can use alerting services such as Zetoc Alerts to receive regular e-mails to update you on new publications. [http://zetoc.mimas.ac.uk/](http://zetoc.mimas.ac.uk/)

3. Citing and Referencing

When researching your subject it is vital that you maintain an accurate record from the start of any sources you may have consulted and cited in your work. This ensures ethical use of the work in:

- Acknowledging the original author
- Enabling the item to be traced by others
- Providing evidence of the scope and depth of your research.

You research supervisor or departmental handbook can offer guidance on what citation style is required for the piece of work you are doing. Internet materials need to be referenced just the same as printed sources.

The Library Subject Guides provide information on the referencing styles used by your Department plus books and online resources that can help you with referencing:

[http://libguides.rhul.ac.uk/home](http://libguides.rhul.ac.uk/home)
3.1 Managing your references using RefWorks

RefWorks is an online bibliographic management program which enables you to capture, save and organise references into your own personal database. As a member of RHUL you can access it via the Library's e-resources A-Z list. It enables you to:

- Capture and save references generated from online databases
- Automatically generate a bibliography in your document
- Insert citations directly into your research (i.e. word document)
- Format your references in a wide range of citation styles

RefWorks includes a comprehensive set of online self-help tutorials, or you may wish to sign up for the one of the RefWorks sessions that the Library regularly runs. http://libguides.rhul.ac.uk/training

4. Off Campus Access

Royal Holloway Virtual Private Network Service (Campus Anywhere)

The only way to access all of our electronic resources off-campus is to use the Virtual Private Network (VPN) service, also known as ‘CampusAnywhere’. The Campus Anywhere Service (Virtual Private Network / VPN) creates a connection between your computer / laptop at home and the College network. Whenever you use the Campus Anywhere connection, your computer is given the appearance of being part of the Royal Holloway Campus network. Using this connection, you can access the library’s electronic journals and databases as well as other College services, such as your Y-Drive, the College Intranet and other restricted websites.

For details on how to set up the Campus Anywhere service, go to the Computer Centre homepage at: https://www.royalholloway.ac.uk/it/home.aspx and follow the link: CampusAnywhere (VPN)

If you have any difficulties with the setting-up CampusAnywhere, please phone the IT Service Desk who can help: 01784 414321. Alternatively, you can see the laptop support service, located in Bedford Library (room 2-01).
5. Using Other Libraries

As a Royal Holloway student you are entitled to access other university libraries in the UK. We always recommend checking the relevant online catalogue before you visit and contacting the Library beforehand if you want to access a specific item.

5.1 Senate House Library

Senate House Library, the central University of London Library, is an important resource that enables Royal Holloway students and staff to be members and apply for a library card. As a member of Senate House Library you will be able to borrow material from the library and access electronic resources including e-journals and databases. Further information about membership can be found on their web site: http://senatehouselibrary.ac.uk/membership/

**SHL eresources:** if you only want to access their electronic resources you can do this by registering online at:

https://www.royalholloway.ac.uk/library/usingourlibraries/otherlibraries/senatehouselibrary.aspx

You can find out more about Senate House Library services for Royal Holloway students via the History Library Subject Guide.

5.2 The SCONUL Access Scheme

This is the first port of call if you need to use another university library and Royal Holloway participates in this scheme. You will be able to gain reference access to most of the libraries participating in the scheme, and part-time students and postgraduates can also gain borrowing rights to a number of the participating libraries. Further information about the scheme and a link to make your online application can be found at

https://www.royalholloway.ac.uk/library/usingourlibraries/otherlibraries/sconulaccess.aspx

5.3 Inter-Library Loans

One alternative resource if the library does not have what you are looking for is the Inter-library Loan service. This service is available to members of College, though students are required to obtain permission from their tutor/supervisor. Our main supplier is the British Library Document Supply Centre; if it is unable to supply, we then apply to other libraries. For more information on how to apply for an ILL, please go to:

https://www.royalholloway.ac.uk/library/usingourlibraries/interlibraryloans.aspx
6. Ethical dimensions of research

6.1 Copyright

Copyright affects everyone who is reproducing material from published or unpublished material for any reason. You therefore need to be aware of the limits on what you can photocopy, scan, include in your research, and print out from PC etc. The Library has produced some basic guidance on copyright, available at:

https://www.royalholloway.ac.uk/library/teachingsupport/copyrightadvice.aspx

6.2 Plagiarism

The College has policies and procedures in place for addressing issues of plagiarism. More information is available at:

http://www.rhul.ac.uk/forstudents/studyresources/home.aspx

If you have questions about referencing, citing and bibliographies or you have any concerns about avoiding plagiarism, there are a number of handbooks and guides available from the library. These are listed under Citing and Referencing section of the Library Subject Guides:

http://libguides.rhul.ac.uk/home

The library also offers free training sessions on referencing, citing and bibliographies, which you can sign up for.

7. Further help

If you would like more help or guidance on any of the topics explored in this course at any time during your research, please contact the Library Information Consultant for History:

Russell Burke, Russell.Burke@rhul.ac.uk

or email: library@rhul.ac.uk

Further information can also be found on the Library website:

http://rhul.ac.uk/library/

And for information relating to Library Services for History, see the History Subject Guide:

http://libguides.rhul.ac.uk/History

@RHUL_Library

rhul.library

http://libraryblog.rhul.ac.uk/

youtube.com/LibraryRHUL
Appendix I – Planning a search strategy example

Analysing the question / topic

What exactly is the topic you are searching for?

Example: Emigration during the Great Famine in Ireland.

Look carefully at your essay title, and identify the key areas on which your essay will focus. First, try to pick out the keywords in your title and make a note of them.

What are the main concepts or keywords for your topic?

Example: emigration, Great Famine, Ireland

Establishing the keywords means that you can ignore words which don't add to the meaning of your topic, for example words like discuss, what or in.

Once you have identified your keywords think of alternative words that describe each of these concepts. Think of synonyms, acronyms, abbreviations, plurals and related terms. Use reference works to check for alternative terms and to check the relationship between different terms.

Are there any similar words that describe each of these concepts?

Example: emigration, migration, diaspora / Great Famine, Irish Famine, potato famine / Ireland, Irish

You can combine keywords together using “operators” or linking words. The most common are AND and OR

How might you combine these keywords together to search?

Example:
- emigration OR migration would return results containing either the word emigration OR the word migration
- emigration AND “Great Famine” would return results containing both terms. Quotation marks around the keywords enable you to search for a phrase.
Appendix II: Library Search Tutorials

Finding items on your reading list using LibrarySearch

LibrarySearch is available online and can be accessed from anywhere with an internet connection. You can access it from the library home page: http://www.royalholloway.ac.uk/library

2.1 Searching for a book

Scan this code to watch a video tutorial on searching for a book! Or go to this URL: http://youtu.be/9xDpxO92bx8

2.2 Searching for an e-book
Electronic books (e-books) are digital versions of printed books, which can be accessed online. The library has a growing e-book collection which includes popular course reading and reference works such as dictionaries and encyclopedias.

Scan this code to watch a video tutorial on searching for an e-book! Or go to this URL: http://youtu.be/z9qkSkPoUSg
2.3 Searching for a journal

To find journals you have three options:

**Option 1 - E-journals A-Z** links to an alphabetical list of electronic journal titles (this won’t include journals held in print)

![Scan this code to watch a video tutorial on using the E-journals A-Z! Or go to this URL: http://youtu.be/CX6RIA-lTrs](image)

**Option 2 - Journal Title search**: search for a journal by title in the main search box. On the LibrarySearch screen click the **Journals by Title** tab to only see Journals.

![Scan this code to watch a video tutorial on using searching LibrarySearch by Journal Title! Or go to this URL: http://youtu.be/cXG2q3rojpc](image)

*Please note: Not all links will provide the full text of a specific article.* Your options will vary depending upon our subscription.

**Option 3 – Article Title Search**: search for a journal article by its title in the main search box.

![Scan this code to watch a video tutorial on using searching LibrarySearch by Journal Title! Or go to this URL: http://youtu.be/cXG2q3rojpc](image)

- Click **All** to view all kinds of items.
- Use the limiters to **Show Only Peer-reviews Journals**
- Look for **Full Text Available**
- Click **View Online** and follow the link to the journal article page

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Appendix II: Library Search Results Page

1. **Narrow your search.** Use the search tabs to search either All collections (online, print, from databases, held in the library), Books, Music and Film collections (print, CD, or DVD only), or Journals by Title (print and online).

2. **Show only.** Limit your results to Peer-reviewed Journals in print or online, or articles with Full Text Online.

3. **Resource Type.** Limit your results by the type of item e.g. books, journals, dissertations, exam papers

4. **Subject.** Refine your search by subject terms.

5. **Date.** Select a date range to narrow to items published within that range.

6. **Sort your results by relevance, newest or oldest publication date first, author, or title.

7. **Actions.** Save, email or export your results to reference manager software

8. **View Online.** Check for availability of full text.

9. **Details.** Shows further information on the item.

10. **Save to e-shelf.** Just click the star, which will save the result to your e-shelf (access top right of screen).
11. Check whether the book is in stock by looking under **Locations**

**Advanced Search**

Use the advanced search to:

- Find journal articles by a specific author
- Search for journal or newspaper articles within a specific publication
- Find an article using incomplete information (e.g. you may not know the article's title but just know the author and the publication).
- Search for words just within the title of a journal article
- Specify the exact publication dates.