Library Research Skills

For New Higher Research degree Students
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Library Website

Right from the very front page of the Library Website you’ll see there’s a lot you can find out about the library. In this session we will show you how to find that essential information you’ll need for your assignments such as that found in books and journal articles.

Other features and services you’re likely to want to use from the library include:

**MyLibrary** where you can Renew and check your loans;

**Tabs** across the top (similar to UTS Website) showing options for different groups

Quick search/find spaces to help you access the **Library catalogue** for a wide variety of resources and **Databases** which allow you to search for journal articles. There are also many online tutorials and subject guides which we’re developing all the time! Check the Help icon for more info about those:

**Helpful hint**: Use the **Search** option if you’re looking for a particular page or service

**Upcoming Events** is where we list all our library sessions – at least those which are held in the library!

There is lots more to explore too…
Library Catalogue

You can access the Library Catalogue directly from any page on the website where you see this space:

The UTS Library Catalogue just has one search space for all your searches.

It is particularly good for doing searches on your topic and has many useful features, including Google books previews for some titles.

We are constantly looking for feedback to continue to improve this service. In some ways it is smart enough to adapt to how people actually use it. But if you have any feedback, please let us know!
Information Services Librarians in the library have been busy creating lots of online tutorials which demonstrate lots of different services we have in the library. These include specific database demonstrations, how to reference, finding books in the catalogue, exporting references to Endnote etc etc.

There are a few ways you can find them (including a simple Google search for UTS Library YouTube) Here is a link which will also help: http://www.lib.uts.edu.au/tag/youtube

There is a “Nursing” playlist and a “Midwifery” playlist will be available soon!
Finding Books from a Reading List

Your subject outline lists a number of books which are recommended reading. Some are included here:


To find how you can obtain them, search any words from each title in the library catalogue: [http://find.lib.uts.edu.au/search.do](http://find.lib.uts.edu.au/search.do)

Once you find the item you’re looking for in the catalogue, see the “box” for the holdings information – Location, Call number and Status. The call number is where you’ll find it on the shelf.
Getting books from the Library

If a book you want is not available on the shelf at your campus library (i.e., is out on loan, or is at another campus), you may request it by clicking “Request Item” towards the bottom of the screen. This takes you to MyLibrary.

**Handy tip!: When available, you can also check the “Google Preview” to see whether the book is likely to have the information you are looking for ...**

MyLibrary is part of the Library Catalogue and allows you to:

- Check and renew items you have on loan
- Request items which are only available from other campuses
- Request items which are on loan to other people (try BONUS too)
- Check items you have requested (on hold)

You will be notified by email when items you have requested are available for pick up.

Please note that the library sends all notices to your UTS webmail. If you prefer to use another email address, you can redirect your UTS webmail to your preferred address. (Recommended)

**BONUS** is a lending scheme which allows you to access a wider range of books than which are available at UTS library. If a title you want is not currently available at UTS library, you can try clicking on the green symbol to see whether it is available for loan at one of the other BONUS libraries. See the Bonus page for more information [http://www.lib.uts.edu.au/students/borrowing-and-membership/bonus](http://www.lib.uts.edu.au/students/borrowing-and-membership/bonus)

**InterLending Requests**

If you can’t find a book or journal article you want via the library catalogue (or bonus), it often means that UTS library doesn’t have it. In that case, make an Interlending Request. You will need to fill out an online form with the details of your article via this page

Finding Journal articles from a reading list

The following are some of the journal article citations from your reading list:


Identify the journal title within each citation. *(Hint: these are usually in italics)*


Type in say, *Australian Journal of Advanced Nursing*, the journal title in the first by Cioffi et al.

Identify whether this is available in print or online – or both? Make sure you check what the library holds within each service as they can vary quite a lot! How many of these services have our article?

Click on the title and follow the links until you reach your article.

The key to finding it is to note the Volume and issue numbers and page numbers.
Journal Databases – Brief overview

There are many journal databases available through the library which can help you find journal articles on a particular topic. The following are just a few recommended databases for NMH students – there are many others too. Databases vary a lot in their coverage and strength on particular topics. eg, some are stronger on surgical and clinical topics while others are stronger on social and educational topics. Not every database will be suitable for every search. Use the library’s new Database Finding tool to help you locate the database you want. You can also save your own list of favourite databases in “My Databases”.

Cinahl (Cumulative Index to Nursing & Allied Health Literature) is a specialist Nursing database. Cinahl is an authoritative academic database and is compiled by a range of specialist researchers in US particularly, but also from around the world. It has approximately 15% of articles available in full text. However, many of the other articles may still be available through other sources via the library via SFX. Vendor or provider is EBSCO.

Medline (OVID or Ebsco) is a specialist medical database which is very clinical in nature. It is similar to Cinahl only it is designed for a wider range of medical professionals. It has approximately 15% of articles in full text, it has SFX links and like PsycInfo is provided by OVID.

PubMed is a free version of databases which include Medline and is a useful alternative.

Academic Search Complete (Ebsco) is a very strong multidisciplinary database.

Health Source: Nursing Academic Edition (Ebsco) is a specialist nursing database. It is made available by a large supplier of academic journals, EBSCO. It has approximately 50% of articles available in full text. This database also has SFX links, which will increase the proportion of articles available in full text.

PsycINFO (OVID) is a specialist psychology and psychiatry database maintained by the American Psychological Association. It is well indexed with its own controlled subject thesaurus and provides systematic coverage of the psychological literature from the 1800s to the present. Only a small number of articles are provided in full text by the database, but many articles will be available via SFX. PsychInfo is provided by OVID.

Wiley Interscience and ScienceDirect (Elservier) are two different multidisciplinary databases which include many useful academic health resources.

SCOPUS and Web of Science are both a multidisciplinary database which are often used for citation analysis.

Google Scholar is a subset of Google (and freely available) and while it is not recommended as your primary database, it can be useful for a range of reasons: May help to fill in gaps, good for verifying incorrect citations, sources articles and books. Beware though: Like Google it has hidden software to prioritise your results the way it wants to! It is possible to use library links (access via the library databases list) and you can export citations to Endnote and Refworks (although quality of reference information can vary greatly).
Choosing the right database and developing a search strategy

UTS Library subscribes to many different databases and the ones listed on the previous page are most of the major ones you are likely to use. However, you need not limit yourself to these especially if you need to undertake a comprehensive literature review for your research.

There are many different types of databases:
- general and subject specific
- academic and commercial

General or multidisciplinary databases include Academic Search Premier, Expanded Academic ASAP, Science Direct, Wiley InterScience. These are often aggregated databases or publishers' sites – that is, the means for making their content available online. Level of indexing is varied and especially the aggregated databases may include a wider variety of literature.

Subject specific databases such as PsycINFO, CINAHL, Medline and Maternity and Infant Care are usually compiled and maintained by academic research organisations (eg APA, National Library of Medicine) and may be provided by a commercial vendor. These databases often have good quality indexing and journals represented are usually peer reviewed.

No single database will have all the articles on your topic and the number articles you can retrieve from each may also depend on the search terms you choose. Finding the right terms might be as simple as picking out major words from your topic – or PICO sentence. But sometimes there may be other words which are used for the same concepts (e.g: DVT, deep vein thrombosis, venous thrombosis, blood clot etc). This is important to consider especially when searching in databases without a controlled thesaurus (like PsycINFO, CINAHL and Medline) as different articles may well use different words for the same concept.

Suggested topic: Change agents in clinical practice
Identify the keywords (underlined above) then try to think of similar or related words which might also locate useful information for your assignment.

<table>
<thead>
<tr>
<th>Keywords</th>
<th>Related words and phrases (may be narrower or broader too)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Change agents</td>
<td>Change management</td>
</tr>
<tr>
<td></td>
<td>Innovation</td>
</tr>
<tr>
<td></td>
<td>Organisational development</td>
</tr>
<tr>
<td>Clinical Practice</td>
<td>Nursing Practice</td>
</tr>
<tr>
<td></td>
<td>Advanced Nursing Practice</td>
</tr>
</tbody>
</table>

When there is a controlled thesaurus, the hard work of bringing those articles with the various terms for the same concept together is largely done for you. Each article is indexed with the major subject terms or headings (sometimes also called Descriptors) which are chosen from a thesaurus. This ensures all articles on a topic should have a common subject heading.

The following worked examples are all health related databases, but you might find that multidisciplinary, education or even business databases will be worth trying.

Try these databases too: Academic Search Complete, Proquest Central, Business source complete, Science Direct.
Worked Example 1 – PsycINFO (Ovid)

Before you start your search in a database, spend some time looking at your assessment topic. Underline or write down the key concepts you need to find. This will form the basis of what you search – or look for – in the database. Each concept will be searched for separately and then combined.

**Search Topic:** Change agents in clinical practice

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
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</table>
| 1    | Go to the library home page: [http://www.lib.uts.edu.au/](http://www.lib.uts.edu.au/)  
Click on “Find Databases” |

Select “Nursing Midwifery and Health” in the left box in the Databases finding tool, then select “Mental Health” (or any of the subheadings). “PsycINFO” will be one of the databases in the resulting list.

| 2    | Once you’re in the database (which defaults to the “Advanced Search”) and ensure the “Map term to subject heading” box is ticked (also a default). Start by typing in “Change” and then Search: |

| 3    | Instead of retrieving all the items with the word “change” it goes looking for Subject Headings in the database’s Thesaurus which relate to Change. In this case, there is no direct match, but it offers a number of options from which you can choose: |
Choose the most relevant heading by selecting in the little box to the left.
I’m choosing “Change Strategies” – but perhaps “Organisational Change” could also be useful so let’s tick both. If you’re not sure what is meant by any of these, try selecting the Scope note on the far right. This should provide you with more information about the heading or guidance about how it should be used. Be careful whenever you choose more than one heading as the database will bunch all the results in one set. If the terms have different meanings, you might come into difficulties later.
Once you have made your selections, click on “Continue”.

4. Now you are ready to search for your second concept. Try typing in “Clinical Practice”. This term maps exactly and you will find it is already ticked – and is the only heading offered.
Click on “Continue” and the screen will return to where you started. You just need to click on where it says “Search History” so you can see your searches so far represented:

5. Now tick the boxes next to each heading so you can Combine them with “AND”.

Search Journals Books My Workspace

Any term you select will automatically be exploded to include all narrower terms. To select a term without exploding, clear the Explode checkbox for that term.

Choose the most relevant heading by selecting in the little box to the left.
I’m choosing “Change Strategies” – but perhaps “Organisational Change” could also be useful so let’s tick both. If you’re not sure what is meant by any of these, try selecting the Scope note on the far right. This should provide you with more information about the heading or guidance about how it should be used. Be careful whenever you choose more than one heading as the database will bunch all the results in one set. If the terms have different meanings, you might come into difficulties later.
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Click on “Continue” and the screen will return to where you started. You just need to click on where it says “Search History” so you can see your searches so far represented:

5. Now tick the boxes next to each heading so you can Combine them with “AND”.

Search History (2 searches) (Click to expand)

Basic Search | Find Citation | Search Tools | Search Fields | Advanced Search | Multi-Field Search

Change Ovid Resources
Ovid Resources. © PsycINFO 2000 to February Week 4 2011
We now have a set of 7 articles which aren’t so many and easy enough to simply scroll through to see if the results are relevant.

If you did get too many results (in another search) you could filter your results with a range of available limits:

There are quite a few available via the “Additional limits” (under the search box):

There are several useful options such as:

- Last five years
- Peer reviewed journal
- Age groups (particularly if you’re dealing with specific groups like aged, or children)

But you will find all sorts of options relating to Research, publication types, Language, etc. Just don’t limit to Full text!!! There are so few full text articles available, you will certainly miss out on some great articles available elsewhere.

Also, don’t set too many limits as you may find you end up with too few results. If that happens, go back and select few limits.

If there is another concept you want your article to include, try searching for it and combining it with your set. That will narrow your search as well.

6. Once you have set some limits, hit search and then scroll through your results to see what you have found. You can click on “View Abstract” to see more information about any which look relevant and click on SFX to see if we have the item elsewhere in Full text. You will notice a few with PDFs – which is the Full text.
## Worked Example 2 - MEDLINE

**Search topic:** *Investigation of family support strategies within the critical care setting.*

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<th>Step</th>
<th>Action</th>
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</table>
| 1    | Go to the library home page: [http://www.lib.uts.edu.au/](http://www.lib.uts.edu.au/)  
Return to your previous window which has the Databases finding tool and find “Medline” in the list and select it. |
| 2    | Once you’re in the database (which defaults to the “Advanced Search”) and ensure the “Map term to subject heading” box is ticked (also a default). Start by typing in “Family support” and then Search: |

![Search page](image)

This takes you to another screen which lists any related Subject headings for you to choose from. There is no heading in Medline for ‘Family support’ as such, but perhaps “Social Support” might be the best option… tick your selection and then click on “Continue” |
| 3    | This retrieves over 39,000 articles...  
Now we’re ready for the next concept in our topic.  
Enter the term ‘critical care’ in the search box and click on Search  
This maps exactly to an existing MeSH heading and you’ll find it’s already ticked, so all you need to do is select “Continue” (twice!) |
This takes you back to the Main search screen. Select where it says “Search History” which will open. It should then look something like this, listing both our headings. Now select both and click on “And” to combine the terms together

This will result in a third set of results about 200 articles.

4 This is probably too many to scroll through still, but a good number of articles to limit further. Scroll down the page a little to see some options for limiting the search and then select additional limits.

5 Suggested limiters for your topics might include:
   Last five years (ie 2006-2011)
   Age groups (if you particularly want articles about children for instance)
   Beware of using too many limits as that might result in too few articles.

6 If you limit to 2006-2011 and English Language, it will retrieve 58 articles – which is almost manageable to scroll through. However it might also be useful to notice any articles in your list which specially mention family support – there should be a significant number of them anyway. For any of those, select the “Complete Reference” option to view which Subject headings have been assigned. If you see something useful which describes “Family”, click on it.
   This will add another line to your main search history and then you can limit your results to this as well. (ie Combine with AND). This will reduce the number considerably, but the results should be highly relevant and will save you from scrolling through quite so many.

7 Identify a useful article by reading the abstract.
   Click on: to see if the article is available in full text elsewhere in the Library’s collection. Click on full text available via to find the article in database/s where the full text is available. Please note that full text may not be available for every article listed.
   If it isn’t available, you may wish to request it via Interlibrary Loan http://www.lib.uts.edu.au.ezproxy.lib.uts.edu.au/students/borrowing-and-membership/interlending-service
# Worked Example 3 – CINAHL (Ebsco)

**Search Topic:** Infant Growth and development, attachment behaviours and early brain development

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
</table>
| 1    | Go to the library home page: [http://www.lib.uts.edu.au/](http://www.lib.uts.edu.au/)  
Click on “Find Databases”  
Select “Nursing Midwifery and Health” in the left box in the Databases finding tool, then select “Nursing” (or any of the subheadings).  
“CINAHL” will be one of the databases in the resulting list. |

Select **“Nursing Midwifery and Health”** in the left box in the Databases finding tool, then select **“Nursing”** (or any of the subheadings).  
**“CINAHL”** will be one of the databases in the resulting list.

| 2    | Once you’re in the database, ensure that “**Suggest Subject Terms**” is ticked and type in the first term then hit “Search”... |

The following screen results. Select the heading/s which best describes what you’re looking for. Only select more than one if you’re happy for them to be ‘bundled’ together.  
Click on the “**Scope**” to see more information about the term.
I decided to choose “Change management” from the list – which was on the second page (click on “More”) When I tick a heading here it offers available subheadings, but let’s for now just click on Search Database. This retrieves over 4000 records. If you wish to select multiple headings, BE CAREFUL that you are happy for them to be bundled together!

3. Now try adding another term… perhaps **Clinical Practice**. Do this in the same way as for the first search. However, there is no heading for Clinical Practice in CINAHL. Consider the options which are offered or perhaps **Nursing Practice** might be more suitable: This should result in another screen like this:

Select the term/s which you think are most specifically related to what you’re looking for.
Be aware that some of the terms offered may be more specific or broader.

When you select Search Database at the top of the page, it will return to the search page but will show your Search History so far.

You can now combine your two searches together by selecting each and then click on “Search with AND”

This will retrieve a set of 146 results which perhaps are too many to look at, but there are several things we can do to limit further. But don’t do too much to limit as this is not a huge set.

4. We could add another term if there is something more specific you would like to focus on. Otherwise, try some of the limits available in this database.
To find them, select “Show more” which can be found in the left hand column besides the list of results.

You may wish to limit to “Peer Reviewed” journals, year of publication, Age groups etc. Just don’t choose too many as you may end up with too few results. To select more than one from the list hold down the Control button on your keyboard as you select.

Year of publication is a good thing to limit – and this can be easily done by using the ‘slider’
5. Scroll through the results and try to identify articles which might be relevant for what you are looking for. Sometimes a full text or PDF link will appear in the list. If that’s the case you can simply open it.

To see if we have the full text of anything in the list, click on “Check SFX for availability”. The resulting pop-up screen will indicate if there are any other options for full text available in other databases available through the library. Click on the link and another screen will pop up and should take you directly to the article in the new database. If there are no “Full text” options appearing, you may need to find another article.

6. You can select the articles you want to investigate further later as you scan down the list by selecting where it says “Add to folder”. Once you’ve been through the list you can view all your selections in one list by clicking “Folder View” under “Folder has items” on the right side of the screen. Alternatively go to the very top of the page and click on where it says “Folder”. A list of your selections will appear. From this screen you can save, print, email or export (to Refworks or EndNote) your results. If you want to keep your search for a later occasion, you can set up a personal account in Ebsco – click on where it says “Sign into MyEbscoHost” at the top of the page, and select “Create a new account”
More Search tips

Using Boolean Connectors
After entering your keywords and phrases as separate searches you can combine your searches using Boolean connectors: AND, OR and NOT.

Use **and** between two or more terms to retrieve only those results which contain all of the terms, i.e. the darkest shaded area in the centre of the image below.

![AND](image)

Use **or** between synonyms to retrieve all results for every term that is entered.

![OR](image)

Use **not** between two terms to retrieve only those results which contain the first term and not the second term.

![NOT](image)
**More Search tips (continued)**

**Using Truncation**
Use truncation to find any ending after the truncation symbol,*.
E.g.   midwi*  will retrieve:
        - midwife
        - midwifery
        - midwives

E.g.   disab*  will retrieve:
        - disable
        - disabled
        - disability
        - disabilities

**Using Wildcards**
Wildcards replace one or no characters within a word wherever the wildcard is placed.
E.g.   wom?n  retrieves woman or women
        orthop?edic  retrieves orthopaedic or orthopedic

**TIP:** Depending on the database, often wildcards need two letters before the wildcard in order to work, so the examples f?etus and p?ediatrics usually won’t work.

**Check spelling variations**
Check for spelling variations and alternative language. Sometimes English and American spelling differs. E.g. foetus/fetus, breastfeeding/breast feeding.

**Use Limit fields**
Many databases provide useful limit fields to help you build your search. E.g. limiting by publication year enables you to retrieve only the latest, most up-to-date information. Note that CINAHL has an especially extensive range of limit fields.

**Don’t limit to full text:** Limiting your search to full text may be tempting but it will actually prevent the very useful SFX tool from working. If full text is not available in the database you’re using, click on the ![SFX](https://example.com) symbol to see if full text is available in another database.
RefWorks vs Endnote

RefWorks and EndNote are software services that will assist you to collect, store, organise and use your references. Both are supported by the library and special training sessions for each are available.

EndNote has been widely adopted by many academics and students at UTS, but RefWorks is proving to be worth considering. There are advantages and disadvantages for each including:

**EndNote**
- Needs to have software downloaded
- Write and Cite works very well
- PDFs can be added to each record
- Can convert RefWorks libraries into EndNote

**RefWorks**
- Online – no software to download except for Write and cite add in. Also means it’s easily transferable - easily used on multiple computers and you don’t need to carry your library around on a USB stick or worry about version control.
- Can link with SFX
- Can convert EndNote libraries into RefWorks
- It’s easier to share libraries on RefWorks than on EndNote.

Online tutorials and manuals for both are available via the Library website.

There are classes arranged at both City and Kuring-gai campuses each semester and you can get information about them at this page:

To book, click on one of the **Online Booking Form** links and follow the prompts.