Effective use of Online Information Resources for Research Purposes

English & Related Literature Postgraduates
Research Resources for the Modern Period
Autumn 2012
# Effective use of online information resources for research purposes: Research resources for the Modern Period

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1 Introduction

This guide will enable you to make effective use of all the University of York Library’s print and online information sources for English and related literature research.

Aims of this guide

This guide aims to lead you towards effective techniques for searching information resources on a subject. This guide will look at both directed (searching for a particular reference) and self-directed (searching for information on a subject without prior reference) searching, to help you research a topic of your choice.

Coverage includes:

- Planning a literature search, taking into account all sources of information available;
- Effective information retrieval skills for searching electronic information resources;
- Tips on how to manage and record information;
- Keeping up to date with the research community and current awareness services.
- Exploration of e-book packages and e-journal host services;
- Strategies for searching bibliographic databases to find relevant records;
- Open access internet portals, collections and specialist sites to support research;

Getting Help

If you have any problems during the workshop, please ask for assistance.

If you need help anytime during your course, you can:

- Ask at Help & Information in the Library
- Email: lib-enquiries@york.ac.uk
- Contact the Academic Liaison Librarian for English, Lisa Eveson;
  - Email: lisa.eveson@york.ac.uk
  - Telephone: 01904 324697

The library’s website is the main source of information about the Library, its resources and all of the services it provides. You will find tips for using the Library, staff contact details, information about English resources, and guides to using our collections and electronic resources [http://www.york.ac.uk/library](http://www.york.ac.uk/library).

The IT Services website contains information about how to use the campus computing and printing facilities as well as training material on using different software: [http://www.york.ac.uk/it-services](http://www.york.ac.uk/it-services).
Overview of English and related literature resources at York

University of York Library Website:
www.york.ac.uk/library

The University of York Library website contains a wealth of information about the resources available at York. The Library collection includes:

- Books – electronic & print
- Journals – electronic & print
- Reference collections – electronic & print
- Newspapers – electronic & print
- Microfiche
- DVDs
- Special Collections

The JB Morrell Library houses the main English and related literature collection. The majority of books referenced on your reading lists will be available in either the ordinary collection or the Key Text Collection.

The Library catalogue, YorSearch, is the only way to see what is available in the JB Morrell Library, Raymond Burton Library, King’s Manor Library & York Minster Library. Detailed instructions locating material in the Library and searching the Library Catalogue provided in the following sections of this guide.

E-Resources Guide:
http://subjectguides.york.ac.uk/e-resources

The E-Resources Guide is a gateway to the Library’s electronic resources. The E-Resources Guide provides a link to all of the electronic databases that the University of York Library subscribes, as well as access instructions and brief information about the content. Databases are organised alphabetically. You can also select to view subject groupings on the English webpages: http://subjectguides.york.ac.uk/english

Other subject areas likely to be useful to English postgraduates include History, Theatre, Film & Television, Reference and Newspapers. Details of some of the resources most relevant to English and related literature research are provided in the following sections of this guide.

The E-Resources Guide includes links to:

- Full text resources:
  - JSTOR – an online archive of selected humanities journals. JSTOR provides the full text of the journals but does not include access to the most recent issues.
  - Early English Books Online – contains over 100,000 texts dating from 1473-1700.
  - Eighteenth Century Collections Online - An online library of over 180,000 eighteenth-century printed books.
- **LION** - A collection of more than 350,000 works of English and American poetry, drama and prose. LION also includes 192 full-text literature.

- **Bibliographic databases & datasets:**
  - *Annual Bibliography of English Language and Literature* - subject specialist resource indexing publications in the field of English literature.
  - *Web of Science and the British Humanities Index* – two large multidisciplinary abstracting and indexing databases.

- **Media resources :**
  - *Nexis UK* – a full text archive of national & international newspaper publications dating back to the mid 1980’s.
  - *17th & 18th Century Burney Collection Newspapers* - a digital archive of newspapers, news-books, pamphlets, ephemera, and other early forms of newspapers.

**York Subject Guides:**

[http://subjectguides.york.ac.uk/subjectguides](http://subjectguides.york.ac.uk/subjectguides)

York Subject Guides is an internet subject gateway that brings together links to resources that have been identified by academic staff and librarians at the University of York. The resource is divided up into subject areas. The English page includes the following tabs:

- **Your Librarian**: Gives information about the type of Library support available.
- **Medieval – 18th Century & 19th Century - Present**: Lists of resources and guides available for various literary periods.
- **Other info** – guides covering all literary, major reference works and literary criticism.

**Other Libraries:**

[http://www.york.ac.uk/library/libraries/](http://www.york.ac.uk/library/libraries/)

The University of York Library & Archives network consists of several libraries on the Heslington campus and local area. Many libraries’ catalogues are available online and these can be a useful tool. The following sites are particularly helpful:

- **COPAC**: [http://www.copac.ac.uk](http://www.copac.ac.uk)
- **British Library Catalogue**: [http://catalogue.bl.uk](http://catalogue.bl.uk)

The British Library at Boston Spa is a wonderful local resource that holds over 8.5 million books and serials. The Library runs a free mini-bus service weekly in term time:

[http://www.york.ac.uk/library/publications/guides/bldscminibus/](http://www.york.ac.uk/library/publications/guides/bldscminibus/)

**Interlending & document supply:**

[http://www.york.ac.uk/library/services/interlendinganddocumentsupply/](http://www.york.ac.uk/library/services/interlendinganddocumentsupply/)

If you need access to a resources that we do not have at York, then our Interlending Team can usually obtain it for you. Interlending requests are made via My Library Account on YorSearch and cost £2.00 per request. Please see the link shown above for more information.
3 Literature searching

A research literature review is “a systematic, explicit, and reproducible method of identifying, evaluating and synthesizing the existing body of completed and recorded work produced by researchers, scholars and practitioners”.¹

A review of the literature is important for any research project because it enables you to acquire an understanding of your topic, its key issues, and an awareness of relevant research that has already been conducted.

<table>
<thead>
<tr>
<th>Why is literature searching crucial?</th>
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<tbody>
<tr>
<td>• Identify work done or in progress that is relevant to your work</td>
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<tr>
<td>• Critical evaluation to identify new insights</td>
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<tr>
<td>• Prevention of duplication</td>
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<td>• Avoid errors and pitfalls or previous work</td>
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<tr>
<td>• Help in design of methodology</td>
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<tr>
<td>• Identify gaps in research</td>
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<tr>
<td>• Identify current concerns and issues</td>
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<tr>
<td>• Provide history of a topic</td>
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<tr>
<td>• Essential part of systematic review</td>
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</table>

3.1 Planning your search

Creating an effective search strategy will help to ensure that you find the key material for your research. Almost every online information source incorporates a search function, but the level of sophistication of this function varies greatly. Substantial printed resources often have complex indexing schemes to navigate. A strategy can be applied to any searchable information resource, and is particularly helpful when searching large bibliographic databases, or resources like the Web.

<table>
<thead>
<tr>
<th>Good planning will:</th>
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<tr>
<td>• ensure you find the key material for your research</td>
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<tr>
<td>• be helpful when you find too much information, or not enough</td>
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<tr>
<td>• be helpful you when you don’t retrieve the results you expect</td>
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<tr>
<td>• save you time</td>
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</tbody>
</table>

Spending time thinking about your search topic, considering keywords, and devising a strategy is guaranteed to improve the quality of your results, and save you time in the long run.

Process

1. Define what you want, and what you don’t
   • Subject:
     → Identify the main concepts within the research question
     → Mind mapping around your subject can help
     → Think of your research as a question/statement, or series of questions/statements. Addressing each question/statement separately when you come to devise your search strategy can be helpful.
   • Level and purpose – e.g. “quick search”, background, review, systematic review

• Targeting certain types of information: primary sources/journal articles (peer-reviewed or all)/statistics/conference papers, books, theses, news items, government publications...
• Limiters: currency (historical, current, point in time); geography (UK, another country, European, international, comparative); language
  Time available/needed

2. Devise search strategy
• Identify search terms. Identify synonyms and related terms for each concept. Take account of plurals and variations in spellings.
• Methodology – use truncation and Boolean operators, and make use of subject/thesaurus headings (see Search Tips on below)
• Select sources to search – these will depend, not only on your subject, but on the other criteria you’ve identified above.

3. Conduct searches. You will perform more than one search on a given database. Perform a search, analyse the results you are finding, refine the search.

4. Record useful references
• Save results electronically
• Consider bibliographic software e.g. EndNote

5. Document your search
• Record search history

6. Obtain full text of items found.

7. Critically evaluate information.

<table>
<thead>
<tr>
<th>Search Tips</th>
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<td><strong>and</strong></td>
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<td><strong>or</strong></td>
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<td><strong>w/p</strong></td>
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<tr>
<td><strong>w/n</strong></td>
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<tr>
<td><strong>?</strong></td>
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<td><strong>&quot;&quot;</strong></td>
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It’s crucial to start the research process by planning a search strategy, but you can make your own judgement about where to search. The nature of your research is likely to have some bearing on this as certain topics will require you to focus on the different information sources available to you. At every stage of the process you should evaluate the information you find, to ensure that it is suitable for your purpose. It’s crucial to keep full records of any potential useful references.
A search plan for researching the effect of urbanisation upon the literary culture of 19th Century Europe

**Primary Sources**
- Search the Library Catalogue
  - LION
    - Full Text of poetry, plays and novels from 600-now.
- Archive of America
- Nineteenth Century Short Title Catalogue
- 19th C British Library Newspapers
- Times Digital Archive

**Secondary Sources**
- Search Library Catalogue + COPAC
- Bibliographic search tools to find journal articles, book chapters, conference papers, etc.
- MLA, ABELL, JSTOR, Sociological abstracts, etc.

**Basic reference works**
- Oxford Dictionary of National Biography
- Oxford English Dictionary Online

**Urbanisation & 19th century literary culture**

**Web Searching**
- Look out for detailed biographies, recent articles and interesting debates on websites. (Evaluate everything that you read!)

**Common search problems**

Difficulties relating to terminology
- Words in common use (e.g. effectiveness, needs)

Large number of irrelevant references found versus risk of missing studies
- Re-focus search e.g. make more specific
- Limiters, e.g. date
- Look through the long list

Finding nothing
- Re-check your strategy and your spelling
- Re-check you are searching the right resource
- Consider broadening your search
Exercise 1

1. What is the title of your research project?

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2. What are the main keywords that you can use to sum this up?

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3. What synonyms (alternative words) could you use instead of these keywords?

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4. Using the techniques described in the presentation and this section 3 of the workbook (e.g. AND, OR, brackets, truncation etc.), try to pull your keywords together into a search statement.

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3.2 Recording your searches and your results

1. In the early stages of carrying out research, it is useful to keep a record of the way in which you search each resource.
2. Make a note of your keywords, what combination of keywords you use, any date limitations you impose and the number of results you find. Having a record of your searches means that you can reconstruct the search at a later date if you need to check your information.
3. When making a note of useful references, remember to write down all of the details you will need to cite the work in your bibliography. Your departmental handbook will give you guidelines on how to format your references.
4. Software packages are available which enable you to organize your lists of references and create bibliographies. Using a bibliographic database package you can:
   - Store, organize and search for references in your own personal library
   - Import references downloaded from electronic sources
   - Add citations to your word-processed document and create your bibliography in a number of citation styles

The University supported software is EndNote and it is freely available on campus-networked PCs. You can also purchase a personal copy at a discounted rate via the Computing Service. For further help using EndNote: either sign up for one of the IT Services EndNote training course or see the EndNote support web pages http://www.york.ac.uk/it-services/it/software/a-z/endnote/.

3.3 Current awareness services

Journal alerting services
Many publishers and other organisations provide journal alerting services, which will email to you the table of contents (TOC) of specified journals as soon as the journal is published. You may then look at the full article in the Library’s copy of the journal or at the electronic journal, if either of these is available. Some services also provide an online ordering service for full articles but there is usually a charge for this. It is probably more efficient for you to order the item via the Library’s interlending service.

ZETOC
The main TOC service subscribed to by the University Library is ZETOC which provides access to the British Library’s Electronic Table of Contents service, dating back to 1993. The database contains details of about 20 million journal and conference records, with 20,000 current journals and 16,000 conference proceedings added per year. [Accessible online via the E-Resources Guide].

Events, training and conferences
The Conference Alerts website is one starting point for conferences and training events of interest to the UK academic community. http://www.conferencealerts.com/unitedkingdom.htm
4 Accessing online resources

The University Library subscribes to a large number of resources which are available online and these can be accessed from any PC, on or off-campus. All of the Library’s electronic resources can be accessed via our online gateway, the E-Resources Guide.

1. To open the E-Resources Guide from the University homepage follow the links: Student home | Login to your Personal homepage | Library website | E-Resources Guide (in Quick Links) or go directly to http://subjectguides.york.ac.uk/e-resources
2. To open a resource go to the Electronic Resources by Subject section and select English from the drop-down list. Then select the database from the list. Remember that other categories may also be of interest to you.
3. You can click on the button next to the resource title for a description of the contents and sometimes a link to a guide.
4. To open a resource, click on the title link. In some cases, you will be asked to enter your IT Services username and password.

Links to the full text

Many bibliographic resources include links to the full text of journal articles. However, this is not always the cases and there are a few points that you should bear in mind:

- The link from a reference to the full text article will only work if the University Library subscribes to that particular journal.
- If you are asked to pay for looking at a journal or article or are asked to supply a password and your IT Services username and password does not work, then the Library will either not have a subscription to that journal at all or else not subscribe to the year you require.

Clicking on the SFX or Find it link from the record in any database will enable you to check whether the University of York library has a subscription to that item. A pop-up window will appear, offering a range of options to retrieve the item:

- If an article is available online, the publication details will be displayed with a link to the Full Text version of the article.
- The Holding information link will connect you to the library catalogue and will automatically search for a print copy.

If you find a useful article or book which is unavailable at the University Library, you can use the Interlending and Document Supply to request a copy from another Library (details provided later in the guide).

Off-campus access

Most of the electronic resources which the Library subscribes to can be access off campus. Details on how to access specific databases can be found by clicking next to the titles in the lists in the E-Resources Guide. You may need to set up VPN (Virtual Private Network) on your computer for access to some resources. Further details can be found on the Library website: http://www.york.ac.uk/library/electroniclibrary/howtoconnect/
5 Identifying relevant books

The location of every book in the University Library can be found from the Library Catalogues:

YorSearch Library Catalogue: http://yorsearch.york.ac.uk/ABLYork/
Classic Library Catalogue: http://libcatalogue.york.ac.uk/

The library catalogue has a Search and Discovery tool called YorSearch, available from the Quick Links of the library webpages, which is useful for initially exploring a topic. You may also find that the subject headings used to describe the contents of books on the Catalogue lead you to further resources. YorSearch also allows saving of results.

Exercise 2

1. From the University homepage follow the links: Student home | Login to your Personal homepage | Library website | Yorsearch (in Quick Links) or go directly to http://yorsearch.york.ac.uk/.
2. Make sure your search is set to Library Catalogue
3. Type your keywords into the search box, using AND, OR and the * as appropriate and click on Go.
4. Look at the list of results. Click on an item that seems relevant.
5. Look at the list of Subjects given to the search you do.
6. Click on any of the subjects that appear relevant to you.

You can gather together records from several searches by selecting them and using Add to eShelf throughout your search session. The contents of the basket can then be exported or emailed in one go. You must log in to your Library Account in order to save records to the basket.

7. Click on Search Home to return to the search screen and carry out your search. From a list of search results click on Add to eShelf to the left of any item that looks interesting. Select as many items as you want to.
8. Click on e-Shelf on the top right above the list.
9. All your marked results will be listed. Click in the check box next to the titles which you wish to email, then click on the Email button.
10. Alternatively, to export your results click on Push to RIS for Endnote/Zotero in the Select how to Save menu if you wish to use your results in an EndNote library.

Logout from your Library Account when you have finished.

Tips for those whose search strategy doesn’t work

→ Check your search is set to Library Catalogue
→ Do a search for cit* litera* nineteen*
→ Click on the title Paris as revolution : writing the nineteenth-century city by Perez Zagorin to view the detailed record.
→ In the Subject field of the record click on Cities and towns in literature.
→ This search will retrieve all the records that contain City and town life in literature in the Subject field.
→ With this search you retrieve more records than in the original search above.
You may have discovered that the Library catalogues provide links to electronic books ("e-books") as well as information about the printed copies on the shelves. Increasingly, publishers are selling single titles or packages of books in this format to subscribing individuals and institutions. To access an e-book, follow the link from the catalogue, to open the text in a new window. You may be asked to log in with your IT Services username and password.

Searching the Library Catalogue enables you to identify both printed books and e-books by author, title or subject. The home-page of an e-book package often offers additional search features – for example, the option to search the entire text, so that you can find a relevant book even when your search topic is not the main subject focus of the work.

### 5.1 E-book collections

As well as being able to access individual e-books via the Library Catalogues it is possible to access the e-book collections that the Library subscribes to. This is useful if you wish to search across an E-book collection for relevant material on a particular research topic. For further information about e-books in general, start from [http://www.york.ac.uk/library/electroniclibrary/electronicbooks/](http://www.york.ac.uk/library/electroniclibrary/electronicbooks/)

Here is a selection of e-book collections most likely to provide relevant material on English and related literature:

<table>
<thead>
<tr>
<th><strong>Cambridge Companions Online: Literature and Classics</strong></th>
<th>A fully searchable, full text collection of titles from the Cambridge Companions series. The Companions cover periods of English literature such as Old English or the Victorian Novel, and literary genres such as Modernism or Greek Tragedy.</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Cambridge Histories Online</strong></td>
<td>The full-text of all the volumes in the Cambridge Histories series. The topics covered include: American &amp; British History; History of the Book; Language and Linguistics; Political and Social Theory.</td>
</tr>
<tr>
<td><strong>ebrary</strong></td>
<td>Over 20,000 full-text books from a number of publishers across a range of disciplines.</td>
</tr>
<tr>
<td><strong>Literature Online (LION)</strong></td>
<td>A collection of more than 350,000 works of English and American poetry, drama and prose. As well as primary texts, LION includes full-text journals and other criticism and reference resources.</td>
</tr>
<tr>
<td><strong>MyiLibrary</strong></td>
<td>MyiLibrary gives access to the full text of e-books from a range of subjects in the humanities, sciences and social sciences.</td>
</tr>
</tbody>
</table>
5.2 Literature Online (LION)

Literature Online is a searchable online library of over 340,000 works of English and American poetry, prose and drama from the 8th century to the present day. LION also provides access to a growing collection of online journals, reference works, author bibliographies and the Annual Bibliography of English Language and Literature.

Exercise 3

1. Follow the instructions on page 9 to access the E-Resources Guide.
2. Click on the link to Literature Online (LION) from the English listing.
3. A login screen will open in a new window. Enter your IT Services username and password. If you are logging in here for the first time, read the Terms and Conditions, then click in the tick box to agree to them before click on Login.
4. Once you are in this resources click on Text, in the navigation menu to the left of the screen, to search within the primary text for a keyword(s).
5. Enter your Keyword(s) in the Keyword(s) in work: search books. In the Author(s) search box click on the link Select from a list, to the right of the search box to select an author of interest from the list.
6. Click on search to perform your search.
7. The results show the records from each source. Click on the category with the most results and explore the records this has retrieved.

Navigating the LION interface

Searching LION

LION gives you several options for searching and browsing the database:

- **Quick Search**: this is a simple way to search LION. You can search by author, title, subject, or any word in the text of any work contained in the LION database. Type your search (e.g. *Brecht* and *drama* and *politic*) in the Quick Search box and click on Go. A list of results will appear.
- **Search Authors**: search for authors by name or by specific criteria, such as gender, nationality, ethnicity, literary movement or literary period.
- **Search Texts**: you can search the full text of all the contents of LION. You can also search for the literary period when a work was produced, or the publisher of a particular poem. You can search All texts, or limit your search to Poetry or Drama or Prose.
- **Search Criticism & Reference**: allows you to produce a list of material written about an author or their works, including references to articles, monographs and dissertations. You can choose to search All Criticism and Reference, just Criticism, just Reference, or just Web Sites.
- **Complete Contents**: this page provides a ‘list’ of works, and criticism and reference items contained within LION. There are 3 sections – Texts, which groups works by literary periods and genres; Criticism & Reference, which groups material written about an author or their work according to types of publication or resource; and Multimedia, which provides clips of poets reading their own and other poets’ work.
• **Author Index:** authors are listed in alphabetical order by last name. You can choose to restrict the list to authors of a particular historical period, nationality, literary movement, ethnicity, and gender.

**Viewing your results**
The results show the number of records from each source.

<table>
<thead>
<tr>
<th>Category</th>
<th>Entries</th>
<th>Hits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Poetry</td>
<td>0 entries, 0 hits</td>
<td></td>
</tr>
<tr>
<td>DRAMA</td>
<td>3 entries, 4 hits</td>
<td></td>
</tr>
<tr>
<td>Prose</td>
<td>84 entries, 1218 hits</td>
<td></td>
</tr>
<tr>
<td>Literary Works in Journals</td>
<td>0 entries, 0 hits</td>
<td></td>
</tr>
<tr>
<td>Selected Web Texts</td>
<td>0 entries, 0 hits</td>
<td></td>
</tr>
<tr>
<td>EEBO</td>
<td>0 entries, 0 hits</td>
<td></td>
</tr>
</tbody>
</table>

The references are listed beneath the summary, with a Full record icon for each. There may also be icons showing links to Full Text, to Page Image (PDF) or to JSTOR Full Text. The button also provides links through to the University of York Library catalogue.

**Modifying, repeating and combining searches**
- From Results or Search pages click on SEARCH HISTORY.
- Choose the correct link under the heading you are interested in.
- In the results table, click the search you want to repeat; or click on Modify to adjust your search.
- In the box below the results table, enter the numbers of the searches to combine, select AND, OR or NOT, and click on Combine Searches.
- Note that the SEARCH HISTORY option does not appear on the results screen of a Quick Search.

**E-mailing, saving and printing your results**
- Select records by ticking the box by the record number or click on Select all records on this page.
- Click on MARKED LIST.
- Select the relevant section. The records are displayed in a table.
- Click on Email records and fill in the details as indicated.
- Click on Print View followed by Print this page.
- Click on Download Citations to save to a plain text file or direct to EndNote.
- Click on Back to Marked List: you can go Back to results or do a NEW SEARCH.
6 Exploring full-text databases to identify Primary Resources

The University of York subscribes to a number of full-text database that will contain useful primary material to support English and related literature research. These databases provide access to an extensive collection of primary material relevant to English scholars.

Here is a selection of full-text databases most likely to provide relevant primary material for English and related literature research:

<table>
<thead>
<tr>
<th>Database Name</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>19th Century British Library Newspapers</td>
<td>Covers national, regional, and local newspapers. The collection includes both daily and weekly publications with titles from established country or university towns, the industrial towns of the Midlands and the North, and from Scotland, Ireland and Wales. Newspapers associated with particular political or social movements such as Reform, Chartism, and Home Rule have also been included along with penny papers aimed at a working class and clerical readership.</td>
</tr>
<tr>
<td>Archive of Americana</td>
<td>Brings together historical collections of books, broadsides, ephemera, government documents, and newspapers to give an insight into every aspect of United States history, culture and daily life across three centuries from 1639 to 1980.</td>
</tr>
<tr>
<td>British and Irish Women's Letters and Diaries</td>
<td>Gives access to the personal experiences of nearly 500 women. It contains around 100,000 pages of published letters and diaries and over 4,000 facsimile pages of previously unpublished manuscripts. Letters and diaries of famous historic and literary figures can be found alongside the thoughts and experiences of ordinary women, including the unpublished letters and diaries of women who served during both world wars.</td>
</tr>
<tr>
<td>British Literary Manuscripts Online, c. 1660-1900</td>
<td>British Literary Manuscripts Online provides an insight into the lives and works of Britain’s major writers across two hundred years by giving access to complete facsimile copies of author manuscripts including poems, plays, and novels, private correspondence, diaries and journals, drawings and handwritten notes.</td>
</tr>
<tr>
<td>Empire Online</td>
<td>A collection of full-text primary sources relating to Empire studies sourced from libraries and archives around the world. The database includes essays by academics relating to the source material.</td>
</tr>
<tr>
<td>The Gerriten Collection – Women’s History Online, 1543-1945</td>
<td>Digital copies of books, pamphlets and periodicals reflecting the revolution of a feminist consciousness and the movement for women’s rights, from the personal collection of feminist Aletta Jacobs and her husband C.V. Gerritsen. Compiled from the late 1800s up to 1945, the Gerritsen Collection comprises of materials covering four centuries of women’s history.</td>
</tr>
<tr>
<td>Grand Tour</td>
<td>A collection of manuscripts, visual and printed works giving an insight into the English abroad c1550 to 1850. The primary material includes letters, diaries and journals, account books, printed guidebooks, published travel writing, maps, paintings, sketches, and architectural drawings.</td>
</tr>
<tr>
<td><strong>Illustrated London News Historical Archive, 1842-2003</strong></td>
<td>The complete facsimile archive of the Illustrated London News, the world’s first fully illustrated weekly newspaper published between 1842 and 2003. The archive includes over 260,000 pages of text and more than 1.5 million full colour images.</td>
</tr>
<tr>
<td>---</td>
<td>---</td>
</tr>
<tr>
<td><strong>Literary Manuscripts: Victorian Manuscripts from the Berg Collection of the New York Public Library</strong></td>
<td>Includes literary drafts, correspondence, financial documents and personal items by or relating to the authors. The authors represented include: Matthew Arnold; the Brontes; Elizabeth Barrett Browning; Robert Browning; Wilkie Collins; Joseph Conrad; Charles Dickens; George Eliot; George Gissing; Thomas Hardy; Henry James; Dante Gabriel Rossetti; John Ruskin; Alfred Tennyson; William Makepeace Thackeray.</td>
</tr>
<tr>
<td><strong>Literature Online</strong></td>
<td>A searchable, online library of over 300,000 works of English and American poetry, prose and drama, including secondary criticism on them.</td>
</tr>
<tr>
<td><strong>Nexis UK</strong></td>
<td>A major full text database for global news and business information. It gives access to over 34,000 sources, with more than 12,000 international news sources including UK daily and regional newspapers.</td>
</tr>
<tr>
<td><strong>Past Masters: English Letters</strong></td>
<td>Full-text of letters by authors including Charles Dickens, Charlotte Bronte and Wilfred Owen.</td>
</tr>
<tr>
<td><strong>Victorian Popular Culture</strong></td>
<td>Contains a wide range of primary source material, mostly digitised in colour, relating to popular entertainment in America, Britain and Europe in the period from 1779 to 1930. There is an emphasis on visual sources and rare printed material including rare books, periodicals, playbills and handbills, posters, prints, scrapbooks, photographs, programmes, pamphlets, ephemera and songbooks.</td>
</tr>
</tbody>
</table>

**Exercise 4**

1. Follow the instructions on page 9 to access the **E-Resources Guide** and select **English** from the **Electronic Resources by Subject** list.
2. Scroll through the list of resources. Click 📖 to read a brief description of any resource.
3. Follow the link to one of the resources in the above list that is of interest to you.
4. Experiment with some of the search options to establish whether the database contains primary sources relevant to your research.

**Search Tips:**

- Refer to the database **Help** if you get stuck.
- Make use of your search strategy – try combining two or more search terms with **AND** or **OR**. Truncate words if appropriate.
- Look for an **Advanced Search** menu – this is likely to allow you to combine multiple terms simultaneously, and to limit your search to sub-categories of material.
- If your searches are unsuccessful, try **browsing** the contents menu.

Note: not all of these functions are available on every search interface.
7 Searching Electronic Journals

Your research is likely to lead you to journal articles as well as books. Academic and professional journals publish reports of individual or team research projects, discussions of new ideas, and succinct reviews and critiques of the development of a policy or school of thought.

Most of the journals that the Library subscribes to are listed on the Library Catalogue, with information about both print holdings and electronic access. Most publishers of printed academic journals are developing online versions of their titles, and the Library subscribes to e-journal whenever possible, as they allow the reader to gain rapid access to the articles, with additional useful features such as searchable text, options to email/save articles etc.

Exercise 5

1. From the University homepage follow the links: Student home | Login to your Personal homepage | Library website | YorSearch (in Quick Links) or go directly to http://yorsearch.york.ac.uk/.
2. In the Library catalogue search box, search for Contemporary Literature.
3. Choose Contemporary Literature from the list and again from the second list which appears.
4. Then choose Click here for details of item availability and locations, or to place a request. Scroll down the screen. You will see that the paper copies of this journal are available in the M section.
5. Now scroll back up the screen. You will see a Find button. Click on this to access the electronic version of this journal. This brings up a box like this:

Note that these publishers provide the journal starting at different years. Make sure you choose the one covering the years you need.

6. Click on by the publisher with the most up-to-date coverage.
7. Another window will then open, allowing you to access most recent issues.
8. Click on the link by the volume and issue you want. You will see which articles are available in that issue.
9. Click on the PDF link to the article you are interested in.
The Library Catalogue does not list the individual articles within journals. Once you connect to the host online database you will usually see a full contents menu for each issue. If you already know which journals publish the most relevant and highly-regarded articles for your topic it is a good idea to find the journal title on the Library Catalogue, connect to the online host service, and then search for relevant articles using the host database’s search interface.

7.1 Accessing e-journals via the E-Resources Guide

It is possible to browse the titles of all the e-journals that the Library subscribes to via the E-Resources guide.

Exercise 6

1. Follow the instructions on page 9 to access the E-Resources Guide. Click on the Find e-Journal list link on the left.
2. Click the Category tab to reach a subject menu for all academic disciplines. Choose the category and sub-category most appropriate to your research interests e.g. Arts & Humanities, Society and Culture.
3. Identify the sub-category heading most appropriate to your interests, then click GO to view an alphabetical list of e-journal titles available.

Be aware that the subject categorisation has been applied by the developers of the E-Resources Guide software, and does not entirely correspond to departmental research themes at the University of York. You may wish to browse the Arts and Humanities and Social Sciences categories for other relevant areas.

4. Choose a title of potential relevance to your research, then click the SFX button: to view the full-text availability. This button opens the SFX window, linking to the online databases which host content from this journal.
5. If the journal you have chosen is hosted by more than one service, select the host which provides access to the greatest range of years. Click GO to reach the journal homepage within that host website. Unless the journal you have chosen is free-to-access, you are likely to be required to login with your IT Services username and password.
6. Practise browsing the contents menu for the journal you have chosen. Ensure that you understand how to reach the full text of an article in PDF or html format.
7. Return to the journal homepage on the host service website. Investigate the options for searching journal content available from that host.
8. Be aware that the search interface provided by many host services defaults to search all of the journals hosted. These may cover a wide range of subject disciplines, and it’s likely that the University of York’s subscription will not extend to every title. Identify the procedure for restricting your search to the journal that you started from.
7.2 E-journal collections

As well as being able to access individual e-journal titles via the E-Resources Guide it is possible to access the e-journal collections Library subscribes to. This is useful if you wish to search across an e-journal package for relevant material on a particular research topic.

Here is a selection of e-journal collections most likely to provide relevant material on English and related literature:

| **19th Century UK Periodical Series** | Provides access to facsimile editions of almost 100 periodicals from the 19th century focusing on women, sports and leisure, children, and humour and satire. The collection is mainly based on the repositories of the British Library and the National Library of Scotland. |
| **American Periodicals Series Online** | A major database containing digitized images of the pages of American magazines, journals and newspapers originating between 1741 and 1900. |
| **British Periodicals Collection** | Provides access to the searchable full text of almost 500 periodicals published between the 1680s and the 1930s and covers a wide range of subjects from across the arts, sciences and social sciences. |
| **JStor** | Journal archive that provides access to the full text of journal across a wide range of subjects. Can search by keyword within an individual title or across an entire collection. Coverage goes back as far as 1800 for some titles, but most recent years not included. |
| **Periodicals Archive Online** | A major online archive that makes the backfiles of periodicals in the humanities and social sciences available electronically, providing access to the page image of digitized periodicals that are indexed in the Periodicals Contents Index (PCI). |
| **Project Muse** | Full text database of over 380 scholarly journals in the arts, humanities and social sciences with volumes starting from 1990 or later. Journals are provided from over 70 publishers, mainly university press. |
| **Sage Journals Online** | Provides access to over 450 Sage journals covering a range of subjects in the sciences, humanities and social sciences. |

7.2.1 Accessing e-journal collections via the E-Resources Guide

Searching the host website can be a quick and effective strategy for identifying relevant articles, especially if you already know which journals publish the most relevant and highly-regarded articles for your topic. To access the homepage of an e-journal host, start from the E-Resources Guide.

Exercise 7

1. Follow the instructions on page 9 to access the E-Resources Guide and select E-journal Collections from the Electronic Resources by Category list.
2. Scroll through the E-journal collections. Click ☀️ to read a brief description of any resource.
3. Follow the link to an e-journal host service of your choice, which will open in a new window. Login with your IT Services username and password when prompted.
4. Experiment with the search options to try to establish whether any journal articles relevant to your research interests are available from this host service (see search tips on page 16).
8 Using bibliographic databases

No single e-journal host will publish all the relevant articles for any field of research. For this reason, academic institutions and publishers compile bibliographic databases: systematic indexes to the contents of journals, often dedicated to a specific subject discipline. These databases aim to index all the significant journals in the defined subject area, with an emphasis on “peer-reviewed” titles: editorially independent and publishing only those articles which have been subject to scrutiny by a panel of experts.

A typical bibliographic database indexes the contents of thousands of journals, over a period of thirty years or more. Clearly when searching such a large resource, it’s easy to become overwhelmed by the amount of potentially relevant information available.

8.1 Web of Science

Web of Science is a multidisciplinary index to the journal literature of the Sciences, Social Sciences and Arts and Humanities. The Arts & Humanities Citation Index accessed via Web of Science indexes over 1,395 of the world’s leading arts and humanities journals.

8.1.1 Searching Web of Science

Author Finder
The Author Finder function allows you to search for sets of records by a known author.

Cited Reference Search
If you know the bibliographic details of the article you are looking for use this search form.

Search History
View the Search History of your current session. Combine search sets with AND/OR. Save searches and create alerts.

Select Fields to Search
Topic: Searches for keywords in title, abstract, record keywords.
Title: limits to title.
Author: Searches only the Author Field in the records.
Document type: Limits results to certain publication type e.g. review, article, book.

Timespan
Narrow your results by specifying a particular publication year (or span of years).

Citation Databases
Deselect indexes to narrow your search results.
Exercise 8

1. Follow the instructions in section 4 of this booklet to open the E-Resources Guide. Go to the Electronic Resources by Subject section and select English from the drop-down list.
2. Locate Web of Science (ISI) on Web of Knowledge from the alphabetical list of databases and click on the title link. Enter your IT services username and password if prompted.
3. A new window will open, displaying the Web of Knowledge search page.
4. Click on the Web of Science tab, you can now choose the databases and years you would like to search.
5. Enter a word or a phrase into one or more of the search boxes.
6. Click on the drop-down menu arrow and select the field in which you want the term to be searched for. E.g: Topic, etc.
7. Decide how you want to combine the search terms by selecting AND, OR or NOT.
8. Select any limits from the options displayed beneath the search boxes e.g. limit time span or search specific indexes.
9. Click on the Search button.
10. As the default the search results are listed in reverse chronological order, according to publication date. You can change the order of the results so that the records are listed by relevance by click on the drop down arrow next to the Sort by box (top right of the results list). Try this and see if it improves the relevance of the records displayed on the first page.

Navigating the Web of Science interface

Selecting Indexes on Web of Science

By default Web of Science searches five citation indexes and three additional databases:
- Science Citation Index (1899 – present)
- Conference Proceedings Citation Index- Science (CPCI-S)--1990-present
- BIOSIS Previews
- Medline
- Journal Citation reports
- Social Science Citation Index (1956 – present)
- Arts and Humanities Citation Index (1975- present)
- Conference Proceedings Citation Index- Social Science & Humanities (CPCI-SSH)--1990-present

You can deselect the various indexes by clicking on the check box next to each title. Depending on the nature of your topic you may wish to focus on one subject.

Combining searches

You can combine any of your previous searches using the Search History.
- Click on Search History (at the top of the page).
- In the column headed Combine Sets, tick the boxes next to the searches that you wish to use.
- Then select the Boolean operator AND (radio button) to combine them.
- Click on the Combine button.
Click on the blue number of results of this latest search to view the references.

**Refining your results**

You can limit your results by using the **Refine Results** panel at the side of the summary of results:

- If the Refine Results panel is not displayed, click on the Show Refine tab to the left of your summary of results.
- Use the categories to select how you want to refine your results.
- Click on the arrow next to a category heading to display further options.
- Select the option you wish to use and click Refine. For example, to limit your results to articles only click in the box next to Article under Document Types.

**Direct Link to the University Catalogue**

From the list of Search Results or the Record View you can go directly to the University Library Catalogue to find out if the Library holds that specific book or journal title, and if the full text is available online. Note: the full text will not be available for every journal reference you find because the Library does not subscribe to every journal which is indexed within Web of Science.

- Click on the **Find It** button.
- A pop-up window will appear, offering a range of options to retrieve the journal article.
  - If the full text is available online, this will be shown for each of the companies who make this journal article available online. The full text of the journal article can be retrieved by clicking **GO**.
  - The **Holding information** option will search the Classic catalogue for a print copy of the journal in which the article was published. Again, click **GO** to activate this search.

**Additional features in Web of Science**

The **Summary** list of references is shown in the format: title, author, title and source, ten results per page. You can view records in more detail by clicking on their highlighted titles, or move to the next set of results by clicking on the arrows at the top or bottom of the page.

The **Full Record** of each reference offers a number of useful additional features described below. Note that not all features are available in every full record.

**Times Cited:** Where available, the list of references linked to using the Times cited hyperlink will be later articles that have included in their bibliographies the article you are interested in. Because these are later articles, you will be brought to their full Web of Knowledge records. Very recently published papers are unlikely to have been cited by other authors.

**Create citation alert:** Allows you to receive an email notification when new records are added for publications referring to the article you are interested in within their bibliographies. This service requires registration to the Web of Knowledge – please refer to the online help for further details.

**Related records:** Related Records is an excellent way of finding similar articles to the original article of interest, where it hasn’t necessarily been cited in the bibliography of a later paper. The entries in the list of related records share at least one of the references in the bibliography of the original (parent) article. Related Records are displayed in ranked order. That is, the articles that share the
greatest number of references with the parent article appear at the top of the list.

**Cited References:** Where available, the list of cited references linked to from the full record will be a complete bibliography of all the books and articles referred to by the authors of the article you are interested in. Where there are Web of Knowledge records of these earlier articles, a hyperlink will take you to them in turn.

**Saving, printing and emailing your results**

- To mark your results for further action, click in the checkbox to the left of the reference in the summary of results list.
- In the Output Records box at the bottom of the screen, choose whether you want to print, email, or save all of your results or only those selected (step 1).
- Select a format for your results (step 2).
- Select print, email or save (step 3).
- To export your results into EndNote or Reference Manager, click Save to EndNote, RefMan, ProCite.
8.2 MLA Bibliography

MLA Bibliography contains citations for journal articles, books, book chapters and theses in literature, language, linguistics and folklore. MLA Bibliography annually indexes over 66,000 books and articles. It is the major bibliographic database for literature.

Exercise 9

1. Follow the instructions in section 4 of this booklet to open the E-Resources Guide. Go to the Electronic Resources by Subject section and select English from the drop-down list.
2. From the list of English resources, click on the link to MLA Bibliography (EBSCO).
3. Put a tick next to MLA International Bibliography and click on Continue
4. Change the drop-down boxes to Title
5. In the top search box, enter urban* or cit*. Change the drop-down box to Title.
6. In the second search box, enter litera*. Change the drop-down box to Title.
7. In the third search box, enter nineteen* or 1800*. Change the drop-down box to All Text this will limit the time frame to the nineteenth century even if the words do not occure in the title.
8. Click on Search

To find out if the University of York has the article you wish to view, click on the Find It button.

You can also combine your search with previous searches.
9. Select Search History/Alerts from the links under the search boxes.
10. Click on the boxes by the searches you wish to combine.
11. Select AND, OR or NOT from the drop-down box to refine or expand your search.
12. Click on the Add button and your combined search will appear in the top search box.
13. Click on Search and the results will be displayed.
14. You can also email records to yourself. Go back to your original results screen, and click on .

Add to folder under the results which interest you.

The following box will then appear on the right:

Folder has items

Comprehensibility in Error... 🎉
Go to: Folder View

15. Click on Folder View.
16. Put ticks next to all the results which you definitely want to save or email.
17. Click on the 💌 icon to email the results. Enter your email address in the Email to: box and a title in the Subject box and click on Send.
8.3 International Index to the Performing Arts (IIPA)

International Index to the Performing Arts (IIPA) is a major database of the journal literature on the performing arts and covers a broad range of areas including dance, film, television, drama, theatre, stagecraft, musical theatre, circus performance, opera, pantomime, puppetry, magic, comedy, broadcast arts and performance art.

Exercise 10

1. Follow the instructions in section 4 of this booklet to open the E-Resources Guide. Go to the Electronic Resources by Subject section and select English from the drop-down list.
2. From the list of English databases, click on the link to International Index of Performing Arts Full Text.
3. Click on Search Articles.
4. Enter a Keyword(s) search for dickens or baudelaire.

Note: You can choose to limit your search options to full-text only; peer reviewed articles; and to exclude reviews. It will depend on the type of information that you require as to which option you choose.

5. To email items to yourself, you should put a tick in the Add to marked list box.
6. Then go to the top of the screen and click on Marked list.
7. From here, there are options to email, print, save etc.

8.3 Other relevant bibliographic databases

The following are some of the most useful bibliographic databases for English and related literature:

<table>
<thead>
<tr>
<th>Database Name</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Annual Bibliography of English Language and Literature</td>
<td>ABELL contains references for monographs, periodical articles, critical editions of literary works, book reviews, collections of essays and doctoral dissertations published anywhere in the world. ABELL is part of Literature Online (LION).</td>
</tr>
<tr>
<td>Bibliography of the History of Art</td>
<td>The BHA is a collaborative publication of the Getty Institute and the Centre National de la Recherche Scientifique, which started in 1990. About 2,400 references to journal articles, books, exhibition catalogues, conference proceedings and bibliographies, published in 45 languages are added annually.</td>
</tr>
<tr>
<td>Bibliography of British and Irish History</td>
<td>The Bibliography of British and Irish History (BBIH) provides bibliographic data on historical writing dealing with the British Isles, and with the British Empire and Commonwealth, during all periods for which written documentation is available - from 55BC to the present.</td>
</tr>
<tr>
<td>British Humanities Index</td>
<td>BHI indexes international humanities journals covering the fields of literature, language, political science and philosophy, as well as quality newspapers published in the UK and the United States. Coverage is from 1962 onwards.</td>
</tr>
<tr>
<td>International Index of Performing Arts</td>
<td>A major database for the performing arts covering a broad range of areas including dance, film, television, drama, theatre, stagecraft, musical theatre, circus performance, opera, pantomime, puppetry, magic, comedy, broadcast arts and performance art.</td>
</tr>
<tr>
<td>Database</td>
<td>Description</td>
</tr>
<tr>
<td>------------------------------------------------------------------------</td>
<td>-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td><strong>MLA Bibliography</strong></td>
<td>This database contains citations for journal articles, books, book chapters and theses in literature, language, linguistics and folklore from the 1920s onwards.</td>
</tr>
<tr>
<td><strong>Philosopher’s Index</strong></td>
<td>Major source of information in philosophy and related fields. It covers the areas of ethics, aesthetics, social philosophy, political philosophy, epistemology, and metaphysics, as well as material on the philosophy of law, religion, science, history, education, and language. Its coverage is from 1940 to date and it indexes books, book chapters, and over 300 journals.</td>
</tr>
<tr>
<td><strong>Waterloo Directory of English Newspapers &amp; Periodicals, 1800-1900 (Series 2)</strong></td>
<td>A comprehensive, dynamic bibliography of 19th century periodical literature with information about 50,000 titles from a wide variety of subject areas.</td>
</tr>
<tr>
<td><strong>Web of Science</strong></td>
<td>Web of Science provides access to the Science Citation Expanded, Social Sciences Citation Index, and Arts &amp; Humanities Citation Index.</td>
</tr>
<tr>
<td><strong>Wellesley Index to Victorian Periodicals, 1824-1900</strong></td>
<td>Identifies the authors of articles within 45 major Victorian periodicals, and provides a bibliography for each contributor.</td>
</tr>
<tr>
<td><strong>World Shakespeare Bibliography</strong></td>
<td>Provides access to annotated entries for all important books, articles, book reviews, dissertations, theatrical productions, reviews of productions, and other scholarly and popular materials related to Shakespeare. The more than 105,487 records cite several hundred thousand additional reviews of books, productions, films, and audio recordings.</td>
</tr>
</tbody>
</table>

For a guide to any database, click on the information button within the E-Resources Guide interface. When you have time, explore the resources of your choice.
9 Searching the web and website evaluation

The online information sources used in the previous stages are based on traditional printed publications, and are restricted to subscribing institutions. But much of the information freely available via the Internet does not have a printed equivalent. Individuals and small organizations can use the Web to publish documents at relatively low cost, which they would find impossible to disseminate to a wide audience on paper. Larger organizations (including government agencies, national research institutes, etc.) can develop websites to provide detailed information about their structure, activities and publications in a consistent and regularly updated format.

Because the amount of information free-to-access on the Web is already huge and still growing rapidly, it can be difficult for users to locate material relevant to a specific subject. Search engines such as Google, which scan the Internet in its entirety, often retrieve too many sites for the user to browse through easily, most of which are of limited relevance.

Many academic institutions are attempting to provide guidance to users in the form of Web subject gateways, which list and describe important websites relating to specific subject areas. York Information Connections serves this purpose for students and staff at the University of York, and also links to national and international gateways.

York Information Connections is accessible from the Library website (http://www.york.ac.uk/library) under the Subject Resources link.

9.1 Google Scholar - http://scholar.google.co.uk

You can use Google Scholar to search specifically for academic-type material such as peer-reviewed papers, theses, books, preprints, abstracts and technical reports. It will retrieve information from academic publishers, professional societies, preprint repositories and universities, as well as electronic journal articles.

Google Scholar also automatically links within your results to other articles that have cited the articles or books that the original search retrieved and this citation searching (also available in databases such as the Web of Knowledge Citation Indexes) is very useful in following up a line of research.

When you use a campus-networked PC, Google Scholar will automatically link to the University Library Catalogue so that you can check whether the books and journal articles in your list of results are available in the Library. Where the Library has a subscription to the full-text electronic version of a journal article, a link will take you directly to that article. If you are using a PC off campus, it is possible to set your preferences within Google Scholar so that you can still see these links.

If you use Google Scholar from a PC or laptop which is not connected to the campus network, you will need to change your settings in order to view the link to Full text at York:

- Go to Scholar Preferences.
- In the Library Links section, type in York and click on Find Library.
- Then click the tickbox next to University of York Library.
- Click on Save Preferences.
There are a few points to bear in mind about the results that you retrieve from Google Scholar:

- The online documents which the search engine retrieves are not necessarily available to you: i.e., the University of York will not necessarily have full-text access to the resources that Google Scholar finds.
- School websites are included in Google Scholar so the scope is not always appropriate for UK Higher Education.
- It won’t help you identify publications which have no Web presence, e.g. older print journals, theses or conference proceedings.
- It doesn’t make use of a systematic subject index or thesaurus. If authors are using a number of different terms to refer to the same concept, you will need to search for all possible terms.
- Just like Google, each result is presented with a small segment of the text from the website, containing the words you have searched for. This may or may not help you to establish whether the publication is relevant to your research. Sometimes an abstract is freely available, but this is not always the case.
- There isn’t a quick way to save or print a batch of results. If a search of Google Scholar generates a long list of results, you’ll need to look through all of them in one sitting, or run your search again at a later date.
- The developers of Google Scholar do not strive to incorporate all the relevant publications for a given subject discipline, in the way that the publishers of bibliographic databases do. You may find that material from smaller publishers, particularly those based outside the UK and USA, is less well-covered by Google Scholar.

When to use Google Scholar

- Use Google Scholar in conjunction with subject-specific bibliographic resources such as MLA Bibliography and EEBO. If you only use Google Scholar you will miss a lot of excellent material.
- Use Google Scholar to find out if a journal article or book is available online (after you have checked the University’s Library Catalogue).
- Google Scholar will often locate reviews of books which may help you to decide whether a book is worth ordering as an interlibrary loan or not.

Search hints and tips

- To get the best out of Google Scholar (and the Google search engine itself) it is much better to use the Advanced Search facility. From the home page click on the Advanced Scholar Search (to the right of the main search box).
- When searching for material by a particular author it often helps to enter a keyword in the Find articles with all of the words box to refine the search results.

Explanation of the Results

**Cited by:** Links to other documents located by Google Scholar that have cited the item.

**Related articles:** Find other papers that are similar to the publication this is link from.

**Web Search:** Searches using the main Google search engine for this item.
Check York Catalogue: Opens an SFX window. Click on Go under Holding Information to see if the book is available in the University Library.

Library Search: Searches a union catalogue called WorldCat to locate a library that holds this book. Many of the major university libraries are included in the WorldCat catalogue but not all. The University of York is not part of WorldCat so search our catalogue to find out if the material is available locally.

Full-Text at York: Shows that the University Library has a subscription to an electronic version of this article. Click the Full text at York link to open the SFX window. Choose one of the options to look at the full text of the article.

The importance of evaluating websites

Whilst the Internet is an important source of information, it can be difficult and time-consuming to find good quality information appropriate for academic study. The lack of control and restrictions in posting material on the web mean that it is essential that you evaluate the material you use.

Use these questions as a checklist when consulting material from websites:

- Accuracy: is the information reliable?
- Authority: who is the author? Are they an expert?
- Coverage: what does the page cover? Is there a bibliography?
- Currency: is the page dated? When was it last updated?
- Objectivity: is the information fair and balanced, or biased?

Always think twice about where the information comes from!

Please keep this booklet to refer back to. For further help at any point in your course, contact:

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