Gathering academic information

Task One: Library Catalogue

The library catalogue lists all the material, both in print and online, available in the Universities libraries.

The easiest way to access a specific electronic journal or electronic book is via the library catalogue.

1. Open up a web browser and login to the Digital University page. You should see a library section; click on the library home page link.

2. Click on the library catalogue:
What is an academic journal?

Think of journals as academic magazines. Journals can be published monthly, quarterly or annually and they contain the latest ideas and research in a subject discipline. Journals usually publish a number of issues during a year, which are then collected into a numbered volume. You will be expected to read journal articles in addition to books. Some journals have a broad scope and others have a more specific focus. Note also, that journals do not always have the word ‘Journal’ in their title; however you can usually identify a reference to a journal article as it will contain a year, possibly a volume number and a page number in addition to the article title and journal title. An example of an article reference from the journal *Academy of Management Journal*:


Journals can be available in print, online or both. The library catalogue will indicate which years of a journal are available and in which format. When searching for journals, choose to limit your search to Journals and e-Journals to make your search more focussed. Don’t restrict your search to just e-Journals as not all the journals are available electronically; a search limited to Journals and e-Journals will find both print and electronic journals, where available.

3. Using the library catalogue search for the Journal of accounting and economics. Remember to limit your search to Journals in order to search for both the print issues and online issues of the journal.

Use the drop down menu to limit your search to specific sections of the catalogue.

Gathering academic information, October 2015
4. Looking at your results list, which years of the journal does the library have available in print?

5. View the catalogue record for the electronic version of the journal; the journal is available online from more than one source. Looking at the links, note down which source will give you access to the 1997 issue of the journal.

6. Click on the link for the electronic source that gives you access to the most recent issues of the journal.

You will then see the homepage for the journal:
7. Who are the authors of the article with the following reference:


8. Go back to the library catalogue. Search for the book *Digital marketing: a practical approach* by Alan Charlesworth. Describe how you went about your search:

9. The book is available as an electronic book. Click on the link in the centre of the screen to access the book.

10. What is the title of the chapter that starts on page 188?

When you are accessing electronic books from off-campus, you will be prompted to login with your network username and password.
Task Two: Exploring databases

The library catalogue is good for finding ‘known items’, such as items on your reading list. You can also find books using keywords, if you are looking for books on a topic. However, to find journal articles on a topic, or to search through the full-text of electronic books, you need to use a database rather than the library catalogue.

DISCOVER provides a way to search a huge number of resources simultaneously.

DISCOVER also includes links to the full-text of items, where we have access to them. You will see buttons which will link you to the full text of an article if we have access to it electronically, plus links to electronic books and other documents.

1. Go to the library home page. You will see the DISCOVER search screen. Search for items on the topic of corporate social responsibility. Search for the phrase “corporate social responsibility”.

Your results will be listed in the centre of the screen. At the top of your results list, you’ll see a Research Starter. These are summaries of key topics written by subject experts, and can be a good way to get an overview of a topic you’re not familiar with.

Gathering academic information, October 2015
2. Look at your results list. Try to access some of the resources by clicking on the full-text links.

Although it is a good idea to keep your search broad at the start, you may need to focus your search in some way if you retrieve too many results. DISCOVER searches many databases and you are likely to get a lot of results.

Try these ways of refining your results and note the effects on your results list. Use the options on the left hand side menu to:

   a) Show results just from 2010 onwards by using the date slider

   b) Display just those results published in academic journals

3. One way to focus your search is by adding another keyword. Search for “corporate social responsibility” AND starbucks and note the effect on your results list.

        …………………………………………………………………………………………………

        …………………………………………………………………………………………………

What is an abstract?

An abstract is a concise version of the key points of an article, describing its content and scope. Abstracts are there to help readers determine whether or not they need to read the article in full. All abstracts should contain the essential keywords that would enable a database user interested in the topic to retrieve the article using a few words or phrases. Searching the Abstract field can be a useful way of refining your results and it isn’t as limiting as a Title search.

4. Try the Advanced search option and search for your keywords within the Abstract field. Why do you think this is a useful way to search?

        …………………………………………………………………………………………………

        …………………………………………………………………………………………………