Library services and information skills for HYMS PGRs
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Welcome!
As a member of HYMS you have access to the library collections of two universities: the University of York and the University of Hull. HYMS Library provides central links to Library guides, information on services and facilities, and connections to the Library catalogues, e-journals, databases and other subject resources relevant to HYMS.

In the following pages we aim to ensure that you:
- Know how to find resources available to you
- Know how to access key resources
- Understand basic database searching

If you need any help at any time please ask a member of library staff or contact library@hyms.ac.uk.

Acknowledgements:
The HYMS student quotations in this workbook are taken from HYMS Library consultation exercises and feedback received. We would like to thank HYMS students for their ongoing feedback

HYMS 2014 PGR Information Skills
Section 1: Services and resources via HYMS Library

1. Where is ‘HYMS Library’?

HYMS does not have its own, separate library. Instead, it is a member of the two University Libraries, allowing you, as a member of HYMS, to access the resources, services and collections of both of these institutions.

Information about, and links to resources available via, the HYMS Library service can be found on the HYMS Blackboard > HYMS Library tab or directly at:

http://libguides.hull.ac.uk/medicine

You can add these pages to your bookmarks if you have a smartphone or tablet:
2. **Accessing resources: your different logins**

To access the full selection of library resources available to you as a member of HYMS you must have and use the following accounts:

- Hull Account
- York Account

You may also be entitled to an NHS Athens if you are a member of the NHS.

Need more help? See Section 1 Appendix 2.

3. **Getting started**

The [New students] tab on the HYMS Library webpages gives you a ‘walk through’ of your local university library and how to access various resources via HYMS.

This includes information and practice exercises on accessing:

3.1 **Journals**

Have a go at the exercises on the [New students] page > Get a head start > Ejournals and/or the exercises in Section 1 Appendix 1.

Need more help? See Section 1 Appendix 2.

---

1 Via Blackboard > HYMS Library tab or directly at [http://libguides.hull.ac.uk/medicine/newstudents](http://libguides.hull.ac.uk/medicine/newstudents)
3.2 **Book resources**

Book suggestions are welcome and can be sent to library@hyms.ac.uk. Where possible we purchase books in eformat so that they are as accessible as possible.

Have a go at the exercises on the New students page > Get a head start > Books and/or the exercises in Section 1 Appendix 1.

Need more help? See Section 1 Appendix 2.

4. **Inter Library Loans**

Although the combined University Libraries give you access to a vast collection of resources there may be times when neither University Library holds or has access to an item. Items not available via either library can be requested via the Inter Library Loan service.

See [http://libguides.hull.ac.uk/medicine/](http://libguides.hull.ac.uk/medicine/) > Inter Library Loans for more details.

5. **Academic practice and referencing**

There are several pages and guides to help you with aspects of academic integrity in your work. See: [http://libguides.hull.ac.uk/medicine/research](http://libguides.hull.ac.uk/medicine/research) > Referencing and Academic Integrity.

These include links to:

- Guidelines on various referencing systems, including Harvard and Vancouver
- The university of York Turnitin software

5.1 **Reference Management**

Bibliographic management software, also known as reference management software, can help you save and organise any references which you use in your work.

See [http://libguides.hull.ac.uk/medicine/research](http://libguides.hull.ac.uk/medicine/research) for more information and links, including dates for workshops.

6. **Being a networked researcher**

The use of social media, including Blogs, Twitter, LinkedIn etc are increasingly important tools for the networked researcher. Help and guidance on using these are available at:

[http://libguides.hull.ac.uk/medicine/research](http://libguides.hull.ac.uk/medicine/research) > being a networked researcher
7. **RDM (Research Data Management)**
Both universities provide support and guidelines to help you plan the management of your data. These are available via [http://libguides.hull.ac.uk/medicine/research](http://libguides.hull.ac.uk/medicine/research) > Information for researchers and postgraduates.

8. **Contact, help and feedback**
We can be contacted for help, feedback or service/purchase suggestions at library@hyms.ac.uk. The team consists of:

- Catriona Kemp: HYMS Librarian
- Stuart Bentley: Hull HYMS Assistant Librarian
- Stephanie Jesper: York HYMS Assistant Librarian
Section 1: Appendix 1: Have a go exercises

Try the exercises at [http://libguides.hull.ac.uk/medicine/newstudents](http://libguides.hull.ac.uk/medicine/newstudents) > Get ahead start and the following:

**Journals**
- Access the following article by using the HYMS eJournal cross-search and selecting the appropriate route:


**Books**
- Search for the following eBook by using the HYMS eBook cross-search and selecting the appropriate route:


- Login using the appropriate account details for the route you have selected.
- See if you can view the Chapter on eLearning and check who the author is.

- Go back to your other cross-search tab to see if you can access the book via the other site as well.
Section 1: Appendix 2: need more help?

Your different logins
More information on the different logins you are entitled to as a member of HYMS and how to get password reminders if needed are available at:

http://libguides.hull.ac.uk/medicine/eResourceAccessInfo

Journals
A brief online tutorial on accessing eJournals using the HYMS cross-search facility is available at:

http://libguides.hull.ac.uk/medicine/skills > Bitesize tutorials > Searching for eJournals

Books
A brief online tutorial on accessing books is available at:

http://libguides.hull.ac.uk/medicine/skills > Bitesize tutorials > Searching for Books and eBooks

Some general advice and information on a selection of the main eBook provider platforms is available via:

http://libguides.hull.ac.uk/medicine/FindBooks
Section 1: Appendix 3: Model answers

Answers to the [http://libguides.hull.ac.uk/medicine/newstudents](http://libguides.hull.ac.uk/medicine/newstudents) > Get a head start eJournals and Books exercises are available online. Here are answers to the other exercises:

**Journals**
To access Medical Teacher you would select the entry retrieved by the Hull eJournal cross-search link (the University of York does not hold this eJournal title). Enter your Hull Account details if requested.

**Books**
Swanwick’s 2010 edition of Understanding medical education is available as an eBook from both university libraries.

Entering Swanwick medical education in the eBooks cross-search box should retrieve relevant links from each site

The author of the chapter on eLearning is Jean McKendree.
Section 2: Databases

Abstract and Index database services allow you to search for journal articles in a structured way and with some level of quality control. (The fact that a journal is indexed by a database lends it some level of credence.) The Libraries subscribe to many of these services which are usually subject-based e.g.

- **Medline** covers medical and biomedical materials
- **Embase** covers biomedical and pharmaceutical information
- **PsycInfo** covers materials relating to the field of psychology
- **Web of Science** covers sciences, social sciences, arts and humanities.
- **Scopus** covers natural sciences and medicine, social sciences, arts and humanities.

These resources are not comprehensive i.e. they will not cover all publications in a subject area, but they do provide a wide coverage e.g. Medline covers approximately one third of published biomedical materials.

Have a go at any of the following exercises, depending on your level of knowledge of the interfaces and experience of literature searching.

Need more help? Model answers to the workbook questions are provided in the appendices to Section 2 which can be referred to throughout.

Note that the principles of literature searching are the same but that the options on different databases and interfaces will vary.

**Accessing databases**

Selected key databases for Medicine are listed at [http://libguides.hull.ac.uk/medicine/FindArticles](http://libguides.hull.ac.uk/medicine/FindArticles).

Links to further databases can also be found on this page. For example, select Electronic Information sources at York > Subject [Archaeology] to see York Archaeology resources.
Searching for more

As well as searching for individual book titles and items listed in your reading lists you will at times be asked or want to go further. This may be where you want more information or when you need to find evidence to support a clinical decision. It will often involve tracking down relevant articles from reliable journal sources.

In the following sections we provide an introduction to some basics of how to conduct a search for information and some additional resources which you might find useful.

**Step 1: Identify what you are searching for**

The first key element of conducting a search for information is knowing what you are looking for and why. Before starting to search it is time well spent if you:

- think about what your searching for
- why you are searching for it
- If there are any parameters e.g. what you don’t want to include and why

Note that it is quite likely that you will have more than one question for any scenario...

**Step 2: Plan your search**

Once you have identified a question you need to translate this into something which can be used in a search strategy.

**Take as an example:**

You are interested in gathering evidence relating to the way that medical professionals use social media and how that relates to their professional practice and personal freedom.

**Your input:**

Highlight below what you think are the key words/concepts you would need to include in a search to find information relating to this subject:

The relationship for the medical professional between professionalism and personal freedom when using social media.
See Section 2: Appendix 1 to see if we agree with you.

**Worth knowing:**

By **clarifying** your thinking it will make your whole assignment easier. Thinking about your search in advance doesn’t just improve your search. It will save you time and can help to ensure that you don’t miss any key resources.

**Over to you:**

Discuss a possible research question with your neighbour (it doesn’t need to be a complicated one!) and write it down here. Highlight the key concept words within it which you would need to factor into a search:

**Thinking space:**

Can’t think? See **Section 2: Appendix 1** for some ideas.
**Identify alternate terms: ‘synonyms’**

When you are searching you do not want to exclude potentially relevant results. This means taking into account the different ways a concept could be referred to. For example there could be alternate terms where there are:

- multiple meanings (‘icon’)
- geographical variation (‘lift’/‘elevator’)
- historical context (‘EU’/‘EEC’)
- technical terms (thesaurus/subject terms)
- opposing concepts (‘privacy’/‘surveillance’)

**Over to you:**

For your chosen scenario, write the key concepts in the top row below and, underneath, write possible synonyms you may wish to use.

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See Section 2: Appendix 1 for an example.
Apply search methodology: truncation, wildcards, and, or and not

Once you have clarified your search, the key concepts within it and thought about the different terms you could use to refer to those concepts you can apply some of the following search methodologies to help your thinking and structure your search.

Worth knowing:

The actual availability of some of the following features will vary depending on the resource you are using. Some of the symbols or terms may also vary. Always see the individual resource online help if you need to clarify.

Truncation and wildcards can help you make the most out of the individual search terms you have decided to use by searching for plurals, variant spellings etc.

Now

➤ Check the tutorial “Truncation and wildcards” on the Skills Tutorial tab of the HYMS Library webpages - http://libguides.hull.ac.uk/medicine/skills

➤ Truncate and/or insert wildcards to your terms in your scenario in the table opposite

Search / ‘Boolean’ Operators allow you to control how the different elements of a search are combined (do you want cats with dogs, just dogs, cats or dogs? etc)

Now

➤ Watch the tutorial “Boolean operators: AND, OR, NOT” on the Skills Tutorial tab of the HYMS Library webpages - http://libguides.hull.ac.uk/medicine/skills

➤ Consider how you would use search operators in your scenario, using the table opposite

➤ See Section 2: Appendix 1 to see how we’ve used search operators and truncation in our Social media scenario.
Proximity operators again allow you to control the relationship between words in a search.

Now

- Check the tutorials “Phrase searching and Parenthesis” and “Boolean: proximity operators” on the Skills Tutorial tab of the HYMS Library webpages - [http://libguides.hull.ac.uk/medicine/skills](http://libguides.hull.ac.uk/medicine/skills)
- Consider if these are relevant for your scenario in the table opposite
Step 3: Explore resources: Databases and search engines
In this section you have the chance to explore various different search resources and find out the pros and cons of each.

The limits of Google

Google is convenient but remember the following:

- It only covers the tip of the iceberg, not the ‘deep web’ →
- It tries to guess what you want to see based on your previous searches and location, but it doesn’t necessarily guess correctly. Log out of Google before searching to get a cleaner set of results.
- You do not get to use a lot of the features we have looked at above because Google’s trying to do the thinking for you. Think for yourself! Use the Verbatim option if you want to get Google to stop guessing and to stick precisely to the terms you enter:

Google has an advanced search option (http://www.google.com/advanced_search) and a list of specialist search operators can be found at http://support.google.com/websearch/answer/136861.

Note that as good as these work-arounds are, you are still quite limited in your ability to create a comprehensive search, you have very little quality control, and you can only find the things that Google has indexed...

Google scrapes the surface. The Library shines a light into the murk.
**Subject-specific databases**

Subject databases have several advantages over Google and you will be expected to primarily use these during your studies. A separate workbook is available on Medline and Embase. Here, however, you get a chance to explore some additional resources which peers have found useful:

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**Worth knowing:**

When searching on a database or search engine your results will not normally be limited to those available via the Universities of Hull or York. You must check availability *after* searching.

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Now

- Read the following information and follow the links to supporting material about the resources below.
- Search the different resources for either our example social media search and/or your own search.
- Think about the different approaches you are having to take and the types of results you are getting from each resource.

**Medline**

is the major abstracting service for the medical and biomedical sciences indexing over 4,600 journals. It contains bibliographic citations and abstracts for items added from 1946 onwards. On Ovid Medline is split into several different search packages.

**Embase**

covers biomedical and pharmaceutical information, indexing over 3,500 drug and biomedical related journals. This therefore overlaps with Medline but also includes information sources which Medline does not cover. This means that you may often wish to search both databases as you will receive slightly different search result numbers and types of information.

---

**Find out more**

- about Medline and Embase via Ovid and how and when to use them using the University of York guide in Section 2: Appendix 2 and available at [http://libguides.hull.ac.uk/medicine/FindArticles](http://libguides.hull.ac.uk/medicine/FindArticles).
Web of Science provides access to a number of databases giving abstracts for journal articles and conference proceedings, plus cited references. Its Core Collection gives access to the Science Citation Index, Social Citation Index and BIOSIS amongst other databases.

Find out more

- about Web of Science and how and when to use it using the University of York guide in Section 2: Appendix 2 and available at [http://libguides.hull.ac.uk/medicine/FindArticles](http://libguides.hull.ac.uk/medicine/FindArticles).

Scopus

is an abstracting and citation database covering peer-reviewed research literature and web sources in the natural sciences and medicine, social sciences, arts and humanities.

Find out more

- about Scopus and how and when to use it using the University of York guide in Section 2: Appendix 2 and available at [http://libguides.hull.ac.uk/medicine/FindArticles](http://libguides.hull.ac.uk/medicine/FindArticles).

Googlescholar

can be used to search specifically for academic-type material such as peer-reviewed papers. Google Scholar is more like a database than a search engine but it must be used with care.

Find out more

- about GoogleScholar and how and when to use it using the University of York guide in Section 2: Appendix 2 and available at [http://libguides.hull.ac.uk/medicine/FindArticles](http://libguides.hull.ac.uk/medicine/FindArticles).

**Worth knowing:**

Web of Science and Scopus are both ‘citation indexes’. This means that they allow you to search forward to find citations of an article in later works. This allows you to ‘follow’ an academic argument.

**Worth knowing:**

If you are using your own PC/device you can set Google Scholar to check your retrieved results against your selected Libraries – including Hull and York. See the above guide for information.
Step 4: Finding the articles
Once you have completed a search for information you will also want to be able to retrieve the full text of any relevant articles you have identified.

Now

- Select some of the references from your search and see if the full text (i.e. complete articles) is available via Hull or York using the HYMS eJournal cross-search.
- Check the Get a head start > eJournals tutorial (from the New Students tab) if you need another reminder of how to do this.

Have you:
In the **Searching for more** section of this workbook have you:

<table>
<thead>
<tr>
<th>Question</th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tried thinking of a search scenario and how you would break it down for a search?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Thought about synonyms you could use?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Applied truncation and wildcards where you could?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Used the search operators AND and OR to help structure your search?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Tried your search on one or more database?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Tried to track down some full articles from your search?</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Are you:

<table>
<thead>
<tr>
<th>Question</th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td>Aware of some of the pros and cons of different databases and search engines you many want to use?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Happy that you can structure a search using synonyms, search operators, wildcards and truncation?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Able to conduct a search using synonyms, search operators, wildcards and truncation on the suggested databases?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Able to track down some full articles from your search?</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

What I have learnt:
If you’ve worked through the **Searching for more** section of this workbook you should now be able to construct a search strategy from a scenario or question and be able to use that search strategy to retrieve information.

Now:
If you have encountered any difficult with any aspects of this session:

- Talk to a member of staff
- Try working through some of this material again outside the session
- Contact [library@hyms.ac.uk](mailto:library@hyms.ac.uk)
Section 2: Appendix 1: Step 2: Plan your search

The relationship for the medical professional between professionalism and personal freedom in the use of social media.

Taking these concepts, adding synonyms, using truncation and Boolean we could develop a search structure similar to the following:

<table>
<thead>
<tr>
<th>Social media</th>
<th>Medical Professional</th>
<th>Professionalism</th>
<th>Personal use</th>
</tr>
</thead>
<tbody>
<tr>
<td>Social (media or network)</td>
<td>Medic*</td>
<td>Professional*</td>
<td>Freedom</td>
</tr>
<tr>
<td>Twitter</td>
<td>Doctor*</td>
<td>Ethic*</td>
<td>Express*</td>
</tr>
<tr>
<td>Facebook</td>
<td>Surgeon*</td>
<td>Legal*</td>
<td>Libert*</td>
</tr>
<tr>
<td>Blog*</td>
<td>GP</td>
<td></td>
<td>Honest*</td>
</tr>
<tr>
<td>Web post* or webpost</td>
<td>General Practitioner*</td>
<td></td>
<td>Opinion*</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Offens*</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Unguarded</td>
</tr>
</tbody>
</table>

See Appendix 3 to see how we have used this strategy on Web of Science, Scopus and Google Scholar.

Thinking space: can’t think?

Here are some ideas just to give you some search practice:

- Does simulation based medical education yield better results in physician competence than other forms of clinical education?
- How important is literature searching as an EBM skill in undergraduate learning?
Section 2: Appendix 2: Subject specific databases guides

Contents:

Medline & Embase

Web of Science

Scopus

GoogleScholar
Medline and Embase: quick user guide
See also the fuller guide at http://libguides.hull.ac.uk/medicine/skills.

What is Medline?
Medline is a bibliographic database (updated daily) containing information from approximately 5,500 biomedical and life science journals in nearly 40 languages; from 1946 to present.

What is Embase?
Embase (also known as the Excerpta Medical Database) covers biomedical and pharmaceutical information, indexing over 3,500 pharmaceutical and biomedical related journals. It is updated weekly.

Accessing the databases
Both databases are on the OvidSP platform. The following is written with respect to Medline but the principles will hold for Embase.

1. Go to the Find Articles & More tab of the HYMS Library webpages: http://libguides.hull.ac.uk/medicine/FindArticles
2. Click the Medline and Embase link.
3. You will be prompted to enter your University of York log-in details.
4. From the OvidSP menu, select the database you wish to use. In this example we have selected OVID MEDLINE (R) without Revisions.

Searching
To perform a simple search in this database, type in your first search term into the search bar and click Search.

As the Map Term to Subject Heading box is ticked, it will then suggest Subject Headings for you to search with.

A screen similar to the following will appear:
Combining searches
It is very important to be able to combine previous search sets together to produce more complex searches. To combine your searches, within the Search History tick the boxes next to the searches you wish to combine, and then click **And** or **Or** - depending on how you wish to combine searches.

In this example, the search for **Social Media** has been combined with a search for **general practitioners**.

Viewing and working with your results
Click on Display or scroll down to view your results.

- Click in the checkbox next to the title to select individual results, or click **All** to select the whole set.
- **Print** or **email** selected results. Use **Export** to save results to Word or to a reference manager.
- Clicking on **Find It @ York** will check if the full text of an article is available at the University of York. Items not available at York may be available from Hull.

You are presented with a list of Subject Headings (MeSH) - tick the heading(s) that fit your search [e.g. ‘Social Media’ in this case]. You can also tick the keyword option at the bottom of the list to search using the word(s) you typed in.

Click **Complete Reference** to view all of a result.
Web of Science: quick user guide

What is Web of Science?
Web of Science provides access to a number of databases giving abstracts for journal articles and conference proceedings, plus cited references and current awareness alerts. The Web of Science Core Collection gives access to the Science Citation Index, Social Sciences Citation Index and the Arts & Humanities Citation Index; MEDLINE and BIOSIS are also available.

When should I use Web of Science?
Use Web of Science when you want to:
- find journal articles and/or conference proceedings on your subject
- find cited references, find out who has cited (referred to) previously published works. This allows you to:
  - find more recent articles which update earlier research
  - find responses to an article
  - see how influential an article has been
  - identify other articles on the same topic as the original work.

Searching Web of Science

Multiple boxes allow you to build up your search. Click on +Add Another Field to add more search boxes.

The drop-down menus allow you to narrow your search by searching specific fields, e.g. Title.

Web of Science Core Collection
To see this list of databases, click on the arrow to the right of All Databases and select the Web of Science Core Collection, then click on MORE SETTINGS.

Use a separate box for each concept.

Link concepts together, e.g. with AND.

Tick the databases that you wish to search. This example has chosen SSCI and CPCI-SSH.

You can limit the date range within which you are searching.
**Viewing and downloading results**

The Results screen contains all the items matching your search criteria:

- **Shows the number of items found.**
- **You can refine results in various ways, e.g. limit by Publication Years.**
- **Clicking on the title opens the item record, showing the abstract. You can also view the abstract by clicking on View Abstract.**
- **Click on Full Text to see if the Library has access to the item.**
- **You can print or email your list of references by ticking the boxes to the left of the required references and then clicking on the print or email icon.**

**Cited Reference Search**

Web of Science provides details of how many times a particular journal article has been cited with links to the citing articles. First select to search the Web of Science Core Collection, then click on the dropdown arrow to right of Basic Search and select the Cited Reference Search.

- **Enter the author’s name and, if you know it, the year of publication for the journal article that you are checking and click on Search.**
- **Click in the tick box/es next to the relevant author and then click on Finish Search. You’ll then be given a list of articles that have cited the original article.**
Scopus

What is Scopus?
Scopus is an abstracting, indexing and citation database covering peer-reviewed research literature and web sources in the natural sciences and medicine, social sciences, arts and humanities.

Searching Scopus

Click the button to run your search.

Viewing your results

You can select all items using the checkbox dropdown, or just tick individual items.

You can limit your search to a particular date range using the drop-downs, or uncheck the boxes to limit to a particular subject area, e.g. Social Sciences & Humanities.

See a graphical breakdown of your results using Analyze results.

The number of times an article has been cited within the database (will be smaller for newer articles).

Sort the results by date, number of times cited, relevance, etc.

Click to view a summary of the article within the results page.
Click on the title of an article to see more information, including an abstract, references and keywords.

Click on an author name to see more works by that author.

Click on or to see if the Library has access to the full text of an item.

**Citation searching**

Scopus is particularly useful for finding articles that have been cited within an article, and articles that have subsequently referenced that article:

- Click on an article title to see a list of works that are cited within it
- Click Cited by to see a list of articles within Scopus that have cited that article
- Click on Related documents for other articles that have referenced works cited in that article

To view all references or citing articles for all of your results, Select all using the checkbox dropdown at the top of the results page, then choose View Cited by or View references (under the More… dropdown):

More information about the use of Scopus to measure citation impact is available on the Information for Researchers web pages at [http://www.york.ac.uk/library/information-for/researchers/citation/](http://www.york.ac.uk/library/information-for/researchers/citation/)

**Exporting results**

Selected results can be exported to a reference management program using the Export option. You can also Print or Email your results using the options under the More… dropdown, or create a bibliography in a reference style of your choosing (Create bibliography).

**Combining searches**

Previous searches can be combined. Click on Search to return to the Search screen and use the line numbers of the searches you wish to combine (preceded by #) in the Search history search box:
Google Scholar: quick user guide

What is Google Scholar?

In the last few years, the Google search engine producers have used Google’s searching technology to develop another search engine with the academic community in mind, called Google Scholar. Google Scholar is more like a database than a search engine. It is also very popular but must be used with care.

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.

When should I use Google Scholar?

- Use Google Scholar in conjunction with the databases and bibliographic resources for your subject. 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 Library Catalogues);
- 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.

Accessing Google Scholar

Google Scholar is freely available and can be accessed directly at: http://scholar.google.co.uk

Searching Google Scholar

To get the best out of Google Scholar (and the Google search engine itself) it is advisable to use the Advanced Search facility.

Click on the drop-down arrow in the main Scholar search box to select the Advanced Scholar Search.

Here you can carry out a sophisticated search with dates, phrases, author names and other options (as per the example, right).

Note that truncation of words (e.g. using cultur* to find culture, cultures, cultural etc.) is not possible.
Viewing and downloading results

There are a few points to bear in mind about the results that you retrieve:

- The online documents which the search engine retrieves are not necessarily available to you: i.e. the Universities will not necessarily have full text access to the resources found
- School websites are included in Google Scholar so the scope is not always appropriate for UK Higher Education.

When you use a campus-networked PC, Google Scholar will automatically link to the University’s Library Catalogue so that you can check whether the books and journal articles in your list of results are available in the Library. If you are using a PC off campus, it is possible to set your preferences within Google Scholar so that you can still see Full Text @ York and Find @ Hull links. To do this:

- Click Settings (top right of the Google Scholar homepage) and then on Library links;
- In the Library links section, type in University of York and click the search button;
- Click the tickbox next to University of York – Full Text @ York;
- Now search for University of Hull;
- Click the tickbox next to University of Hull - Find@Hull
- Click on Save.

Links to full texts are given at the right-hand side of the search results where available. Look in particular for the Full Text @ York or Find @ Hull link in some references. It means the e-journal or e-book is subscribed to at York or Hull and therefore the article or chapter is available to you in full text. Note that the Find @ Hull option does not show all available texts at Hull.

Exporting results into Endnote

Google Scholar can be set-up to allow you to download references into Endnote:

- Click Settings (top right of the Google Scholar homepage);
- In the Bibliographic Manager section select Show links to import citations into;
- Select the Endnote option and Save the changes;
- When you search Google Scholar you will now see an Import into Endnote link with each result. You can click on this link to download each (single) reference into Endnote.

Note

- To access ALL of above databases go to: [http://libguides.hull.ac.uk/medicine/FindArticles](http://libguides.hull.ac.uk/medicine/FindArticles)
- Copies of the following guides can be found on this page by clicking on the corresponding icon beside each title
Section 2: Appendix 3: Example searches

10 Sep 14

These are what our searches looked like for the 3 databases for our question relating to the relationship for the medical professional between professionalism and personal freedom in the use of social media. Your results will look different depending when you ran the search as well as what terms and limits you entered:

Medline:
Web of Science:

In Web of Science it can be useful to display (‘sort’) returned results by Times Cited.
Scopus:

Note that you have more results here. Results will vary depending on what you are looking for and where. Do not always rely on one database as they may have subject coverage strengths and weaknesses.
GoogleScholar:

Note that you have much fewer search options here – see Appendix 2 for details.