FINDING ARTICLES IN LIS & ARM
FINDING ARTICLES IN LIS & ARCHIVES

PURPOSE OF THIS HANDOUT

► How to find articles in LIS & ARM (Archives & Records Management) fields of knowledge in the University of Toronto Libraries’ (UTL) online resources and paper resources
► How to identify peer-reviewed articles and journals

CONTENTS OF THIS HANDOUT

► Overview: Getting to books & journals & articles from the UTL homepage [p.3]
A look at how the e-resources are organized at UTL

► Overview: Getting to the article databases from the UTL homepage [p.4]
Popular databases | Looking for article databases in Subjects A–Z

► Overview: About peer-reviewed articles & scholarly journals [p.6]
Using Ulrich’s Periodicals Directory online (Ulrichsweb)

► Some subject search strategies [p.7]
  o Find terminology describing your topic so that you can use synonyms in your search
  o Probe for subject descriptors used by the database you are searching
  o Check for a thesaurus, or browse a list of subject terms used by the database
  o Break down a complex topic into its components, think of synonyms, and then combine the terms with BOOLEAN operators
  o Consider the level of specific-ness (specificity) of your topic
  o Use truncation to catch word variations
  o Search in more than one way

► About the subject database Library Literature & Information Science FullText [p.11]
Description of coverage | Fields to search in | Limits to apply | Other functions | Browse lists

► About the subject database Library & Information Science Abstracts (LISA) [p. 13]
Description of coverage | Fields to search in | Limits to apply | Other functions | Browse lists

► For more help | Some websites of interest [p.15]
Getting to books & journals & articles from the UTL homepage

www.library.utoronto.ca

LIBRARY HOMEPAGE START-YOUR-SEARCH

A mega-search that searches the following **ALL AT ONCE:**

- UTL catalogue, with its millions of books & journals
- Over 1200 licensed article databases in all areas of study
- UTL collection of hundreds of Research Guides (aka LibGuides)
- The UTL website, which includes things like the UTL staff directory, and the UTL FAQ collection

While this kind of search is great for a quick view of what exists, it is not the best way to do a literature review, or to search for articles on a topic.

To be an efficient searcher, look in the right container for what you want e.g. books in the CATALOGUE, articles in ARTICLE DATABASES, newspapers in NEWSPAPER DATABASES, etc.

ONLINE & PAPER **BOOKS**—CATALOGUE SEARCH

ONLINE & PAPER **JOURNALS**—CATALOGUE SEARCH

JOURNAL **ARTICLES**

- **ARTICLES SEARCH**
  Find known articles, or articles on a topic from over 1200 databases searched all at once. This is the Summon search. You’ll get huge #s of results when searching for articles on a topic with this search

- **DATABASE SEARCH**
  Find articles in databases, either huge interdisciplinary databases like Web of Science, or Scopus, or in hundreds of different specialized subject databases such as America History & Life, or Library Literature & Information Science

SOME TIPS

- Don’t use the catalogue to look for articles. The catalogue DOES NOT CONTAIN ARTICLES. It only tells you about books and journals, not about the articles contained in journals.

- When searching for items by their titles, use double quotes (""") around the title.

- If you don’t get any results, check your spelling!

- Searching for articles on a topic takes time. Don’t leave it to the last minute.

- Ask for help. No question too stupid. Really. Let us (the Inforum staff) help you save your time.

- While searching 1200 databases all at once (the ARTICLES or Summon search) can be very convenient for finding a known fulltext journal article, it isn’t the most efficient way of searching for articles on a topic. Search one or a few article database(s) in the topic area, or by using the PROQUEST or EBSCO lists, where you can pick and choose the subject-specific databases most suited to your topic.

iSkills workshops: Inforum, Faculty of Information: Finding articles in LIS & ARM—Handout

Nalini K. Singh (Fall 2018)
Getting to article databases from the UTL homepage

**Where are the article databases?**

A) Individually listed by title in the catalogue  
B) Grouped by categories in Subjects A–Z – *this is the fastest route*  
C) Some are listed in a small subset of popular databases

**A) CATALOGUE**  
Databases titles are listed individually in the catalogue  
- Click on CATALOGUE.  
- Choose TITLE search.  
- Enter database title in double quotes e.g. “library and information science abstracts”  
- Follow the link in catalogue record to get to the database

**B) POPULAR DATABASES**  
- A short list of popular databases, including popular Ebsco and Proquest subject databases  
- Also lists important interdisciplinary databases such as Scopus and Web of Science, JSTOR and Project Muse

**C) SUBJECT A–Z**  
- A list of hundreds of databases organized by subject area  
- The list also includes databases covering special formats e.g. DISSERTATIONS, ENCYCLOPEDIAS, NEWSPAPERS
Article databases in the LIS & ARM subject areas

From the **Subject A–Z listing**, look for the Library and Information Science category to see recommended databases. These databases also include articles from archives journals.

**Key for LIS & ARM:**
- 1984–present
- 1969–present
- 1960s–present

**Additional databases for ARCHIVES:**

Look in the HISTORY—GENERAL category, to see other very useful databases, such as *America: History & Life* [North America], and *Historical Abstracts* [the rest of the world].
ABOUT SCHOLARLY JOURNALS & PEER-REVIEWED ARTICLES

Characteristics of scholarly journals
- Content written by academics, for a scholarly audience
- Assumes that reader is familiar with concepts and terminology in the field.
- Often contain presentation of original research: usually organized in a standard structure — abstract, intro, literature review, research methodology, findings, and results discussion
- Articles are usually lengthy, and often include charts & graphs of data (not photos)
- Always contains footnotes and/or list of references cited
- Peer-reviewed, for the most part

Where do scholarly journals come from?
Associations & other professional organizations; university presses; commercial publishers.

What does ‘scholarly journal’ mean?
- A publication that is authored by academics for a target audience that is mainly academic and that is published by a recognized society with academic goals and missions — definition: Proquest (database provider)
- A journal may be scholarly, but not peer-reviewed.

What does ‘peer-reviewed’ (or refereed) mean?
- A publication in which articles go through an official editorial process that involves review and approval by the author’s peers (experts in the same subject area) — definition: Proquest (database provider)
- Think of it as a type of scholarly quality-control mechanism. With peer-reviewed journals, articles are read and critiqued by experts in the same field, before being accepted for publication.

How can you tell if an article is from a peer-reviewed (a.k.a refereed) journal?
1. Check in Ulrichsw eb, the online version of Ulrich's Periodical Directory: Covers 300,000 journals worldwide, from 90,000 publishers, in 950 subject areas. Look up the journal title in Ulrichsw eb, then check for this symbol which means ‘refereed’. Ulrichsw eb can be found in the catalogue as shown below.

2. Some journal repositories, e.g. Scholars Portals journals, will say so in the journal information.
3. Limit to ONLY peer-reviewed articles when you search. Many databases have this feature.
4. Look up the journal’s website to see if it says ‘peer-reviewed’ in the journal’s description.
SOME SUBJECT SEARCH STRATEGIES

- Searching for articles on a subject can be challenging, and take more time
- Unlike author names or article titles, a topic/concept may be described by numerous synonyms
- The words used by the database creators to describe topics may be different than the ones you think of

Try some of these strategies:

1. Think about the terminology used to describe your topic
   - Look for topic/concept words in other articles that you already have on the topic.
   - Look for words used in an overview-type article e.g., article in an encyclopedia, or a literature review article, perhaps some articles from your course reading list.

2. Probe for subject descriptors used by the database you are searching
   - Don’t start off with a SUBJECT search. Use a KEYWORD/ANYWHERE search to find an article that fits your topic, check its subject terms, then go back and use the terms in a SUBJECT search.
   - Think of words that might be used in an article title, and do a preliminary TITLE search. For example, an article about blogs most like will have the word BLOG in its title.
   - Once you have found a few on-topic articles, look at the subject terms in those articles, and look at the SUBJECT FACETS as well, and then do a SUBJECT search based on what you find, with the Boolean ‘or’ e.g., war or conflict or revolution or genocide
   - Use any search refinement features available
     E.g. SUBJECT FACETS that group the search results into topics.
   - If the database you are searching does NOT have subject descriptors:
     Use words that to better contextualize your search:
     e.g., photograph* museum collections preserv*

3. Check for a thesaurus, or browse a list of subject terms used by the database
   - There is a difference between a thesaurus, and a list of subject descriptors.
   - The following chart illustrates the difference.
### THESAURUS ENTRY

<table>
<thead>
<tr>
<th>Terms</th>
<th>Subject Descriptor List</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Images</strong></td>
<td></td>
</tr>
<tr>
<td><em>Used for (UF)</em> iconography</td>
<td></td>
</tr>
<tr>
<td><em>Used for (UF)</em> image data</td>
<td></td>
</tr>
<tr>
<td><strong>Broader term (BT):</strong></td>
<td></td>
</tr>
<tr>
<td>Visual materials</td>
<td></td>
</tr>
<tr>
<td><strong>Narrower terms (NT):</strong></td>
<td></td>
</tr>
<tr>
<td>Bit mapped images</td>
<td></td>
</tr>
<tr>
<td>Digitized images</td>
<td></td>
</tr>
<tr>
<td>Photographs</td>
<td></td>
</tr>
<tr>
<td><strong>Related terms (RT):</strong></td>
<td></td>
</tr>
<tr>
<td>Art</td>
<td></td>
</tr>
<tr>
<td>Data</td>
<td></td>
</tr>
<tr>
<td>Graphics</td>
<td></td>
</tr>
<tr>
<td>Illustrations</td>
<td></td>
</tr>
<tr>
<td>Image analysis</td>
<td></td>
</tr>
<tr>
<td>Image databases</td>
<td></td>
</tr>
<tr>
<td>Image processing</td>
<td></td>
</tr>
<tr>
<td>Image retrieval</td>
<td></td>
</tr>
<tr>
<td>Image servers</td>
<td></td>
</tr>
<tr>
<td>Images</td>
<td></td>
</tr>
<tr>
<td>Imaging</td>
<td></td>
</tr>
<tr>
<td>Incunabula</td>
<td></td>
</tr>
<tr>
<td>Index language construction</td>
<td></td>
</tr>
<tr>
<td>Index languages</td>
<td></td>
</tr>
<tr>
<td>Index terms</td>
<td></td>
</tr>
<tr>
<td>Indexer consistency</td>
<td></td>
</tr>
</tbody>
</table>


A thesaurus is a **hierarchical listing of all the subject terms** assigned to the articles in a single database, so that users can find articles by their subject content.

A thesaurus shows the **relationship between topics** – broader concepts, and narrower concepts, as well as RELATED terms. This will give you different subject words to try, or suggest relationships you may not have considered.

A thesaurus may also **suggest the ‘right’ term to use**. The word in the above example is IMAGES. It tells you not to use ICONOGRAPHY. So, a search for SU= iconography would find very little, while a search for SU=images would get results.

A thesaurus is only ONE of many tools to help with subject searching. Look also for an alphabetical (or BROWSE) list of subject descriptors. Many databases contain one or both these types of listings of subject words. This is sometimes called an **INDEX**.
4. Break down a complex topic into its components, think of synonyms, and then combine the terms with BOOLEAN operators

EXAMPLE TOPIC: *Use of social media by young people in the context of library services*

CONCEPT 1: social media  
CONCEPT 2: young people  
CONCEPT 3: libraries

SYNONYMS
- Social media: ALSO social network/ing, Facebook, Twitter, Web 2.0
- Young people: ALSO teenagers, teens, young adults, juvenile, children, kids

YOUR SEARCH STATEMENT:
(social media or social network* or Facebook or Twitter or web 2.0) and (children or teen* or youth or young adult*) and librar*

5. Consider the level of specific-ness (specificity) of your topic

For libraries:
- which kind of library:
  - Public library?
  - School library?
    - Which level of school -- Elementary school?
      -- High school?
- Library in a particular geographic location?
  - Canada? Kenya?
  - Ontario? (Toronto? Hamilton?)
- In a particular environment?
  - Urban?
  - Rural?

You can try some of these more specific concepts to narrow a search if you get too many results, or need to refine your focus.

Conversely, if specific terms retrieve too few results, search at a broader level.
6. Use truncation to catch word variations

*Examples:*

- **blog*** to find blog, blogs, blogging, bloggers, blogosphere
- **teen*** for teen, teens, teenager, teenagers
- **Canad*** for Canada, Canadian, Canadians
- **Cataloging** for cataloguing or cataloging

Most databases use * for end-of-word truncation, and $ for within a word.

7. Search in more than one way

Subjects may be inconsistent from article to article, due to human indexer mistakes and inconsistency, so do not rely ONLY on subject searching. Do KEYWORD/ANYWHERE searching as well.

Subjects are also inconsistent from database to database. Therefore think of as many synonyms as you can, and combine them with the Boolean ‘or’.

Subject descriptors may not be used to describe MINOR topics in articles. You can do a search with a subject word, and add it together with a keyword that might be in the abstract, or the article title).

*Examples:*

- SU = librarianship occupational hazards AND KW = (carpal tunnel OR tendinitis)
- SU = search engines AND KW = algorithm*
- SU = archival description AND KW = metadata

---

Always leave enough time for finding articles on topics.

Always revise your searches depending on what you find.

Use various databases, not just the one you are most comfortable with!

Don’t exclude the public web.

There may be very good, authoritative reports, papers, articles, theses, etc. to be found on association/organization websites, in university repositories, on conference sites, etc.
ABOUT LIBRARY LITERATURE & INFORMATION SCIENCE FULL TEXT

- Articles from ~400 journals in the LIS & ARM fields, including book history, rare books, technology, etc.
- Full-text articles from ~175 of these journals; if full-text is not available inside Library Literature, then follow the [Get it! UTL] link to find full-text articles available from other UTL sources
- Coverage: 1984 – present day, with articles added daily from:
  - Scholarly journals |
  - Peer-reviewed journals |
  - Professional journals |
  - Trade magazines
- Also includes some books, conference proceedings, and library school theses
- Database supplied by Ebsco; but the database creator was the H.W. Wilson company (merged in 2011)
- International coverage but focuses on the LIS/ARM literature of North America
- Search session times out after 15 min. of inactivity, with no warning message, so keep this in mind.

List of journals covered: See [https://www.ebscohost.com/titleLists/llf-coverage.htm](https://www.ebscohost.com/titleLists/llf-coverage.htm)

Online tutorial for Ebsco databases: [http://support.ebsco.com/training/flash_videos/adv_guided/adv_guided.html](http://support.ebsco.com/training/flash_videos/adv_guided/adv_guided.html)


USEFUL FIELDS TO SEARCH IN:
Select a Field (optional) = keyword search.
The following fields are searched:
- **TI** = Article title
- **AU** = Individual author
- **CA** = An organization as author
- **SU** = Subject term (e.g. subject tag)
- **SO** = Journal from where the article comes

LIMITS YOU CAN APPLY:
- **Full text** results only
- **Peer-reviewed** journals only
- **Dates**: A specific year or a range of years
- **Publication type**: e.g. academic journal, trade publication, book, conference proceeding
- **Document type**: e.g. article, book review, etc.
- **Language**
OTHER FUNCTIONS

- Includes a **Thesaurus** to help you discover useful SUBJECT terms, plus narrower, broader, & related terms.
- Click on the term to see its SCOPE, and explore NARROWER, BROADER, and RELATED terms
  - Check the boxes that you want, then combine them with OR or AND
  - Click on ADD to add to the search box at the top of the page
  - Finally, click on SEARCH to get a list of results

BROWSE LISTS OF AUTHORS, JOURNAL NAMES, & SUBJECTS

Allows you to browse alphabetical lists of AUTHORS, JOURNAL NAMES, and SUBJECTS
To get there, look under the MORE menu to find INDEXES
ABOUT LIBRARY & INFORMATION SCIENCE ABSTRACTS (LISA)

- Covers articles from ~440 periodicals in its subject area, with citations from 1969 to present
- Covers LIS, ARM, knowledge & info management, info technology, Internet, publishing and more
- Includes book reviews, conference papers, as well as journal articles
- Some, but not much fulltext in LISA: Follow the [Get it UTL] link to find full-text from other UTL sources
- More international coverage than Library Literature & Information Science F/T
- Updated biweekly with more than 500 records added per update
- Search session times out after 30 min. of inactivity. It warns you 5 minutes before, with option to extend
- Database supplied by Proquest; Proquest is also the database creator

HELP: See LISA Help LibGuide  http://proquest.libguides.com/lisa  See especially:
The SEARCH TIPS >> Advanced search page: for screen captures, explanations, and videos
The RESULTS tab: for screen captures and explanations of all results page features & functions.

<table>
<thead>
<tr>
<th>LIMITS YOU CAN APPLY:</th>
<th>USEFUL FIELDS TO SEARCH IN:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Peer-reviewed journals only;</td>
<td>Anywhere = Searches all fields e.g. title, author,</td>
</tr>
<tr>
<td>Publication date</td>
<td>subject, abstract, journal name, abstract,</td>
</tr>
<tr>
<td>Source type: e.g. scholarly journal,</td>
<td>as well as fulltext</td>
</tr>
<tr>
<td>conference proceedings, etc.</td>
<td>NOFT = Anywhere but fulltext</td>
</tr>
<tr>
<td>Document type: e.g. article, book</td>
<td>AU = Individual author</td>
</tr>
<tr>
<td>review</td>
<td>TI = Document title</td>
</tr>
<tr>
<td>Language</td>
<td>PUB = Journal name</td>
</tr>
<tr>
<td></td>
<td>SU = Subject heading</td>
</tr>
</tbody>
</table>

iSkills workshops: Inforum, Faculty of Information: Finding articles in LIS & ARM– Handout  Nalini K. Singh (Fall 2018)
SOME OTHER FUNCTIONS

Add other Proquest databases to your search from a list of ~100 Proquest databases subscribed to by UT

SELECTED ITEMS = Marked List
RECENT SEARCHES = Search History

BROWSE LISTS OF AUTHORS, JOURNAL NAMES, & SUBJECTS

Look up lists of authors*, journal names, and subject terms. Links to these lists appear once you choose the AUTHOR, PUBLICATION TITLE, or SUBJECT HEADING fields to search in

* Best way to find everything by an author with name variations, e.g. W. Duff, W.M. Duff, Wendy Duff, Wendy M. Duff.

THESAURUS

Look up subjects in the LISA thesaurus – See the link to the thesaurus in ADVANCED SEARCH mode

Get referred from term NOT used (senior citizens) to the term that IS used (older people)
For more help

- Questions & individual consultations:
  Nalini Singh, Inforum Reference Services & Web Coordinator
  416-978-7069
  nalini.singh@utoronto.ca

- Any of the Inforum librarians will be happy to assist you. Please ask for us at the Inforum Information Desk.

- Inforum email:
  help.ischool@utoronto.ca

More info

Inforum videos & 14pg. help guide on using the UTL library catalogue
https://inforum.library.utoronto.ca/workshops/finding-print-and-electronic-resources-university-toronto-libraries

Inforum page: Research guides & more
https://inforum.library.utoronto.ca/research/guides

LibGuide on peer-reviewed material
http://guides.library.utoronto.ca/peerreview

Scholars Portal journals
https://journals.scholarsportal.info/
Scholars Portal journals has 53+ million articles from over 22,500 fulltext academic journals, and is available to faculty and students at Ontario universities. Many articles that you access from ARTICLE SEARCH come from this journal repository.