FINDING E-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

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Getting to books & journals & articles from the UTL homepage

www.library.utoronto.ca

LIBRARY HOMEPAGE SEARCH BOX

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
- The UTL FAQ collection

While this kind of search is great for a quick look at a sample 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.

PAPER & ONLINE BOOKS——CATALOGUE

PAPER & ONLINE JOURNALS——CATALOGUE

JOURNAL ARTICLES

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

- 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 some tasks, such as 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.
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
C) Some are listed in a small subset of popular databases

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**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

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**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

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**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

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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 include articles from journals in archival studies.

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 ‘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 2-3 experts in the same field, before being accepted for publication.

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.

How can you tell if an article is from a peer-reviewed (a.k.a refereed) journal?

1) Check in Ulrichsweb, the online version of Ulrich’s Periodical Directory: a directory of 300,000 journals worldwide.

   Look up the journal title in ULRICH’s: check for this symbol which means ‘refereed’

2) Some journal repositories, e.g. Scholars Portals journals, will say so in the journal info tab
3) Limit to ONLY peer-reviewed articles: many databases have this feature
4) The journal publisher’s website may say so in their marketing material.
SOME SUBJECT SEARCH STRATEGIES

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

Try some of these strategies:

1. **Think of the terminology used to describe your 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.
   - Look for topic/concept words in other articles that you already have on the topic.

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.
   - **IF the database you are searching does NOT have subject descriptors:**
     - Use words that will contextualize your search: e.g. photographs museum collections preservation
   - Use any search refinement features available
     - E.g. SUBJECT FACETS that group the search results into topics.

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

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<tr>
<th>Images</th>
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<td>Used for iconography</td>
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<td>Used for image data</td>
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<th>Broader term:</th>
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<td>Visual materials</td>
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<th>Narrower terms:</th>
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<tr>
<td>Bit mapped images</td>
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<td>Digitized images</td>
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<td>Photographs</td>
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<table>
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<tr>
<th>Related terms:</th>
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<tr>
<td>Art</td>
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<td>Data</td>
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<td>Graphics</td>
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<td>Illustrations</td>
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<td>Incunabula</td>
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<tr>
<td>Index language construction</td>
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<td>Index languages</td>
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<td>Index terms</td>
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<td>Indexer consistency</td>
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A thesaurus is a hierarchical listing of all the subject terms assigned to the articles in a single database, so that users may easily find articles by subject.

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 retrieve results of articles on that topic.

A thesaurus is only ONE of many tools to help with subject search. Look also for an alphabetical (or BROWSE) list of subject descriptors. Many databases contain one or both these types of listings of subject words.
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, young adults, juvenile, children, kids

YOUR SEARCH STATEMENT:

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(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
- Catalog?ing for cataloguing or cataloging

7. Search in more than one way

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

Subjects are also inconsistent from database to database. Therefore think of as many synonyms as you can, and use them in Boolean searching.

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 (could be in an abstract, or the article title).

*Examples:*

- SU = librarianship occupational hazards AND KW = carpal tunnel
- 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

- Covers ~400 journals in the LIS & ARM field, including book history, rare books, technology, etc.
- Full-text articles from ~175 of these journals; citations for the rest
- Follow the [Get it UTL] link to find full-text articles available from other UTL sources
- Database supplied by Ebsco; but the database creator was actually H.W. Wilson (merged in 2011)
- Different kinds of articles added daily from:
  - Scholarly & peer-reviewed journals
  - Professional journals & trade magazines
- Also includes some books, conference proceedings, and library school theses
- International, but concentrating on the LIS/ARM literature in North America
- **List of journals covered:** Available from Ebsco (the database supplier’s) website at http://www.ebscohost.com/academic/library-literature-information-science-full-text
- **HELP:** See online tutorial http://support.ebsco.com/training/flash_videos/adv_guided/adv_guided.html

**USEFUL FIELDS TO SEARCH IN:**
Select a Field (optional) = this is the keyword field. It searches article title, author, subject tags, words in the abstract, journal name.

- **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

Also allows you to browse alphabetical lists of AUTHORS, JOURNAL NAMES, and SUBJECTS, by using the INDEXES menu under MORE.
ABOUT LIBRARY & INFORMATION SCIENCE ABSTRACTS (LISA)

- Covers articles from ~400 journals in its subject area, with citations from 1969 to present
- Some 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
- All records have abstracts
- Updated every month, with more than 1,000 records added per update.
- Includes book reviews, conference papers, as well as journal articles
- 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.

LIMITS YOU CAN APPLY:

Peer-reviewed or scholarly journals only;
Publication date
Source type: e.g. scholarly journal, conference proceedings, etc.
Document type: e.g. article, book review, etc
Language.

USEFUL FIELDS TO SEARCH IN:

Anywhere = this searches all fields e.g. title, author, subject, abstract, journal name, abstract, fulltext
AU = individual author
TI = document title
PUB = journal name
SU = subject heading
**OTHER FUNCTIONS**

**ProQuest**

Add other Proquest databases to your search from a list of ~70 Proquest databases subscribed to by UTL

**SELECTED ITEMS = Marked List**

**RECENT SEARCHES = Search History**

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**BROWSE LISTS OF AUTHORS, JOURNAL NAMES, & SUBJECTS**

Look up lists of authors*, journal names, and subject terms. A link 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.

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**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 Coordinator
  416-978-7069
  nalini.singh@utoronto.ca

- Any of the Information Services librarians will be happy to assist you, at the Inforum Information Desk, or just ask for us if we are not on the desk.

- Help email: help.ischool@utoronto.ca

Some websites of interest

Inforum video & 14pg. help guide on using the UTL library catalogue
http://current.ischool.utoronto.ca/workshops/2016/finding-print-and-electronic-resources-utl

About Scholars Portal
http://scholarsportal.info/

Scholars Portals books
http://books2.scholarsportal.info/home.html
In addition to the commercial content of over 145,000 books, SP books also contains over 370,000 open access titles that available to OCUL members (incl. U of T users), but also to the public at large.

Scholars Portals journals
http://journals2.scholarsportal.info
Scholars Portal Journals has 38+ million articles from over 16,000 full text academic titles.

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