Develop search strategies suitable for the particular database you are using:
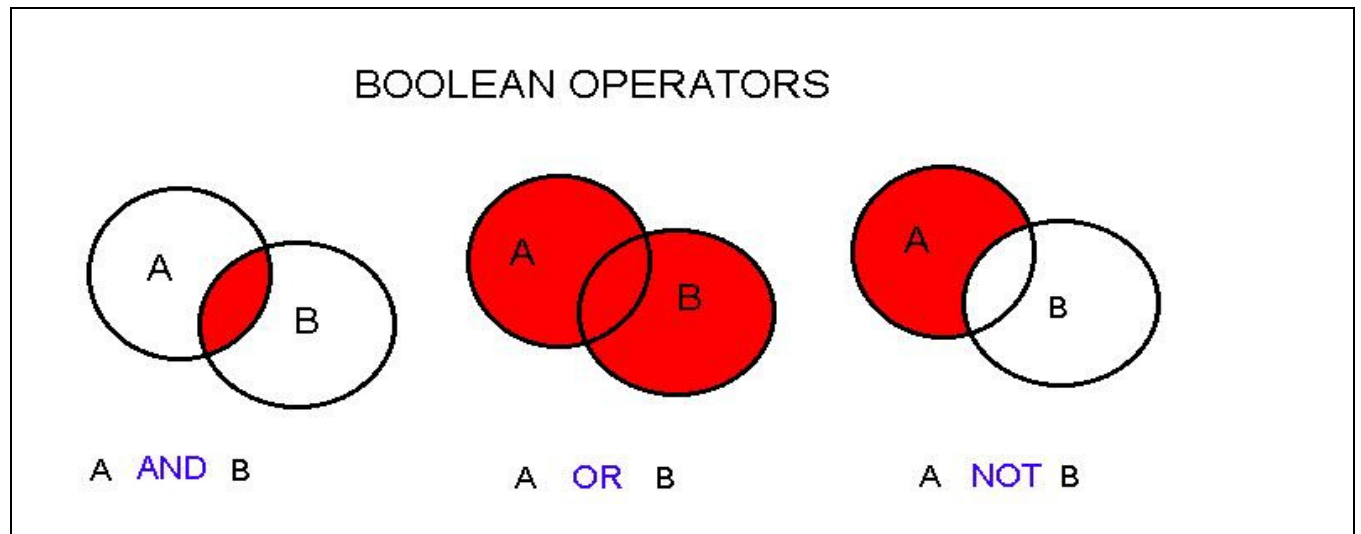
- o Check the **help pages** to make sure you know how best to search the database
- o With your research question in mind, find **search terms**
- o Consider using **spelling variants** or employing **wildcards/truncation**? What synonyms, broader or narrower terms are there that might help you find more/fewer results
- o What are the special terms used by the scientific communitiy? (e.g. "L2", "second language"?)
- o Find descriptors via index or thesaurus
- o In what language can you usefully search (English? Deutsch?)
- o Is spelling relevant? Case-sensitive?
- o Are words next to each other searched as a phrase or do you need to use inverted commas to indicate that words next to each other are a phrase only (second language or "second language")?
- o Are words next to each other searched as a phrase or are they automatically combined by the AND operator?
- o Are there "stop words" (e.g. "and", "the", …) which are not searched?
- o Descriptors or keywords?
- o Formulate searches (Boolean Operators; Proximity Operators; Nesting; search, field search, combining searches; complex searches/expert searches using the search syntax of the database)

⚒ **FIND SEARCH TERMS**

Research question:
CONCEPTS
SYNONYMS
BROADER TERMS
NARROWER TERMS
ALTERNATIVE SPELLINGS
DESCRIPTORS IN LLBA

⚒ **FIND SEARCH TERMS**

Explanations:

Boolean Operators (AND/OR/NOT):

BOOLEAN OPERATORS

A AND B   A OR B   A NOT B

http://www.library.uiuc.edu/gex/images/Boolean.jpg (11.10.2007)
aus GeoRef Tutorial der UIUC Geology Library; University of Illinois at Urbana-Champaign

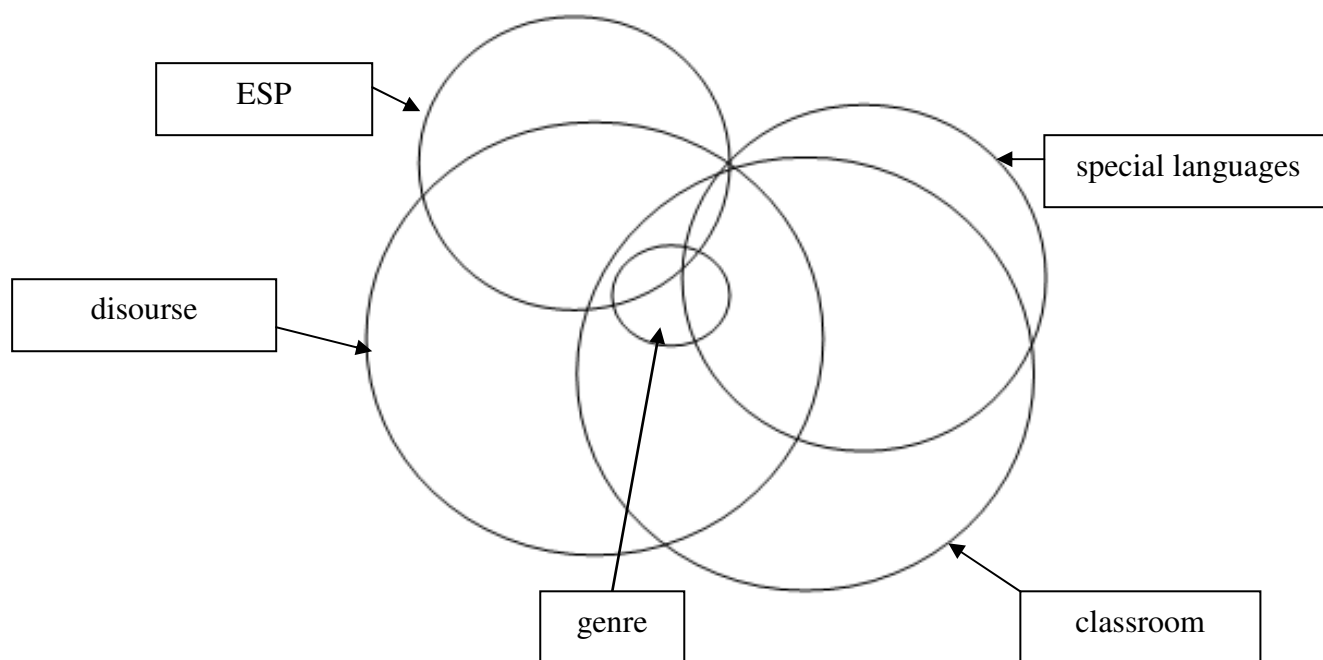| Operator	Meaning	Example	
and	Both terms must be in the record.	Searching for "lingua franca and English language" will return only records that contain both phrases--*lingua franca* and *English language*.	
or	One or both of the terms must be in the record.	Searching for "lingua franca or English language " will return records that contain either phrase-- *lingua franca* or *English language* --or both phrases.	
not	The term after the operator must not be in the record.	Searching for "lingua franca not English language" will return records that contain the word *lingua franca* but do not contain the phrase *literature. English language*	

Adapted from "Searching the MLA International Bibliography"
http://www.mla.org/publications/bibliography/howtouse_mlabiblio/howtosearchmlabiblio Home > Publications >
MLA International Bibliography > How to Use the MLA International Bibliography > Searching the MLA
International Bibliography (31.3.2008)
Pictures taken from "Searching Skills: terminology and concepts; the search process; tutorials"
http://www.library.kent.edu/page/10868 (16.4.2007)

Nesting: Use brackets to formulate search
→   z.B. (discourse AND classroom) AND (special languages OR ESP) NOT genre

Proximity Operators: define proximity of search terms to each other, z.B. dictionary w1 "English language"→ English language dictionary, dictionary of English language nouns, English language pronunciation dictionary, …

Keyword (Stichwort): a word that occurs in the database entry, anywhere or in a particular search field (e.g. title keyword); does not necessarily refer to what a text is about.

Descriptor (Schlagwort/Deskriptor): term that is part of the controlled vocabulary used to describe the topic of a bibliographic record

Wildcard &Truncation (Trunkierung)
→   A *wildcard* replaces a sign by any other - e.g. practi?e   = practice, practise, practize, …
→   Use *truncation* iat the beginningg or end of a search terms allows for variants to be searched: e.g. theat? oder theat* → theater, theatre, theatrical, theatro

Thesaurus: List of descriptors (an alphabetical list or giving broader and narrower terms)

Expert search/Command search: Formulate searches using the database syntax. Ex.:
- au=(Ritchie) AND ti=(handbook of second language acquisition)
- wpe=Ritchie AND wti=handbook of second language acquisition

(3) Managing Results

- o Too many or too few → broaden or narrow your searches
- o Combine two or more sets of results using Boolean Operators
- o Download, print or e-mail results
- o Save searches and set alerts with the help of your own database account (e.g. My EBSCOhost)
- o Import results into EndNote, RefWorks or similar desktop publishing programmes to avoid having to retype them for your list of references

(4) From the result to finding the (full) text

From bibliographic citation in database via SFX button → a list of links connects you to the full text, to catalogues and other online resources

Book titles → Search the University Library online catalogue the Austrian Union Catalogue (Verbundkatalog) (Austrian academic libraries= oder the KVK (Karlsruher Verbundkatalog - a metacatalogue - search catalogues world wide)

Book articles → Search for the book (see Book titles)

Articles in Journals →

 (1) Use the SFX Citation Linker
(2) Look for the journal in:
(2.1.) the Journals and Series Union Subcatalogue (Verbundkatalog Zeitschriften und Serien) and find holdings in Austrian academic libraries - you will be linked to the libraries' online catalogues to learn about their holdings.
(2.2.) Search the DZB (to find out whether a journal is available in Germany for interlibrary loan)
(2.3.) Lists of online journals, e.g. EZB, SFX List, List of Journals in MetaLib

SFX Citation Linker

"The SFX citation linker is a quick tool to find journal articles, books or journals without searching databases or catalogues first. If you get a citation, you can use the SFX citation linker to access a menu of links which may include a shortcut link to the online full-text or may lead you to the journal or book in the Vienna University Library catalogue. If these options are unavailable, the menu of links will allow you to access further online information."

Example: Azuma, S. 1993. "The frame-content hypothesis in speech production: Evidence from intrasentential code switching." *Linguistics* 31, 1071-1093.

⚒ Use the **SFX citation linker** to locate the journal article and the **online catalogue** to locate the book article:

Harrington, M. 1992. "Working memory capacity as a constraint on L2 development." In Harris, Richard Jackson (ed.) *Cognitive processing in bilinguals.* Amsterdam: Elsevier ,. 123-135.

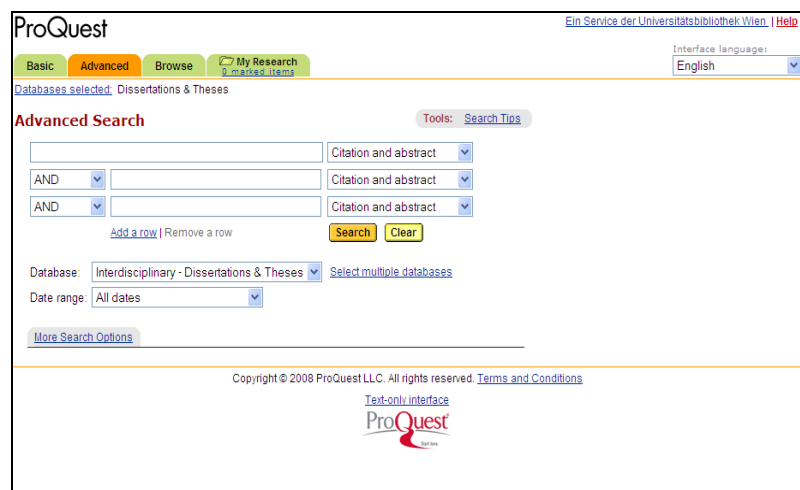Birdsong, David. "Ultimate Attainment in Second Language Acquisition." *Language* 68, 706-755

(5) Full text unavailable in Vienna (€€€)

ILL - Interlibrary Loan: Fernleihe: Preferably search in KVK (Karlsruher Virtueller Katalog (KVK)) - Register in online catalogue and fill in form- collect items in the ILL department in the Main Library.
Document delivery services: http://www.subito-doc.de/

Dissertations: If you wish to buy access to dissertations bibliographic references you may have found in the LLBA you may wish to buy access to electronic versions or paper copies. Go to the Library database service and try to do so via the ProQuest Digital Dissertations and Theses database, which includes the Disseratations Abstract database. Not all theses are available for purchase, however.

(6) RESEARCH SKILLS EXERCISE - keyword or descriptor? 🛠

keywords:
"A significant word or phrase in the title, subject headings (descriptors), contents note, abstract, or text of a record in an online catalog or bibliographic database that can be used as a search term in a free-text search to retrieve all the records containing it. […]
Most online catalogs and bibliographic databases include an option that allows the user to type words that describe the research topic (in any order) and retrieve records containing the search terms in the data fields the system is designed to search whenever the keywords option is selected. One disadvantage of a keywords search is that it does not take into account the meaning of the words used as input, so if a term has more than one meaning, irrelevant records (false drops) may be retrieved."
Reitz, Joan M. "keyword(s)". *ODLIS — Online Dictionary for Library and Information Science*. 2004-7. http://lu.com/odlis/odlis_k.cfm (11 April 2008)

Why choose to do a keyword search? If you search for something very specific, a concept not yet established in the field or something unusual, there may not be a subject term or none precise enough.

descriptors: controlled vocabulary terms, standardized terms, subject terms - describe contents. There is nor coordination across databases, however.

If descriptors are allocated in a database according to a hierarchical system, the option to search for **broader, narrower and related terms** may help to retrieve relevant results. (Use the thesaurus - if available - to find these terms.)

Why choose to do a subject term search? You can make sure that the results your search retrieves are relevant and avoid missing important literature because your keyword search has not covered the subject fully

How do a subject term search? Find descriptor with help of index list or thesaurus.

(6.1.) Dickinson, Emily

❏ keyword ❏ descriptor

◄ 16 of 67 ► **Result List | Refine Search**   🖶**Print** ✉**E-mail** 💾**Save** 📤**Export** 📁**Add to folder**
View: 📄Citation 📄**PDF Full Text**

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General Subject Areas:	*Subject Literature:* American literature; *Period:* 1800-1899; *Primary Subject Author:* Emerson, Ralph Waldo (1803-1882); *Primary Subject Work:* 'Self-Reliance'; *Genre:* prose;	
Subject Terms:	treatment of consciousness; idealism; the self; relationship to psychosis; compared to Dickinson, Emily (1830-1886); Hawthorne, Nathaniel (1804-1864): 'Young Goodman Brown'	
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