

Develop search strategies suitable for the particular database you are using:

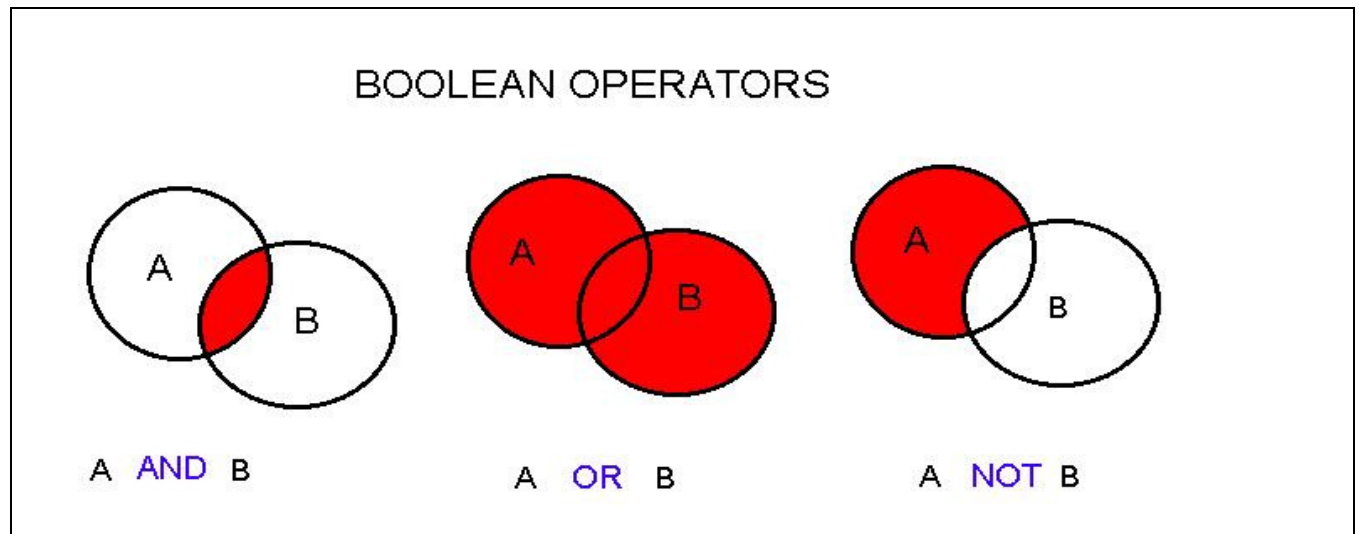
- Check the **help pages** to make sure you know how best to search the database
- With your research question in mind, find **search terms**
- Consider using **spelling variants** or employing **wildcards/truncation**? What synonyms, broader or narrower terms are there that might help you find more/fewer results
- What are the **special terms** used by the academic community? (e.g. "cognitive poetics", "liminality"?)
- Find synonyms which help you gain relevant results in a keyword search (i.e. "female" as well as "woman"; "writers" as well as "authors", "adolescent" as well as "youth" as well as "teenage" ...)
- Find descriptors via index or thesaurus
- Decide on searching for descriptors or keywords for your first search:
 - Are there suitable descriptors to cover your topic?
 - Is the topic too specific for a descriptor to exist
- Decide how narrow and specific you wish your search to be:
 - Information on one particular text?
 - Information on one particular author?
 - Background information on specific literary period, genre, national literature?
- In what language can you usefully search (English? Deutsch?)
- Is spelling relevant? Case-sensitive?
- 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")?
- Are words next to each other searched as a phrase or are they automatically combined by the AND operator?
- Are there "stop words" (e.g. "and", "the", ...) which are not searched?
- 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

Explanations:

Boolean Operators (AND/OR/NOT):



<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

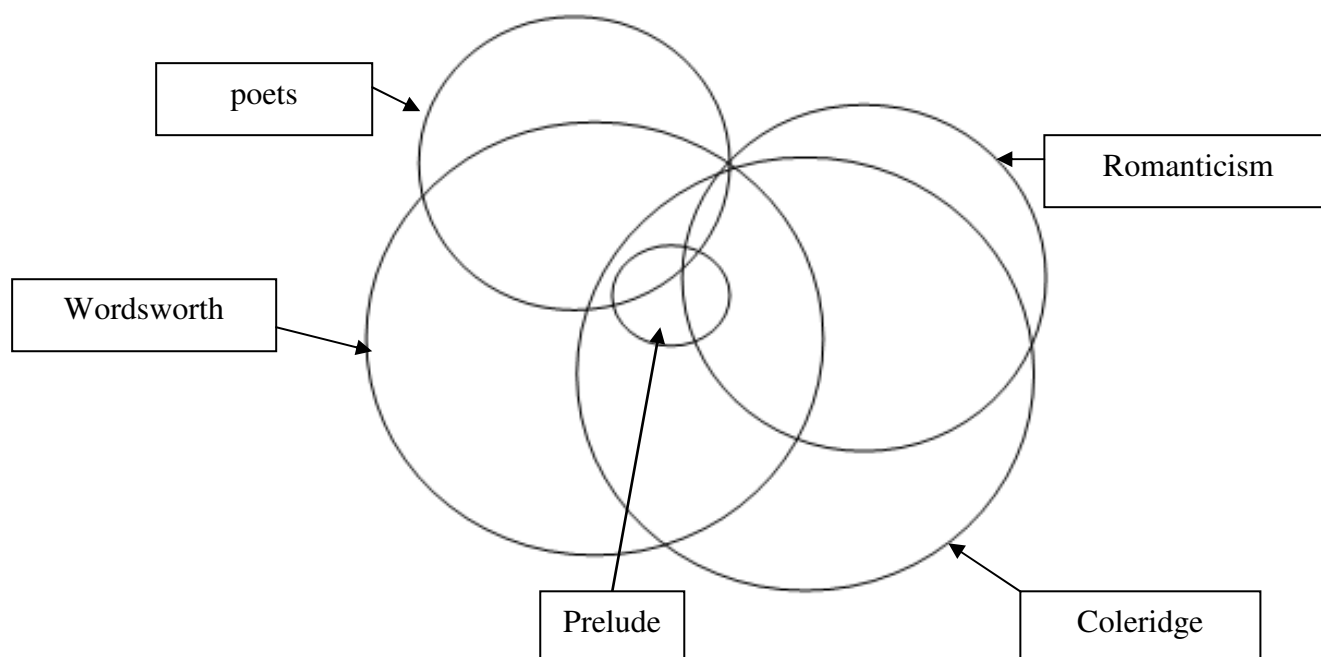
Operator	Meaning	Example	
and	Both terms must be in the record.	Searching for "lingua franca and English language" will return only records that contain both phrases-- <i>lingua franca</i> and <i>English language</i> .	
or	One or both of the terms must be in the record.	Searching for "lingua franca or English language " will return records that contain either phrase-- <i>lingua franca</i> or <i>English language</i> --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 <i>lingua franca</i> but do not contain the phrase <i>literature. English language</i>	

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: Verwendung von Klammern um Suchen zu formulieren

→ z.B. (Wordsworth AND Coleridge) AND (Romanticism OR poets) NOT Prelude

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* at the beginning or end of a search terms allows for variants to be searched: e.g. theat? oder theat* → theater, theatre, theatrical, teatro

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

- Too many or too few → broaden or narrow your searches
- Combine two or more sets of results or one or two searches by using Boolean operators
- Download, print or e-mail results
- Save searches and set alerts with the help of **your own database account** (e.g. My EBSCOhost)
- 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: Hadley, Karen.: "The commodification of time in Wordsworth's Tintern Abbey." *Studies in English Literature 1500-1900* (42:4) 2002, 693-706.

(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 Dissertations Abstract database. Not all theses are available for purchase, however.



(4) and (5) You have found the citations below and wish to locate the articles/dissertation: Use the **SFX citation linker** to locate the journal article, the **OPAC** to locate the book article and **Digital Dissertations and Theses (ProQuest)** for the dissertation (Datenbankservice) whether you can buy the dissertation online :

Rundle, James U. "Wycherly and Calderon. A Source for *Love in a Wood*". *PMLA* 64 (1049): 701-707.

Pfeiffer, K. Ludwig.: "Wahrheit und Herrschaft: Zum systematischen Problem in Bacons 'New Atlantis'." In (pp. 50-8) Berghahn, Klaus L., and (eds), *Literarische Utopien von Morus bis zur Gegenwart*. Königstein/Ts., W. Germany: Athenäum, 1983. pp. 308. (Francis Bacon, James Harrington, Edward Bellamy, Michael Frayne, Aldous Huxley, 'George Orwell'.) [1984:84]. (1983)

Wiener, Harvey Shelby.: "The 'New Atlantis' and Baconian method."
Unpub. doct. diss., Fordham Univ. [Abstr. in *Dissertation Abstracts International* (32), 937A.] (1971)