Starting to search with online resources

E-Journals Finder

- Log in to UDo
- Click on the tile for **Library** on your UDo home page
- From the list, click on the tile to go to our Library Guides
- In the left-hand menu on the next page click on the link for **E-Journals Finder**

**Remember!** Use this to look for a specific journal article – *not* a topic

Eventually, you’ll need most/ all of the citation to get to the right article but remember not to put the whole citation into the E-Journals Finder search box as you won’t get the right results.

**Example**

To bring the full-text of this article up on your screen


In E-Journals Finder, type the journal title into the search box – the journal title is in *italics* in the reference above.
As you type, you’ll be offered suggestions and if any of them match, click on the title to search for it.

If, while you’re typing, the suggestions suddenly disappear—check your spelling. If everything is spelt correctly but you are not being offered any titles that means that we do not have electronic access to the journal that you’re looking for. (Remember! Search the print catalogue as we may have print access to it instead.)

If your journal title is there and you’ve clicked to select it you should see—on the next page—a little more detail.

So in the image there is the name of the journal, a search box so that you can look within it for an author or keywords from the article title, and also a link that will take you to the whole journal. At the end of that link is the date range showing how much full-text access we have to that journal.

So, you can either search by an author’s name (first or second if it’s in the reference) or some key terms from the article title and put them into the search box instead. Either option should work as long as the names/terms are not so common that you would be overwhelmed with results.

Your second option is to click on the link for the publisher/supplier of the journal (in this case it is Wiley Online Library) and go to the journal’s home page, then locate the year, volume, and issue you want (using your reference to provide you with that information) and you can then find the article that way.
Library Plus

We subscribe to many databases which are subject, discipline or broad category specific e.g. CINAHL Plus is a nursing & allied health literature database, or MEDLINE is a medical database that covers: medicine, nursing, radiography, public health, veterinary medicine. However, because no single database can index all articles in the world on a topic, if you were going to search individual databases then you would have to search 4 to 5 in order to get a fairly decent level of coverage of what articles are out there. When doing final year projects, dissertations and so on you may find it’s better to search these individual databases but to begin with, when you’re just starting to get to grips with the electronic resources, Library Plus can be a good place to start.

Library Plus is sometimes called an ‘aggregate database’ or a ‘federated database’ which is a fancy way of saying that you put your search terms into Library Plus and it will search lots of databases for you, all in one go.

The benefit of this type of search is that you won’t have to search individual databases one by one. The drawback of this type of search is you can become overwhelmed by the number of results the database shows you.

Let’s have a look at how this works.

Quick Links

On the LibGuides home page (https://libguides.derby.ac.uk), in the Quick Links box on the left-hand side of the screen, click on the link for Library Plus

You may be asked to log in to UDo a second time when you click on the link – this happens.

You’ll be taken into the basic search screen and, rather than searching, the first thing you should do is to…

Create a personal account

Having a personal account for Library Plus at this point is a good idea as it means you’ll be able to add articles/records you want to keep to a folder and they won’t then be deleted when you exit the database.
In the grey banner at the top of the screen click on the link **Sign In**

You will be presented with a username/password box – your UDo login won’t work here so if you haven’t created a personal account for Library Plus yet, click on the link to **Create a New Account** and follow the instructions on screen.

Once your account has been created click on the **Folder** link in the grey banner at the top of the screen.

This will take you to your in-database file storage area. You have two sections to the sidebar on the left: a generic section at the top which everyone gets and cannot change; and a custom section at the bottom which is empty apart from a button that will allow you to create folders.

**Task 2.2**

In the My Custom section, click on **New** and create a folder that you’ve called **Articles**
When you’ve done this, click on the small Back link next to the blue, University of Derby square towards the top left of the page

This should return you to the Basic search screen and we’re ready to start searching.

REMEMBER!
Database search boxes (and search engine search boxes) all operate on the assumption that you want to find all of the words you type in, all together in the same document/web page/resource. What this means is that, if you want to look for three different words that refer to the same thing e.g. experience or perception or attitude, then it’s up to you to tell the database that it shouldn’t look for everything all together but that it should look for any of your words.
You can do this type of search in a single search box (as in the Basic screen) or in multiple search boxes (as in the Advanced screen) and you may find one easier to use than the other so give them both a go.

**Example**

I want to search for qualitative research that is looking at the barriers to effective hand hygiene among nurses

Immediately, I can see four terms I want to see in my results:

- qualitative
- barriers
- hand hygiene
- nurses

But! There are a couple of things I need to consider before I type my terms into the database.

1. What if the author writing about that topic didn’t use hand hygiene, but instead used **hand washing** or **handwashing**? I’ll need to make sure I look for the variations **as well as** the original term from my research topic to make sure I don’t miss anything.

When I’m typing this out into a search box I need to:

- (a) Enclose my search terms so that the database knows they belong together – I do this using **round brackets**;

- (b) I need to remember to tell the database that I want to find *any* of my terms, so I’ll need to use the command **OR** to make sure it doesn’t look for all of my words in one place; and,

- (c) I need to make sure that, where I have a phrase I want to find (a sequence of two or more words that have to appear in a particular order) that the database knows to look for the phrase specifically and I do this by enclosing the phrase in speech marks (double quotes). If I don’t do this then database will look for the words no matter where they appear in the record – they’re not guaranteed to be next to each other as a phrase.

So I set it out like this:

**handwashing OR “hand washing” OR “hand hygiene”**

**Remember!** As you type, the database will offer suggested terms but it **won’t** include the speech marks so you could end up with an inaccurate set of results that don’t truly reflect what’s available on the topic if you just click what you’re offered. Make sure you use the tools to get the most out of your search strategy.
2. The next part of my search is *barriers* – I want to look for both the singular and plural of this term (barrier/ barriers) and I can guarantee the database will do this for me if I type in *barrier*
   a. The asterisk * after the last letter is called a *truncation symbol* and that’s because it truncates—or cuts off—the end of the word and tells the database to look for any word that begins with that particular set of characters (sometimes referred to as the ‘stem’) no matter what ending appears after the asterisk.
   b. The truncation symbol also works/ is recognised in search engines like Google or Bing

Our search strategy should now look like this:

(handwashing OR “hand washing” OR “hand hygiene”) barrier*

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3. Nurses is a term a bit like barriers in that I want to look for nurse/ nurses but I also wouldn’t mind finding records that had nursing or nursed in them as well; so, once again, I’m going to use the truncation tool to get the database to do the work for me.

So the search terms in our search box should now look like this:

(handwashing OR “hand washing” OR “hand hygiene”) barrier* nurs*
4. My fourth term, qualitative, is there because I don’t just want to know how many people were involved in studies I want to know their thoughts, their rationale for not engaging in good hand hygiene practice. I don’t necessarily have to search for this term—whether I do or not will depend on the number of results that I get when I’ve looked for my other terms and applied any limiting factors I want to introduce—but it is something I will look for when I read the abstracts of articles that look relevant. I will also be on the lookout for terms such as interviews/ questionnaires/ focus groups and surveys as these should also provide qualitative information.

So our search box in the Basic Screen of Library Plus should look like this:

![Search Box]

One thing to note is that, because this search was done in the basic screen, our results should all be full-text which means you can read the whole item.

(Obviously, if it’s a print book you will need to reserve it/ hunt it down in the library yourself. E-books and e-articles can be opened from within the database or via a re-direct to the Library catalogue.)

When we click on the Search button we will then be shown any items (articles, books, e-books etc.) that match our search criteria. This mix of resources is due to Library Plus including our Library Catalogue in the list of databases it searches.

Most of the time you will need to narrow the results you’re given a little more; it’s quite unusual to do a good search and just get 20-30 results without having to do anything else.

One of the things that we can do is use the limiting sidebar to help us narrow our results down further. The sidebar is divided into sections and only some of each section is visible; where there may be more options to choose from you will see a Show More link at the bottom of that particular area.
My search has given me 493 results and I’ve noted in the image the ‘Available in Library Collection’ pre-set.

The first part of the sidebar I need to use to narrow this search a little is the top, Limit To section. And, because I need to see all available options, I need to click on the Show More link.

Clicking on that link will open up the Options box and from there I will tick a box next to the term Peer Reviewed and I will also change the date range I want to see items from so that it’s limited to the last ten years.
Click on one of the Search buttons when you’ve made your selection.

You should see that your results have gone down a bit.

The next part of the sidebar to look at is Source Types and here all of the options fit in the section so there’s no Show More link; all you need to do is tick the box for the option you want. Here I would select Academic Journals (for future searches you may want to select different options.)
The next part of the sidebar to look at is the one that has the header **Subjects**. Click on the little arrow to the right of the header to expand your options – you will only be shown the top 6 so you **will** need to click on the Show More link to see the full range of options being offered to you.

**REMEMBER**

This is a curated list of subjects based on what you’ve looked for.

It is not a comprehensive list of ALL subjects on every one of the records in your results list.

You must also select ALL subjects relevant to your topic as terms which seem related: infection control/ infection prevention could actually be from two different databases. If you select one and not the other there’s the potential for you to have excluded a group of articles that are relevant from your results.

>See the next page for an example
The down arrow highlighted on the right will take you to the next ‘block’ of subjects to select.

The Hit Count refers to the number of articles that that particular subject has been assigned to.

Articles will have more than one subject assigned to them.

When you’ve selected everything that relates to the research topic (and this could be a lot), click on update and any records that don’t contain at least one of those subject headings will be removed and you will be presented with a smaller set of results.
The final selection to make from the sidebar is Language. While the majority of your results will be in English most of the databases have international content so there may be some non-English language results in your list.

Depending on the database the record is coming from the title of the article may be in English on the results page and then in a smaller font the title will be repeated in the language that the article has actually been written in. If you are not a fluent reader of that language then you will need to remove it from your results and you can do this by clicking on the language header in the sidebar and ticking the box for English. If you are bi-lingual or multi-lingual and the languages you’re a fluent reader of are present in this section then you can tick multiple options to keep them in.

We’ve now reached the limit of what we can select from the sidebar. We have a set of articles (almost 200) that we need to screen to see which ones most closely match our research topic and this is where having the personal account for Library Plus comes into play as it means that we can very quickly move article records that we want to read into a folder and then we can look at them later.

This is a multi-step process.
To begin, look at the brief record.

When you look at the title of the article, when you read the selection of subject headings shown that have been used to describe the article’s content, can you say, ‘Yes, I think this relates to the research I’m doing?’

i. If the answer is No, move on to the next record in your results list and repeat the process.

ii. If the answer is Yes, click on the blue folder to the right of the article title (you must be logged in to your personal account for this to work) and add the article to the folder you created when you set up your account (as described at the start of the Library Plus instructions) – in this case, it’s a folder simply called Articles.
hand hygiene among intensive care unit nurses

This will then add the record for that article into your folder for you to read in detail later and you will get confirmation that the article is in the folder through it changing colour from blue to yellow.

Even if you do a slightly different search—so, different terms but still related to hand hygiene—if some of the results are the same as in your previous search, and if you’d already saved them into a folder, then the folder icon to the right of that article title will still be yellow to remind you that you’ve already seen this, you’ve already decided that you want to look at it. (And highlighting that you don’t need to save it again.)

If you click on the yellow folder it will also tell you where you saved it which can be really useful if you’ve created lots of different folders and you’re not sure which one you added the record to.

iii. If the answer is I can’t say yes or no from the information I can see here then you will need to look at the detailed record and the easiest way
would be to simply click on the article title which will give you access to the abstract and also any additional subject headings that may not have been shown in the brief results view.

Once you’ve read that information you should be able to say either yes or no. If it’s a no you move on to the next record, if it’s a yes you add it to your articles folder and then you can look at the article later when you’ve gone through the full set in your results list.

Duplicates
Library Plus searches multiple databases in one go. This means that you could have six databases all giving information about the same article to Library Plus and, initially, all of those records may be in your results list.

You can’t make Library Plus remove duplicates; however, at some point in the review process, as you move from one page of results to another, it’s not unusual for Library Plus to suddenly reduce the number of results it says you have with a little message saying:

Search Results: 51 - 88 of 88
Note: Exact duplicates removed from the results

There may still be some duplicate records in your results list as only exact duplicates will have been removed.

Help
This guide has been designed to act as a refresher or primer to users wanting to search E-Journals Finder or Library Plus. You can adapt this to fit your subject/research topic quite easily as the process of searching remains the same even if the terms you use vary.

If you need further help, or if something doesn’t work the way you expect, then you can either:

Contact Library Enquiries on (01332) 59 1215 or email them at library@derby.ac.uk

Or,

Go to the Library calendar page: https://libcal.derby.ac.uk/appointments/ to book a 1-2-1 meeting with your Subject Librarian to go over the search process in a little more detail.

If you’re not sure who your Subject Librarian is, find your broad discipline on the Library Guides page and each guide should have the profile of the relevant Librarian on it: https://libguides.derby.ac.uk/