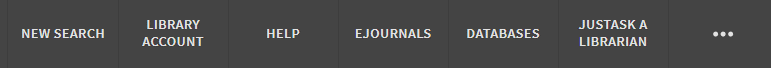


**Activity 1 – Using FindIt@Bham**

FindIt@Bham <https://findit.bham.ac.uk>  
This is the portal for searching all our library and information resources.



***NB****. Remember to log in before searching.*

**Search Tips and Information**

On the home page, there are drop down menus (in the search box) to help you identify the information you require

* Filter options on the right hand side of the screen allow you to refine your search further as appropriate
* An advanced search option is available



For **books**:

* Click on ‘Check for current availability’ at: [location] to find out where an item is held
* Click on ‘View online’ to see the electronic copy

For **eJournals:**

Click ‘View online’ to check for full-text options. The ‘View It’ menu allows you to click out to publisher web pages.

**ArticleSearch**

This allows you to find a particular article *or* to do a basic literature search.   
Search for the following article:

Mevorach, C., (2010) Ignoring the elephant in the room: a neural circuit to downregulate salience. **The Journal of Neuroscience**, Vol.30(17), p.6072-9

From the results dipslay, follow the ‘View Full Text’ options to get to publisher webpages. There should be an option to ‘Download full text’ or the ‘PDF’ of an article, provided the University of Birmingham has a subscription.

Now try a more general subject search for an area of interest to you.

Then use the post-search refine options (or facets) to focus your search.

**Activity 2 – Developing a Search Strategy**

Use this worksheet to plan a search strategy using your own area of research interest.

**Topic/question/problem**

Write your topic/question/problem in the box below and underline the key concepts

|  |
| --- |
|  |

**Synonyms**

Write a key concept into each box in the top row, and in the column beneath, list as many synonyms/alternatives you can think of. Remember to include singular/plural, acronyms, newer/older terminology, US/UK spellings/terminology, technical terms.

|  |  |  |  |
| --- | --- | --- | --- |
|  |  |  |  |
|  |  |  |  |

**Search Operators**

Look at your synonyms above and consider how you might streamline the search using truncation (e.g. therap\*), wildcards (e.g. wom?n, \*therapy), and phrase searching:   
(e.g. “ethnic minority”, “Cognitive behav\* therap\*”)

|  |  |  |  |
| --- | --- | --- | --- |
|  |  |  |  |
|  |  |  |  |

**Limits**

Think about any limits that might apply to your topic/question/problem.

|  |  |  |  |
| --- | --- | --- | --- |
| Date range | Language | Material type | Other |
|  |  |  |  |

**Broadening/Narrowing**

Consider how you might broaden/narrow your search if you find too few/too many references

|  |  |
| --- | --- |
| Broadening search | Narrowing search |
| e.g. think of more synonyms. Remember to use truncation. | e.g. add more precise concepts. Apply more limits |

You should now be ready to start entering your search on the database of your choice.

**Activity 3 - Searching Web of Science**

Web of Science is a useful bibliographic database for all subject areas, covering sciences, social sciences as well as arts and humanities. It is big and broad, with coverage going back to 1900. Web of Science relies on keyword searching and there is no cross referencing. So you must use all of the synonyms and related terms you can think of, as well as remembering alternative word endings.

* Use the OR function to combine related terms, e.g. therapy or treatment
* Use the \* (wildcard) to indicate alternative word beginnings or endings, e.g. \*therap\*
* Use quotation marks for phrase searching, e.g. “learning disabilit\*”
* Use near/n for adjacency, e.g. family near/2 therap\*

Undertake a topic search using your research question from Activity 2 as a basis.

Or use the search terms in the given Web of Science example: oil spill\* mediterranean

Be careful that each search is coherent when typing words and phrases into the search box.

View and combine previous searches by clicking on **Search History,** then

* use **OR** to bring together your alternative terms / synonyms, and
* **AND** to find results containing **both/all** of your search topics   
  e.g. “brain injury” AND rehabilitation.

On the results page, use the **Refine Results** to the left of the screen.   
Try refining your search by **Web of Science Categories,** or **Document Type** (e.g. Review).

To save your results, place a tick next to any of interest to add them to your marked list. Then click the **Add to marked list** link before moving to the next page. Once you have ‘marked’ all the references you need, click on **Marked List** at the top of the screen.

You can print, save and email results either from the initial results display or the Marked list.

For exporting records, choose Save to EndNote Desktop (if you are using EndNote 20 or EndNote X9) or Save to EndNote Online (if you are using the web version).

Register for a personal account within Web of Science. This allows you to save your search history and to create and manage alerts.

**Activity 4 - Searching Ovid Databases – Medline, APA PsycInfo and EMBASE**

To get the full search functionality of these databases it is important that you only search **one database at a time**. You can try rerunning searches on the different databases later, if appropriate. Search for the keywords identified in Activity 2, if the topic is relevant.

To enhance your search, make use of Subject Headings.

* Make sure that the “Map Term to Subject Heading” box is ticked.
* Search for each individual term **one at a time** from your list of synonyms, building up a list of search lines.

Once you have searched for all of your concepts, combine them using OR and AND, as appropriate.

You can copy and paste the search lines from Web of Science directly across to the Ovid database that you have selected, but ensure that:

* Any proximity searches are changed from near/*n* to **adj*n***
* You untick the ‘map term to subject heading’ box
* Note that left hand truncation is not used on Ovid databases.  
   e.g. instead of \*therap\* use therap\* or psychotherap\*.

Combine search lines from your free text search and Subject Heading searches using OR to bring together synonyms i.e. similar ideas/keyword phrases

Then use AND to bring together your concepts into a single results set.

Use the **Limit your search** options to limit your search to review articles, date range or age group. **Additional limits** are worth checking.

The **Export** button (above the results display) allows you to save your search your results to referencing software e.g. EndNote. Your results can also be printed, emailed or saved in other formats.

You can set up a personal account within Ovid. This allows you to save your search history, so that you can re-run it at a later date.  **Search history** option appears above your search. There is Save All button under the search box.

**Activity 5 - Searching EBSCO databases (eg CINAHL)**

On CINAHL, use the ‘Suggest Subject Terms’ option to do a search. Add each term/phrase one at a time into the search box. For example:

* Low back pain
* Therapeutic exercise
* Treatment outcomes

Combine the resulting sets using AND.

View the results.

Then use the options in the facets on the left hand side to refine your results.

Add any results you want to save or export to referencing software, using the Add to Folder icon on the right. Go to the Folder view. Choose Export. Then select the option required using the radio buttons.

e.g. Direct Export in RIS Format (includes EndNote).

You can set up a personal account within EBSCO. This allows you to save your search history and to create or manage alerts.

**Activity 6 - Searching ProQuest databases (eg ASSIA)**

On Applied Social Sciences Index & Abstracts (ASSIA) use the search terms:

addiction NEAR/3 (drug\* OR opiate\*) AND teen\*

Or select an appropriate database and use your search terms from Activity 2.

The Advanced Search option allows you to combine complex search strings with the operators AND, OR & NOT.

View the results.

Then use the options in the facets on left hand side to refine your results.

Select any records you want to export into referencing software.

Choose Save for export options: Export/Save to RIS (works with EndNote)

You can set up a personal account within ProQuest.   
Choose Save search/alert options to save your search history and to create or manage alerts.

**Activity 7 - Searching SCOPUS**

On SCOPUS, use the search terms in the given example:

“cognitive architectures” AND robots.

Or try searching on: “heart attack” AND stress.

You can also try out your search terms from Activity 2.

Then view the results. Use the options in the facets on the left hand side to refine your search.

Select the records you want to save – highlight the tick box.

Choose Export to transfer your selected results into referencing software (e.g. RIS format – EndNote.)   
Specify the record fields that you want to include in the data export.

You can set up a personal account within SCOPUS.   
This allows you to save your search history and create or manage alerts.

**Activity 8 - Searching Ei Engineering Village**

On Compendex, use the search terms in the given example:

(artificial intelligence OR intelligent computing) AND (social media)  
Alternatively try searching on: (road OR highway) AND gravel AND construct\*

Or try search terms of your own from Activity 2, if relevant.

Then view the results. Use the options in the facets on the left hand side to refine or limit your search.

Select the records you want to save – highlight the tick box. Then go to Selected records.

Choose Download to transfer your selected results into referencing software:   
[e.g. Location – My PC, Format - EndNote (RIS), Output – Citation/Abstract]

Create an account within Engineering Village to save your search history and manage alerts.

**Activity 9 – Workshops and online resources**

Explore the Workshop training opportunities at:

<https://intranet.birmingham.ac.uk/as/libraryservices/library/research/workshops-and-training/index.aspx>

Many workshops have associated Online course material. There are other Canvas resources for independent study on a self-enrolment basis available at: <https://canvas.bham.ac.uk/courses/9105/>

**Further help**

For further help, contact the Research Skills Team in Library Services

<https://intranet.birmingham.ac.uk/as/libraryservices/library/research/contact-the-research-skills-team.aspx>

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