

## The user's guide to information

Information sources: <http://www.geobib.lu.se/en/index.html>

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Using Lovisa it is also possible to reserve and renew your library loans. From here you also have films on how to search in Lovisa by subject, author or title. Please note that you in Lovisa, not within Libris or within LUBsearch, search like this:

- Title: Omit initial articles such as *A*, *An* or *The* (or their foreign equivalents). It is important that the beginning of the title is spelled right.
- Author: Type the author's last name first followed by the first name or initial. Search for institutions, congresses and organizations under the search type Author.

As a student at Lund University, you have access to all licensed electronic resources, also when you outside the campus network. Please note that you must access through LUB's web pages in order to log in to the licensed resources. You will automatically be connected to the log in page: "User authentication page". Use your Stil identity to log in!

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[http://librishelp.libris.kb.se/help/customize\\_eng.jsp](http://librishelp.libris.kb.se/help/customize_eng.jsp)

When you find an interesting book in LIBRIS that not are available in Lund, look for and click on the **Interlibrary loan/request** sign, choose your home library, i. e. the Geolibary: **Lunds universitets bibliotek, Geobiblioteket (Lgeo)** [Create your patron account](#). From here you set up an account to order inter-library loans (needed first time only).

**LUBsearch** is a metadata base that connects to all Lund libraries' resources. You can find articles, journals, theses, books, and here you also have a link to [Lund University Publications, LUP](#). In this database theses, dissertations and research publications (including journal articles, conference abstracts and books) from Lund University are collected. Where possible, the option to download a full text document is available. It is also possible to search for Lund University student theses in the [student theses database](#). In LUBsearch you can also search beyond the library collection. Please also note the entries:

- [eJournals & eBooks A-Z](#) (important, don't trust Libris to show LU:s complete holdings of e-material)
- [Databases A-Z](#) (follow the link to get an alphabetical list of available databases and also a possibility to browse them by subject).

If you are looking for a specific article in full text that you have the full reference to, LUBsearch is a good database in which to search; if you want to perform a broad subject search, a subject database will probably better cover your needs. Please, contact us in the Geoblibrary for more information on databases that will access your information needs!

### **More information resources, e. g. GeoBase/GeoRef, Web of Knowledge, and Scopus**

There are of course many databases or websites to search in and as long as you find what you want or need, fine! The Internet has been described as a giant library, but a library without a catalogue, thus good and bad side by side; it is hugely time consuming to determine what is what. As a student you belong to the academic world and therefore you are expected to write scientifically. Academics use academic sources and you will also and the resources that have been compiled in databases by experts of a vast number of different academic disciplines will let you stand “on the shoulders of giants”. One important goal in your academic training is to make you competent in information literacy for your future career. So, just dig into the big” information smorgasbord” that you have at hand!

**GeoBase** (the platform Engineering Village also covers three more databases: GeoRef, Compendex, and Inspec) is a multidisciplinary database of indexed research literature on the earth sciences, including geology, human and physical geography, environmental sciences etc. GeoBase covers thousands of peer-reviewed journals, trade publications, book series and conference proceedings. Look for the following signs: **Full-text** and **LU Linker** to ascertain if the articles are available in full text. Here is the Help file on how to search in GeoBase:

<http://www.engineeringvillage.com/controller/servlet/Controller?CID=help&database=2105344>

**Web of Knowledge** is a leading article database within the natural sciences, technology, medicine, the social sciences, the arts, and the humanities and examines proceedings of international conferences, symposia, seminars, colloquia, workshops, and conventions. One advantage of SCI is its 'Current Contents', which allows searches for very recent articles. Another feature of this database is the 'Cited Reference Search', where it is possible to display which references a particular article cites and also which articles cite it. Look for **LU Linker** for the availability of articles in full text. Here is the Help file on how to search in **Web of Knowledge**:

[https://www.brainshark.com/thomsonscientific/searchtipswok5\\_v2](https://www.brainshark.com/thomsonscientific/searchtipswok5_v2)

**Scopus** is a bibliographic database containing abstracts and citations for academic journal articles in the scientific, technical, medical, and social sciences (including arts and humanities). Searches in Scopus incorporate searches of scientific web pages.

**Academic Database Assessment Tool** is a tool that gives you an opportunity to compare databases coverage: overlap titles, unique titles and total titles, <http://adat.crl.edu/databases#results>

### **Next step: How to manage your information**

So now you know some places to search for information and hopefully, now the fun begins! But where to begin? First you must define your topic, find out the concepts and terms that describe the problem, and the amount of information you need – are you writing a thesis or a literary revue? Then

you have to consider what type of information that are required to solve the problem. You have to formulate a search strategy, then select relevant information sources and search methods. During this process, and the later during your writing process, you have to evaluate the information you have gathered and if you have enough and the right information for your purpose. You will be sure to improve your search techniques under the way; no one will be fully conversive with refined searching after just a few searches in a database.

**Steps in constructing a Search query:** Define your problem, limit your subject, and formulate your search query. Each database has its own user interface, but if you learn to speak with one database properly, you will be able to speak with them all in the end, as they build upon the same underlying logic. One hint, always look for the specific database's help file. Become familiar with **Logical operators and/or to use a faceted search, truncation, phrase searching** as these skills will really improve your searches! Use the **search history**; learn how **to combine searches** and how to **save** searches in folders/archives and how to make use of **alerts**! Don't forget to look inside the databases' **thesauruses** or controlled **vocabularies**, as they will help you to get a clearer grip on your subject. Regarding the use of keywords, train your ability in synonyms, acronyms, variations in spelling of terms, plurals, scientific and common names, and terminology peculiar to a country.

From the University Library at Anglia Ruskin University, Cambridge&Chelmsford, comes a really good tutorial on how to improve your information skills (with quizzes). Here you can learn more about on how to:

1. Determine your information needs - Define and map your topic/ideas, learn about information sources, 2. Identify and obtain information - Plan your literature search, 3. Evaluate your information - Assess, revise, and evaluate your search strategy and results, 4. Manage your information - Manage and record information for referencing, 5. Synthesise and communicate your information - Sort your ideas, structure and present assignments and 6. Use your information appropriately  
<http://libweb.anglia.ac.uk/pilot/index.html>

Take part in a role play scenario and learn how the information seeking process accompanies the writing process: <http://www.kb.dk/da/kub/kurser/multimedie/SWIM2.html>

Information seeking in different stages, an interactive quiz with evaluation (good to discuss):  
<http://content.aub.aau.dk/swim/> from the University Library, Copenhagen.

### **How to make a reference**

Referencing, how does it work? Within the scientific community you are obliged to state the sources you use by citing and referencing in the accepted correct way to ensure against plagiarism. A very good site from Blekinge Institute of Technology, that discuss these issues with many examples is:  
[http://www.bi.hik.se/Refero\\_eng/1intro.php](http://www.bi.hik.se/Refero_eng/1intro.php)

But then, what's in a reference? The information you found is always linked to a source, but which one? The source not only tells you where to look for the information (i. e. what database to choose);

it also determines how you should treat the information in a bibliography, depending on what style your references should be written in. Your references may be formatted in different styles for journal's articles, a book or a book chapter. This is a link to a very comprehensive instruction film from Blekinge Institute of Technology: <http://tuba.bth.se/lo/reference/part.asp>

A link from the University of Melbourne about referencing styles gives excellent examples: <http://www.library.unimelb.edu.au/cite/>

Some Reference generators:

[http://tuba.bth.se/stora/Writing/refgenerator\\_eng/index.html](http://tuba.bth.se/stora/Writing/refgenerator_eng/index.html)

<http://www.neilstoolbox.com/bibliography-creator/index.htm>

<http://citationmachine.net/index2.php?reqstyleid=10&newstyle=10&showBtn=yes>

Please note: preferred referencing systems vary. You should always check to ensure you are abiding by the regulations as laid down by the institution you are submitting to. And please, don't forget the cite function inside LIBRIS, LUBsearch, and many databases!



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