



## BUE Commencing Postgraduates Handout 2010

### Session covers:

- Library web site
- Research strategies
- Searching the library databases
- Google Scholar

### What is the difference between the catalogue and the databases?

- The catalogue lists the titles of items that the Library has purchased such as books, videos, journals, etc.
- A database is an index to the information in material such as journals, reports, conference proceedings, newspapers, theses and more. Some databases have the whole article (full text) online
- You need to use both books and journal literature in your research

### Searching techniques

Divide your topic into concepts or parts. Then use keywords to search for information. Keywords are words/phrases that help describe the topic. Use them to search the catalogue or databases.

eg:

1. strategic planning  
AND
2. business

For assistance with connecting and combining terms

<http://www.library.unisa.edu.au/resources/dbguides/ConnectCombine.pdf>

### Alternative keywords

- Think about synonyms or **related keywords/phrases**

eg: *strategic planning* OR *strategic management* OR *strategic thinking*

- Think about abbreviations and alternate spellings

eg: *hrm* OR *human resource management*

eg: *organisation* OR *organization*

**Note:** leave out task words such as *describe*; *analyse*; *assess*; *evaluate* etc.

### Truncation & wildcards

- Use truncation to search on plurals and other endings  
eg: *manag\** finds *manage*, *manager*, *managing*, *management* etc.
- Use wildcards to search for alternative spellings  
eg: *organi?ation* finds *organisation* and *organization*
- Truncation & wildcards broadens your search
- The truncation & wildcard symbols may vary: \* \$ ?

**Note:** use the truncation/wildcard guide to locate the correct symbol

<http://www.library.unisa.edu.au/resources/dbguides/Wildcardsbasic.pdf>

### Narrowing your search results

- Limit by publication date
- Limit by peer reviewed/academic journals (if available)
- Restrict the search to specific parts of the database record eg abstract, keywords, author, journal name
- Add another concept to narrow the search, such as a specific aspect of the topic, or the name of a region or country

### Broadening your search results

- Search across a wider range of years
- Include alternative terms for a concept
- Try truncation to find different forms of a word
- Use broader keywords eg. try *leadership* instead of *situational leadership*

### After your search

- Print, email or save the records that are useful
- Save the references into bibliographic software such as EndNote or RefWorks  
More information from <http://www.library.unisa.edu.au/infoskills/manreferences.asp>
- If the full text of an article is not available in the database, check the **Catalogue** to see if we have the **source** (eg journal title or conference title). It may be available in print, or in another database. Alternatively you can use Citation FindIT available from the databases page

### Key business and management databases

Link to these databases from <http://www.library.unisa.edu.au/resources/dbpages/dbtitlelist.aspx>

- Business Source Complete
- Emerald Management Xtra
- Management and Organisation Studies
- ScienceDirect
- Newsbank Newspapers

### Google Scholar search engine

- Offers the more scholarly selections from within Google
- Launch from link on Library home page
- Use links to Full Text at UniSA

### More help

- Library homepage - <http://www.library.unisa.edu.au/>
- Use the Service Desk on any campus - <http://www.library.unisa.edu.au/about/location.asp>
- Use the Ask the Library - <http://www.library.unisa.edu.au/help/>
- Use Online training - <http://www.library.unisa.edu.au/infoskills/onlinetrain.asp>
- Resources by Topic – <http://www.library.unisa.edu.au/TopicGuides/division.asp#business>
- Use the **Help** features and tutorials in each database
  
- Contact the Academic Library Services Team for Business  
Email: [LBY-Business-DivLibrarians@unisa.edu.au](mailto:LBY-Business-DivLibrarians@unisa.edu.au)