Basics for Beginners
Self-Study Material

Part 1. Judging by the cover

Do you know the difference between a book and a periodical?

- **Periodical**: a scholarly journal, newspaper, or magazine issued at regular intervals (monthly, quarterly, etc.).
- **Monograph**: a published study of a single specialised topic, usually by a single author.
- **Edited volume**: a collection of scholarly chapters (articles) written by different authors.

Why do you need them?

As a university student, you are expected to look beyond your lecture materials. Your instructors will often require that you use scholarly (academic, peer-reviewed) sources in your essays, presentations, or other assignments. The University Library is the best way to access this kind of quality academic resources.

To find them in the library you need to use the library catalogue.

- **Catalogue**: a complete list of items available at a university library.

To access it, go to the homepage of the Göttingen State and University Library and click on the search bar.

Select the **Göttingen University Catalogue (GUK)** to research literature (books and periodicals) available in the libraries of the University of Göttingen.

Choose your search strategy:

- **Formal search**: if you already know e.g. the title of a book, a specific author, or an ISBN.
- **Topic search**: if you look for literature on a certain research question.
**Tips and Tricks**

**For a formal search:**
- Are you looking for an author of a book or a title of a journal? Set the respective search keys.
- Make sure to spell them correctly. Unlike Google, the GUK does not correct spelling mistakes.
- Leave out so-called ‘stop-words’ such as ‘and’, ‘the’ etc.

**For a topic search:**
- Use key words that describe your topic (synonyms, related terms) for your search.
- Use wildcard operators / truncation: an asterisk (*) or a question mark (?):
  - If you type *organi*ation, your search results will include both organization and organisation.
  - A search for effect* will retrieve effect, effective, effectivity, etc.

**How to read a catalogue entry?**

If you search for a book in the Göttingen University Catalogue (GUK) and click on its title in the list of search results, the catalogue will provide further information on this book, e.g. its content or other thematically relevant sources (“snowballing”).

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**Screenshot of a catalogue entry in the Göttingen University Catalogue (GUK).**
Exercise 1
Find the following book in the Göttingen University Catalogue (GUK) and note down its location:

*Water on Mars and Life* by Tetsuya Tokano.

Which tricks did you use to find this book?
Right at the bottom of the page, you can see the details of the book’s location in the library. Can you find it in the library yourself or do you have to order it? Is it available for loan? What type of publication is it?

Exercise 2
While researching, you come across the following citation:


How do you go about finding it? Look at the title closely. Is this a book, a journal, or an article?

Exercise 3
Find the following journal in the Göttingen University Catalogue (GUK). Check where the printed issues of this journal are shelved. See if it can also be accessed online:

*Studies in Romanticism.*

Tip: Limit your search to “beginning of journal titles”:

Extra task
Search for the following article and note down your results:


Was it published in an edited volume or in a journal? Can you find it in the library? Is it available online?
Part 2. Making use of databases

If you do not have a particular book or article in mind, you can research literature on your topic. Databases are perfect for this purpose. They contain current research, peer-reviewed articles, different search options, and, usually, access to full texts.

To access databases, go to the homepage of the library and click on the search bar. Select “Databases (DBIS)” from the search menu.

The system DBIS contains a wide range of databases. Please note that DBIS has only a German-language interface.

Choose your subject from the list “Fachübersicht” (Subject areas) and check the top-databases or use the quick-search box if you know which database you are looking for.

For this example, find Web of Science via the quick search. Select the database and click “Recherche starten” (Start research):

![Screenshot of the description of Web of Science on the webpage of Databases (DBIS).](image)

**Note:** Using a database through the so-called “han”-link will let you access licensed articles that are unavailable when directly loading the database website off campus. When using a database for the first time in a search session, log in with the 0007-number of your library card (student ID) and your library password.

The search in a database is similar to the one you have practiced in the library catalogue. Enter key words on a topic you wish to research and click “search”:

![Screenshot of the homepage of the Web of Science database.](image)

The same procedure applies to other databases.

**Exercise 4**

Find the database *MLA International Bibliography* in DBIS. See what this database has to offer on the topic of *Dracula*. Find at least one article that can be downloaded as PDF and one that you can get in the library in printed form.
Part 3. “Google vs Academic Work” or “Why you should have trust issues”

Not every information you find on the Internet is relevant or correct. It is important that you assess the academic value of your search results.

Exercise 5

Imagine you have been assigned to write a term paper about polar bears. Find information about polar bears either in Google or in Web of Science.

What do you find? How many results do you get? Can you use these results for a potential term paper? Apply the following criteria to your search results:

<table>
<thead>
<tr>
<th>Criteria</th>
<th>Google</th>
<th>Database: Web of Science</th>
</tr>
</thead>
<tbody>
<tr>
<td>Number of results</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Credibility / Academic quality</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Availability</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Google Scholar

If you cannot keep your hands off Google, then use Google Scholar at least. Use DBIS to access it, so that you can see which texts are licensed by the Göttingen State and University Library and get full access.

To do so, open DBIS and type google scholar in the quick-search field. Choose Google Scholar from the hit list, click on the link next to the already familiar “Recherche starten”, and browse through the system.

Don't forget to assess the quality and relevance of your results!

Now you can #researchlikeapro 😊
Answers

Exercise 1

Open the Götttingen University Catalogue (GUK). Set the search key “[ALL] all words” and type the keywords water mars tokano into the search field. The library catalogue contains only one book that fits this description.

Alternatively, you can search for all books edited by this person. Select the search key “[PER] person/author” and type tokano into the search field. The first book on the hit list is Water on Mars and Life.

As you can see from the information provided in the catalogue entry, this book is available for loan. It cannot be requested online. Instead, you need to find it in the library yourself. It is located on the second floor in the Central Library, its shelf mark is TGG 540:m = 2005 A 1156.

Tetsuya Tokano is the editor, not the author. The book description also includes its table of contents, which reveals that each chapter in the book is written by a different author/group of authors. This publication is an edited volume, a collection of scholarly chapters written by different authors.

Exercise 2

Articles are not listed in the library catalogue on their own. Instead, you need to find the respective edited volume first. As you can learn from the citation information provided, this article can be found in the book Water on Mars and Life that you found in Exercise 1. If you have a look at the table of contents accessible via the catalogue entry, you will see that this edited volume contains the article you are searching for. To access the article, you will need to find the book in the library.

Exercise 3

To find a journal in the library catalogue, limit your search to periodicals (search key – “[BJT] beginning of journal titles”).

When using this search key, you need to enter the exact title of the publication. In this case, type in studies in romanticism. Your hit list should offer you two results that might look identical but:

The icon 📚 stands for journals that appear in print, while the icon 🚀 corresponds to online journals.

Go for the printed version to see where this journal is shelved. While the most recent journal publications can be found on the ground floor in the Central Library, bound editions of this journal published from 1995 onward can be found on the first floor under the shelf mark IA = ZA 26834.

Go back to the hit list and select the online journal to see if the article you are looking for can be accessed online. Instead of information about the location of this item, the catalogue entry provides a link called “EZB”. Click on the link. It will take you to the
website of the Electronic Journals Library where you need to select Studies in Romanticism (via PAO) again.

At the bottom of the page, you will find the list of issues published between 1961 and 1995. You can browse these issues and download specific articles.

**Extra task**

Since the citation includes information about the volume and the issue of the publication, it can be assumed that the article is published in a journal. The title of the journal is World Politics. To find it in the library catalogue use the search key for periodicals (“[BJT] beginning of journal titles”) and type world politics in the search field.

The journal is available in both printed and digital forms. You will find the printed version of this article in a bound volume shelved on the first floor in the Central Library under the shelf mark LF = 8 Z POL 1246. Its online version is accessible via the Electronic Journals Library. To access it, select the online version from the list of search results and click on the EZB-link you will find at the bottom of the page. The Electronic Journals Library offers three different links to the online journal. Go to World politics (via Hein Online), for example, and click “To the full texts: Vol. 1 (1948) – “. Select volume 65 from the list and browse the issue 2 to find the article.

**Exercise 4**

Go to the homepage of the library, click on the search bar, and select “Databases (DBIS)” from the search menu. To find the database MLA International Bibliography in DBIS type in “mla” in the quick-search box. Select the database from the list of results and click “Recherche starten” (Start research):

![Screenshot of the description of MLA on the webpage of Databases (DBIS).](image)

Type dracula in the search bar and click “search”.

To access an article you are interested in, look for the SFX or SUB button or “Link to full text”.

![Screenshot of search results in MLA database.](image)
Click on the **SUB** button to find out if and where the article is available.

<table>
<thead>
<tr>
<th>Title</th>
<th>The Emancipation of Mina? Portrayal of Mina in Stoker’s Dracula and Coppola’s Bram Stoker’s Dracula</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Full Text</strong></td>
<td><strong>Full text available via Free E- Journals</strong> Available from 1999 until (and including) 2011</td>
</tr>
</tbody>
</table>

**Screenshot of text availability options via SUB button.**

In case the article you need is not available in digital form, do not give up, check if the university library has a printed copy:

<table>
<thead>
<tr>
<th>Title</th>
<th>“Look who’s got a case of dark prince envy”: Dracula, televisuality and the golden age(s) of TV horror</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Full text</strong></td>
<td>We are sorry, but we cannot provide electronic full text</td>
</tr>
<tr>
<td><strong>Holding information</strong></td>
<td>Holdings in Elektronische Zeitschriftenbibliothek (EZB) Holdings in Gemeinsamer Verbundkatalog (GVK) Holdings in Katalog der SUB Göttingen</td>
</tr>
</tbody>
</table>

**Screenshot of text availability options via SUB button.**

If the university library does not possess a copy of the journal/book you need, check the GBV Union Catalogue (GVK) – you will find it on the search menu on the homepage of our library. It contains items available in the libraries of other universities, and you can request them as well. Please note that in this case fees will apply.

**Exercise 5**

<table>
<thead>
<tr>
<th><strong>Criteria</strong></th>
<th><strong>Google</strong></th>
<th><strong>Database: Web of Science</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Number of results</strong></td>
<td>Too high: 46 million (no indexation)</td>
<td>About 6,000, can be reduced by applying search filters (indexation)</td>
</tr>
<tr>
<td><strong>Credibility / Academic quality</strong></td>
<td>low</td>
<td>high</td>
</tr>
<tr>
<td><strong>Availability</strong></td>
<td>Free</td>
<td>Licensed materials available only to university members</td>
</tr>
</tbody>
</table>

Scholarly databases offer you access to credible, academic, and peer-reviewed texts.
Learn more about our resources:

You will find information about our courses offered in English here: www.sub.uni-goettingen.de/-M9Q8z

Related self-study materials can be found here: www.sub.uni-goettingen.de/-KYCSA

Looking for basic tips for using the library? Check out our short video tutorials on YouTube (in English and German, subtitles can be translated into English automatically).

Struggling with a term paper? Drop by the Help Desk XXL, where our competent advisors help you with literature search, reference management, statistics as well as writing process and text composition. More information and upcoming dates can be found here: www.sub.uni-goettingen.de/-H7nqh

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