

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.



Screenshot of the [Göttingen State and University Library homepage](#) with the English-language interface.

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](#)").

The screenshot shows a catalogue entry for a book. The entry is structured as follows:

- Title:** A [handbook](#) of [globalisation](#) and [environmental policy](#) : national government interventions in a [global arena](#) / ed. by [Frank Wijen](#) ...
- Other persons:** [Wijen, Frank](#)
- Corporate body:** [International Conference on Globalization and National Environment Policy 2003 Veldhoven](#)
- Conference:** [International Conference on Globalization and National Environmental Policy](#) ; (Veldhoven) : 2003.09.22-24
- Language/s:** English
- Publication statement:** Cheltenham [u.a.] : Elgar, c 2005
- Extent:** XXI, 734 S. : graph. Darst.
- Bibliogr. context:** Digitalisierte Ausg.: [A handbook of globalisation and environmental policy](#)
- ISBN:** 1-8437-6913-1, 978-1-8437-6913-2
1-8454-2951-6, 978-1-8454-2951-5
- Subject heading:** *[Umweltpolitik](#) / [Internationale Kooperation](#)
*[Umweltpolitik](#) / [Globalisierung](#)
*[Umweltpolitik](#) / [Internationale Kooperation](#) / [Globalisierung](#) / [Aufsatzsammlung](#)
*[Environmental policy](#) ; [Environmental policy](#) -- [International cooperation](#)
- Subject:** [43.30 Umweltpolitik](#)
[89.70 Internationale Beziehungen: Allgemeines](#)
- Further documents:** Library of Congress Classification: [HC79.E5](#)
Dewey Decimal Classification: [363.7056](#)
Regensburger Verbund-Klassifikation: [AR 28100](#) ; [MK 8900](#)
[Inhaltsverzeichnis](#) [2008-11-15]
- Further information:** {
 Subject: [QFC 700 Umweltpolitik {Angewandte Geographie}](#)
 Classification: [90](#)
}
- Location:** [SUB Zentralbibliothek](#)
Shelf mark: **2006 A 13163**
Request info: for loan available → [Request](#)
- Location:** [Bereichsbibliothek Forstwissenschaften \(BBF\)](#)
Shelf mark: **90 Wj/1**
Request info: for loan Available at Bereichsbibl. Forstwissenschaften
- Location:** [Bereichsbibliothek Forstwissenschaften \(BBF\)](#)
Shelf mark: **90 Wj/2**
Request info: for loan Available at Bereichsbibl. Forstwissenschaften

Annotations on the right side of the screenshot point to specific parts of the entry:

- Bibliographic information:** points to the title and publication details.
- Subject-tags:** points to the subject heading and subject.
- Table of contents:** points to the [Inhaltsverzeichnis](#) link.
- Classifications:** points to the Library of Congress Classification, Dewey Decimal Classification, and Regensburger Verbund-Klassifikation.
- Possible locations:** points to the three location entries.

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:

Bishop J.L. (2005): Hydrated Minerals on Mars. In *Water on Mars and Life* (ed. T. Tokano), pp. 65-96. Advances in Astrobiology and Biogeophysics Series, Springer, Berlin.

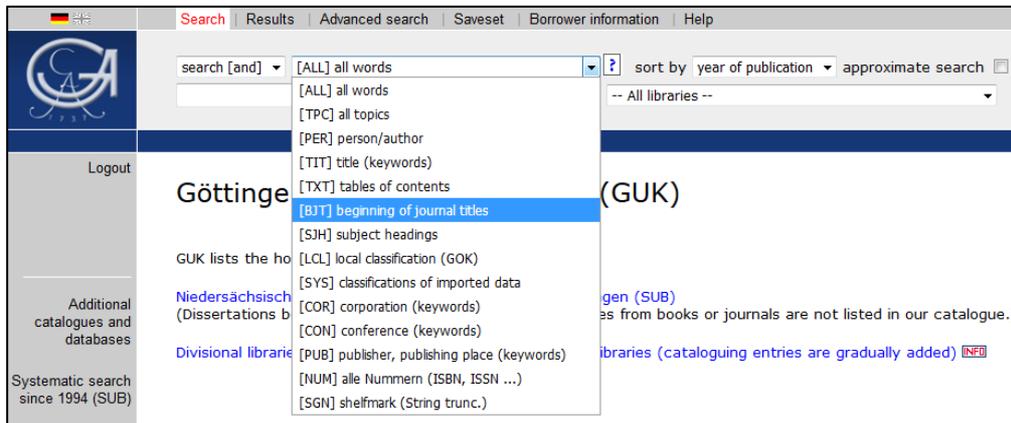
How do you go about finding it? Look at the title closely. Is this a book, a journal, or an article?

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":



Screenshot of the Göttingen University Catalogue (GUK).

Extra task

Search for the following article and note down your results:

Dominika Koter, "King Makers: Local Leaders and Ethnic Politics in Africa".
World Politics, vol. 65, no. 2, 2013, pp. 187-232.

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.

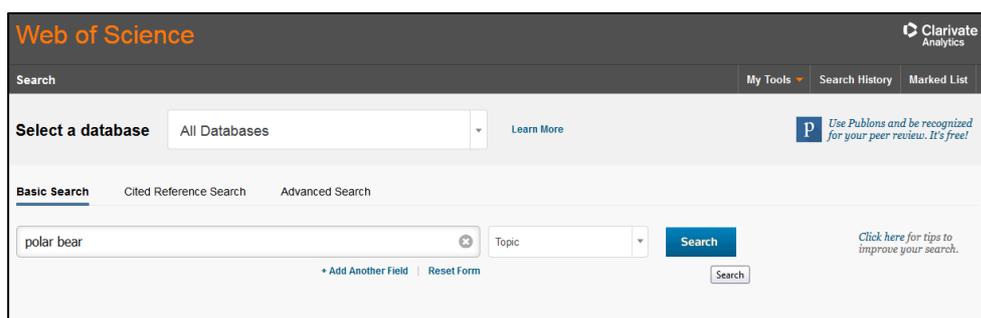
For this example, find *Web of Science* via the quick search. Select the database and click “*Recherche starten*” (*Start research*):

Web of Science	
Weitere Titel:	ISI Web of Knowledge WoK WoS Web of Science – the Complete Citation Connection
Recherche starten:	http://han.sub.uni-goettingen.de/han/wos
Weitere lizenzierte Zugänge:	Verlags-URL (Zugriff nur campusintern)
Verfügbar:	im Netz der Universität Göttingen 
Hinweise:	Die SUB Göttingen hat lizenziert: <ul style="list-style-type: none">• WoS - Science Citation Index Expanded (SCIE)• InCites - Journal and Highly Cited Data (JHCD)

Screenshot of the description of Web of Science on the webpage of Databases (DBIS).

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”:



The screenshot shows the Web of Science homepage. At the top, there is a search bar with the text "polar bear" entered. To the right of the search bar is a "Search" button. Above the search bar, there is a dropdown menu labeled "Select a database" with "All Databases" selected. To the right of the dropdown menu is a "Learn More" link. Below the search bar, there are three tabs: "Basic Search", "Cited Reference Search", and "Advanced Search". The "Basic Search" tab is selected. Below the search bar, there are two links: "Add Another Field" and "Reset Form". To the right of the search bar, there is a small box with a "P" icon and the text "Use Publons and be recognized for your peer-review. It's free!".

Screenshot of the homepage of the Web of Science database.

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:

Criteria	Google	Database: Web of Science
Number of results		
Credibility / Academic quality		
Availability		

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 Göttingen 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*):

MLA International Bibliography	
Weitere Titel:	International Bibliography of the Modern Language Association of America MLA International Bibliography on the Modern Languages and Literatures MLAIB
Recherche starten:	http://han.sub.uni-goettingen.de/han/MLA
Weitere lizenzierte Zugänge:	Verlags-URL
Verfügbar:	im Netz der Universität Göttingen U
Inhalt:	Die MLA International Bibliography ist die wichtigste Bibliographie zu den Bereichen Literatur, Linguistik (inklusive Kunst- und Zeichensprachen) und Folkloristik aller modernen Philologien. Folgende Themenbereiche werden berücksichtigt: Sprache, Literatur, Linguistik, (english)

Screenshot of the description of MLA on the webpage of Databases (DBIS).

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*”.

20		The Emancipation of Mina? Portrayal of Mina in Stoker's <i>Dracula</i> and Coppola's Bram Stoker's <i>Dracula</i>
		MLAIB Mewald, Katharina. <i>Journal of Dracula Studies</i> Vol. 10, (2008): 31-39.
	Details	SUB Preview ▾

Screenshot of search results in MLA database.

Click on the *SUB* button to find out if and where the article is available.

Title: The Emancipation of Mina? Portrayal of Mina in Stoker's Dracula and Coppola's Bram Stoker's Dracula
Source: Journal of Dracula studies [1492-708X] Mewald, Katharina yr:2008 vol:10 pg:31

Full Text
 Full text available via [Free E- Journals](#)
 Available from 1999 until (and including) 2011

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:

GEORG-AUGUST-UNIVERSITÄT GÖTTINGEN | NIEDERSÄCHSISCHE STAATS- UND UNIVERSITÄTSBIBLIOTHEK GÖTTINGEN | **SUB**

Title: 'Look who's got a case of dark prince envy': Dracula, televisuality and the golden age(s) of TV horror
Source: Horror Studies [2040-3275] Abbott, Stacey yr:2017 vol:8 iss:2 pg:183 -204

Full text
 We are sorry, but we cannot provide electronic fulltext

Holding information
 Holdings in [Elektronische Zeitschriftenbibliothek \(EZB\)](#)
 Holdings in [Gemeinsamer Verbundkatalog \(GVK\)](#)
 Holdings in [Katalog der SUB Göttingen](#)

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

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

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

Questions? Connect with us:

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