A Guide to Using Food Science and Technology Abstracts (FSTA)

For NUS users
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Accessing FSTA

1. Click or enter the following URL to access the NUS Libraries portal: lib.nus.edu.sg.

2. Select “Databases” tab and type “fsta” in the search box as shown below. Press “Enter”.

3. Select “FSTA food science and technology abstracts” in the search results.
4. Users will be prompted to log in before accessing the E-Resources such as FSTA. To proceed, perform EITHER of the following steps:

**A: If you are accessing FSTA in campus**
- Click “Campus Login”

**B: If you are accessing FSTA outside campus (e.g. home)**
- Select your Network Domain
- Enter your User ID (NUSNET ID). Examples are:
  - E0192923 (for students matriculating after AY 2015/2016)
  - g0700625, u0700423 (for students before AY 2010/2011)
  - ecettt (for staff)
- Enter your NUSNET password (same as the password for NUS email & IVLE)
- Click “Login”

Click [here](#) for Frequently Asked Questions (FAQs) on access to E-Resources.
5. Upon successful login, users will be advised to view the Appropriate Use Policy. Once the policy is read, click “I accept”.

**NUS Libraries E-Resources Appropriate Use Policy**

You are reminded that the Copyright Act applies to the whole National University of Singapore Library collection. The usage of materials / information retrieved from the **Digital Library Collection** by users from the NUS must abide by the conditions set out in the Copyright Act.

These materials can be used for academic research, learning and teaching purposes only for yourself. Under no circumstances should the data be disseminated to another person or used for commercial purposes.

Violation of the Copyright Act is an offence in Singapore and the use of NUS facilities for illegal copying is a violation of NUS rules and regulations. The University takes a serious view of copyright infringement. Anyone found violating the Copyright Act may face disciplinary action.

**Please note that this service will not be available between 5:00 AM to 5:30 AM (Singapore Time) daily for maintenance.**

If you have any problems accessing this service, please refer to the Frequently Asked Questions or contact Helpdesk.

I have read the Appropriate Use Policy for E-Resources and agree to abide by it.

[Accept]

6. The homepage of FSTA will be displayed.
PERFORMING A SEARCH

BASIC SEARCH

Enter a query in the search box and click “Search”.

Useful Tips

The option “Include Related Terms” below the search box allows you to expand your search by identifying additional articles that contain the terms related to your search.

When this option is turned on, more search terms will be automatically added to your search. If these terms are found in the records, they will be highlighted in pink (terms in your original search statement will be highlighted in yellow). Observe the increase in the number of search results.
Use quotation marks (""") in your search terms for exact phrase searches. This prompts the database to identify articles containing the exact phrase within the quotation marks. Note the significant drop in the number of results.

FSTA Thesaurus classifies the index terms into three categories: broader, narrower and related terms. By using the Thesaurus, you can be exposed to a wider set of terms which help to alter the scope of your search.

To access the Thesaurus, click “Search Tools” at the homepage and select “Thesaurus” from the dropdown menu. Enter your search term in the field and click “Search”.

![Thesaurus search history example](image-url)
A list of broader, narrower and related terms will be displayed for the specified term. To include some of these terms in your search, tick the corresponding boxes under the column “Explode”. Combine your selections with AND or (Refer to page 11). To proceed, click “Continue >>”.

![Thesaurus for FUNCTIONAL FOODS](image)

A search will be executed with the included search terms from the Thesaurus.
**Advanced Search**

This is an ideal tool for users who wish to search for a particular title, author, keyword or journal title. In the example below, an advanced search will be performed to find the indexed publications written by Arun Sadashiv Mujumdar since 1995.

1. Enter the term “Mujumdar A”, where Mujumdar is the last name of the author and A is the first initial. To narrow the search further, expand “Limits” and select accordingly.

2. An index of the author names and their respective number of publications (postings) will be displayed. Besides the name with the exact match, users can also select other similar names to ensure a more extensive search. Once done, click “SEARCH FOR SELECTED TERMS >>”.

![Advanced Search Interface](image-url)
A list of publications (example below) by the selected author(s) will be shown accordingly.

1. Novel high-humidity hot air impingement blanching (HHAIB) pretreatment enhances drying kinetics and color attributes of seedless grapes.
   Jun-Wen Bai, Da-Wen Sun, Hong-Wei Xiao, Mujumdar, A. S., Zhen-Jiang Gao

Useful Tips

More search fields can be found under “Search Fields”. Tick the box next to the desired field and enter the search term in the search box.
**MULTI-FIELD SEARCH**

Multiple search terms can be linked by the Boolean operators (AND, OR, NOT) to narrow or broaden the search. The Venn diagrams below illustrate the difference between the operators AND and OR:

Enter the search terms in 2 separate search fields. Select the appropriate Boolean operator for your search and click “Search”.

Note the significant difference in the number of search results when different Boolean operators are applied.
Useful Tips

You can insert additional Boolean operator(s) in a search field. In the example below, the articles will be retrieved only if they satisfy BOTH criteria:

1) Contain the word “mastication” or “chewing”
2) Contain the word “disintegration” or “breakdown” or “digestion”

A CLOSE LOOK AT THE SEARCH RESULTS

Located at the side of the search results page, Results Tools contains the Search Information column which documents the search terms used in retrieving the results and the number of search results obtained. Users can also specify a sort criteria and customize the display by selecting the specific fields (citation, abstract, etc.) to show in the page. By default, the results
are sorted according to SCORE. SCORE refers to the number of stars awarded for the relevance of the article.

Other sorting options are available in the dropdown menu.

Users can adjust the number of pages per page by clicking the dropdown menu right above the results list. To access a particular article number directly, specify the number in the box beside the dropdown menu and click “Go >”.

1. Effects of wheat and rye bread structure on mastication process and bolus properties.
REFINING YOUR SEARCH

Select a filter in the Filter By column. Multiple filters can be applied at the same time; the second filter will be applied to the filtered results due to the first filter.

**Useful Tips**

To apply two or more filters to the same set of search results, select a filter and click “Add to Search History” in the Filter By column.
Expand the Search History panel at the top of the page.

In this example, Record 2 denotes that the initial search results (Record 1) had been filtered by the subject “MASTICATION”. Click “Display” at record 1 to re-display the initial results.

Repeat the above steps for the subsequent filter(s). In the Search History panel, tick the boxes beside records that represent the filter commands. Notice that the filters are all applied on Record 1. Combine the selections by clicking “And” or “Or”. Refer to page 11 for more details on Boolean operators.
1. Click available next to every article record.

2. A message appears. Select “click this link to open the document”.

3. Users will be directed to the publisher’s record which contains the full text of the article.
An error message (similar to the screenshot below) may appear instead of a publisher’s record. In this case, the online title may not be subscribed by NUS Libraries.

You can check if the title is available in the Library catalogue by clicking “By ISSN” and “By Title”. Alternatively, go back to the search results page and click “Library Holdings” next to the article record to check if a catalogue record exists for this title.

If the title is not available in the catalogue, you may request for Document Delivery Service (if eligible). More details can be found here.
EMAILING YOUR CITATION LIST

Users can send the selected article record(s) via email to one recipient or more. A URL link to the full text of the article is included in the email for easy access.

1. Tick the box(es) next to the article title(s) of interest. Once done, click “Email”.

2. A box appears. Specify the recipient’s email address, subject, message and fields to display. Uncheck “Include URL” and click “Send Email”.
Recipient(s) will receive an email from Ovid shortly. To access the full text, click the link to the External Link Resolver as shown below. Refer to page 17 if you have encountered any issue accessing the full text through the link to the External Link Resolver.

Useful Tips

Alternatively, you can export the citation list as a Word, PDF, text or Excel file. Refer to EXPORTING CITATIONS in this manual for more details.
EXPORTING CITATIONS

1. Tick the box(es) next to the article title(s) of interest. Once done, click “Export”.

   ![Exporting Citations Example]

2. A box appears. To export the citations to a reference management software (e.g. EndNote), click the software name or “RIS”.

   ![Exporting Citations Example 2]
3. Click “Export Citation(s)”.

4. Users exporting citations from FSTA to EndNote for the first time may be prompted to select a program to open the file. If you have installed EndNote in your computer, select the option “Select a program from a list of installed programs” and click “OK”.
5. Click “Browse...” and locate the EndNote programme in your computer. Make sure the option “Always use the selected program to open this kind of file” is ticked so that EndNote is automatically launched whenever similar files are opened.

6. Click “OK” when done.
7. Users will be prompted to choose an import filter before accessing EndNote. To proceed, make sure “AARP Ageline (OvidSP)” is selected and click “Choose”.

Newly-added citations can be found in “Imported References” once the import is complete.
8. With these imported references, users can use EndNote’s Cite While You Write (CWYW) feature to insert citations in Microsoft Word. For more information on EndNote, refer to the EndNote LibGuide.

With EndNote’s CWYW feature, you can write your research papers and insert the citations at the same time in Microsoft Word. Changing the citation style is just a few clicks away!

References

SAVING YOUR SEARCH STATEMENTS PERMANENTLY

This is a useful tool to users who wish to save a group of search statements for future use. Once these searches are saved permanently as a group, they can be executed at the same time with just one click.

SAVING A PERMANENT SEARCH

1. Perform one or more searches on FSTA. When done, expand the Search History panel at the top of the page.

2. Click “Save Search History” to save the entire list of searches.

Alternatively, you can save an individual search. Tick the corresponding box and click “Save”.

3. Users will be prompted to log in. For **first-time users**, click “Create a new Personal Account” to complete an online form. Upon successful registration, users will be automatically logged in and may proceed to the next step. For **registered users**, log in with your personal account name and password. Click “Login >>”.
4. Create a search name and comment for the group of search statements in the search history. Select “Permanent” as the search type and click “Save”. These search statements will be saved collectively as a permanent search.

5. A permanent entry will be created under “My Searches & Alerts” in My Workspace tab. To edit the permanent search, click the pencil icon within the created entry.

Besides editing and deleting the search statements within a permanent search, users can also add new search statements to the existing list. Note that search statements created from the Basic Search cannot be edited.
Useful Tips

As a registered user, you can also subscribe to alerts via email or RSS feeds to view the list of newly-indexed publications related to your research. To create an alert, repeat steps 1-3. In step 4, select “AutoAlert (SDI)” after creating a search name and comment.

A list of alert options appears. Set your preferences and save your settings when done. You may wish to consider including the external link resolver as the provided URL links lead you to the full text of the articles directly.

To edit your alert settings or suspend the alert, click the pencil icon within the created entry under “My Searches & Alerts” in My Workspace tab.

Registered users can also save and organize relevant articles into folders. Select the articles in the search results page and click “Add to My Projects”.

Saving Your Search History
In the popup box, create a new folder by adding a project name and description. Click “Add Items”. Subsequently, articles can be added to another new or existing folders.

You can view these saved articles or manage the folders by clicking My Workspace tab.

**Running a Saved Query**

1. Select My Workspace tab at the top of the homepage.
2. Users will be prompted to log in. Enter your personal account name and password in the respective fields. When done, click “Login >>”.

3. Upon successful login, select “My Searches & Alerts” below My Workspace tab to view your saved searches.

4. Tick the box within the saved entry for the search that you wish to execute. Click “Run”.

5. A message appears to inform users that the search is complete. Proceed to the main search page by clicking the Search tab.
6. All saved searches under the selected search name are concurrently executed as shown in the Search History panel. To view the list of search results for a particular search statement, click “Display” under the column “Actions”.

![Search History Panel Example](image-url)