Information Searching

Reference Management

Mak Jie Ying
Science Resource Librarian
11 Sep 2019
Access #WeAllChat at
https://pollev.com/bes

Keep this window open at all times! 😊
Workshop outline

Introduction to NUS Libraries’ Portal
Overview of information sources, search engine & databases
Generating research questions from a topic
Search strategies
Performing a search in Scopus
Accessing full texts in Google Scholar & external websites

In-text Citations and Bibliography
Bibliographic Software & EndNote
Introduction to NUS Libraries’ Portal
FindMore@NUSL

Use if you wish to discover relevant information from everything found in
- NUS Libraries' catalogue
- Online full-text contents available from subscribed e-resources and beyond
LINC

Use if you wish to search for a specific book or journal title.
LINC

Use if you wish to search for a specific book or journal title

Electronic Resources

Aquatic functional biodiversity: an ecological and evolutionary perspective


Title: Aquatic functional biodiversity [electronic resource]: an ecological and evolutionary perspective / edited by Andrea Belgrano, Guy Woodward, Ute Jacob.


Online access via:

- NUS Libraries
- ScienceDirect E-Books
- About this E-Resource
Module-specific materials

RBR
Book/textbook recommended by lecturers for specific modules

FAQ on RBRs

Past years’ exam papers

FAQ on exam papers
NUS Libraries’ Freshmen Guide

Guide's homepage
Overview of information sources, search engine & databases
Let us know you better!

#WeAllChat

In the past, what websites/databases did you use to get information for your assignments?
Information sources

Theses & Dissertations
Conference Proceedings
Journal articles

Review articles
Bibliographies
Books

can be retrieved by
databases and search engines
<table>
<thead>
<tr>
<th>Type of Information</th>
<th>E-Resource</th>
</tr>
</thead>
<tbody>
<tr>
<td>Multi-disciplinary</td>
<td>Web of Science&lt;br&gt;Scopus&lt;br&gt;FindMore@NUSL&lt;br&gt;Google Scholar</td>
</tr>
<tr>
<td>Biodiversity</td>
<td>Biodiversity Heritage Library&lt;br&gt;Biodiversity Library of Southeast Asia (BLSEA)</td>
</tr>
<tr>
<td>Animal Biology &amp; Taxonomic Reference</td>
<td>Zoological Record</td>
</tr>
<tr>
<td>Geography</td>
<td>GEOBASE&lt;br&gt;GeoRef</td>
</tr>
<tr>
<td>Newspaper Articles / Local Content</td>
<td>Factiva&lt;br&gt;Nexis Uni&lt;br&gt;NewspaperSG</td>
</tr>
</tbody>
</table>
Subject guides

Environmental Studies
http://libguides.nus.edu.sg/envstudies

Geography
http://libguides.nus.edu.sg/geography

Biological Sciences
http://libguides.nus.edu.sg/biology
Generating research questions from a topic
### Factors

<table>
<thead>
<tr>
<th>P</th>
<th>E</th>
<th>S</th>
<th>T</th>
<th>L</th>
<th>E</th>
</tr>
</thead>
<tbody>
<tr>
<td>Political</td>
<td>Economical</td>
<td>Social</td>
<td>Technological</td>
<td>Legal</td>
<td>Environmental</td>
</tr>
<tr>
<td>Political party</td>
<td>Business Cost Profit</td>
<td>Consumer Education Lifestyle</td>
<td>R&amp;D</td>
<td>Regulation</td>
<td>Pollution</td>
</tr>
<tr>
<td>Ministry Agency</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Questions

- **Who**
- **What**
- **When**
- **Where**
- **Why**
- **What if**
- **How**

**6Ws**

**1H**
Let’s try! Can you think of any research question based on this topic?
Search strategies
Workflow

1. Identify the keywords
2. Construct an effective search statement
3. Refine the search statement
Identify the keywords

Research question

What is the impact of hydropower on biodiversity?
**Identified keywords:** hydropower, biodiversity

**OR**

Connects synonyms or alternative terms:
- hydropower OR hydroelectricity OR hydroelectric power
- biodiversity OR biological diversity

**∗**

Allows the search for different variations of a keyword:
- biodiversity / diverse / diversification ⇒ biodivers∗

*Broaden your search with these search operators!*
Identified keywords: hydropower, biodiversity

- " "
  - Allows the search for exact phrases
  - "hydroelectric power"
  - "biological diversity"

- AND
  - Connects the keywords together and restricts the search to retrieve only works that contain ALL of these keywords
  - hydropower AND biodiversity

Narrow your search with these search operators!
Ideally, an effective search statement is one that
• enables a comprehensive search
• retrieves only relevant results

**hydropower OR hydroelectricity OR “hydroelectric power”**

**AND**

**biodivers* OR “biological divers*”**
Identify the keywords

Refine the search statement

Look at the search results or the articles that are retrieved
• Are there **NEW** keywords or synonyms that you can add to your search statement?

Improvise your search statement!

#WeAllChat

Select the best search statement!
Performing a search in Scopus
A **multi-disciplinary resource** from Elsevier covering the Sciences, Arts & Humanities and Social Sciences

*Image source: https://www.elsevier.com/solutions/scopus/content*
Accessing Scopus

NUS Libraries’ Portal:
Conducting a search

Search boxes:

Search:
- hydropower OR hydroelectricity OR “hydrotlectric power”
- E.g., “Cognitive architectures” AND robots
- biodivers* OR “biological divers*”

Limit fields:
- Date range (inclusive):
  - Published: All years to Present
  - Added to Scopus in the last: 7 days
- Document type:
  - ALL
### Viewing the search results

#### Filter options

- **Access type**
  - Open Access
  - Other

- **Year**
  - 2019
  - 2018
  - 2017
  - 2016
  - 2015

### Analyze search results

<table>
<thead>
<tr>
<th>Document title</th>
<th>Authors</th>
<th>Year</th>
<th>Source</th>
<th>Cited by</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Wang, X., Li, S., Pieter, M., Li, K., Song, Z.</td>
<td>2019</td>
<td>Ecological Indicators 107,105666</td>
<td>0</td>
</tr>
</tbody>
</table>

#### Viewing & sorting options

- Show all abstracts
- Sort on: Date (newest)
Fish community responses to stream flow alterations and habitat modifications by small hydropower projects in the Western Ghats biodiversity hotspot, India

Jumani, S., Rao, S., Kelkar, N., (...), Krishnaswamy, J., Vaidyanathan, S.

Aquatic Conservation: Marine and Freshwater Ecosystems
28(4), pp. 979-993
Agrawal, D.K., Lodhi, M.S., Panwar, S.

Are EIA studies sufficient for projected hydropower development in the Indian Himalayan region?


Armitage, P.D., Gunn, R.J.M., Furse, M.T., Wright, J.F., Moss, D.

The use of prediction to assess macroinvertebrate response to river regulation

doi: 10.1007/BF00008048
## Scopus’ homepage:

### Search history:

<table>
<thead>
<tr>
<th>Search history</th>
<th>Combine queries...</th>
<th>22,703 document results</th>
</tr>
</thead>
<tbody>
<tr>
<td>4 TITLE-ABS-KEY (hydropower)</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Search history</th>
<th>Combine queries...</th>
<th>362 document results</th>
</tr>
</thead>
<tbody>
<tr>
<td>3 (TITLE-ABS-KEY (hydropower) AND TITLE-ABS-KEY (biodiversity))</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Search history</th>
<th>Combine queries...</th>
<th>517 document results</th>
</tr>
</thead>
<tbody>
<tr>
<td>2 (TITLE-ABS-KEY (hydropower OR hydroelectricity OR &quot;hydroelectric power&quot;) AND TITLE-ABS-KEY (biodiversity OR &quot;biological diversity&quot;))</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Search history</th>
<th>Combine queries...</th>
<th>523 document results</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 (TITLE-ABS-KEY (hydropower OR hydroelectricity OR &quot;hydroelectric power&quot;) AND TITLE-ABS-KEY (biodiversity OR &quot;biological divers&quot;))</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

- View search results again
- Edit search statement

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**Scopus Support Center**
Accessing full texts in Google Scholar & external websites
Instructions on setting up NUS Libraries access in Google Scholar
Proxy Bookmarklet

Enables access to full-texts of subscribed journal articles on any webpage that requires users to pay, e.g. publisher’s or vendor’s site (example)

Instructions on installing NUS Libraries’ Proxy Bookmarklet
Evaluating information in full texts

COMBAT PSEUDOSCIENCE AND FAKE NEWS!

<table>
<thead>
<tr>
<th>C</th>
<th>R</th>
<th>A</th>
<th>A</th>
<th>P</th>
</tr>
</thead>
<tbody>
<tr>
<td>Currency</td>
<td>Relevance</td>
<td>Authority</td>
<td>Accuracy</td>
<td>Purpose</td>
</tr>
</tbody>
</table>

Questions to ask when evaluating academic materials and news articles
Workshop outline

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In-text Citations and Bibliography
Bibliographic Software & EndNote
In-text Citations & Bibliography
Why cite?

• To **acknowledge** the contributor(s) of ideas used in writings

• To **lend support to arguments** by referring to authoritative sources

• To help readers **verify** your claims

• To **show research done**
Within the main body:

The Columbia River, U.S.A., once had the largest runs of Chinook salmon *Oncorhynchus tshawytscha* in the world (Netboy, 1980). Large percentages of the runs were lost when Grand Coulee Dam
At the end of document:


Format varies according to the cited document type
- Book
- Book chapter
- Journal article
In the past, how did you cite the resources that you used in your assignment?
Reference Management Software & EndNote
Reference management software

A software that:

- stores + organises references from many sources
- inserts these references into a Word document
- automatically formats inserted references according to a predefined citation style

APA 6th  Harvard
MLA           Chicago
Reference management software

Comparison of EndNote, Mendeley and Zotero
## Semesters 1, AY 2019/2020

<table>
<thead>
<tr>
<th>Date</th>
<th>Time</th>
<th>Location</th>
<th>Registration</th>
<th>Note</th>
</tr>
</thead>
<tbody>
<tr>
<td>18 Sep (Wed)</td>
<td>2-4pm</td>
<td>Science Library Training Room</td>
<td>Not Required</td>
<td>Visit <a href="#">NUS Libraries’ guide on Mendeley</a> for instructions before attending the workshop</td>
</tr>
<tr>
<td>17 Sep (Tue)</td>
<td>10am-12pm</td>
<td>Aangsana 1 @ Bukit Timah Campus</td>
<td>Not Required</td>
<td>Visit <a href="#">NUS Libraries’ guide on Zotero</a> for instructions before attending the workshop</td>
</tr>
<tr>
<td>19 Oct (Sat)</td>
<td>2-4pm</td>
<td>Central Library Theatrette 1</td>
<td>Not Required</td>
<td></td>
</tr>
</tbody>
</table>
EndNote Workflow

1. Add references to EndNote Library
2. Insert references into Word document
3. Format according to the citation style required in Word
Create an EndNote Library

a. All programs > EndNote > EndNote Program

b. File > New

c. Create a new filename (*.enl)

d. Save
Add references to EndNote Library

1. Direct Export
2. Import Text File
3. Online Search
4. Import PDF
5. Manual Inputting

---

EndNote Library

MS Word

Cite While You Write
Method 1: Direct Export

Export references directly from database

a. In the database, select the desired records

b. Save, output, export or send to EndNote (Look for “RIS format”)

c. Click Open to transfer records to your EndNote library

Directions on exporting references from major databases

E.g. Scopus:
Method 2: Import PDF

a. In EndNote, go to File > Import
b. Choose either file or folder, and change Import Option > PDF

Note:
• PDF must contain a Digital Object Identifier (DOI) and is not a scanned document.
• If the author, title, journal, etc, fields are not auto-populated, the PDF could be of the wrong format or have an incorrect DOI

Instructions on auto-importing PDFs
Method 3: Manual Inputting

- Create a Reference manually in the EndNote library
- Usually for hardcopy material, pre-published thesis and newspaper article

Sample of manual entry for a **e-newspaper article**:

<table>
<thead>
<tr>
<th>Field</th>
<th>Answer</th>
</tr>
</thead>
<tbody>
<tr>
<td>Reference Type</td>
<td>Newspaper Article</td>
</tr>
</tbody>
</table>
| Reporter 
  (Last name, First name) | Hong, Jose                                                             |
| Year                         | 2018                                                                   |
| Title                        | Three-year project will quantify benefits of Singapore’s natural environment |
| Newspaper                    | The Straits Times                                                      |
| Issue Date (Month Day)       | August 16                                                              |
| URL (homepage)               | https://www.straitstimes.com                                           |

Video on manual data entry in EndNote
Cite While You Write

- Use **MS Word** to insert citations into your paper
- Create a paper with **properly formatted references, bibliography, figures & tables**

**Tip:**

- Do NOT edit the citations and bibliographies in Word. Edit the reference in the EndNote Library only
- To locate citation and bibliography fields, **change the MS Word’s Field Shading option**
EndNote Tab

If EndNote is properly installed, you will see the EndNote X9 tab in Word.
Method 1: Insert Citation

a. EndNote X9 tab: Insert citation

b. Search for a word in any field (e.g. title, author)

c. Select the references that you want to insert into your paper
Method 2: Insert Selected Citation(s)

a. In EndNote library, select citation(s)
b. Go to Word and place cursor at insertion point
c. Click on Insert Citation > Insert Selected Citation(s)
Change the citation style

EndNote X9 tab:
Select the style from the dropdown box
or click Select Another Style...
Create a bibliography section*

a. Bottom right corner of Bibliography group > Layout > Bibliography title

b. Type a bibliography title in the text box

*The bibliography section appears only when you insert a citation
Editing in-text citations & bibliography

Edit & Manage Citation(s)
E.g. add page numbers, exclude author, exclude year

Edit Library Reference(s)

a. Place cursor in the citation
b. Click Edit library references and make the necessary changes
c. Click Update citations and bibliography
EndNote Online Guide

EndNote: Main
EndNote (EN) is a software for managing references. It can automate the many tedious steps involved in organizing and formatting the references and bibliographies in your academic writing. EndNote Web (ENW) is the web version of EN, with fewer features.

Training Schedule:

<table>
<thead>
<tr>
<th>Date</th>
<th>Time</th>
<th>Location</th>
<th>Registration</th>
</tr>
</thead>
<tbody>
<tr>
<td>23rd September 2019</td>
<td>10am to 12pm</td>
<td>Science Library Training Room</td>
<td>TBC</td>
</tr>
<tr>
<td>1st October 2019</td>
<td>2pm to 4pm</td>
<td>Medical Library Training Room</td>
<td>TBC</td>
</tr>
</tbody>
</table>

Instructions:
- PCs will be provided for attendees who have a confirmed place, however you may still wish to bring your own laptop.
- Attendees who are on the waitlist may be invited to the session, however they will have to bring their own laptops.
- Please install EndNote on your laptop prior to coming to the class. Instructions on how to install EndNote can be found here:
  http://libguides.nus.edu.sg/endnote/EndNote
- If you are facing any issues with installing EndNote, please contact NUS Computer Centre for assistance.

For urgent EndNote assistance and queries, please contact your nearest EndNote librarian listed on the right.

What's EndNote:
EndNote X9 is available from the NUS Computer Centre’s Software Catalogue.

- EndNote is a software that:
  - stores and organizes references found from many sources
  - inserts these references into a Word document
  - automatically formats your references according to a predefined citation style, and more!

If you’re new to EndNote, check out the Installation Instructions and Step by Step Guide.

http://libguides.nus.edu.sg/endnote
Visit your usual go-to database/website, do a search and try adding the references. Where did you try in? Did it work, and how did you do it?

#WeAllChat
Quiz Time!

Please access the quiz at https://kahoot.it/
Thank you!

Please access the survey at http://bit.ly/sclib-survey

Mak Jie Ying
jieying.mak@nus.edu.sg

Science Library
sclib@nus.edu.sg