

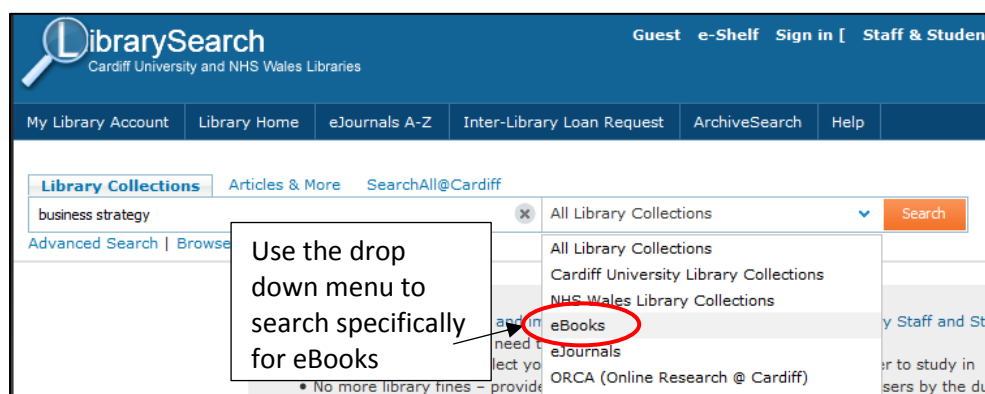
MA1003 Library Session: Finding & using information.

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Finding resources to help with your research

Go to **librarysearch.cf.ac.uk** to search for books, eBooks and journal articles:



Articles & More

Articles & More is part of the LibrarySearch catalogue. To access Articles & More, log into the student intranet (intranet.cf.ac.uk) and click on **Your study**. Click on the **LibrarySearch** link under **Applications** on the right hand side of the screen. Select the **Articles & More** tab.

For tips on how to search Articles & More, see our video on YouTube. Go to: <https://www.youtube.com/watch?v=QclU8oZQe2s>



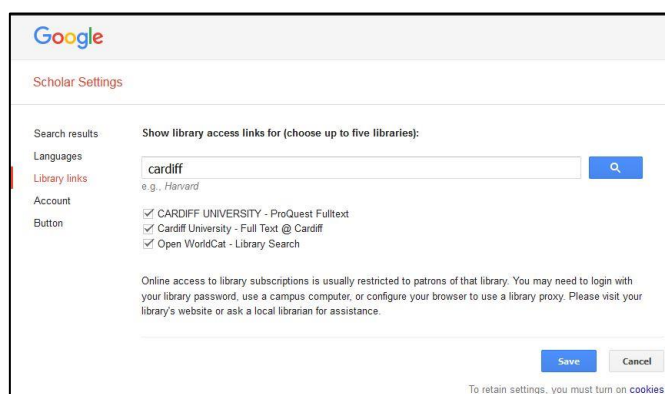
Google and Google Scholar

Google Scholar (<https://scholar.google.co.uk/>) is the part of Google which finds academic content. It's a good way of accessing journal articles without having to scroll through all the other stuff you'd normally find on a standard Google search.



If you use Google Scholar on a networked computer on-campus it will automatically connect you to Cardiff University subscribed full-text but if you use it off-campus you will need to set up **Library links** to access the full-text of journals articles that Cardiff University subscribes to on your own devices and off campus.

From the Google Scholar home page, click on *Settings* then *Library links* and search for Cardiff University.



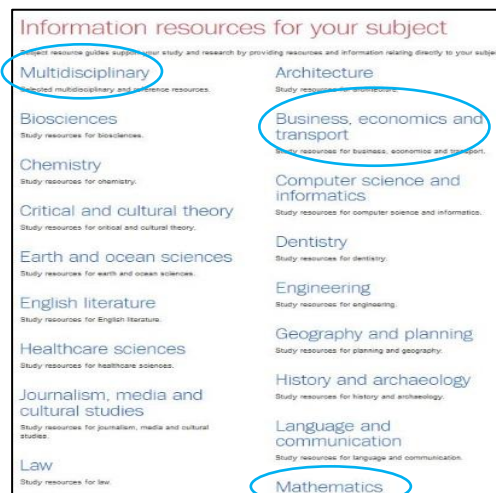
Once you have made this link the Full Text @ Cardiff links will appear within your results.

Information resources on the intranet

To access databases and journal articles, log into the student intranet (intranet.cf.ac.uk) and click on **Libraries> Information resources by subject** (shortcut panel on the right hand side).

You may find useful resources under the headings for:

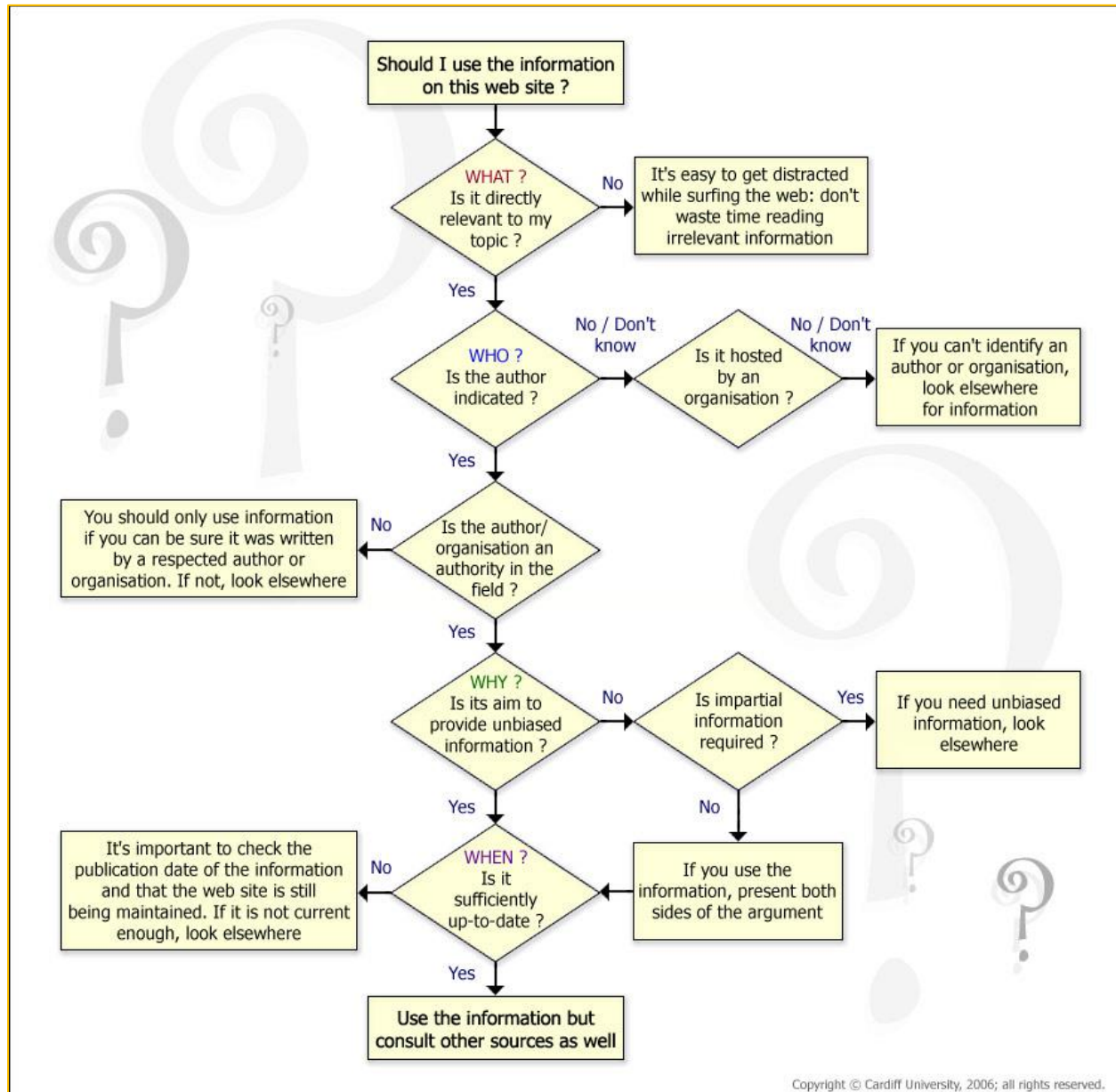
Business, economics and transport
Mathematics
Multidisciplinary



Evaluating web resources.

The University subscribes to a wealth of academic resources both in print and online which are not freely available to the general public. Make the most of these good quality academic resources when doing your research.

Sometimes however you will find information on web sites which might supplement these academic resources. If you are going to use this information, make sure you evaluate what you find in order to check it is of good enough quality to use in your academic work. Use the flowchart below to help you.



Remember: while Wikipedia might be helpful occasionally to gain a basic overview of a topic, it is not an appropriate source to use in your academic work.

Tips on searching for information

Decide which **keywords** best describe your subject. Use a thesaurus or encyclopaedia to check for alternative terms.

Be prepared to adapt the terms as your search progresses. When you find an article that is particularly relevant, check which terms the database has used to index it and then consider using these in a further search. You should retrieve further relevant references in this way.

Phrase searching and truncation

- "**programming language**" retrieves records containing the exact **phrase** programming language.
- Use a **truncation** symbol at the end of a word to search for all variations of the word, e.g. **comput*** would retrieve *computer*, *computers*, *computation* or *computational* (Note the truncation symbol may vary from one database to the next, check the help screen on each database for precise details).

Adapting your search

You may find that your search terms retrieve *too few* or *too many* results. There are several techniques you can use to revise your search:

Found too many references?	Found too few references?
Use more specific subject terms	Use broader subject terms
Search in narrow fields (e.g. title)	Search in broad fields (keyword, abstract)
Use AND , NOT to combine terms	Use OR to combine alternative terms
Apply limits (publication date, age)	Use truncation symbols to search for variations

Combining terms with AND, OR, NOT

- A search for **coding AND Python** would only retrieve references containing both terms.
- Searching for **programming OR coding** would find all references containing either programming or coding, or both.
- Searching for **marketing NOT advertising** would eliminate all references containing advertising. This option must be used with care, as you may also eliminate useful references.

Need more help with searching?

For more tips on refining your search if you get too many (or too few) results, watch our 'Top tips on Finding Information' video on YouTube.

Go to <https://www.youtube.com/watch?v=i5R89RyuBoo> or search for **cardiffunilib** on YouTube.



BibTeX and JabRef support.

1. Automatically creating BibTeX files

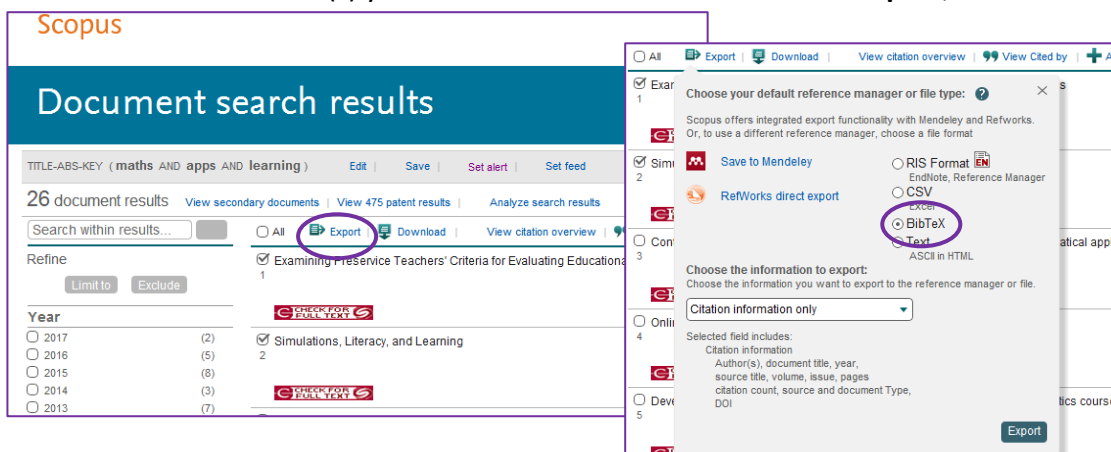
As well as creating BibTeX records manually, it is also possible to automatically generate records by exporting references from databases and search tools such as Scopus and GoogleScholar. Major databases often allow bulk export of selected records in one operation.

The process is similar for most databases:

- Select your item(s) for export e.g. via a tick box
- Select the export/download option and choose BibTeX as the output format
- Save the download file (include .bib after the filename if the save option doesn't give this option).

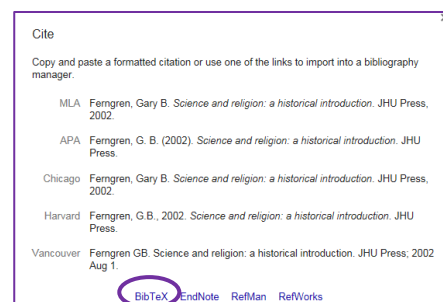
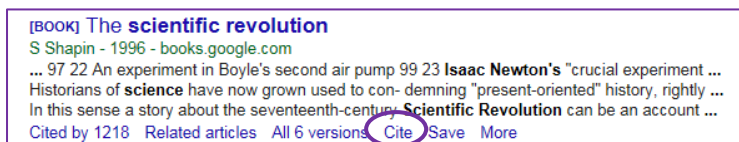
1.1. Exporting from Scopus

Click to select the result(s) you want to create .bib files for. Click **Export**, select **BibTeX**, and click **Export**.



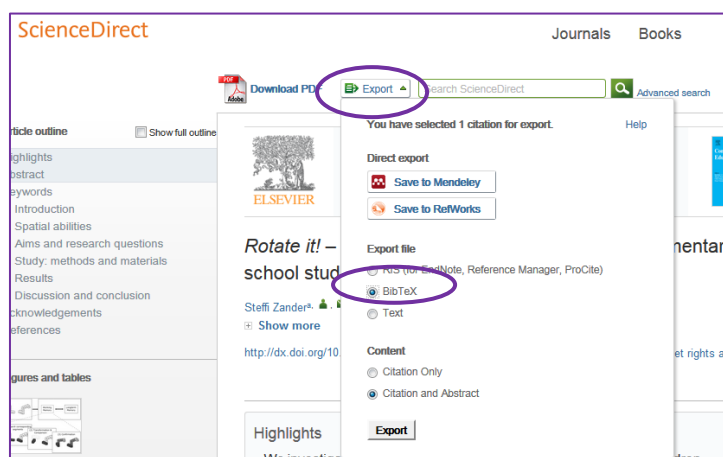
1.2. Exporting from GoogleScholar

To export a .bib file in Google Scholar, click **Cite** under the relevant result. Then select **BibTex**. The BibTeX information will be displayed in the browser; copy and paste it into your .bib file or into JabRef (instructions for JabRef on page X) and save.



1.3 Exporting from a journal webpage

You can also export .bibtex records from major journal webpages.



1.4 Opening and saving your .bib file

Once you followed the instructions to Export your reference as a .bib file, open and save the file in your desired program e.g. Notepad or another .txt editor. **Don't forget to add .bib to your filename.** Give your .bib file the same name as your .tex file and save it in the same folder on your PC.

If you are using the JabRef tool (described below) and you are using Firefox, you can automatically save the .bib file to JabRef (see part 2.1). If you are using a different browser you may not be able to open the file in JabRef immediately. In this case, save the .bib file and import it to JabRef later (see part 2.2).

If you have LaTeX special characters (e.g. \$, %, &) in your BibTeX file, this can create problems. These characters should be prefixed with the '\ ' character. Use a text editor such as Notepad or TeXworks to Find and Replace e.g. replace \$ with \\$

2. Using JabRef.

JabRef is an open source bibliography reference manager that uses BibTeX and BibLaTeX as its native file formats. JabRef organises your BibTeX files so they can be easily created and manipulated.

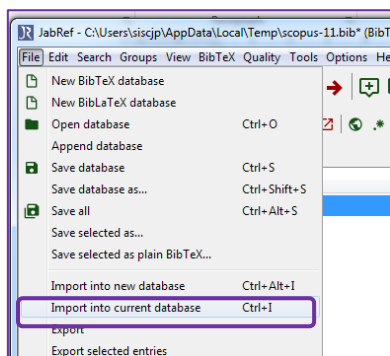
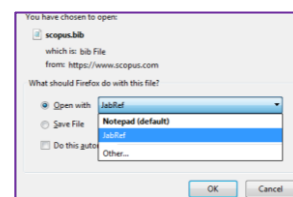
You can download JabRef at <https://www.fosshub.com/JabRef.html>

Open JabRef and build your BibTeX database using the options below. (First click **File, new BibTeX database** if an untitled database is not already open).

2.1. Import BibTeX files from databases.

Follow the steps on page 1 to import .bib files from databases to JabRef.

If you are using Firefox you can automatically export your files to JabRef. When you click to open the file and the pop-up appears, tell Firefox to open the program with JabRef.



If you are using another browser, you may need to save the .bib file and then add to JabRef later. The Import function allows you to do this quickly and easily. In JabRef go to **File > Import > Import into current database**, (or *into a new database* if you want to store the file in a separate database to your other files).

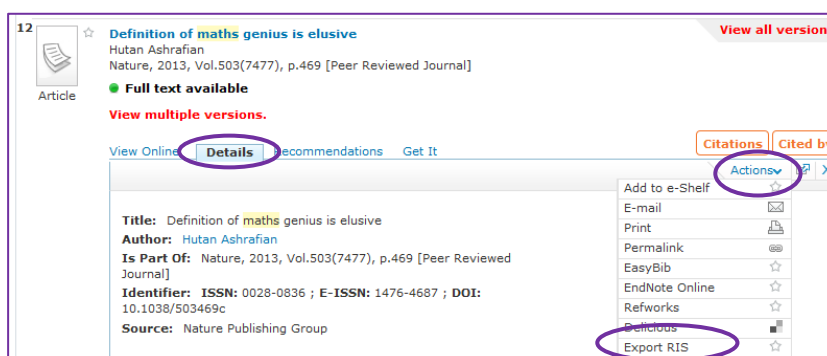
The .bib file will be added to your database.

You can also use this function if you wish to add a reference from other reference management software e.g. EndNote.

If you use JabRef, you can also import files from **LibrarySearch**, as JabRef can deal with citations in a number of formats, including .RIS, and can then produce the correct .bib files.

Exporting from LibrarySearch

When you have found a record you would like to create a .bib file for, select the **Details** tab, then **Actions**, then click **Export RIS**. In the pop-up window, make sure the encoding is on UTF-8.



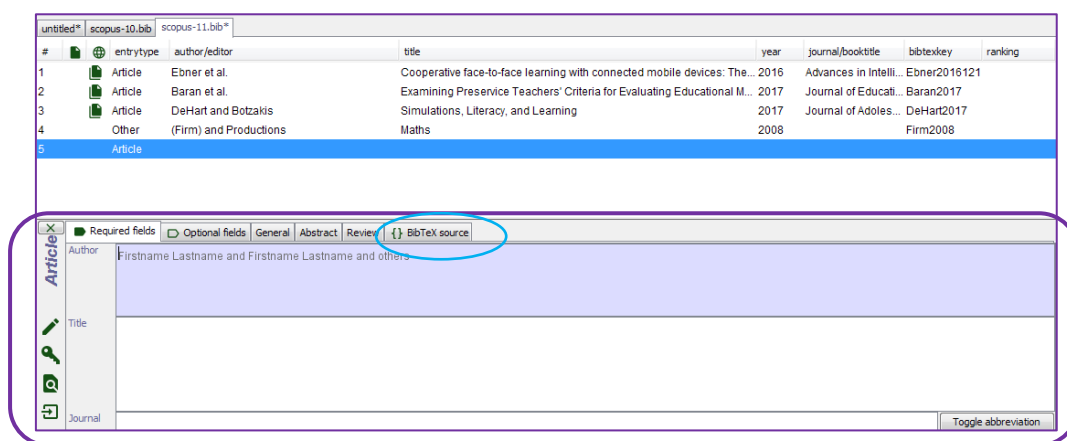
2.2 Add a new BibTeX entry manually

You may need to create a BibTeX file in JabRef e.g. if your resource doesn't have an export function, or you need to paste the .bib file generated from GoogleScholar.

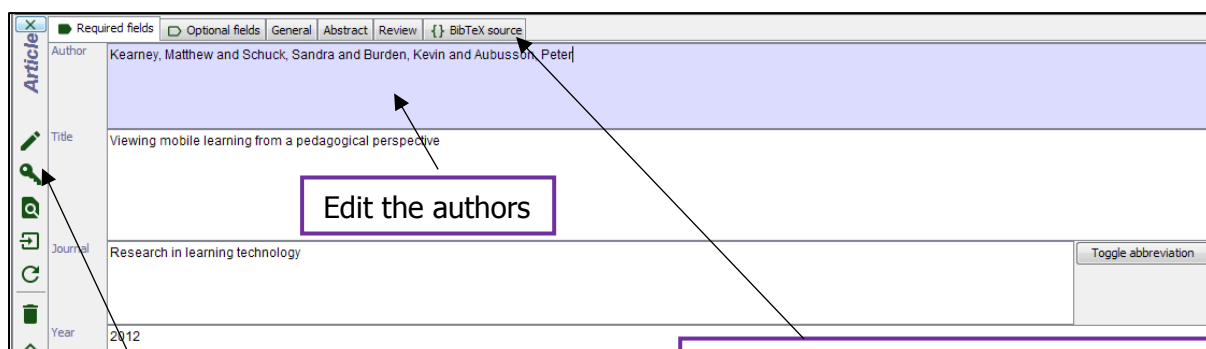
1) In the database where you want to store your record, click the 'New BibTeX entry' icon and select the appropriate entry type.



A new entry will appear in the database. Complete the necessary fields in the BibTeX editor. The details for your .bib file will automatically generate in the `{BibTeX source}` tab. If you already have the details for your .bib file e.g. from Google Scholar, paste them into this tab and save. The entry will then appear in the database.

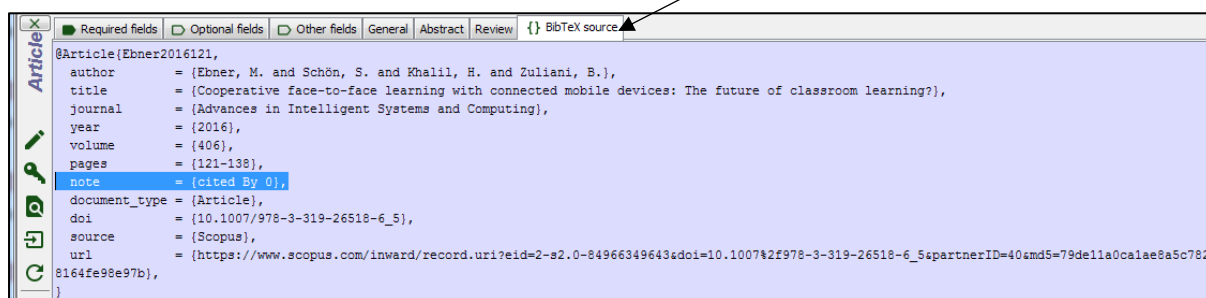


You can also use the BibTeX editor to tidy up existing entries imported from databases.



Generate a Citation Key: you will need a citation key to be able to cite in LaTeX.

Some unnecessary fields may pull through to your reference in your .tex document e.g. Notes. You can delete them from the BibTeX file.



Tip: You can generate a citation key for multiple entries at once. Select the entries (use the CNTRL key) and click on the key in the taskbar. Generating consistent citation keys using JabRef will make it easier for you to cite in your .tex document.



Tip: if your JabRef references aren't displaying correctly in LaTeX, scan the entry for % signs, JabRef can have trouble with these and you may need to remove them from the .bib file. Also check your .bib entry to make sure there are commas after each line and all the fields are formatted correctly and consistently e.g. author names.

2.3 Saving your JabRef database

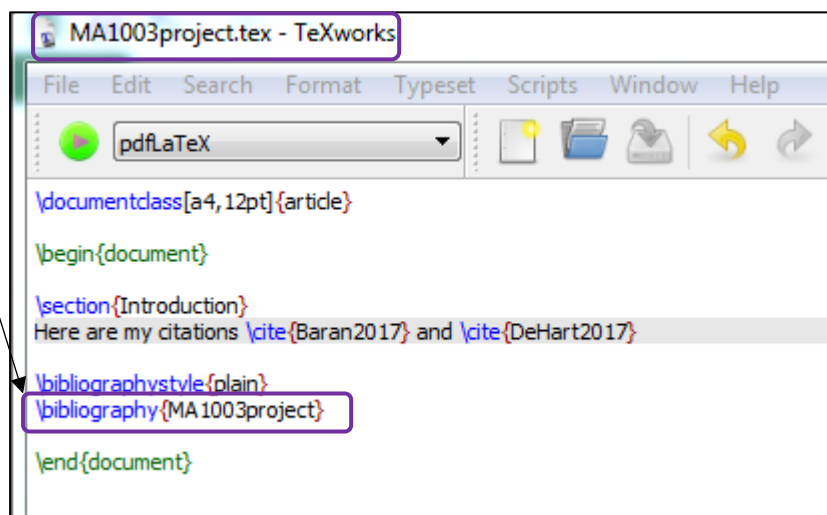
Click **File, Save database as...** to save your database. Make sure you give it the same name as your .tex document and save it in the same folder.


You can save multiple databases in JabRef. You can also copy and paste entries between databases. If you have a large number of references you may want to use the Groups function to manage them effectively.

2.4 Using JabRef with LaTeX

In your .tex document indicate where you would like your reference list to appear by using the `\bibliography` command followed by the file name of your JabRef database, e.g.

`\bibliography{MA1003project}`



Run LaTeX to make sure the bibliography is laid out correctly and the citations are correct (run **pdfLaTeX > BibTeX, pdfLaTeX > pdfLaTeX**). 

1 Introduction

Here are my citations [1] and [2].

If you have question marks, run the process again [?].

References

[1] E. Baran, E. Uygun, and T. Altan. Examining preservice teacher for evaluating educational mobile apps. *Journal of Educational Computing Research*, 54(8):1117–1141, 2017.

[2] J.D. DeHart and S. Botzakis. Simulations, literacy, and learning. *Journal of Adolescent and Adult Literacy*, 60(4):485–487, 2017.

1 Introduction

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References

[1] E. Baran, E. Uygun, and T. Altan. Examining preservice teachers' criteria for evaluating educational mobile apps. *Journal of Educational Computing Research*, 54(8):1117–1141, 2017.

[2] J.D. DeHart and S. Botzakis. Simulations, literacy, and learning. *Journal of Adolescent and Adult Literacy*, 60(4):485–487, 2017.

[3] M. Ebner, S. Schn, H. Khalil, and B. Zuliani. Cooperative face-to-face learning with connected mobile devices: The future of classroom learning? *Advances in Intelligent Systems and Computing*, 406:121–138, 2016.

Where can I get more help?

Use the Study Skills pages on the intranet

Intranet > Your Study > Study Skills

Cardiff University Library 

<http://www.youtube.com/cardiffunilib>

Email me:

parkerdj@cardiff.ac.uk

Ask a Librarian Live

Chat live online with librarians, Monday to Friday, 9am to 5pm.

[Go to application](#) [Find out more](#)

Pop into the library.

To view a map of the libraries go to
**Intranet > Your Study > Libraries >
Find a Library**

Welcome to the Library

Online Induction on Learning Central.
Look for the portlet on the LC home page