



Australian  
National  
University

# Digital literacy training

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## **ENGN6250/COMP6250** **Search Smarter Session**

Tutorial to Support Professional Practice  
Assignments 2020

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## **What can you expect to walk away with after today?**

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This session is designed to help you with research at a university level, by the end of this session, participants will be able to:

- Analyse a topic to determine the best keywords
- Search appropriate resources
- Use advanced search techniques
- Evaluate internet material
- Start using EndNote

## **Brainstorming, Mind Mapping and Background Resources**

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There can be many possible approaches to your essay question. You need to choose one of these angles to research. There are a number of ways to do this. Some options are brainstorming, mind mapping, and locating background sources that discuss the topic in some detail.

### **Example:**

What are the main project management tasks to be undertaken by an agile team from engineering/computer science perspective?

### **Brainstorming**

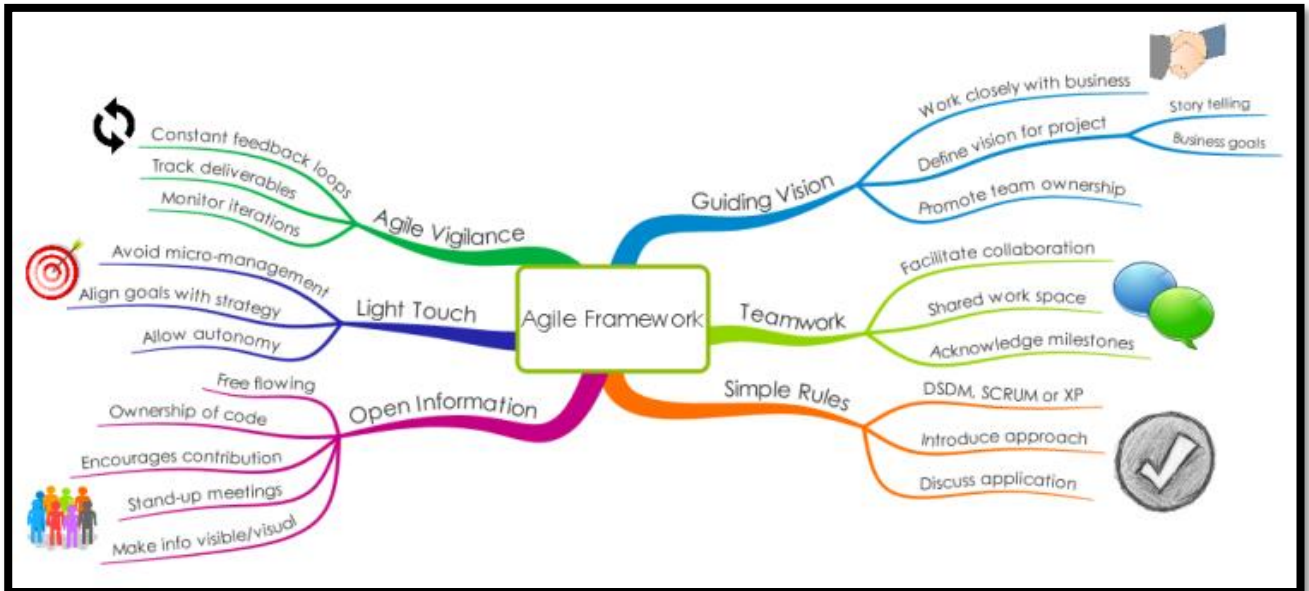
The idea with brainstorming is that you write down anything that comes into your mind related to the topic. Try not to be critical initially. Remember that this is a starting point and then you can decide which of the ideas that you have come up with in your brainstorming session seem most appealing to research. You might like to brainstorm with a friend or small group to increase the range of ideas initially available. Here's the start of a brainstorming on the topic above. It can go on and on, so you need to decide when you think you have enough ideas to select from.

**Product owner, customer, end-users, design, iteration plans, sprints, agility, standup meetings, scrum, case studies, cross-functional team, business guardrails, minimum viable product, lean development, prototype, feedback, review, scope, communication, design engineering, legal guidance, problem solving, testing, optimum design, leadership, ethics, teamwork**

## Mind mapping

Similar to brainstorming, but mind mapping helps you to see how ideas relate to one another. Creating a visual aid or chart that describes how terms connect to one another can help with this process.

Mind mapping can help you to see what you know and determine some areas that you would like to explore further. Here's a mind map about some of the factors:



<https://www.biggerplate.com/mindmaps/pS1RYNeD/agile-mind-maps-project-management-framework>

# Background material

Background material can also help you identify specific angles on your topic that you might wish to explore. Types of background materials include encyclopaedias and textbooks. Here are a few background resources that might help explore your topic.

- [The Operations Management Complete Toolbox \(Collection\)](#)
- [Wiley Encyclopedia of Computer Science and Engineering](#)

The screenshot shows the Wiley Online Library interface. At the top, it says 'Wiley Online Library' and 'Access by The Australian National University Library'. A search bar contains 'system optimisation problems' with a magnifying glass icon. To the right is a 'Login / Register' link. Below the search bar, it states '290,591 results for "system optimisation problems"'. There are links for 'SAVE SEARCH' and 'RSS'. A blue button says 'Articles & Chapters (290,591)'. On the left, there are filters for 'Publication Type' (Journals: 214,697, Books: 64,406, Reference works: 11,488) and 'Publication Date' (Last Month: 1,488, Last 3 Months: 5,212, Last 6 Months: 10,442, Last Year: 20,458, Last Week: 119). There are also fields for 'From: YYYY To: YYYY Go' and 'Access Status' (Open Access Content: 4,263). The main content area shows a chapter titled 'Problems - Optimisation' from 'Applied Process Control: Efficient Problem Solving', first published on 24 September 2016. It includes an abstract that discusses a practical exercise related to optimisation for developing problem-solving abilities of process engineers.

## Subject guides

Many online reference works related to engineering are listed in the Engineering subject guide under Reference sources [libguides.anu.edu.au/engineering](http://libguides.anu.edu.au/engineering)

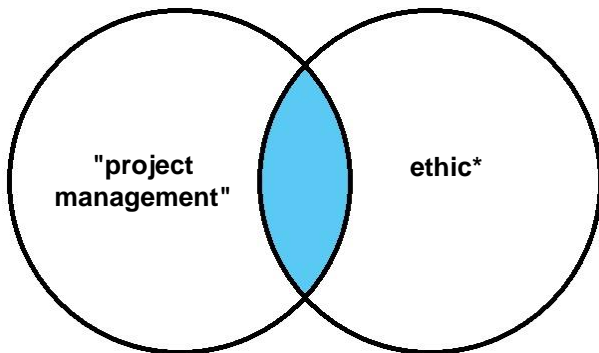
The screenshot shows the 'Engineering' subject guide page. The header says 'Engineering' and 'A guide to information resources in engineering'. On the left, there is a navigation menu with links: Home, Reference sources (highlighted with a red box), Books & e-books, Databases, Journals & magazines, News, Theses, Websites, Writing & referencing, Training, and Contact us. The main content area is titled 'Getting started' and contains text about the guide's purpose and contact information for the Hancock Library Information Desk. Below the text is a large image showing a network of glowing blue and yellow lines against a dark background, representing a complex system or data network.

# Boolean Operators

Boolean operators consist of AND, OR and NOT. Many databases automatically add AND between your search terms.

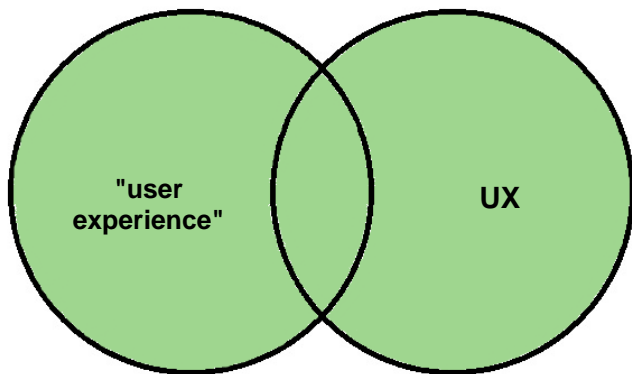
Combining keywords with AND narrows the search, by requiring the resources found to match both search terms.

For example, when typing in 2 key terms, such as "project management" AND ethic\* you can use the asterisk symbol to truncate the word so you will retrieve plurals and alternative endings to words e.g. ethics, ethically. You can do a phrase search by putting your phrase in quotation marks.



The blue area represents the search results.

Combining keywords with OR broadens the search by allowing the records found to match either term.



The green area represents the search results.

Searching for **"user experience" OR UX** finds over 400 records in the ANU Library catalogue that contain **either** keyword phrase.

It is then possible to combine these searches using parentheses and additional keywords:

**"project management" AND ("user experience" OR UX)**

This search reduces your retrieval set to 2.



# ANU Library Catalogue

You can search the ANU Library Catalogue from the ANU Library Homepage, [anulib.anu.edu.au](http://anulib.anu.edu.au)

If you want to search by title, author, words, subject, or course go to **advanced catalogue** search. The default is a keyword search. If you know a title, select title search instead.

The screenshot shows the ANU Library Catalogue search interface. At the top, there is the Australian National University logo and the word 'LIBRARY'. A search bar is located at the top right with the text 'Search ANU web, staff & maps' and a magnifying glass icon. Below the search bar is a link 'My library record'. A navigation bar contains links: 'Find & access', 'Collections', 'Research & learn', 'Using the library', 'News & events', 'About', and 'Services for'. The main search area has three tabs: 'SuperSearch', 'Catalogue search' (highlighted with a red box), and 'Full text e-journals'. Below the tabs is a search input field with the placeholder text 'Search the catalogue by keyword...'. To the right of the input field is a 'GO' button. Below the input field, there are two links: 'advanced catalogue search »' (highlighted with a red box) and 'about catalogue search »'.

To search for books, type words that you wish to search for and click Go.

Remember to be fairly broad with the terms that you use to search for books. Books tend to be more general than journal articles. You may want to use the table of contents or index of a book to locate the specific subject that you need. The Library catalogue does search content to the level of journal article titles, only to the title of the journal.

## Library Catalogue Search Results

Using the Keyword search, you can use phrases and Boolean operators to find useful material.

Enter your search (**agile OR scrum**) AND ("**user-centered design**" OR "**user-centred design**")

# Catalogue

## Simple KW search result: browse display

[NEW SEARCH](#)
[MODIFY SEARCH](#)
[ANOTHER SIMPLE KW SEARCH](#)

BONUS+

On-campus students and staff only

Keyword

(agile OR scrum) AND ("user-centere

All material (ANU only)

Search

☐ Limit results to available items

5 results found. sorted by date .

Save marked records

Save all on page

Keywords (1-5 of 5)

Num	Save	Item	Medium
1	<input type="checkbox"/>	<a href="#">Agile Processes in Software Engineering and Extreme Programming 20th International Conference, XP 20</a> Cham : Springer International Publishing : Imprint: Springer, 2019.	INTERNET RES
2	<input type="checkbox"/>	<a href="#">Information architecture the design and integration of information spaces</a> Ding, Wei, 1967 September 14- [San Rafael, California] : Morgan & Claypool, 2017.	INTERNET RES
3	<input type="checkbox"/>	<a href="#">Agile Processes in Software Engineering and Extreme Programming 18th International Conference, XP 20</a> Cham : Springer International Publishing : Imprint: Springer, 2017.	INTERNET RES
4	<input type="checkbox"/>	<a href="#">Human-Centered Software Engineering 5th IFIP WG 13.2 International Conference, HCSE 2014, Paderborn,</a> Sauer, Stefan. Berlin, Heidelberg : Springer Berlin Heidelberg : Imprint: Springer, 2014.	INTERNET RES
5	<input type="checkbox"/>	<a href="#">User-centered agile methods</a> Beyer, Hugh. San Rafael, Calif. (1537 Fourth Street, San Rafael, CA 94901 USA) : Morgan & Claypool, c2010.	INTERNET RES

Note the location, call number and status of the items. Clicking on **User-centered agile methods [electronic resource]** (Item No.5) displays the following record:

Title	User-centered agile methods [electronic resource] / Hugh Beyer.
Published	San Rafael, Calif. (1537 Fourth Street, San Rafael, CA 94901 USA) : Morgan & Claypool, c2010.
Click on the following:	
<a href="#">View online via Synthesis Collection Three</a>	
Author	<a href="#">Beyer, Hugh.</a>
Corporate name	<a href="#">Morgan &amp; Claypool Publishers.</a>
Series	<a href="#">Synthesis digital library of engineering and computer science.</a> <a href="#">Synthesis lectures on human-centered informatics, 1946-7699 : # 10.</a>
Added title	<a href="#">Synthesis Collection Three</a>
Description	electronic text
Bibliography, etc.	Includes bibliographical references.
ISBN	9781608453733
Contents	1. Introduction -- 2. Common agile methods -- Scrum -- XP -- 3. Agile culture -- There is only one team -- The user is on the team -- Plans and architectural work are a waste of time -- Face-to-face communication is better than documentation -- Short sprints are good. Shorter sprints are better -- Continual feedback guides the project -- How these values go wrong in practice --

Looking at the keywords in the contents page can help you find other material on the subject.

Click on **View Online** link to go to the e-book.

## User-Centered Agile Methods

### [Synthesis Lectures on Human-Centered Informatics](#)

2010, 71 pages, (<https://doi.org/10.2200/S00286ED1V01Y201002HCI010>)

Hugh Beyer  
InContext Design


**Abstract**

With the introduction and popularization of Agile methods of software development, existing relationships and working agreements between user experience groups and developers are being disrupted. Agile methods introduce new concepts: the Product Owner, the Customer (but not the user), short iterations, User Stories. Where do UX professionals fit in this new world? Agile methods also bring a new mindset -- no big design, no specifications, minimal planning -- which conflict with the needs of UX design.

This lecture discusses the key elements of Agile for the UX community and describes strategies UX people can use to contribute effectively in an Agile team, overcome key weaknesses in Agile methods as typically implemented, and produce a more robust process and more successful designs. We present a process combining the best practices of Contextual Design, a leading approach to user-centered design, with those of Agile development.

Table of Contents: Introduction / Common Agile Methods / Agile Culture / Best Practices for Integrating UX with Agile / Structure of a User-Centered Agile Process / Structuring Projects / Conclusion

**PDF (858 KB) PDF Plus (693 KB)**



Human-Centered Informatics

Prev. lecture | [Next lecture](#)  
[View/Print PDF \(858 KB\)](#)  
[View PDF Plus \(693 KB\)](#)  
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[Email to a friend](#)  
[XML](#) | [TOC Alert](#) | [Citation Alert](#)  
[What is RSS?](#)

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- [Download to citation](#)

## Websites vs Journal Articles

**Question:** Why worry about finding journal articles? Everything you need is available for free on the Internet, right?

**Answer:** no ☹️

A great deal of academic material is available by subscription only. You need to be able to locate and access this material. This includes; **peer reviewed material, popular science magazines, newspaper articles, conference proceedings, book chapters, reports, web pages and unpublished material eg. theses, and more.**

## Peer Review

Peer reviewed journal articles are reviewed by academics in the same discipline chosen by the journal. It is an organised method for evaluating journal articles, certifies the correctness of procedures, and establishes the plausibility of results

Popular magazines may be interesting and informative, but tend to gloss over important details and provide overly simplistic explanations.

A peer-reviewed journal will normally include an "instructions to authors" section that outlines the editorial policy and peer review process.

Example from the *Engineering Management Journal*:

The screenshot shows the homepage of the Engineering Management Journal. At the top, there is a search bar with the text "Enter keywords, authors, DOI, ORCID" and a dropdown menu labeled "This Journal". Below the search bar, there are several buttons: "Submit an article", "Journal homepage", "New content alerts", "RSS", "Subscribe", and "Citation search".

The main content area is titled "Instructions for authors". It includes a welcome message: "Thank you for choosing to submit your paper to us. These instructions will ensure we have everything required so your paper can move through peer review, production and publication smoothly. Please take the time to read and follow them as closely as possible, as doing so will ensure your paper matches the journal's requirements."

Below this, there are two sections: "AUTHORSERVICES" and "EDITINGSERVICES", both supporting Taylor & Francis authors. The "AUTHORSERVICES" section mentions "For general guidance on every stage of the publication process, please visit our Author Services website." The "EDITINGSERVICES" section mentions "For editing support, including translation and language polishing, explore our Editing Services website."

At the bottom, there is a "Contents" section with a list of links: "About the Journal" and "Peer Review and Ethics". The "Peer Review and Ethics" link is highlighted with a red box.

On the right side of the page, there are three promotional boxes: "Sign in here to start your access", "Now indexed in the Emerging Sources Citation Index (ESCI)", and "Good editing leads to a great manuscript".

# Finding Journal Articles

Journals come in either electronic format or hard copy. To find journal articles on your topic, you can use a database or SuperSearch.

## SuperSearch

You can search SuperSearch directly from the Library homepage. SuperSearch provides a single search across the Library's print and electronic collections. It is a useful service to search a wide range of material through a single search box.

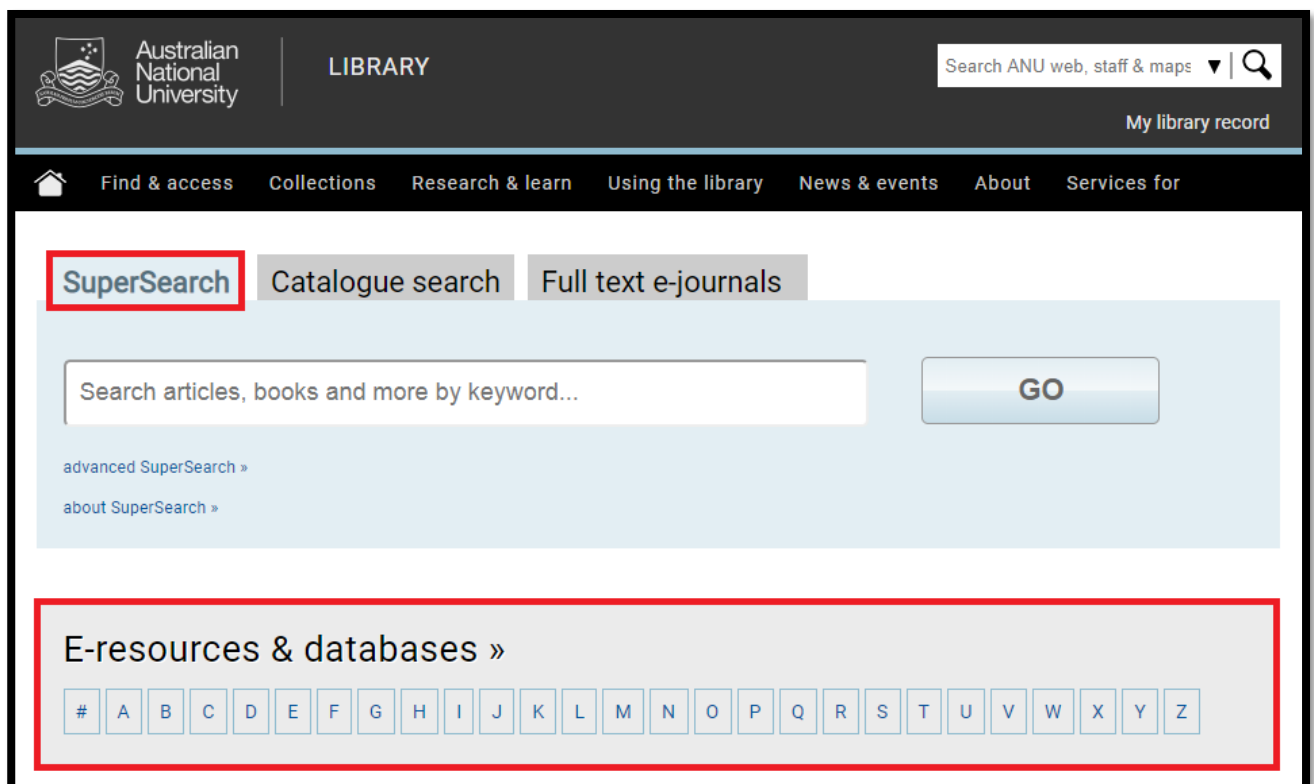
## Databases

### What is a database?

A database is an index to journal articles. It contains information about the article including author, title, source, year, and often an abstract. The database doesn't contain the article itself, instead containing the information you need to find the article. Many databases have links to the full-text.

### How can I access databases?

Databases are linked from the Library website ([anulib.anu.edu.au](http://anulib.anu.edu.au)). Click on the first letter of your database to get to the database you need.



## Useful Databases for Engineering/Computer Science

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Please remember that no database covers everything (not even Google!), so you may need to check more than one. All of the ones listed are accessible through the **E-resources & databases** menu on the ANU Library Homepage.

### Engineering/Computer Science specific e-resources

#### ACM digital library (Association for Computing Machinery)

This collection of full text articles and bibliographic records covers the fields of computing and information technology. It includes the complete collection of ACM's publications including journals, conference proceedings, magazines, newsletters, and multimedia titles. It is also integrated with the Guide to Computing Literature bibliography.

#### IEEE Electronic Library

This digital library is a resource for discovery and access to scientific and technical content published by the IEEE (Institute of Electrical and Electronics Engineers) and its publishing partners. It provides access to more than 3 million full text documents in electrical engineering, computer science, and electronics. It comprises over 160 journals; over 1,200 conference proceedings; more than 3,800 technical standards; over 1,000 eBooks, and over 300 educational courses. Approximately 25,000 new documents are added to IEEE Xplore each month.

#### IET Digital Library

The world's leading international scientific organisation and thought leader, the Institution of Engineering and Technology (IET), produces this global repository of science, engineering, and technology-focused content. It comprises more than 100,000 technical papers and around 5,000 book chapters from 1994 onwards. Approximately 450 new documents are added to the IET Digital Library each month.

#### Safari Tech Books Online

This digital reference library provides access to over more than 36,700 titles and 4,800 videos in subject areas of IT, software, business and technology, Internet, workplace IT resources and other allied technology applications. The interface offers mobile access, downloading and personalization functionality. First time users must register by entering your ANU email. You will then be emailed a link from Safari to create your own password. Once registered, you can click on the link "Already a user? Click here" option on the screen. You can then sign in with your ANU email and your Safari password. Off-campus access is via the use of an app. Please see here for more information on downloading the app. <https://www.safaribooksonline.com/apps/>.

#### Standards Online Premium

Standards Online Premium provides online access to the full text of all Australian standards, their international equivalents, withdrawn and superseded standards, document history and referenced standards. Covers subject areas in the technical and business areas.

#### Synthesis Digital Library of Engineering and Computer Science

Morgan & Claypool publish specially commissioned e-books covering a range of new and emerging engineering, computer science, and life science sub-disciplines.

## Multidisciplinary Databases

**Scopus:** a large multidisciplinary database with a strength in the sciences and a focus on scholarly and peer reviewed literature

**Google Scholar:** Google's version of a scholarly database

**Factiva:** newspaper database and company information

## Scopus

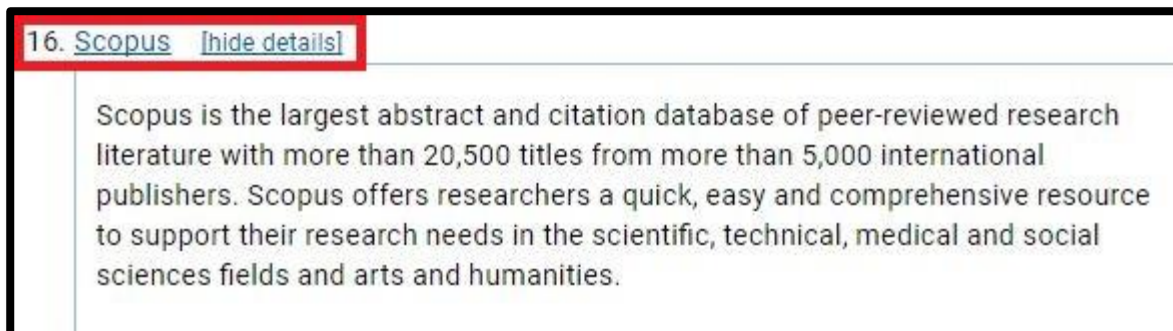
### Why would I use it?

Scopus is a multidisciplinary database, providing access to quality websites in science and technology. It also has coverage of more than 20,500 peer reviewed journals in science, social sciences, and humanities.

Select '**S**' for Scopus from the alphabetical list under E-resources & databases on the ANU Library homepage [anulib.anu.edu.au](http://anulib.anu.edu.au)



Scroll down and click on the link for **Scopus**.



Enter your search strategy e.g. **engineer\* AND (agile OR scrum) AND (iterative w/3 (design OR method))**.

Note the Boolean operators **AND** and **OR**. Also note the double quotes that are used to search for a phrase, e.g. "user-centered design". You can also use the asterisk \* to search for words with variant endings. For example, **engineer\*** will search for **engineer, engineers, engineered** and **engineering**.

The screenshot shows a 'Document search' interface with a blue header. Below the header, there are three search steps, each with a search bar and a dropdown menu for selecting search fields (Article title, Abstract, Keywords). The first step has the search term 'engineer\*' and a dropdown arrow. The second step has the search term 'agile OR scrum' and a dropdown arrow. The third step has the search term 'iterative w/3 (design OR method)' and a dropdown arrow. There are also radio buttons for 'Documents', 'Authors', and 'Affiliations', and a link for 'Advanced' search.

When you see your results, scroll down to see brief records of the citations your search has found, including the title of the article, the author(s), the journal in which the article appears, and the date of publication.

The screenshot shows a search results page with a blue header indicating '384 document results'. Below the header, there is a search bar and a 'Refine results' sidebar on the left. The sidebar includes filters for 'Access type' (Open Access: 40, Other: 344) and 'Year' (2020: 3, 2019: 43, 2018: 47, 2017: 46, 2016: 51). The main results area shows a table of search results with columns for Document title, Authors, Year, Source, and Cited by. The first result is 'Scrumban learning - agile, lean and transparent framework for practical learning experience' by Sten, H., Virta, U.-T., Ahtee, T., published in 2020. The second result is 'Development of an agile concept for mbse for future digital products through the entire life cycle management called Munich agile MBSE concept (MAGIC)' by Salehi, V., published in 2020. The third result is 'Multicriteria Choice of Software Architecture Using Dynamic' by Ihor, B., Oleksii, D., Aleksandr, published in 2020. There are also links for 'View abstract', 'Find it at ANU', and 'View at Publisher' for each result.

You can also use the limits on the left-hand side of the results to limit search results.



To view more information about an article, click on the title, in this example the 4<sup>th</sup> one by date.

You can now see more information about the article, including the abstract and any citing or related documents.

Click on the **Find it at ANU** button to view the different options for accessing full text.

The screenshot shows the 'Document details' page for the article 'LeapDetect: An agile platform for inspecting power transmission lines from drones'. The page includes navigation links at the top, a list of actions (Export, Download, Print, E-mail, Save to PDF, Add to List, More...), and a red box highlighting the 'Find it at ANU' button. The article information includes the IEEE International Conference on Data Mining Workshops (ICDMW) Volume 2019, November, Article number 8955629, Pages 1106-1109. The abstract states: 'Given a large set of unlabeled images taken by drones for power transmission line inspection, how can we efficiently and cost-friendly develop and deploy defect detection models with high accuracy? To date, power transmission line inspection is increasingly based on drones and there is an expectation of over 100K images taken daily in 2020. These images, in current practice, are generally inspected by inspection engineers. In this paper, we present LeapDetect, an agile platform for inspecting power transmission lines from drones'. The page also features a 'Metrics' section with PlumX Metrics and a 'Cited by 0 documents' section.

You can now download the PDF.

The screenshot shows the IEEE Xplore Digital Library search results page for the article 'LeapDetect: An Agile Platform for Inspecting Power Transmission Lines from Drones'. The page includes the IEEE Xplore logo, access information (Access provided by: Australian National University), and navigation links (Browse, My Settings, Get Help). The search bar contains the text 'Enter keywords or phrases (Note: Searches metadata only by default. A search for 'smart grid' = 'smart AND grid')'. The article title is prominently displayed, along with the publisher 'IEEE' and a 'Cite This' button. The authors are listed as Guangan Mai, Renjie Gou, Liya Ji, Hua Wu, Fei Cao, Qifeng Chen, and Jun Luo. A red box highlights the 'PDF' icon in the download options. The abstract is visible at the bottom, stating: 'Given a large set of unlabeled images taken by drones for power transmission line inspection, how can we efficiently and cost-friendly develop and deploy defect detection models with high accuracy?'. The page also features a 'More Like This' section with related articles and a 'Top Organizations with Patents on Technologies Mentioned in' section.

# SuperSearch

## Why would I use it?

**SuperSearch** provides a single search across the Library's print and electronic collections, with direct links to full text articles. It is a Google-type search.

Go to the Library website ([anulib.anu.edu.au](http://anulib.anu.edu.au)) and enter your search in the SuperSearch, e.g. **software AND "agile project management" AND "case study"**

SuperSearch Catalogue search Full text e-journals

Search articles, books and more by keyword... **GO**

[advanced SuperSearch »](#)  
[about SuperSearch »](#)

E-resources & databases »

# A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

You will then see your initial results. Use the options on the left to refine your results, for example limiting to scholarly and peer reviewed material, and to journal articles.

Click on **Full Text Online** to view the article.

ANU Library SuperSearch

software AND "agile project management" AND "case study" **X** **Q** [New Search](#) [Advanced -](#)

298 results sorted by [relevance](#) **+** [Add results beyond your library's collection](#)

**REFINE YOUR SEARCH**

**Full Text Online** ✓  
**Scholarly & Peer-Review** ✓  
 Peer-Review  
 Open Access  
 Library Catalog

**CONTENT TYPE** ▾  
**Journal Article (298)** ✓  
 Conference Proceeding (38)  
 Publication (15)  
 Magazine Article (5)  
 Book Review (3)

**PUBLICATION DATE**

from **to**

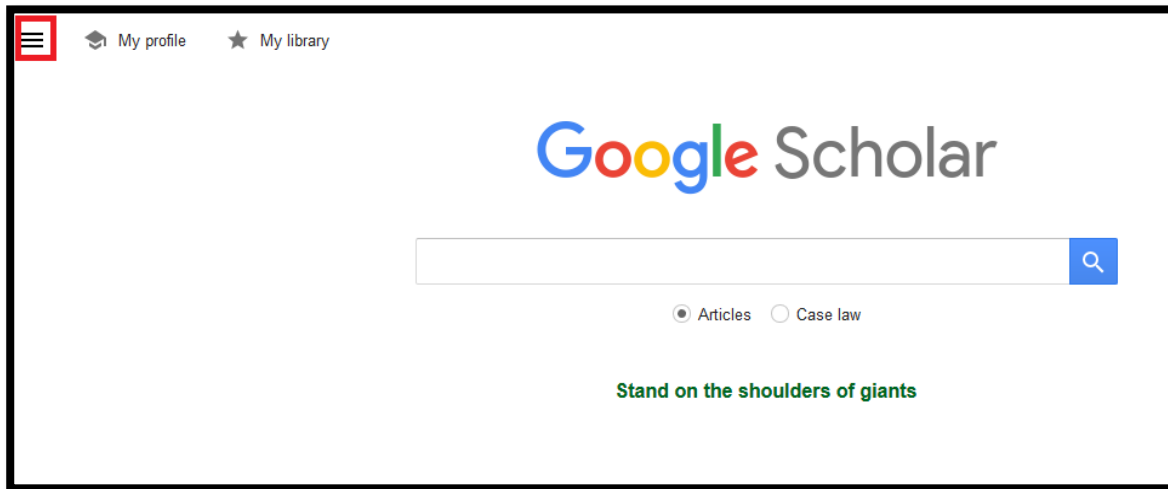
Last 12 Months  
 Last 3 years  
 Last 5 years

1 **online** **Agile project management with Scrum: A case study of a Brazilian pharmaceutical company IT project**  
 by [Azanha, Adrialdo](#); [Argoud, Ana Rita Tiradentes Terra](#); [de Camargo Junior, João Batista](#); [More...](#)  
 International Journal of Managing Projects in Business, 2017, Volume 10, Issue 1  
 Purpose - The purpose of this paper is to analyze the benefits of the agile project management (APM) framework compared to the traditional waterfall model, and...  
 Journal Article: [Full Text Online](#)  
[Preview](#) ▾ [Cites](#) **WEB OF SCIENCE 5** **SCOPUS™ 10**

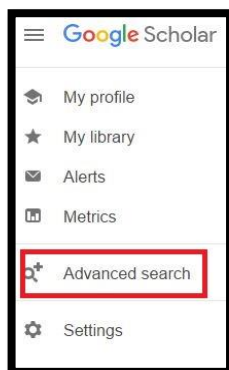
2 **online** **Agile project management with Scrum**  
 by [Azanha, Adrialdo](#); [Argoud, Ana Rita Tiradentes Terra](#); [Camargo Junior, João Batista](#) de; [More...](#)  
 International Journal of Managing Projects in Business, 01/2017, Volume 10, Issue 1  
 ... to adapt to change. As a solution to this situation, many companies have recently chosen to use the agile project management (APM), which suggests techniques to adapt...  
 Journal Article: [Full Text Online](#)  
[Preview](#) ▾ [Cited by](#)

# Google Scholar

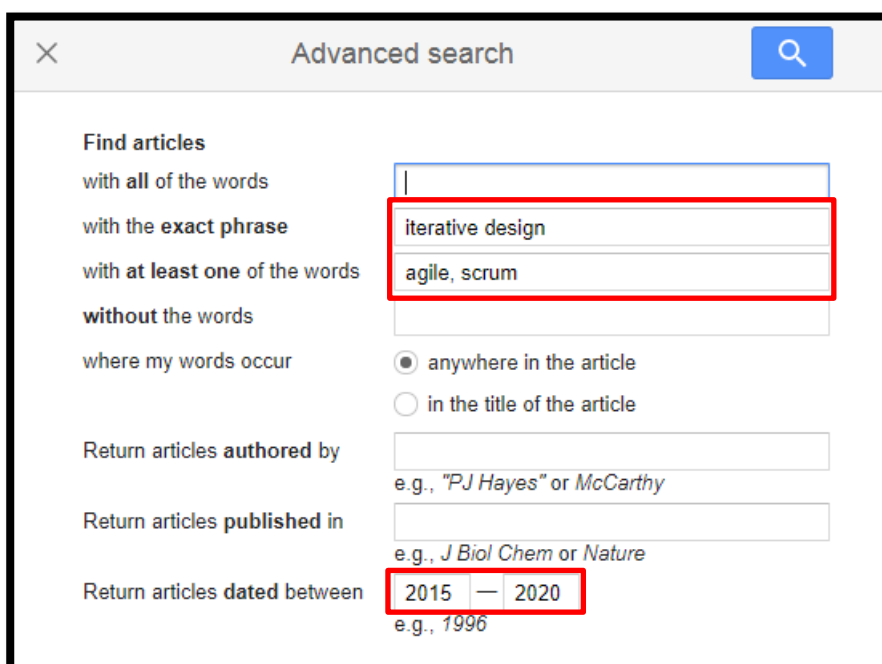
Google Scholar can be searched in the same way as Google: [scholar.google.com.au](https://scholar.google.com.au)



Google Scholar has an **advanced search option**, allowing you to narrow in on relevant material. To access the advanced search, click on the 3 horizontal bars in the upper left-hand corner of the search window and select Advanced Search.



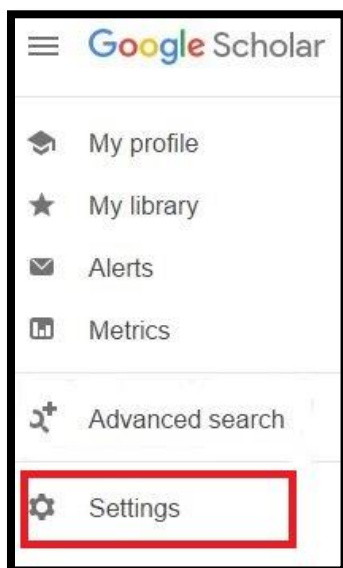
You can enter your search terms on the appropriate dialogue box.



Here are the results.

The screenshot shows the Google Scholar search results page. The search query is "agile OR scrum AND iterative design". The results are sorted by relevance. The first article is "Exploring principles of user-centered agile software development: A literature review" by M Brhel, H Meth, A Maedche, K Werder, published in 2015 in Elsevier. It is cited by 214 and has 13 versions. The second article is "An agile approach to building RISC-V microprocessors" by Y Lee, A Waterman, H Cook, B Zimmer, B Keller, published in 2016 in IEEE Micro. It is cited by 42 and has 7 versions. The third article is "A license to kill—Improving UCSD in Agile development" by M Larusdottir, J Gulliksen, A Cajander, published in 2017 in Elsevier. It is cited by 35 and has 5 versions. The fourth article is "Applying agile design sprint methods in action design research: prototyping a health and wellbeing platform" by WJW Keijzer-Broers, M de Reuver, published in 2016 in Springer. It is cited by 15 and has 7 versions. The fifth article is "Integrating a SCRUM-based process with human centred design: an experience from an action research study" by C Ardito, MT Baldassarre, D Caivano, published in 2017 in IEEE/ACM 5th. It is cited by 15 and has 7 versions. The left sidebar shows filters for time (Any time, Since 2020, Since 2019, Since 2016, Custom range...), sorting (Sort by relevance, Sort by date), and checkboxes for include patents, include citations, and create alert. The right sidebar shows links to My profile and My library.

Many of the articles indexed in Google Scholar without online links may be available via the ANU Library. If there is no **Find it at ANU** link, look the title of the journal up in the Library catalogue.



Off-campus, make sure you go into **Settings>Library Links** to set your affiliation to the ANU- Find it at ANU. Select **Settings button** from **Google Scholar**

**Click on Library links** options **to choose up to 5 libraries**. You should see the links to the full text now from **Find it at ANU**.

You can also select your preferred citation management tool with the bibliography manager on the search results page. Hit **Save**.

Google Scholar

Settings

Search results

Languages

**Library links**

Account

Button

Collections

☒ Search articles (☒ include patents).

☐ Search case law.

Results per page

10 Google's default (10 results) provides the fastest results.

Where results open

☐ Open each selected result in a new browser window

Bibliography manager

☒ Don't show any citation import links.

☐ Show links to import citations into

BibTeX

EndNote

RefMan

RefWorks

Save Cancel

To retain settings, you must turn on cookies

## Google Advanced Search

Google has an **Advanced Search** feature, which allows you to use populate the dialogue boxes to perform phrase searches and searches that contain all of the words. You can also restrict to a date range.

Google

Advanced Search

Find pages with...

all these words:

this exact word or phrase:

any of these words:

none of these words:

numbers ranging from:  to

To do this in the search box.

Type the important words: tri-colour rat terrier

Put exact words in quotes: "rat terrier"

Type OR between all the words you want: miniature OR standard

Put a minus sign just before words that you don't want: -rodent, -"Jack Russell"

Put two full stops between the numbers and add a unit of measurement: 10..35 Kg, £300..£500, 2010..2011

Then narrow your results by...

language:  any language Find pages in the language that you select.

region:  any region Find pages published in a particular region.

last update:  anytime Find pages updated within the time that you specify.

site or domain:  Search one site (like wikipedia.org) or limit your results to a domain like .edu, .org or .gov

## Factiva

### Why would I use it?

Factiva contains news and business information in 22 languages from 118 countries. Source documents include newspapers, magazines, newswires, media programs, websites, company reports and images from Reuters and Knight Ridder. Also includes exchange rates, market indices, stock, fund, and corporate bond prices.

Select 'F' for Factiva from the alphabetical list under E-resources & databases on the ANU Library homepage [anulib.anu.edu.au](http://anulib.anu.edu.au)

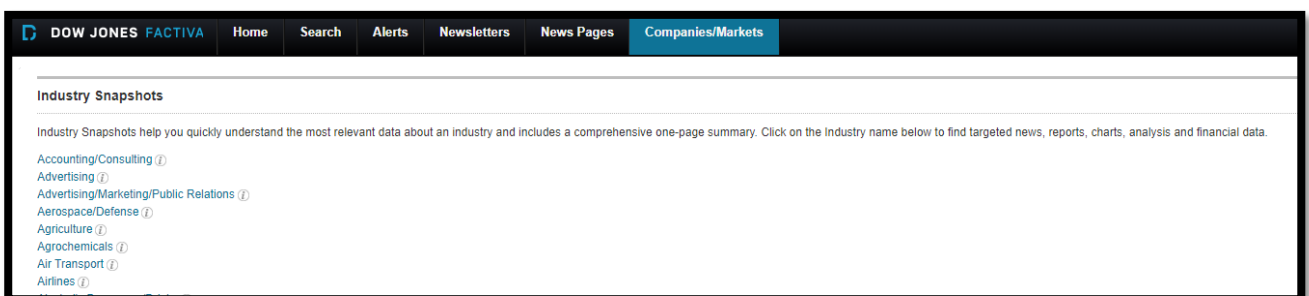
#### E-resources & databases »



Scroll down and click on the link for **Factiva**.

1. [Factiva \(incorporating Dow Jones and Reuters\)](#) [\[show details\]](#)
2. [Family : Aust. Family & Society Abstracts](#) [\[show details\]](#)
3. [Federal Budget](#) [\[show details\]](#)
4. [Federal Register of Legislation.](#) [\[show details\]](#)

You can search for newspapers articles and find industry summaries and company information.



Enter the name of the company you are researching.

You will be able to find general company information including number of employees and key financials.

Primary Industry Classification	
Dow Jones Industry	Accounting
SIC	8721 Accounting, Auditing, and Bookkeeping Services
NACE	N/A
NAICS	541219 Other Accounting Services

Source: D&B

You can link through to the company's website also.

## Evaluating Internet Material

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### Evaluation criteria

Authority and reputation of the source

Who provides the information?

Are the author's title and institution/company displayed?

Is there a link to the author's email address?

Does the URL indicate what type of organisation the information is coming from?

What, if anything does this tell you about the credibility of the information?

If a trade publisher or organisation, is the source reputable, a recognised authority?

### Information integrity

Is the information current and up to date?

Does the author give the source for the information?

Is there evidence of bias in the information?

Can the information be verified elsewhere?

What is the purpose of the page? Is it simply a marketing tool?

### Exercise:

Go to the links below look at the sites listed. Are they credible?

<http://quicklink.anu.edu.au/gc51>

<http://quicklink.anu.edu.au/vilc>

<http://quicklink.anu.edu.au/pzfx>

## Referencing

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From the course outline;

The **author-date system** or **IEEE** is acceptable for referencing academic assignments in Professional Practice courses.

The following are examples using **IEEE** Style.

### Journal research paper:

[1] C. Sauer and B. H. Reich, "Rethinking IT project management: Evidence of a new mindset and its implications," *International Journal of Project Management*, vol. 27, (2), pp. 182-193, 2009.

### Journal review paper:

[1] M. I. Elnaeim, M. S. Leong, and M. S. S. Alfatih, "Life cycle costing in engineering asset management: A study in the steel fabrication industry," (in English), *International Journal of Mechanical Engineering and Technology, Review* vol. 8, no. 6, pp. 348-359, 2017.

### Book:

[1] H. Kerzner, *Project Management: Case Studies*. (3rd ed.) Hoboken, N.J: Wiley, 2009.



**Chapter in edited book:**

[1] F. Zhang and J. Xie, "Green manufacturing process of Shougang Jingtang steel plant," in *Minerals, Metals and Materials Series*, ed: Springer International Publishing, 2017, pp. 17-29.

**Magazine article:**

[1] M. Marshall, "From pollution to solution," (in English), *New Scientist*, Article vol. 237, no. 3169, pp. 34-37, 2018.

**Newspaper article:**

[1] P. Singhal, "Solar engineer ahead of his time: STUART WENHAM | 1957 - 2017," *Sydney Morning Herald*, 2017.

**Conference proceedings:**

[1] A. Nuseibah, C. Reimann, M. Zadnepryanets, C. Wolff, and J. R. O. Olaso, "Miniumum viable product creation through adaptive project management- An extended approach for the management of innovation projects: The ecochallenge case," in *9th IEEE International Conference on Intelligent Data Acquisition and Advanced Computing Systems: Technology and Applications, IDAACS 2017*, 2017, vol. 1, pp. 446-452: Institute of Electrical and Electronics Engineers Inc.

**Website:**

[1] IEEE Corporate Communications. (2010, Nov.). IEEE Visual Identity Guidelines: IEEE Master Brand Standards, Colour Palette, Typography, Imagery, Design System [Online]. Available: [http://www.ieee.org/documents/ieee\\_visual\\_guidelines.pdf](http://www.ieee.org/documents/ieee_visual_guidelines.pdf)

**Unpublished material:**

[1] L. Chen, "Distortion management in intensity modulated optical OFDM systems," Ph.D. dissertation, University of Melbourne, Australia, 2012.

**Report:**

[1] P. Cunningham and B. Smyth, "A comparison of model-based and incremental case-based approaches to electronic fault diagnosis," Dept. Comput. Sci., Trinity College Dublin, Dublin, Ireland, Tech. Rep. TCDCS-94-21, 1994.

## EndNote for managing citations and research

EndNote is installed on all Info Commons computers at the ANU. If you'd like a copy for your own PC or laptop, head to [EndNoteX9](#) on Wattle for information on downloading the latest version of EndNote.

### What is it?

EndNote is a reference management website and software package available to ANU staff and students. It is able to assist you throughout the various phases of your research. EndNote can:

- Assist you with compiling a list of sources you find useful to your research
- Keep track of your notes and annotations for each source you read
- Insert properly formatted in text references into your writing, as well as keep track of those references for automatic inclusion in your bibliography

### Creating an EndNote Library

- With the EndNote program open, go to the *File* menu
- Choose *New*
- Type in an appropriate file name e.g. *ENGN8260*
- Locate the directory where you wish to store the EndNote files
- Click on the *Save* button

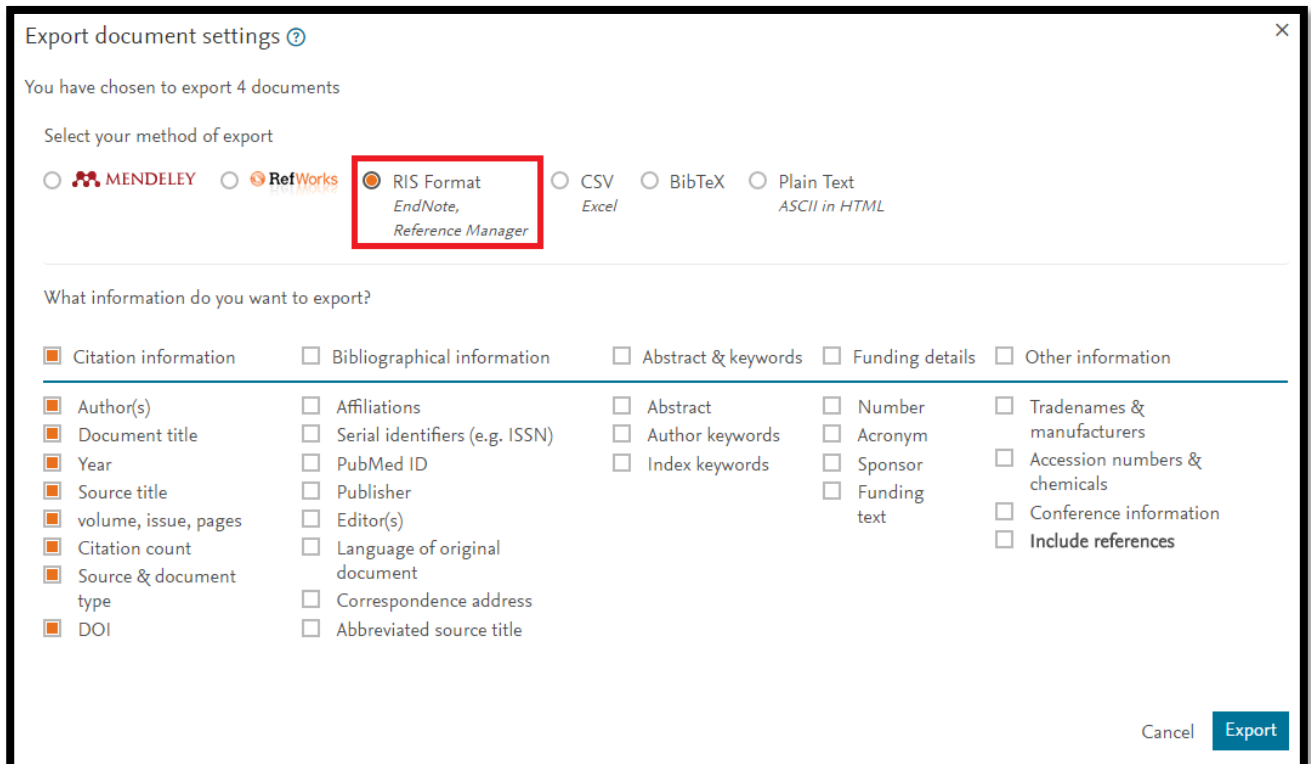
### Importing References from Databases

Most databases allow you to export a full list of search results. Here is an example using Scopus. Perform your search. Check the boxes of the citations you want to export. Select **Export**:

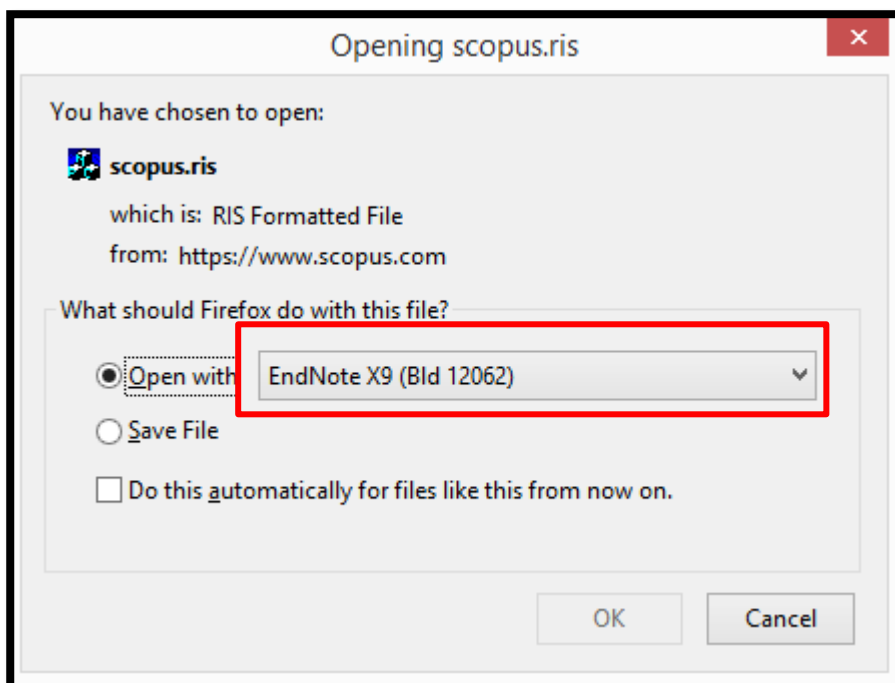
The screenshot shows the Scopus search results page. On the left, there are filters for 'Access type' (Open Access, Other) and 'Year' (2020, 2019, 2018, 2017, 2016). The main area displays a list of documents with columns for Document title, Authors, Year, Source, and Cited by. Three documents are visible, each with a checkbox in the left margin. The 'Export' button in the top navigation bar is highlighted with a red box. Below the list, there are links for 'View abstract', 'Find it at ANU', and 'Related documents'.

	Document title	Authors	Year	Source	Cited by
<input checked="" type="checkbox"/> 1	Scrum learning - agile, lean and transparent framework for practical learning experience	Sten, H., Virta, U.-T., Ahtee, T.	2020	SEFI 47th Annual Conference: Varietas Delectat... Complexity is the New Normality, Proceedings pp. 1074-1086	0
<input type="checkbox"/> 2	Development of an agile concept for mbse for future digital products through the entire life cycle management called Munich agile MBSE concept (MAGIC)	Salehi, V.	2020	Computer-Aided Design and Applications 17(1), pp. 147-166	0
<input checked="" type="checkbox"/> 3	Multicriteria Choice of Software Architecture Using Dynamic Correction of Quality Attributes	Ihor, B., Oleksii, D., Aleksandr, K., (...), Oleksandr, M., Volodymyr, P.	2020	Advances in Intelligent Systems and Computing 938, pp. 419-427	0

Under Export choose **RIS Format** for EndNote.



If you are prompted to select a program to open the scopus.ris file, choose **EndNote X9** and click **OK**.



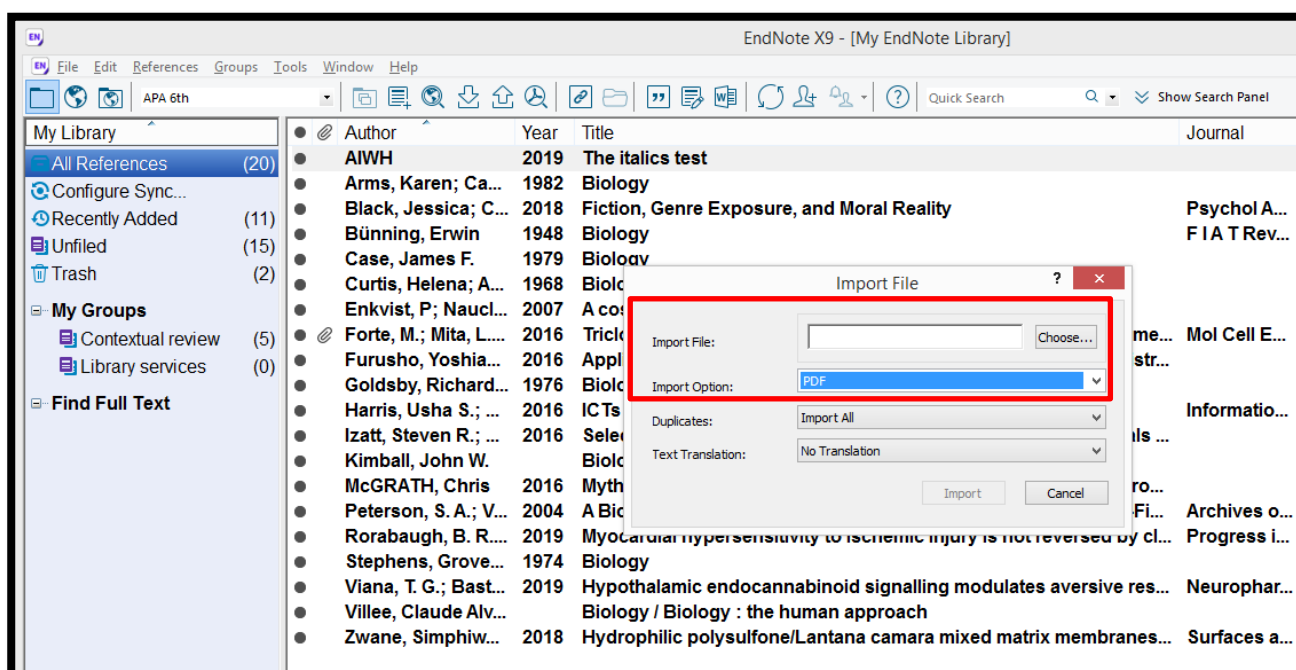
Your references should now be shown in **EndNote**.

## PDF import

EndNote can extract reference information from a publisher-created PDF document (where this information has been added to the metadata using its Digital Object Identifier, or DOI) and use this information to create a reference in your EndNote Library.

To do this:

- Open the EndNote Library that you wish to use.
- From the File menu, select **Import** and then **File** (alternatively select the **Import** button on the EndNote Library Window toolbar)
- Select **Choose** and locate the PDF file you have saved.
- From the **Import Option** drop-down of the Import File dialog box, select **PDF**.



**ENDNOTE TIP:** It is not recommended to select Discard Duplicates from the Duplicates drop-down list.

- Text Translation > No Translation
- Select **Import**

The record associated with the imported PDF file should now be displayed in EndNote and the imported PDF file will be attached to it.

To display all references go to the References menu and select **Show All References** or select **All References** on the My Library panel.

## PDF Management

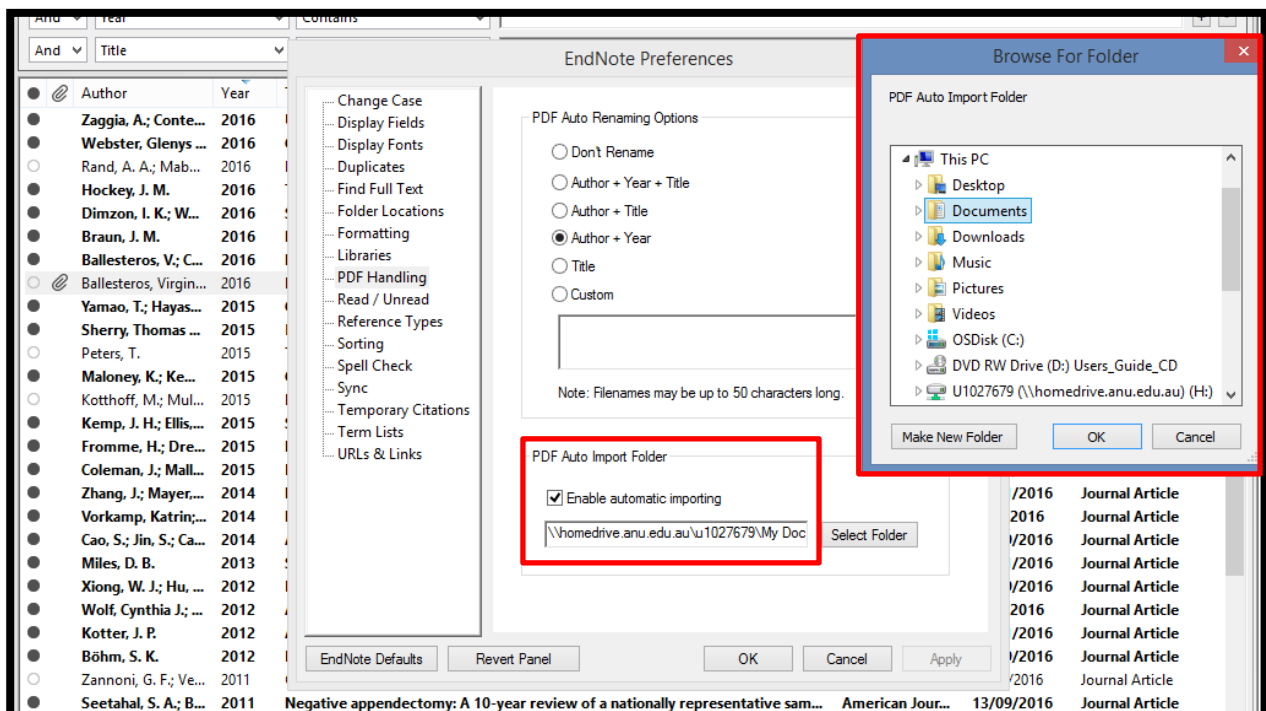
You can set your preferences to enable automatic importing of PDFs from a designated folder on your computer. Any time you add new PDFs to this folder, EndNote will automatically import and rename them using the naming convention of your choosing.

Go to **Edit** choose **Preferences** choose **PDF Handling**.

Choose auto renaming option e.g. Author + Year (N.B. This does not affect the file name in the original folder).

Select **Enable automatic importing** and select the folder you wish to use.

If the reference is already in your Library it will attach the PDF to it. If not, then it will create a new reference and attach the file.



## Find Full Text and Open URL Link

EndNote now provides two ways to find full text from your EndNote references.

**Find Full Text** searches ANU Library holdings for full text articles from inside your Library, and automatically imports articles.

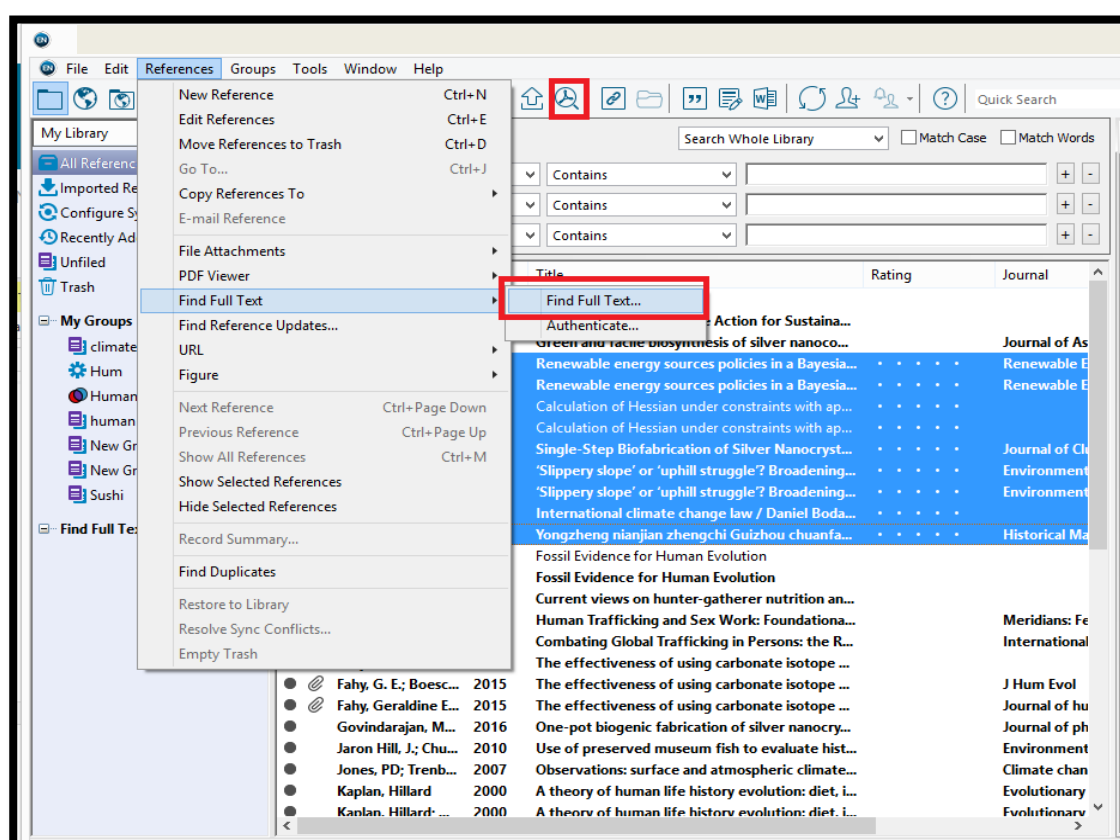
In addition, **EndNote** can perform an OpenURL search to find full text or other options for the references in your Library.

**OpenURL Link** connects you to **Find it at ANU** (the ANU's link resolver) and shows the various options available for finding full text.

### Find Full Text

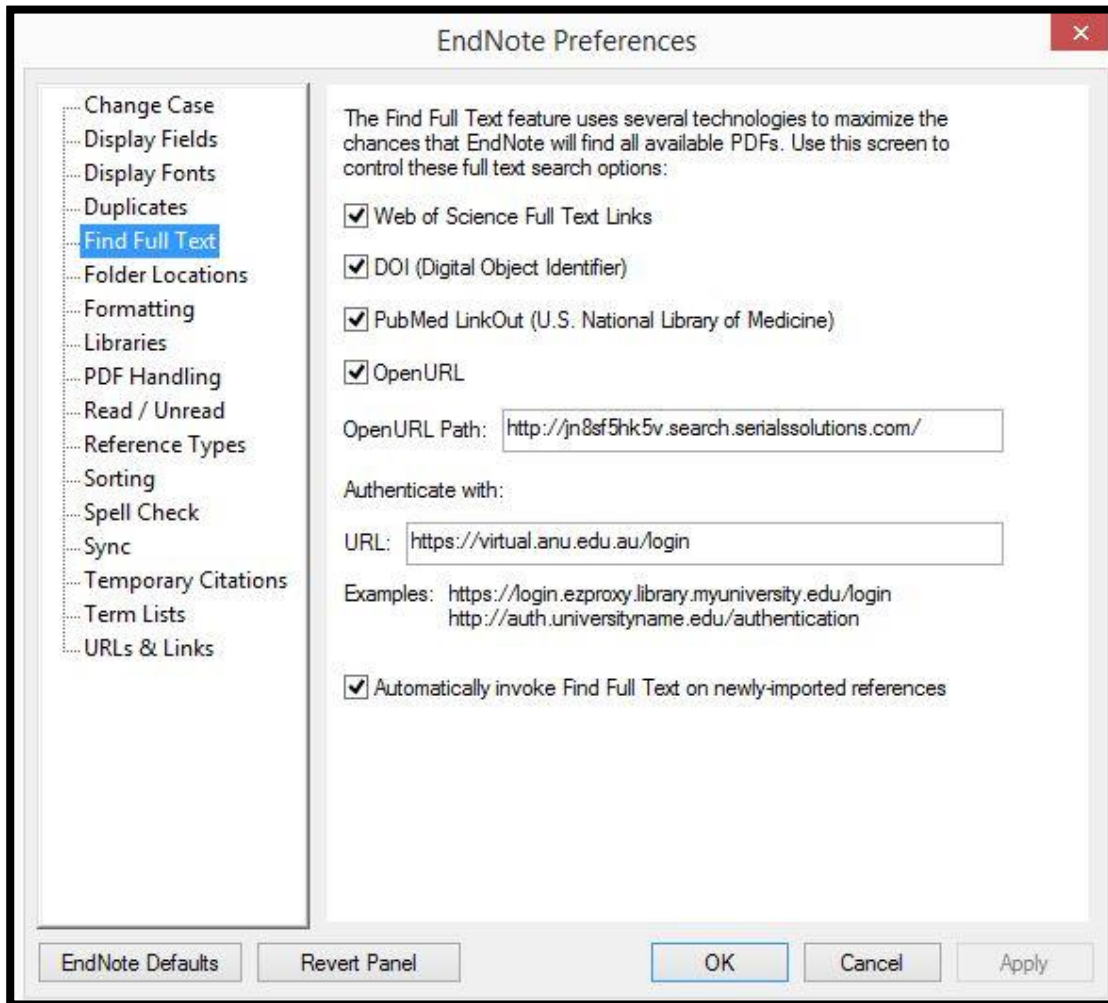
To find full text:

- Select the relevant reference(s)
- Under the **References** menu, select **Find Full Text > Find Full Text...** or click on the **Find Full Text** icon



You can configure automatic Find Full Text following the steps below:

Under the Edit menu, select Preferences then select Find Full Text and click OK.

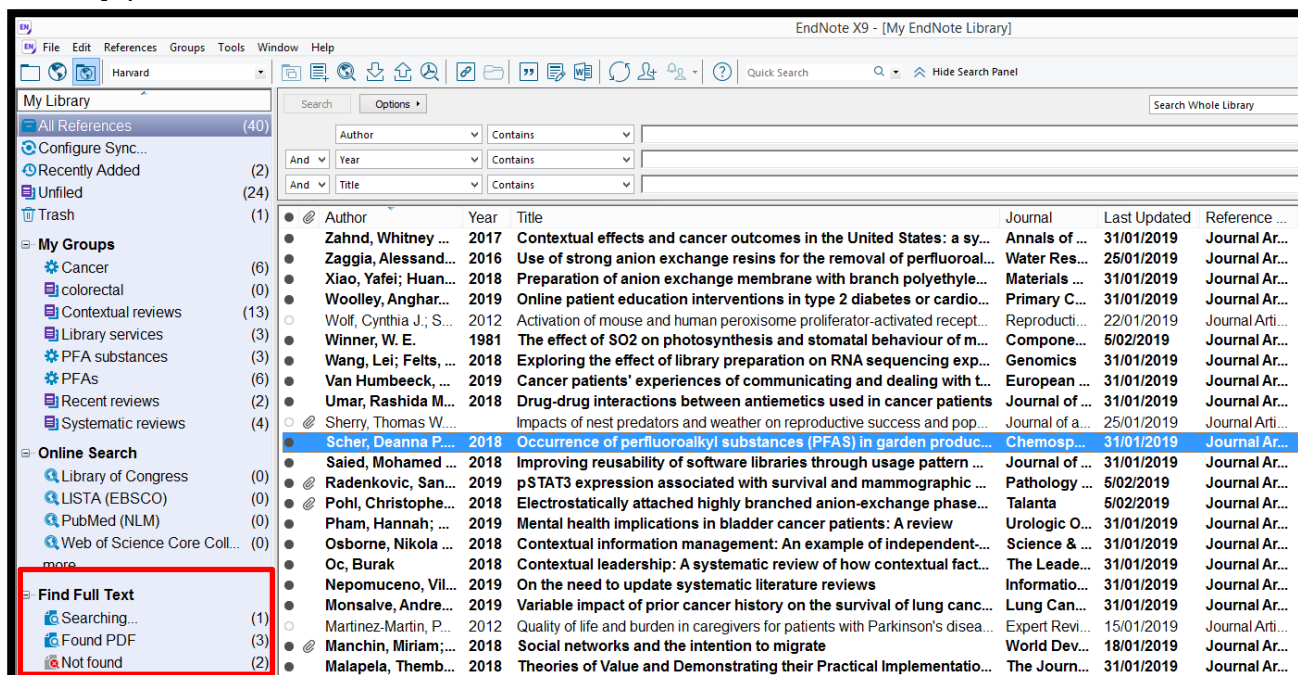


If you are using EndNote **on ANU's campus** from an Information Commons computer, in the "Authenticate with" box, you may need to **delete** the URL <https://virtual.anu.edu.au/login>.

If you are using EndNote **off campus** from a personal computer, in the "Authenticate with" box, you may need to **add** the URL <https://virtual.anu.edu.au/login>.

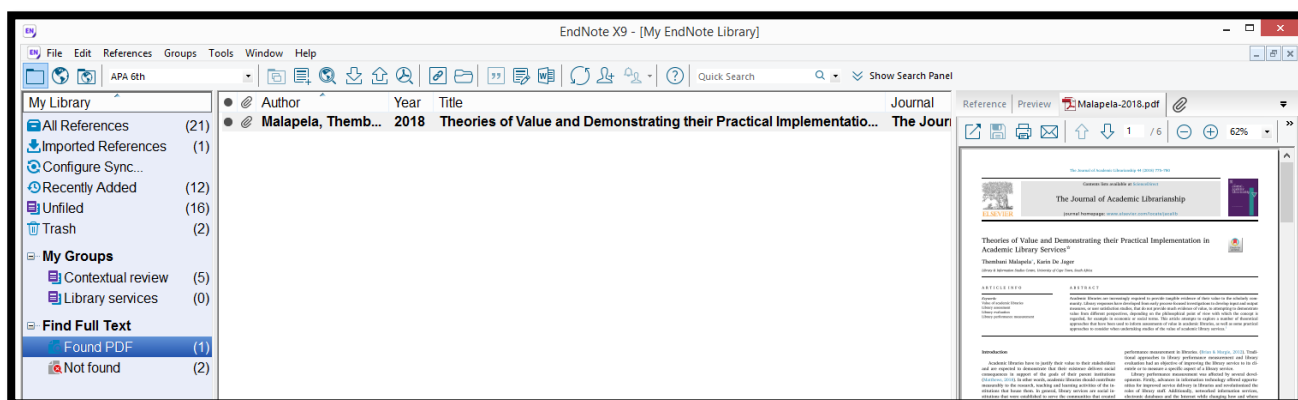


As full text articles are located, they will be automatically added to your EndNote Library, indicated by the paperclip symbol. Search progress can be viewed in the **My Library** pane under **Find Full Text**.



**Note:** the full-text PDF files are stored in your EndNote Library's .DATA folder (eg Libraryname.DATA). If you download a number of full-text articles, this folder will get quite large.

- To view the full text article, select **Found PDF** Library and click and highlight a reference.
- Click on **Open PDF** in a reference window.
- You can highlight, underline, strikethrough, and add notes directly within the PDF.



Results can be mixed. Sometimes EndNote is unable to find articles even if the ANU has a subscription. In this case, try **OpenURL Link**. You can also manually attach PDFs to references after downloading them.

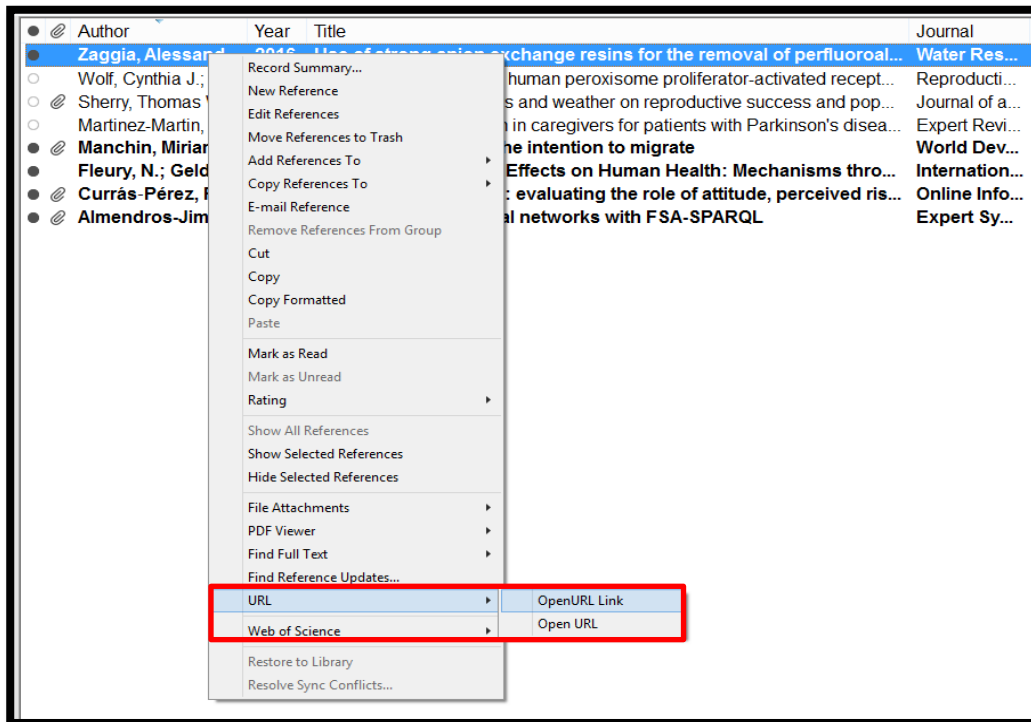


## OpenURL Link

Rather than automatically downloading and saving full text, using OpenURL Link will provide you with several options for finding the article, including links to available full text, Library catalogue searches, and document delivery options.

To use **OpenURL Link**:

- Select the relevant reference
- Under the **References** menu, select **URL > OpenURL Link** or right-click on the reference and select **URL > OpenURL Link**.

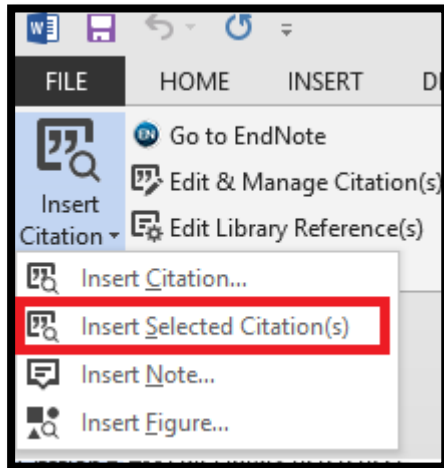


A web browser window will open to show the full text or options for finding the complete article.



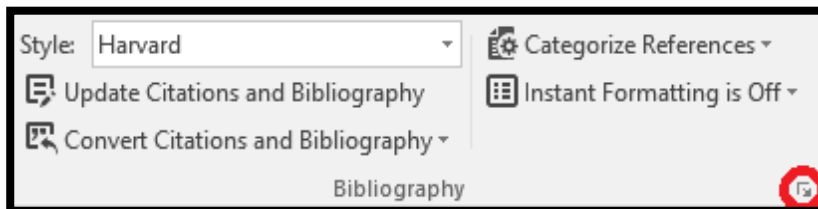
## Inserting EndNote citations into a document

- Go to EndNote and click on the required reference. If multiple references are to be inserted, hold down the **CTRL key** while clicking on the required references.
- Go to **Word** and place the cursor in the desired position.
- Select the **EndNote** tab.
- Click Insert **Citation** and choose **Insert Selected Citation(s)**



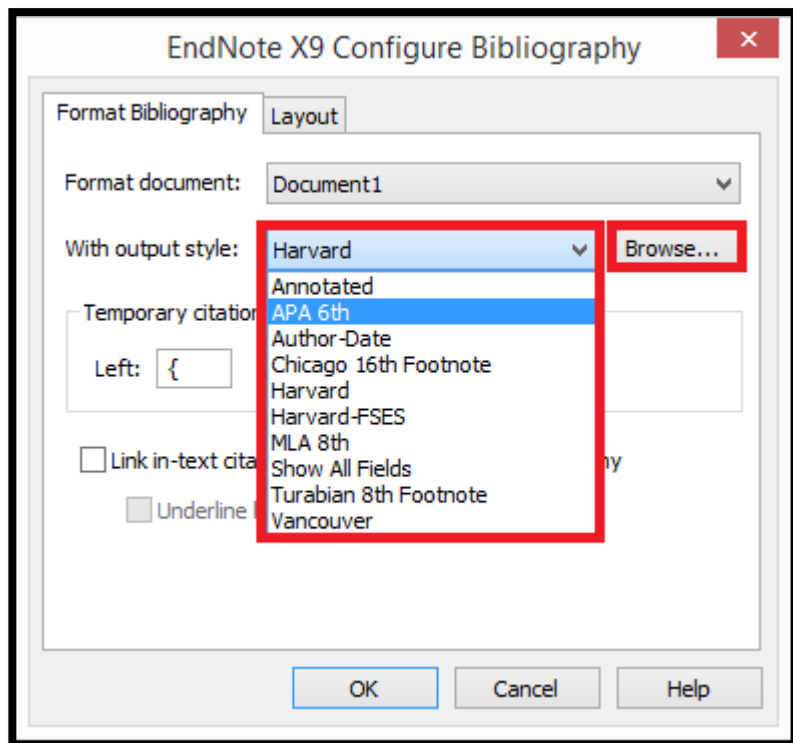
## Formatting the bibliography in Word

Your bibliography will be formatted using the style that is currently selected in EndNote. You can change the style both from within EndNote and **Word**. In **Word** under the **EndNote X9 tab**, click on the pop-out arrow under the Bibliography section.



You will now have the **Format Bibliography** pop-up window.

Select your output style from the quick list, or select **Browse...** to see all styles installed with EndNote



Please refer to your course Wattle site **for the full EndNote X9 booklet.**

## ArticleReach

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**ArticleReach** is a journal article supply service available free of charge to ANU staff and students. It is able to supply PDF copies of journal articles normally within a two day period.

For more information on **ArticleReach** go to [quicklink.anu.edu.au/bsmh](http://quicklink.anu.edu.au/bsmh)

## BONUS+

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BONUS+ is a free resource-sharing service that allows ANU students and staff to borrow selected Library material from a consortia of participating Australian and New Zealand university libraries and pick it up from one of our branches.

For more information on **BONUS+** go to [quicklink.anu.edu.au/fdrp](http://quicklink.anu.edu.au/fdrp)

## Document Supply Service

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If no Library in the ACT holds the book or journal you require, our Document Supply Service will try to obtain it for you. If it is a book, we'll try to borrow it from another Library in Australia.

For more info on **Document Supply Service** go to [quicklink.anu.edu.au/bu2z](http://quicklink.anu.edu.au/bu2z)

## Off-campus access

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Databases and electronic journals and books can be accessed from off-campus via Virtual. Go to [virtual.anu.edu.au](http://virtual.anu.edu.au) and log in using your student ID and password.

## For Further Assistance

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If you need additional help with any of the material covered in the Library lectures or tutorial sessions on Internet resources or finding key journal resources for your essay, please feel free to contact:

Hancock Library Information Desk; [science.Library@anu.edu.au](mailto:science.Library@anu.edu.au) (ph: 6125 3517)

## Other resources

### Training notes

To access training notes, visit the Research & learn webpage [anulib.anu.edu.au/research-learn](http://anulib.anu.edu.au/research-learn) and select the skill area followed by the relevant course. You can register for a workshop and find other information.

### Research & learn how-to guides

Explore and learn with the ANU Library's how to guides ([anulib.anu.edu.au/howto](http://anulib.anu.edu.au/howto)). Topics covered are:

- Citations & abstracts
- E-books
- EndNote
- Evaluating Sources
- Finding books and more
- Finding journal articles and more
- Finding theses
- Increasing your research impact
- ORCID iD (Open Researcher and Contributor ID)
- Research Data Management
- Text and Data Mining
- Topic analysis

### Subject guides

Find subject-specific guides ([anulib.anu.edu.au/subjectguides](http://anulib.anu.edu.au/subjectguides)) and resources on broad range of disciplines. Such as:

- Asia Pacific, Southeast Asia and East Asian studies
- Business, economics, art, music and military studies
- Criminal, human rights and taxation law
- History, indigenous studies, linguistics and philosophy
- Biological, environment, physical & mathematical sciences, engineering & computer science, health & medicine

### Navigating the sea of scholarly communication

An open access course designed to build the capabilities researchers need to navigate the scholarly communications and publishing world. Topics covered include finding a best-fit publisher, predatory publishing, data citations, bibliometrics, open access, and online research identity. Five self-paced modules, delivered by international and local experts/librarians ([anulib.anu.edu.au/publishing](http://anulib.anu.edu.au/publishing)).

### Online learning

Online learning is available through ANU Pulse, which can be accessed from both on and off campus by all ANU staff and students ([ql.anu.edu.au/pulse](http://ql.anu.edu.au/pulse)).

### Modules available in ANU Pulse

- Microsoft Office (Access, Excel, OneNote, Outlook, PowerPoint, Project, Visio, Word)
- Microsoft Office (Mac)
- Adobe suite (Illustrator, Photoshop)
- Type IT

### Training

A range of workshops are offered to help with your academic research and studies ([anulib.anu.edu.au/training-register](http://anulib.anu.edu.au/training-register)).

### Feedback

Please provide feedback about workshops on the online feedback form ([ql.anu.edu.au/survey](http://ql.anu.edu.au/survey)).