

# How to Conduct an Effective Literature Search and Manage the Results

BAE 815

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“The greatest part of a writer's time is spent in reading, in order to write: a man will turn over half a library to make one book.”

- *Samuel Johnson*

# Research Lifecycle



# Purpose of Literature Search

- ✓ Understand your topic
- ✓ Nurture good taste in research
- ✓ Develop critical thinking



# Understand your topic

- Identify variations in definitions used by researchers and define your terminology.
- Identify appropriate research methodologies and validated instruments.

# Nurture good taste in research

- Read selectively
  - Only abstraction <20%
  - Introduction & conclusions ~50%
  - Methods, results and details >80%

# Develop critical thinking

- Identify general patterns in research.
- Identify main gaps in knowledge
- Identify principal areas of dispute and uncertainty.
- Juxtapose studies with conflicting findings and explore explanations for discrepancies.

# Sources of Search



# Types of Literature

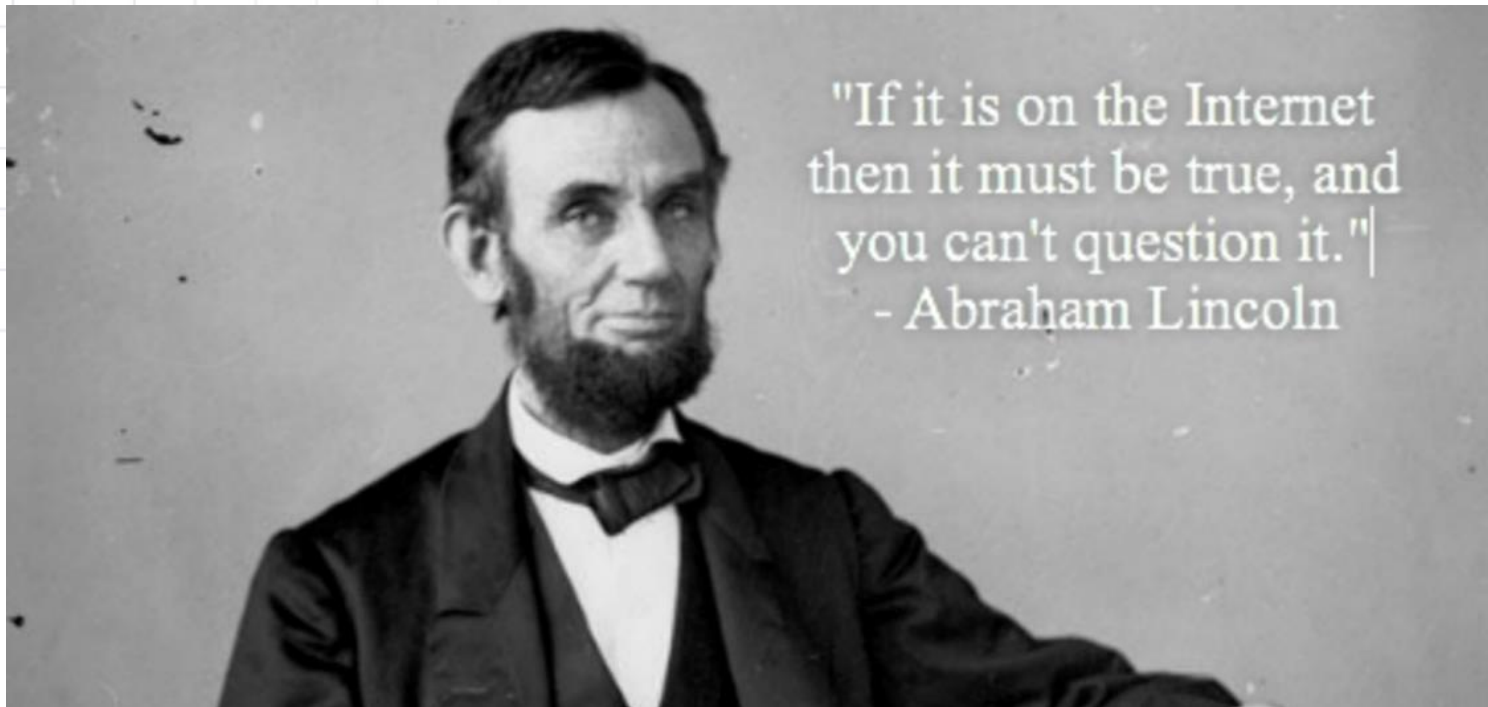
- Primary literature
  - Present new data and contains personal views of experimenters about the data
  - Peer reviewed
- Secondary literature
  - Derived from primary literature (reviews, textbooks)
  - Not peer reviewed, less reliable
- Tertiary literature
  - Index or textual condensation of primary and secondary sources (dictionaries, encyclopedias, Wikipedia...)

# Sources of Search

- Library catalogues: Books
- Research databases: Journal articles
- Internet, Google Scholar...

# Going Beyond Google

Convenient but has limitations



# Research Databases

- Academic, reliable, and up to date.
- Each database has some unique searching features.
- The cost of databases are paid by the library, and you are allowed to access them without charges.

# Searching strategies

# Generating key words (search terms)

Creating a well-focused question



Breaking down your questions into concepts

# Example

“The effects of television violence on children”

- Television/ TV /adverts / DVD etc
- Violence/aggression
- Children/teenagers/youth
- Parental control? Peer pressure?
- Crime? Psychological?


# Run Your Search by Concepts


- Identify subject headings for each concept
- Think of alternative keywords or terms for each concept, and search each concept separately
- Combine terms for the same concept with “OR”
- Combining concepts using “AND”
- Put any “NOT” terms at the end.





# Running your search(es)

## Concept 1

Search #1 = 

Search #2 = 

Search #3 = 

Search #4 = 

## Concept 2

Search #6 = 

Search #7 = 

Search #8 = 

Search #9 = 

---

Search #5 = #1 OR #2 OR #3 OR #4



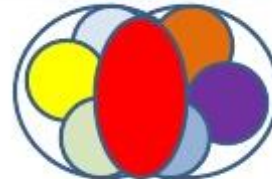
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Search #10 = #6 OR #7 OR #8 OR #9



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Search #11 = #5 AND #10



Results



# Controlled Vocabulary

A controlled vocabulary is a set of established terms

- every term represents a single concept
- only one term is used for that concept

*Example: Many words can be used to represent the concept "people who teach."*

teachers  
faculty  
instructors  
professors  
tutors  
educators  
lecturers, etc

In a controlled vocabulary  
one of these will be chosen  
to represent the concept

**MeSH = Faculty**  
Faculty, Dental  
Faculty, Medical  
Faculty, Nursing, etc.

## **Controlled vocabulary searching**

- Find out what the controlled vocabulary term is for each concept.
- Can make your search more precise and easier.

## **Free-text (keyword) searching**

- Have to think of every possible synonym or alternate spelling of your search terms and include all of them in your search.

# Limitations with controlled vocabularies searching

- New concepts take time to be added
- There is often a lag phase during which the newest articles aren't indexed
- NOT all databases use a controlled vocabulary

# Test your searching strategy

- Checking to see if your “target articles” appear in the results.
- Judge not by what you have retrieved but by what you may have missed!

# Citation Searching

- Find a key reference
  - Trace backward: follow its reference list
  - Trace forward: follow all references that cite it
  - Look at subject indexing for the key reference and use to modify your search terms
- A feature of Web of Science: citation map

# Hand searching

- Identify key journals in your field and browse them cover to cover
- Identify important authors and leading research group in your field and follow their work

# Keeping Up to Date

- It is an iterative process.
  - You must do it from time to time throughout your course of research.
  - Documenting your search.



# Working with Your Results

# Get Organized Early On!

- Combine search results from each database
- Remove duplicates
- Remove inappropriate studies
- Rank important studies

# Manage Your References

- Specialist software (all owned by Thomson Scientific – who also own Web of Knowledge)
  - EndNote
  - ProCite
  - Reference manager
- Web-based services
  - EndNote Web
  - RefWorks
  - Zotero

# What can they do?

- Manage references
  - Store, organize and share. May store links to documents or pdf files within database.
  - Search external databases from within the reference management software, and save references retrieved.
- Format references
  - Get reference list generated automatically.
  - Allow you to change the reference style in few clicks.

# Choose Your Tools

- EndNote
  - Must be purchased and installed on your machine
  - Doesn't require a web connection to access your downloaded records
- EndNote Web, RefWorks
  - Free to members of university but may has limited feature
  - Web based – access your records anywhere
- Reference Manager
  - Best for group use

# A Quick Look at EndNote Web

The screenshot shows the EndNote Web interface. At the top, the logo 'EndNote<sup>W</sup> provided by ISI Web of Knowledge' is visible. Below the logo is a navigation bar with tabs: 'My References', 'Collect', 'Organize', 'Format', and 'Options'. A 'Help' link is in the top right corner. A 'Getting Started with EndNote Web' section is highlighted, containing three numbered steps: 1. collect, 2. organize, and 3. format. Each step includes a description and a list of actions. Callouts point to various parts of the interface: 'Organize / Share references' points to the 'Organize' tab; 'Format references' points to the 'Format' tab; 'Manage your account' points to the 'Options' tab; 'Manage references' points to the 'My References' tab; and 'Collect references' points to the 'Collect' tab. The 'Getting Started' section includes icons for a folder, a printer, and puzzle pieces representing 'Author' and 'Page Number'.

**EndNote<sup>W</sup>**  
provided by ISI Web of Knowledge<sup>®</sup>

My References   **Collect**   Organize   Format   Options   Help

Hide Getting Started Guide

## Getting Started with EndNote Web

**1 collect**  
Collect references from electronic and traditional sources.

- ◊ Search online database
- ◊ Create a reference manually
- ◊ Import references

**2 organize**  
Organize your references for your research topics and papers.

- ◊ Create a new group
- ◊ Share a group
- ◊ Find duplicate references

**3 Format**  
Create a formatted bibliography for your paper or cite references while you write.

- ◊ Create a formatted bibliography
- ◊ Cite While You Write™ Plug-in
- ◊ Format a paper

**All My References (240)**

- aids policy (8)
- bird flu (11)
- Fuel Cell (58)
- fuel cell2 (11)
- oil spill (0)
- ptsd (15)
- ptsd2 (16)
- sea level (27) 🌊
- TDM (14)
- TDM2 (1)
- test (3)
- [Unfiled] (73)
- Quick List (0)

👤 You have shared this group.

**Groups Shared by Others**

- Cormac McCarthy
- echinacea
- Global Warming
- global warming
- stem cell
- sushi

# Add References

Signed In | My EndNote Web | My Citation Alerts | My Journal List | My Saved Searches | Log Out | Help

## ISI Web of Knowledge<sup>SM</sup>

Take the next step

All Databases | **Select a Database** | Web of Science | Additional Resources

Search | Cited Reference Search | Structure Search | Advanced Search | Search History | Marked List (0)

### Web of Science®

**Results** Topic=("post traum\* Stress")  
Timespan=1900-2007. Databases=SCI-EXPANDED, A&HCI, SSCI.

Results: **3,219** Page 1 of 322 Go Sort by: Latest Date

Print | E-mail | Add to Marked List | **Save to EndNote Web** | more options | Analyze Results | Create Citation Report

#### Refine Results

Search within results for  Search

**Subject Areas** Refine

- PSYCHIATRY (1,349)
- PSYCHOLOGY, CLINICAL (476)
- NEUROSCIENCES (405)
- MEDICINE, GENERAL & INTERNAL (344)
- PSYCHOLOGY (245)

more...

**Document Types** Refine

- ARTICLE (2,404)
- REVIEW (251)
- MEETING ABSTRACT (230)
- LETTER (103)
- BOOK REVIEW (94)

more...

**Authors**

**Source Titles**

**Publication Years**

1. Title: [Memory functioning following terror attack and the suggested immunization by religious faith](#)  
Author(s): Gigi A, PapiroviZ M, Hagit M  
Source: **STRESS AND HEALTH** Volume: 23 Issue: 3 Pages: 199-204 Published: **AUG 2007**  
Times Cited: 0  
[LINKS](#) [Full Text](#)
2. Title: [Changes in cortisol and DHEA plasma levels after psychotherapy for PTSD](#)  
Author(s): Olff M, de Vries GJ, Guzelcan Y, et al.  
Source: **PSYCHONEUROENDOCRINOLOGY** Volume: 32 Issue: 6 Pages: 619-626 Published: **JUL 2007**  
Times Cited: 0  
[LINKS](#) [Full Text](#)
3. Title: [Delayed recall of childhood sexual abuse memories and the awakening rise and diurnal pattern of cortisol](#)  
Author(s): Smeets T, Geraerts E, Jellic M, et al.  
Source: **PSYCHIATRY RESEARCH** Volume: 152 Issue: 2-3 Pages: 197-204 Published: **AUG 30 2007**  
Times Cited: 0  
[LINKS](#) [Full Text](#)
4. Title: [Comorbidity and personality traits in patients with different levels of posttraumatic stress disorder following myocardial infarction](#)  
Author(s): Chung MC, Berger Z, Rudd H  
Source: **PSYCHIATRY RESEARCH** Volume: 152 Issue: 2-3 Pages: 243-252 Published: **AUG 30 2007**  
Times Cited: 0  
[LINKS](#) [Full Text](#)

# Search from within EndNote Web

Access hundreds of external databases,



# Share References with Collaborators

My References

Collect

Organize

Format




Options

Manage My Groups

Others' Groups

Find Duplicates

## Manage My Groups

My Groups↓	Number of References	Share		
 Aortic Valve	24	<input checked="" type="checkbox"/>	Manage Sharing	Rename Delete
 ARCI	7	<input checked="" type="checkbox"/>	Manage Sharing	Rename Delete
ARI	13	<input type="checkbox"/>	Manage Sharing	Rename Delete
AV	8	<input type="checkbox"/>	Manage Sharing	Rename Delete
Bose Institute	33	<input type="checkbox"/>	Manage Sharing	Rename Delete
CIFOR	14	<input type="checkbox"/>	Manage Sharing	Rename Delete
CLRI	2	<input type="checkbox"/>	Manage Sharing	Rename Delete
CSIR	15	<input type="checkbox"/>	Manage Sharing	Rename Delete
El Nino	4	<input type="checkbox"/>	Manage Sharing	Rename Delete
Fish waste	24	<input type="checkbox"/>	Manage Sharing	Rename Delete
 Griffith	8	<input checked="" type="checkbox"/>	Manage Sharing	Rename Delete
IACS	3	<input type="checkbox"/>	Manage Sharing	Rename Delete

# Install the “Cite While You Write” Plug-in



My References

Collect

Organize

Format

Options

Administrator Tools

Bibliography

Cite While You Write Plug-In

Format Paper

Export References

## Cite While You Write Plug-In

Use the EndNote Web Plug-in to insert references, and format citations and bibliographies automatically while you write your papers in Word. The EndNote Web Plug-in also allows you to save online references to your library in Internet Explorer for Windows.

See [Installation Instructions](#) and [System Requirements](#).

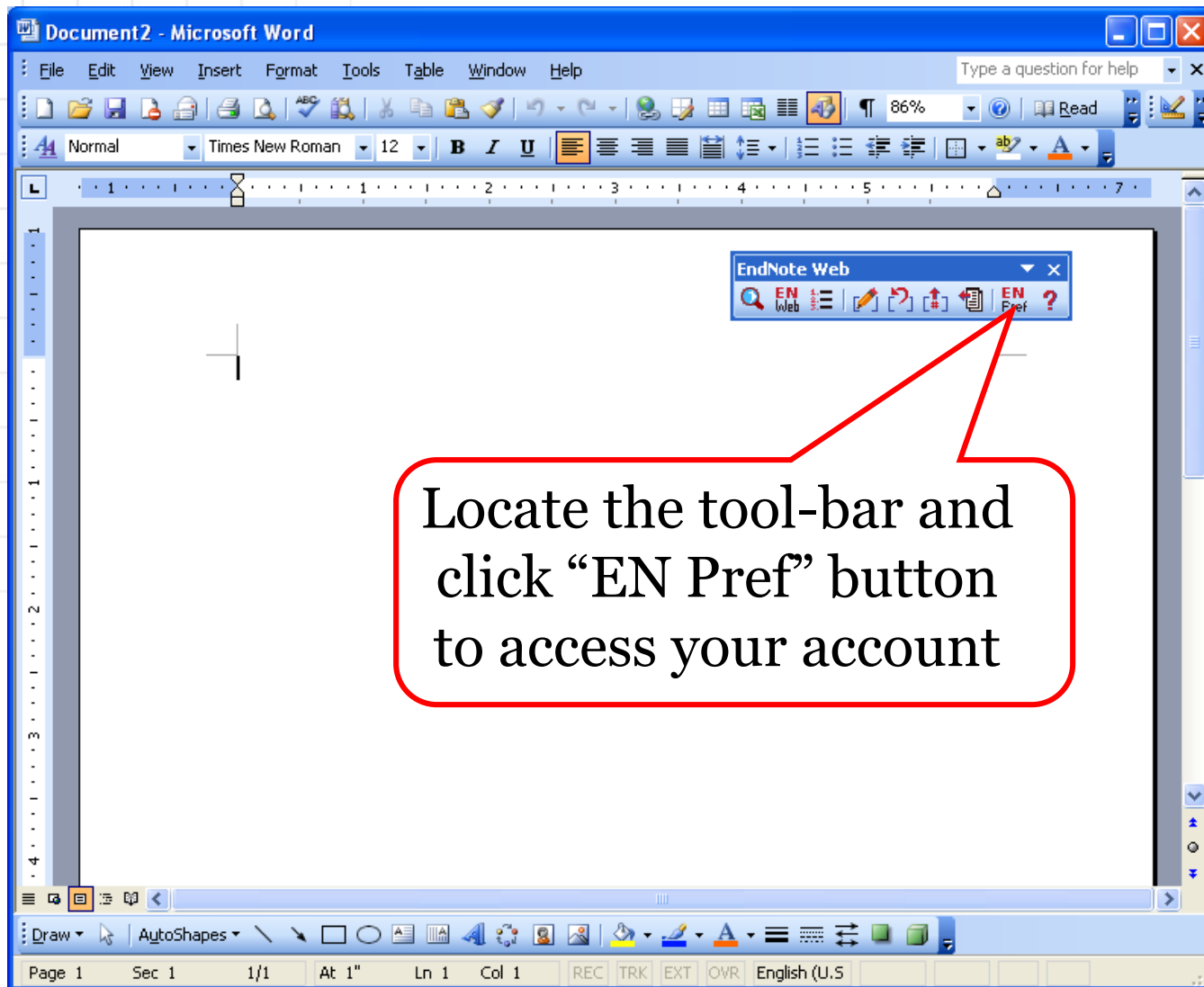
- o [Download Windows](#) with Internet Explorer plug-in
- o [Download Macintosh](#)

View in [简体中文](#) [English](#)

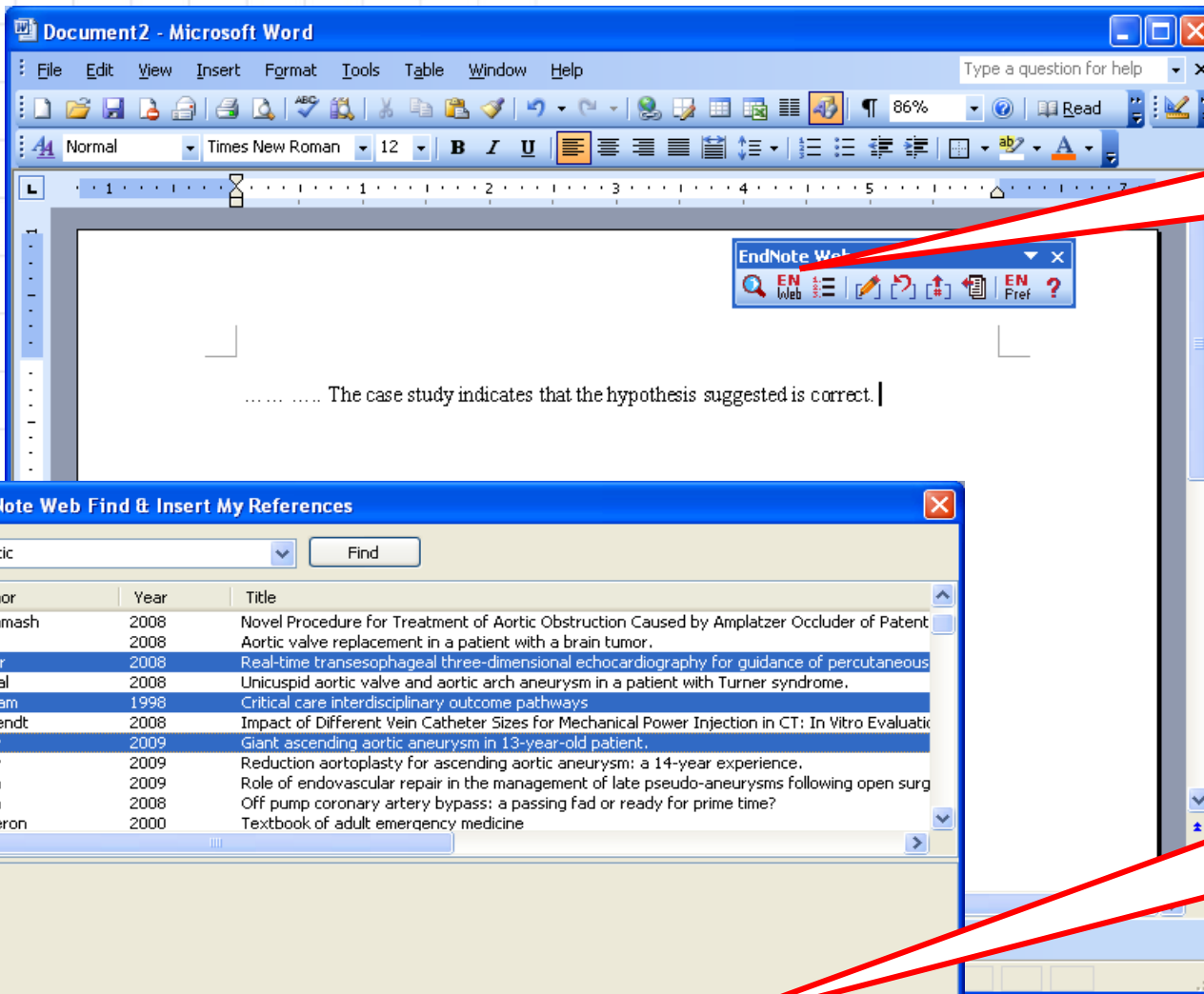
[Privacy](#) | [Acceptable Use](#) | [Download Installers](#) | [Feedback](#)

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# EndNote Web Tool-bar in Word



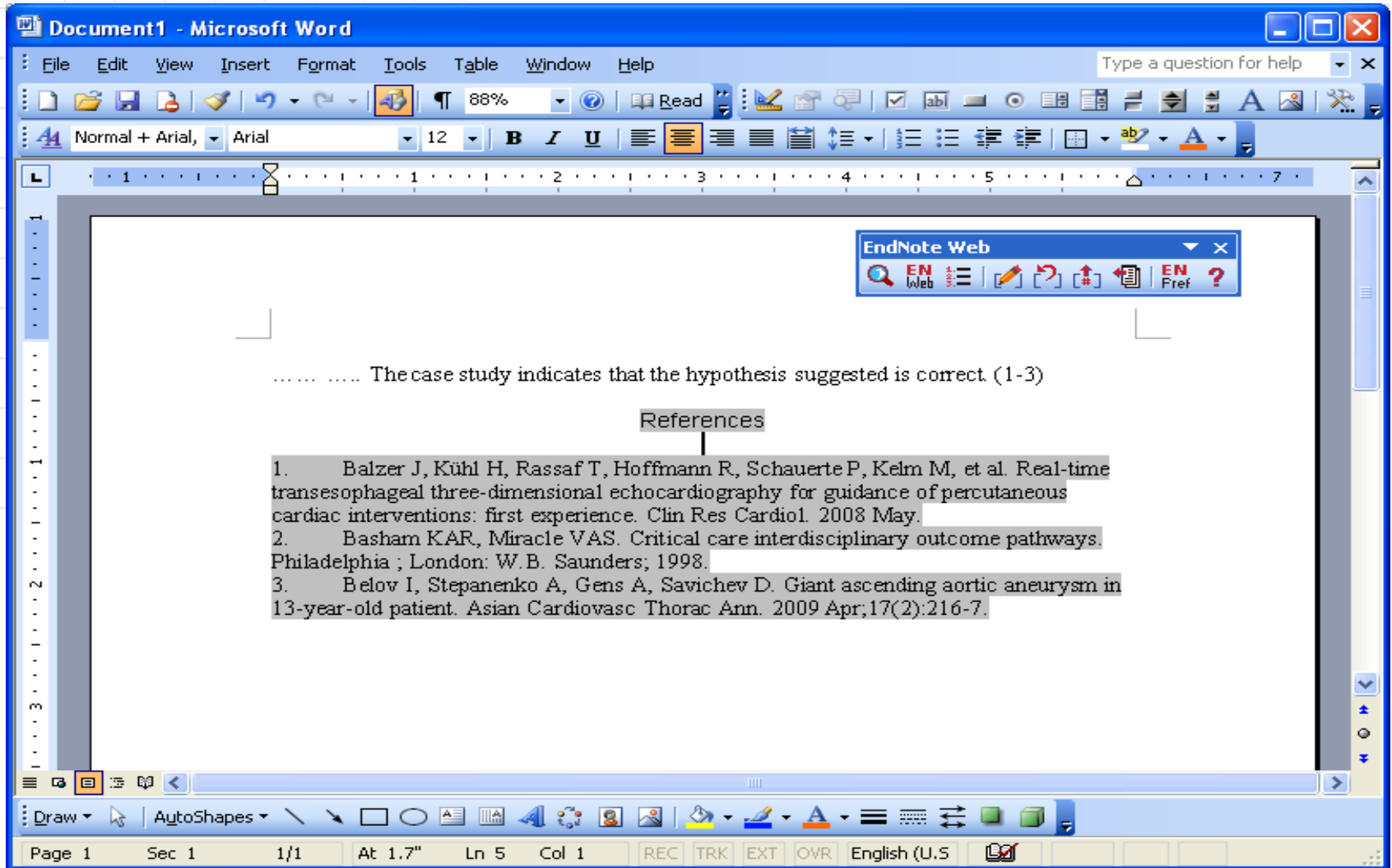
# Inserting Citations While You Write




1. After typing the text, click  in the tool-bar

2. Find and select the references
3. Click "Insert" button

# References List Appear at the End of the Text



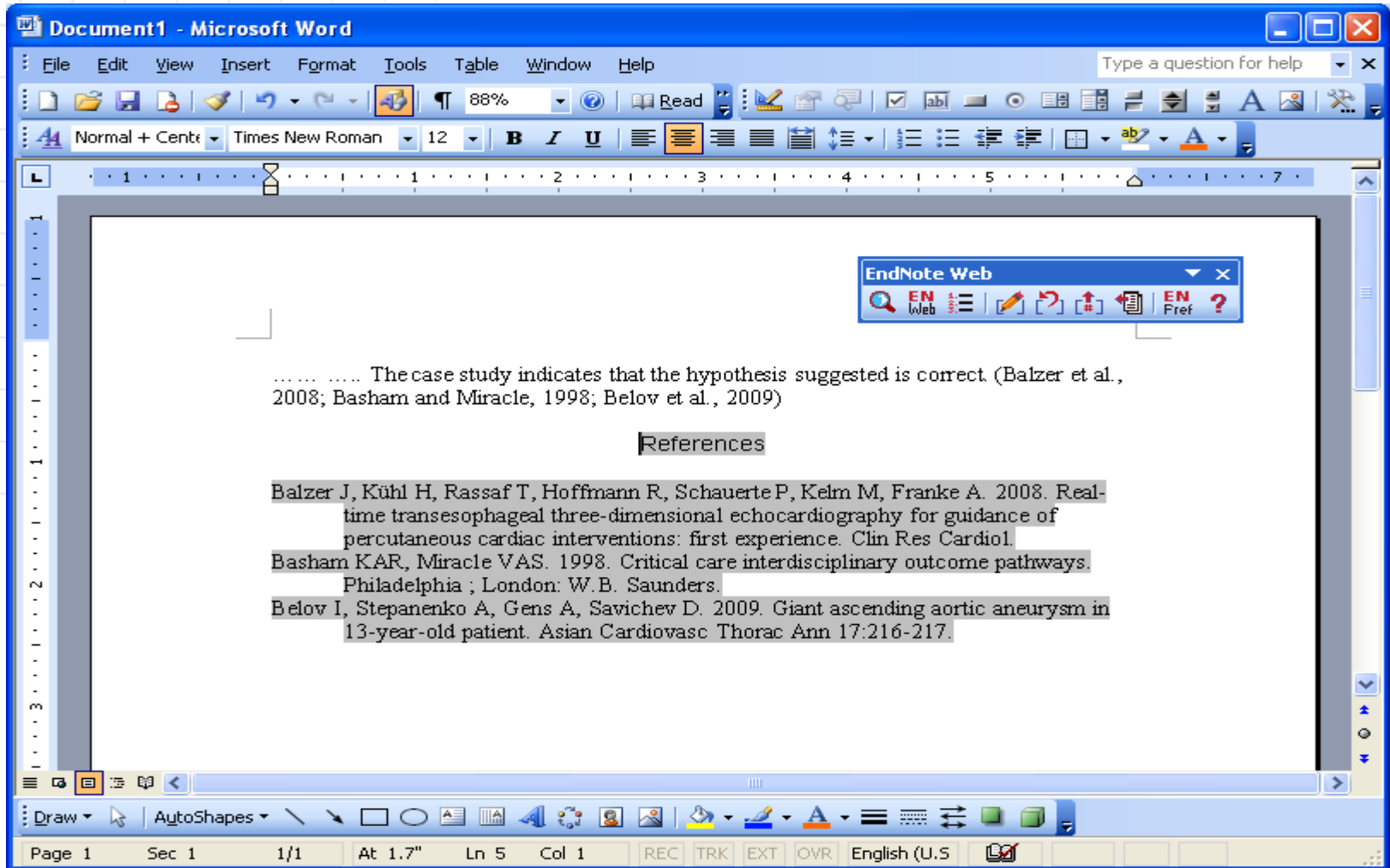
# Change the Reference Style

1. Click the  in the tool-bar

2. Select output style from the drop-down menu



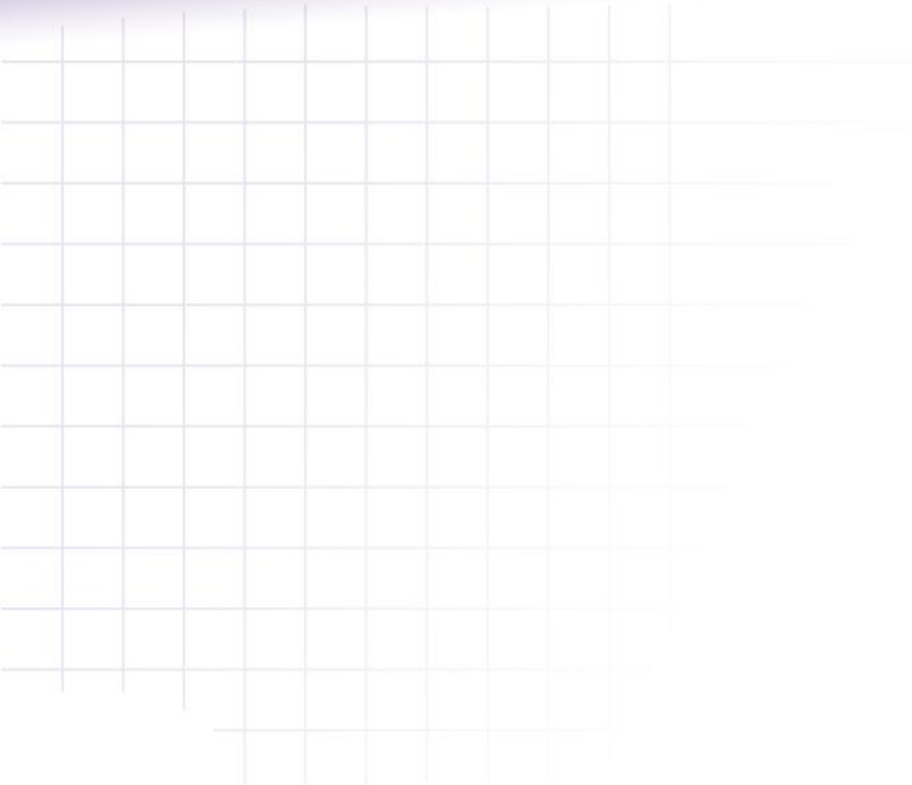
# From “Numbered style” into “Author-Date style”



# Let's do a little group work

- Write down your research question, break down your questions into concepts.
- Which database or search engine do you use for you literature search?
- What tools do you use to organize your literature? Share your experience.





# Quick overview of EndNote

- Available on all networked PCs at LSE
- Using Version X.4
- Available off campus via the Remote desktop
- Imports records from Library Catalogue and some databases

# A quick look at EndNote

- Now in version 13 – EndNote X3
- Good backwards compatibility with earlier versions
- Easy to import/export to other reference management software
- **ALWAYS KEEP BACKUPS!**

# EndNote

- Offers sophisticated, flexible tools for organizing references and PDFs and for creating bibliographies
- Offers most comprehensive array of citation output styles
- Link EndNote records to PDFs and other types of documents saved on your hard drive
- In EndNote version X2 and higher: download article PDFs automatically
- Can add figures and tables to your EndNote library
- Use UC-eLinks to find the full text of the article from within EndNote
- EndNote software must be purchased and installed onto your computer
- Best option for large research projects

# EndNote

<http://www.endnote.com/>

- Personal Bibliographic Database
- Imports from hundreds of reference formats
- Saves MeSH Terms and URLs of References
- Powerful Search and Sort Methods
- Connects directly to PubMed, Biosis and other sources
- Integrates directly with Word
- Automatically formats bibliographies and footnotes
- Formats citations & references for hundreds of journals
- Complete user control of formatting

# RefWorks

- Web-based, so it can be used on all operating systems, at any computer connected to the Internet
- Format bibliographies in Word
- Direct import available from most article databases
- Import citations from RSS feeds
- Full-text access to most articles is easy: UC-eLinks works inside RefWorks
- Good for collaborative projects: share a citation database, or creat a group logon
- Easy to learn and use

