



## JOURNALS - How do I find a journal?

Elaine Shallcross, June 2009

QG GEN001 [http://www.abdn.ac.uk/library/guides/dbs/qgdb002.pdf]

You may see journals referred to as *periodicals*, *serials* or *magazines*. The library subscribes to journals in either paper or electronic format – some titles are available in both. This *Quick Guide* instructs you how to find journals by using the library catalogue and our search and link portal for electronic resources, *MetaLib*.

### How do I find a journal using the library catalogue?

Step 1: Access the library catalogue	
<ol style="list-style-type: none"> <li>1. You can access the catalogue from any computer with Internet access. Go to <a href="http://aulib.abdn.ac.uk/F">http://aulib.abdn.ac.uk/F</a>.</li> <li>2. <b>Login</b> using your University computer username and password.</li> </ol>	
Step 2: Search the catalogue	
Search Rules:	
?	<b>Truncation</b> Example: <i>adolescen?</i> finds <i>adolescent</i> ; <i>adolescents</i> ; <i>adolescence</i>
Phrase search	<b>"word1 word2"</b> or use the <b>Exact Phrase?</b> radio button <b>Yes</b> Example: <i>"child development"</i> at the time of printing finds 34 journal titles with this phrase somewhere in their records.
Boolean operators and  or	<b>word1 and word2</b> Example: <i>adolescen? and youth?</i> at the time of printing finds 11 journal titles containing both of these keywords somewhere in their records.  <b>word1 or word2</b> Example: <i>adolescen? or youth?</i> at the time of printing finds 92 journal titles containing one, or the other, or both of these keywords somewhere in their records.
<b>i</b> Use the Catalogue to search for the <b>title</b> of a journal, it <u>cannot</u> search the contents for articles.	
<ol style="list-style-type: none"> <li>1. Click on <b>Advanced Keyword Search</b> (located on the third navigation bar).</li> <li>2. Type keyword(s) from the <u>title</u> of the journal in the first search box – keep as an <b>All Fields</b> search.</li> <li>3. Go to the <b>Limit search to</b> section – in the <b>Format</b> box select <b>Journals</b> from the drop-down menu.</li> <li>4. Click on <b>Go</b>.</li> <li>5. Click on the <b>Total number</b> to display the list of results.</li> <li>6. If there is more than one match for your search a list of titles will appear on screen.</li> </ol>	

### Step 3: Select the journal format (paper or electronic)

1. On the **Search Results** screen:
  - the journal titles held in paper format will display the name of the library holding them in the **Copies owned/out column**.
  - the journal titles in electronic format will include **[electronic Resource]** in the **title column**.
  - some titles are available in both paper and electronic format.
2. If you wish to read a **paper** copy of a journal (if available) follow **Step 4** (overleaf).
3. If you wish to read a journal article in **electronic format** (if available) follow **Steps 5-6**.

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## Step 4: Find a paper journal

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1. Select the title you require and click on the **name** of the library shown in the **Copies owned/out** column; then check the very first section on the **Holdings** screen to confirm that the year you require is available in paper format.
  2. Make a note of the **Library** holding the journal (**Sublibrary** column) + **Floor** if in **Queen Mother Library**.
  3. Make a note of the **Location** number (shelfmark) so that you can find the journal on the shelves.
  4. Use **Library floor plans** (available electronically, at Library issue desks and service points on QML Floors) to identify where to go in the library.
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If the location of a particular volume/issue of the journal is the **Holland Street Stack**, you must *request* the item be taken out of the store for you to collect. To request an item from store do the following:

1. On the **Holdings** screen click on **Request** for the particular journal part you need.
  2. Login using your University computer username and password (if prompted).
  3. On the drop-down list of library locations, select the library from which you would like to collect the item.
  4. Click on **Go**.
  5. Check your **University email account** regularly for a message from the Library advising you the item is awaiting collection. Students should use **studentmail@aberdeen**, more information and login access is available at [www.abdn.ac.uk/studentmail/](http://www.abdn.ac.uk/studentmail/); RPGs and University staff should use **Outlook Web Access** at <https://mail.abdn.ac.uk/> when working off campus.
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If the volume or issue you need is available in a library but out on loan to someone else (there is a due time/date displayed) use the **Request** function described above to recall the item for yourself.


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## Step 5: Find e-journal titles on a particular subject

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1. Click on **Advanced Keyword Search** (located on the third navigation bar).
  2. Use either one or two search boxes to enter keyword(s) – keep as an **All Fields** search.
  3. In the **Limit search to** section – in the **Format** box select **Electronic Journals** from the drop-down menu. Click on **Go**.
  4. Click on the **Total number** to display the list of electronic journal titles that match your keyword(s).
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## Step 6: Link out to the e-journal using the SFX linking service

1. Click on the name of the provider of the e-journal; then on the **Full View of Record** screen, the  button located in the top right hand corner of the screen.
2. A separate window opens displaying the list of options for linking out to a journal. Full text providers appear in alphabetical order at the top of the list. The availability of a journal title can vary between providers – check the details for each carefully and select the appropriate provider.
3. In SFX click on either the **name** of the provider or the **Go** button to link out to the website of the journal.
4. Perform your search for articles.
5. Browse the list of results and click on the relevant article to open it in full text (if available).
6. If you are advised that you must either pay for the article or login –
  - Click on the Login link. \* Click on any one of the following links (they all mean the same thing but use different names): Institutional login; Shibboleth login; UK Access Management Federation; UK Federation.
  - Choose your institution's location - look for United Kingdom; then choose the University of Aberdeen.
  - Login using your University computer username and password.
  - The PDF file will open if the article is available in full text for that particular year. You can print off or save the article (but please be careful to observe copyright restrictions).
  - If you are prompted once again to purchase the article or login, open the SFX window and Check **holdings in the AU library catalogue** to see if the journal is available in paper format (see **Step 4**), otherwise you may have to request the article through inter-library loan.

## How do I find an e-journal using MetaLib (portal to e-resources)?

### Step 1: Access MetaLib

1. You can access MetaLib from any computer with Internet access. Go to <http://metalib.abdn.ac.uk>.
2. **Login** using your University computer username and password.

### Step 2: Search MetaLib


#### Search Rules:

?	<b>Truncation</b> Example: <i>adolescen?</i> finds <i>adolescent; adolescents; adolescence</i>
<b>Phrase search</b>	<b>word1 word2</b> Example: <i>adolescen? develop?</i> finds the e-journal <i>New directions for child and adolescent development</i>
<b>Boolean operators</b>	
<b>and</b>	<b>word1 and word2</b> Example: <i>adolescen? and youth</i> at the time of printing finds 1 e-journal title containing both of these keywords.
<b>or</b>	<b>word1 or word2</b> Example: <i>adolescen? or youth</i> at the time of printing finds 20 e-journal titles containing one, or the other, or both of these keywords.

If you are looking for a specific e-journal title, or have a rough idea what the title is:

1. Click on **Find e-Journal** (located on the top navigation bar); then click on the **Titles** tab.
2. Type keyword(s) in the search box.
3. Select the appropriate radio button depending on how well you know the title – **Starts with**; **Contains** or **Exact**.
4. Click on **Go**.
5. An **e-Journal List** of titles matching your keywords will be displayed. If the list spans more than one page use the **Next** and **Previous** links to navigate from one page to another.

### Step 3: Link out to the journal using SFX

1. Browse the list, then click on the  **SFX** button located in the **Actions** column of the title you require.
2. A separate window opens displaying the list of options for linking out to a journal. Full text providers appear in alphabetical order at the top of the list. The availability of a journal title can vary between providers – check the details for each carefully and select the appropriate provider.
3. Click on either the **name** of the provider or the **Go** button to link to the website of the journal.
4. Perform your search for articles using search rules relevant to the journal provider (they will differ from MetaLib). Refer to online **Help** screens for hints on searching individual journals.
5. Browse the list of results and click on the relevant article to view full text options (if available).
6. If you are advised that you must either pay for the article or login –
  - Click on the Login link. \* Click on any one of the following links (they all mean the same thing but use different names): Institutional login; Shibboleth login; UK Access Management Federation; UK Federation.
  - Choose your institution's location - look for United Kingdom; then choose the University of Aberdeen.
  - Login using your University computer username and password.
  - The PDF file will open if the article is available in full text for that particular year. You can print off or save the article (but please be careful to observe copyright restrictions).
  - If you are prompted once again to purchase the article or login, open the SFX window and Check holdings in the AU library catalogue to see if the journal is available in paper format (see Step 4), otherwise you may have to request the article through inter-library loan.

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## Workshops

If you would like to improve your searching skills using the library catalogue and MetaLib why don't you come along to one of our workshops?

They are all free of charge and held regularly throughout the academic session.

Go to [www.abdn.ac.uk/library/training.shtml](http://www.abdn.ac.uk/library/training.shtml) for more information and links to the course booking system.

## Library guides and vodcasts

Further information can be obtained online at *Information Guides to our Services* [www.abdn.ac.uk/library/guides/](http://www.abdn.ac.uk/library/guides/):

Library Guide [QG CAT003](#) *Catalogue – How do I use the Catalogue?*

Library Guide [UG MTL002](#) *Getting Started with MetaLib.*

A series of video-style recordings (vodcasts) on how to search the library catalogue is available online at [www.abdn.ac.uk/library/vodcasts.shtml](http://www.abdn.ac.uk/library/vodcasts.shtml)

## \* Developments in accessing electronic resources

In August 2008, in line with many other UK Universities, the Library stopped using Athens access to online resources. We introduced a new way of logging in to electronic databases using **Shibboleth Login**, also referred to as **UK Federation Login**, **UK Access Management Federation Login** or **Institutional Login**. The variation in name reflects the preferences of publishers – but they all mean the same thing!

More information is available at [www.abdn.ac.uk/library/shibboleth.shtml](http://www.abdn.ac.uk/library/shibboleth.shtml)

## Plagiarism and copyright

**Plagiarism:** This is a serious academic offence. Plagiarism is using another person's words or ideas and passing them off as your own without proper acknowledgment. It is now technically easy to cut and paste significant portions of web-based text into a piece of work you are preparing but, by doing this (even if you acknowledge the work in your bibliography and enclose the text in quotation marks), you may be regarded as plagiarising another person's work.

**Copyright:** most printed and electronic documents are protected by copyright legislation. You are allowed to photocopy or print off journal articles for research purposes but must not mass photocopy/download/print all articles from one issue of a journal (paper or electronic format). Publishers monitor usage of their full text titles and any inappropriate use of material is reported to us and may result in the University being denied access to full text electronic services in the future.

## Need help?

For IT problems setting up off-campus access to library databases contact the <b>IT Service Desk</b> : Tel: 01224–273636 Email: <a href="mailto:servicedesk@abdn.ac.uk">servicedesk@abdn.ac.uk</a>	
For advice on searching the Library Catalogue and using MetaLib contact the <b>Information Consultant</b> for your subject area:	
Arts, Humanities & Business Studies Gilian Dawson <a href="mailto:g.d.dawson@abdn.ac.uk">g.d.dawson@abdn.ac.uk</a> Tel:01224–272587	Medicine & Biomedical Sciences Mel Bickerton <a href="mailto:m.bickerton@abdn.ac.uk">m.bickerton@abdn.ac.uk</a> Tel:01224–552740
Education and Social Science Claire Molloy <a href="mailto:c.a.l.molloy@abdn.ac.uk">c.a.l.molloy@abdn.ac.uk</a> Tel:01224–274813	General Support Elaine Shallcross <a href="mailto:e.shallcross@abdn.ac.uk">e.shallcross@abdn.ac.uk</a> Tel:01224–273848
Life and Physical Sciences, Engineering & Law Susan McCourt <a href="mailto:s.mccourt@abdn.ac.uk">s.mccourt@abdn.ac.uk</a> Tel:01224–273287	