



JOURNALS - how do I find a journal using Primo?

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QG DBS002 [www.abdn.ac.uk/library/documents/guides/qgdb002.pdf]

How do I find a journal in the library?

Step 1: Access Primo

1. Go to the Library homepage at www.abdn.ac.uk/library/, click on the **Search Our Collections** tab, then on the **Search using Primo** link.
2. **Login** using your University computer username and password.

Step 2: Search Primo

*	Truncation of keywords Example: adolescen* finds adolescent; adolescents; adolescence
Phrase search	“word1 word2” use “quotation marks” around a phrase Example: “child development” at the time of printing finds 38 journal titles with this phrase somewhere in their records
Boolean operators	When using Boolean Operators in Primo they must be entered in UPPERCASE
AND	word1 AND word2 Example: adolescen* AND youth* at the time of printing finds 11 journal titles containing both of these keywords somewhere in their records
OR	word1 OR word2 Example: adolescen* OR youth* at the time of printing finds 96 journal titles containing 1, or the other, or both of these keywords somewhere in their records

Use Primo to search for the **title** of a journal

1. With the **Books+** tab open, click on the **Advanced Search** link.
2. Type keyword(s) from the **title** of the journal in the first search box – keep the field set at **Any**.
3. In the **Material Type** drop-down menu select **Journals**.
4. Click on **Search** button.
5. If there is more than 1 match for your search a list of titles will appear on the screen.

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 under the journal title.
 - The titles of the journals in electronic format will be live links and **Online access** will appear under the journal title.
 - Some titles are available in both paper and electronic format.
 - Note: if there is a link on the right-hand side of the journal entry saying **View 2 versions** you may find the electronic or paper format here. Click on the link to view the different versions.
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**.

Step 4: Find a paper journal

1. Search as instructed in **Step 2**.
2. Select the title you require and click on the **Details** link in the journal entry; then scroll down to **Coverage** to confirm that the year you require is available in paper format.
3. Open the **Availability** tab and make a note of the location where the journal is held, shelfmark, volume/issue and date details, so that you can find the journal on the shelves.

If the journal volume/part that you require shows **In Store** or **Closed Access Store** it is necessary to *request* for the item to be taken out of the store for you to collect.

To request an item from store do the following:

1. Login to Primo using your University computer username and password.
2. Click on the **Availability** link for the journal record. If the journal part you are looking for isn't in the short list of 5 parts, click on the **View all items** button to search for the part you require.
3. Click on **Request** beside the required part.
4. On the drop-down menu for **Pickup location**, select the library from which you would like to collect the item.
5. Click on **Request** again.

If the journal you require is not listed in **View all items**, do the following:

1. Go to the top entry in the list in the **Availability** link (this entry will have no **Description** and the **Status** will read **Request from Store**).
2. Click on **Request**.
3. In the drop-down menu for **Pickup location**, select the library from which you would like to collect the item.
4. In the relevant boxes enter the journal volume, part and year details and click on **Request**.

Check your **University email account** regularly for a message from the Library advising you that the item is awaiting collection.

If the volume/part you require is currently out on loan to someone else (there is a due date in the **Availability** window) use the **Request** function described above to recall the item for yourself.

How do I find an electronic journal?

Step 5: Find an electronic journal

1. Search as instructed in **Step 2**.
2. Beside the results in the left-hand column under **Show only** click on **Full Text Online** to limit your results to electronic journal titles only.

Step 6: Link out to the full-text of an electronic journal

1. From the results list select the title you require and click on the **Find It** tab in the journal record. Look at the holdings details to confirm that the year you need is available electronically, then click on **GO** to link out to the appropriate source.
2. Alternatively, from the results list select the title you require and click on the **Details** tab in the journal record - look at the details in the **Links** section on the right-hand side of the **Details** box to confirm that the year you require is available in electronic format. You may need to scroll down the box to see all of the information.

Click on the link provided in the **Links** section or on the **View Online** tab.

3. On the journal's website search or browse for the article you require.

Click on the PDF format of the relevant article to open the full text.

4. If you are advised that you must either pay for the article or login:

- Click on the **Login** link (or similar*).
- * The login link can also be called: Institutional login; Shibboleth login; UK Access Management Federation; UK Federation.
- Choose your Institution's location – no matter where you are working geographically always select **United Kingdom**; then choose the **University of Aberdeen**.
- Login using your University computer username and password.
- Open the PDF file for the article. 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, go back to Primo to see if the journal is available in paper format (see **Step 4** on previous page).

How do I find an electronic journal article?

Find a specific electronic journal article

1. One way to do this is to open the **Articles+** tab.
2. Type one or two important keywords from the article title + author's family name in the **Simple Search** box, then **Search**. E.g. **Alldritt, D.** and Hopwood, D. (2010) 'Renewable **energy** in **Scotland**', *Renewable Energy Focus*, 2010, Vol.11(3), pp.28-33. Search for **alldritt energy scotland**.
3. If the article is found in the Primo Central database of sources it will be displayed at or near the top of the results list. Click on the **View Online** tab, then **open source in a new window**.

If it doesn't appear in the results list try searching for the journal title in which the article is published (**Steps 5-6 of this guide**).

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 web-based text into your piece of work so please be aware that it is essential to acknowledge other people's words, ideas, data images etc. throughout your own work and provide a bibliography or reference list at the end. You may be regarded as plagiarising another person's work if you do not. For more information on plagiarism go to www.abdn.ac.uk/sls/online-resources/avoiding-plagiarism/.

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Need help?

For advice on searching Primo, using databases, plagiarism and copyright issues contact an **Information Consultant** for your subject area:

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Ewan Grant
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tel: 01224 273848

For IT problems with setting up off-campus access to library databases contact the **IT Service Desk**:

Address: The Sir Duncan Rice Library, Floor 1.

Opening hours information at www.abdn.ac.uk/it/student/help/

Log a problem on the IT Service Desk portal: MyIT at <https://myit.abdn.ac.uk>

Telephone: +44 (0)1224 273636 (also for *Out of Hours Service)

*Out-of-Hours Service

The Out-of-Hours (OOH) Helpline operates from 17:00 to 08:00 weekdays and provides 24 hour cover over weekends and public holidays. During these times, any telephone call you make to the IT Service Desk number is automatically transferred to the OOH Helpline.