



International Bibliography of the Social Sciences (IBSS) - quick guide

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QG SOC007 [<https://www.abdn.ac.uk/library/documents/guides/qgsoc007.pdf>]

Introduction

This guide aims to give you a very quick introduction to **IBSS**. If you would like any help with IBSS, or with finding and using other information resources, please contact the **Information Consultant for Education, Music and Social Science**, Claire Molloy, on **Floor 6** of The Sir Duncan Rice Library, or by email: c.a.l.molloy@abdn.ac.uk.

Accessing the database



ACCESS INFORMATION: You will need to use the Shibboleth/UK Federation authentication route to access this resource off-campus. Follow the prompts as detailed below:



This interface gives us access to many different databases. Below we explain how to find and use IBSS. More information can be found at <http://proquest.libguides.com/IBSS>.

1. Go to <http://www.proquest.com/shibboleth>
2. Choose United Kingdom (UK Access Management Federation) from the Select your region drop-down list and press the Select button.
3. From the list, select **University of Aberdeen** – then click on **Login**.
4. You will be prompted to log in via your Microsoft365 account and you may be prompted to use the multifactor authentication app to authorise.
5. Hover over or click on the **social sciences** icon.
6. From the list, scroll down to see **IBSS** and click on the title.
7. You are taken to the one-box **Basic Search** screen but click on **Advanced Search** to do a more detailed search – it is much easier than using the **Basic Search**!

About the database

Years covered: 1951-present	International Bibliography of the Social Sciences (IBSS) is produced by the London School of Economics and covers social and cultural anthropology, sociology, education, economics and the political sciences. It provides access to over 2.5 million references dating back to 1951 and current data is taken from over 2,800 selected journals and around 7000 books per annum.
Journals indexed	Go to https://search.proquest.com/ibss then click on View title list .
Keywords (thesaurus/how to)	https://search.proquest.com/ibss/thesaurus/browsepage/\$N/queryTermField/false/false?accountid=8155
Database help	https://proquest.libguides.com/IBSS

Starting your search

Search Tips

- You will see a number of search boxes in which you can type your search string, giving you the option to combine your Boolean Operators (see next bullet point). Your search can be one word or a number – see **Searching** below.
- You can combine and separate your search terms using the Boolean Operators **AND** or **OR** or **NOT** and parenthesis.
- You can use “...” to phrase search, e.g. **“third way”** will look for the words adjacent to each other.
- You can expand your search using the * truncation symbol, for example **polit*** will find **politics**, **political**, **politicise** and so on.
- * can also be used as a multi-character wildcard for finding alternative spellings, for example **behavi*r** retrieves **behaviour** or **behavior**.
- ? can also be used as a wildcard within a word, for example **wom?n** will find **woman** and **women**.

Searching

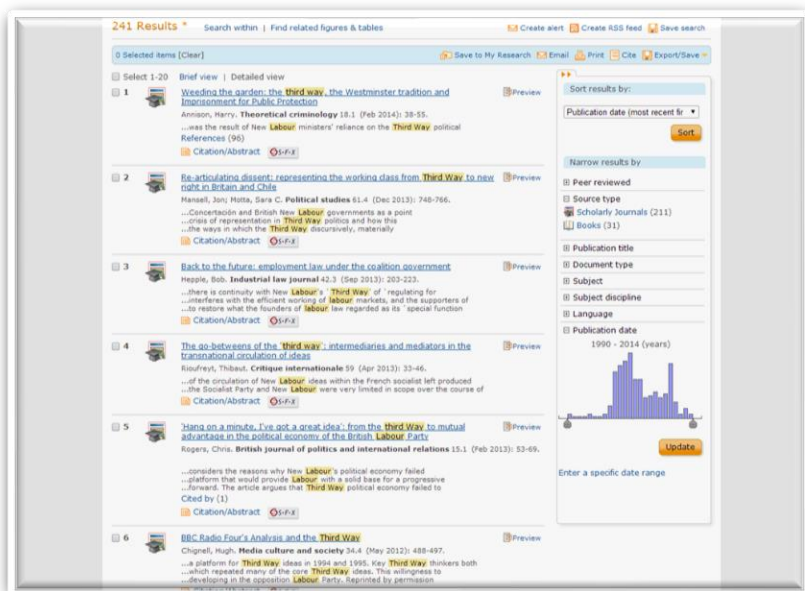
- Type your search into the search boxes using the **AND** and **OR** Boolean Operators options to combine and group terms:
e.g. **labour AND “third way”**
or something more detailed:
e.g. **lab*r OR democrat* AND “third way” OR “new left”**
- You can search **All fields**, or you can select to search just **author**, **abstract** or **title** etc.
- Click **Search**.



- Below the search boxes, you can select to search only, for example, for items that appear in journals or only for book reviews.
- You can sort by **date** or **relevance** and **language**.
- You can search by a particular subject area.

Displaying the results

1. After the search, your screen will refresh and display a page of results.
2. At the top of the screen, you will see how many results were found followed by the results.

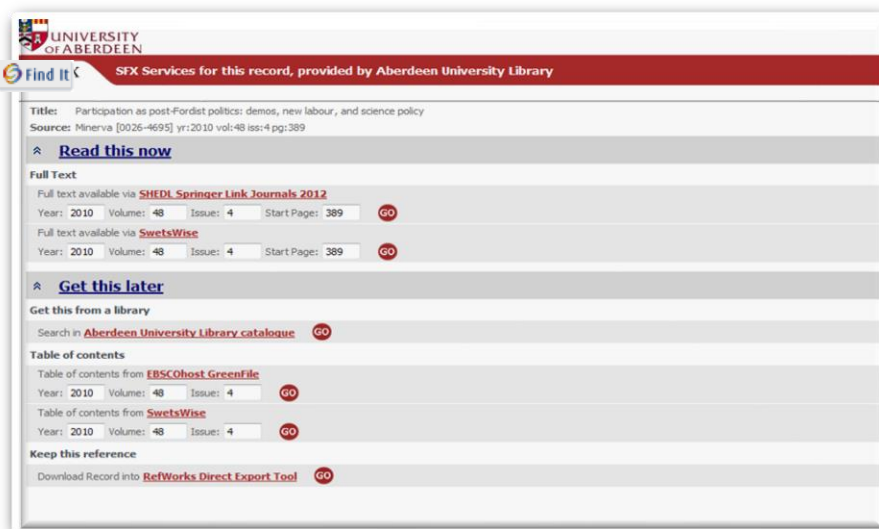


3. You can click on the **title** to see more about the document, the **abstract**, where available, the other **keywords** used, and so on.
4. To see the full text of an article, you can click on the **Find It** button.

Note – this does not always give full-text access. If it does not, you will have to go into the library to get the article in paper format (if available) or you may have to get it from another library via **Inter Library Loan** which is a costed service. Please contact Claire (c.a.l.molloy@abdn.ac.uk) for advice.

Click on **Go** next to any provider of the full-text. (There may be more than one!)

If you click on **Download now**, **Full text here** or **Download.pdf here** (the message will be one or other of these variants!) you will get access to the full-text of the article.

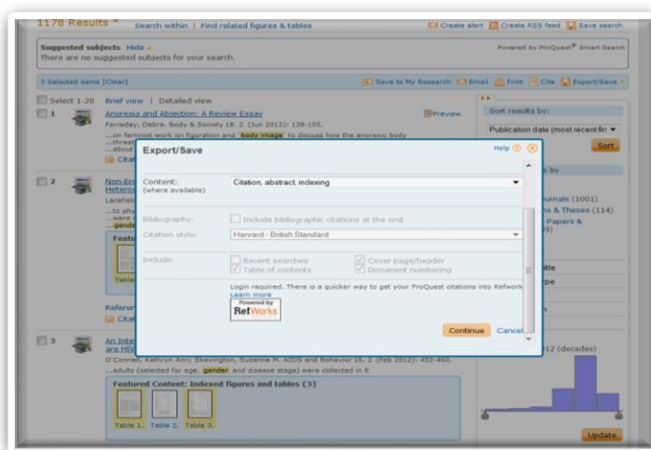
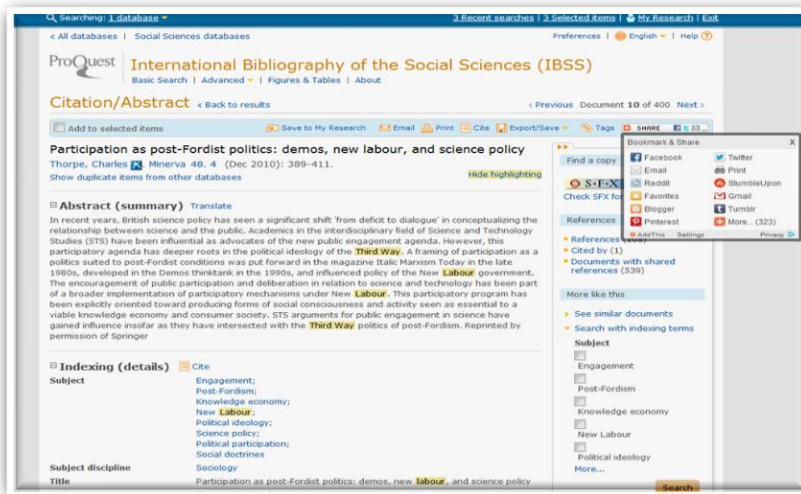


When off-campus the journal provider should recognise you as a member of the University of Aberdeen because you are already logged into the database via Shibboleth – you can tell if it doesn't, as you will usually be asked for money! **Don't pay!** Look for **Sign in via Shibboleth/UK Federation** (or similar wording), usually in the top right of the screen, and sign in as you did for the database.

If you still cannot get access, contact Claire at c.a.l.molloy@abdn.ac.uk with details of what you are trying to access.

Emailing, sharing and exporting to RefWorks

You can tag records to **email**, **print**, or even **share** – just tick the ones of interest and press the relevant icon.



You can also export into RefWorks – our bibliographic management software. You must have already set up a RefWorks account. If you would like more details, contact Claire: c.a.l.molloy@abdn.ac.uk.

- Tick next to the reference(s) you wish to save – please note you are only saving the citation details, not the full-text of the article.
- Click on the **Export** button, select **RefWorks** from the list, and click on **Continue**.

- A new window will open, and you will be prompted to log into your RefWorks account where you will see your references automatically imported.
- Remember to go to your **Last imported folder** and move your references into a folder before importing anything else.

