This guide aims to give you a very quick introduction to Social Theory. If you would like any help with Social Theory 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

<table>
<thead>
<tr>
<th>ACCESS INFORMATION:</th>
<th>You will need to use the Shibboleth/UK Federation authentication route to access this resource when off-campus. Follow the prompts as detailed below:</th>
</tr>
</thead>
<tbody>
<tr>
<td>2. Off-campus you</td>
<td>will need to click on Browse then Authors.</td>
</tr>
<tr>
<td>3. Under Shibboleth</td>
<td>Credentials select University of Aberdeen and click Login.</td>
</tr>
<tr>
<td>4. You will then be</td>
<td>prompted for your University computer username and password.</td>
</tr>
</tbody>
</table>

### About the database

Social Theory offers an extensive selection of documents that explore the complexities and interpret the nature of social behaviour and organisation. The collection includes more than 122,000 pages from 346 works by 100 authors. Highlights include 33 volumes of the Complete Works of Marx and Engels and nearly 26,000 pages of German language content.

**Authors covered**
The current release features more than 145,000 pages of content by such major theorists as Jean Baudrillard, Simone de Beauvoir, Ulrich Beck, Howard Becker, Pierre Bourdieu Nancy Chodorow, Lewis Coser, John Dewey, Émile Durkheim, Michel Foucault, Erving Goffman, Jürgen Habermas, Claude Levi-Strauss, Robert Merton, Talcott Parsons and Dorothy Smith.

Each book is also listed in our information gateway Primo: [http://primo.abdn.ac.uk:1701](http://primo.abdn.ac.uk:1701).
### Searching the database

#### Search Tips
- You can combine and separate your search terms using the Boolean Operators **AND** or **OR** or **NOT** (in uppercase!).
- Quotation marks can be used for phrase searching e.g. “social theory”.
- You can expand your search using * as the truncation symbol, for example phil* will find philosophy, philosopher, philosophical and so on.

The symbol * can also be used as a wildcard within a word; for example wom*n will find woman and women.

#### There are a number of search options

Clicking on **BROWSE** allows you to:
- browse an A-Z list of **Authors** – this gives you short biographical details, plus a link to their documents and sources (documents are the individual chapters or sections of a source)
- browse an A-Z list of **Sources** (the full-text of titles)
- browse a list of **Documents** (each section or chapter of each title)
- browse a list of **Years** (of publication)
- browse a list of **Theories** (by author’s theoretical perspective and by social theories) and
- browse a list of **Subjects**.

Clicking on **FIND** gives you two options:
- Find by **Sources**
  - If looking for a particular title, type the details in the Source title search box e.g. the School and Society will find the John Dewey book.
  - You can also use Source title as a keyword search. For example, a search for society will find all the items with society in the title such as Baudrillard’s The Consumer Society and Durkheim’s The Division of Labor in Society.
- Find by **Author**

Clicking on **SEARCH** gives you two options:
- **SIMPLE** search allows you to search within the text or to search for an author or for a particular title. As you type you can check your author or title details as suggestions appear. (You can also use the Terms button.)
- **ADVANCED** search allows you to search more specifically, for example within document titles which allows you to search for chapters by name. You can also search for theories or books discussed by the author. [See image for an Advanced Search within the text.]
Displaying the results

1. After the search the screen will refresh and display the results found – it should state at the top of the results list how many were returned for your search.

2. You can click on Document to see the chapter.

Emailing, sharing and exporting to RefWorks

You can print and create permanent weblinks to a page using the onscreen icons (top right of page – permalink). Sharing to social networking sites is not yet supported.

You can import details of the titles 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

1. To import titles into RefWorks you must first log in to RefWorks itself.
2. Go to the Search menu and select Online Catalog or Database.
3. Select University of Aberdeen.
4. Search our Catalogue for the title.
5. Tick the relevant match and move to your desired folder.