Information Services

AN INTRODUCTION TO FINDING INFORMATION

WHEN YOU DON'T KNOW WHAT YOU'RE LOOKING FOR

DISCOVERY

Generally speaking, the best resource for you to start with is DISCOVERY. This allows you to cross-search lots of different publishers (and also the Library Catalogue) and allows you to find books, journal articles, news articles, conference papers etc, that match the keywords you enter into the search box.

You access DISCOVERY via the Library website (http://www.hw.ac.uk/is) by entering search terms/keywords in the search box:

When off-campus, you will be prompted for your Heriot-Watt username/password when you click 'Go'. Further information about off-campus access is at http://isguides.hw.ac.uk/access.

If you are looking for something in particular (e.g. a specific article), then the put your words in "quote marks" if you are looking for general results on a topic, then just enter your selected words. **Think carefully about your keywords.**

A note on Keywords

Keywords are important! The words you use will determine how successful your search results are. Think about what you know already and what you need to find out about. For example, let's assume you have a topic title e.g. "Structural Effects of Dynamic Loading of Reservoir Dams". How well do you know this topic? If this is an entirely new topic to you, the first stage will be general background reading (not journal articles). Having a better understanding of the topic, will give you a better idea of the vocabulary/keywords used, the sorts of questions you might want your dissertation/essay to answer and the sub-topic/chapters that you will research.

The reason you would want to ask yourself questions is that although "Structural Effects of Dynamic Loading of Reservoir Dams" is a good starting point, when it comes to looking for previous research conducted in this area, you may want to be both broader...and more specific e.g.

To have a broad overview of this topic, you might want to look at:

- structural engineering
- structural design
- dynamic loading/loads
- dynamic test/s
- bearing capacity
- soil structure interaction
- dynamic analysis

- stress/stresses
- materials testing
- dynamic models/modelling
- hydraulic structures
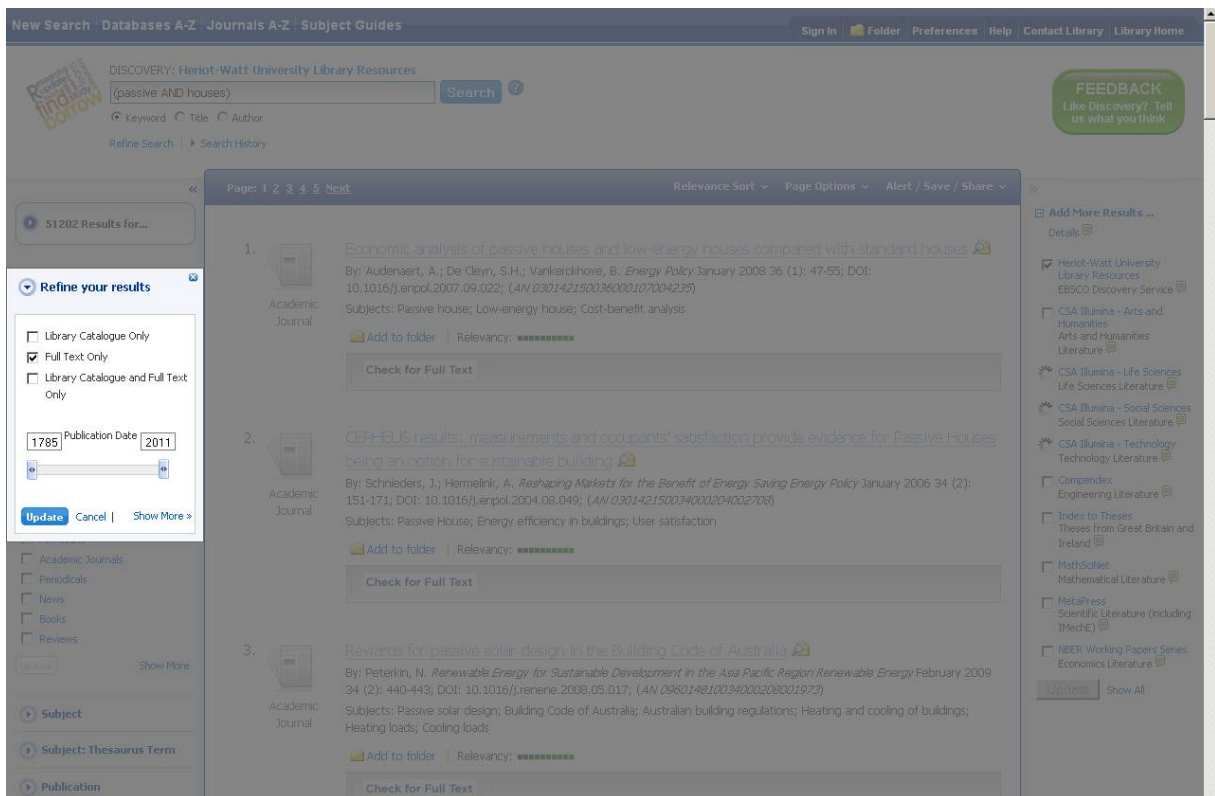
Thinking about more specific areas of interest:

- structural effects/behaviour (are you interested in any specific sort of effect - absorption, cracking, damage ..)
- reservoir dams (are you interested in any specific type of dam - arch dams, buttress dams, embankment dams, gravity dams...)

Remember also, think about synonymous and related terms as well as alternate spellings and root words etc (e.g. "load" is the root of "loads" and "loading")

If results you get are too broad, then you need to think about the specific information you want/questions you want to answer and use the keywords identified to pinpoint more relevant material.

The likelihood is that each sub-topic/chapter/area will have different keywords that you will use to find the information you want i.e. you will never find all the information you want with one search for 'Structural Effects of Dynamic Loading of Reservoir Dams', rather **it is likely that you will do several different searches specific for each chapter/area of interest.**

Back to DISCOVERY…On the search results screen, you can use the links on the left-hand side to limit your results to 'full-text only' (which will limit your results to only those that can be accessed online and to which we have access) or 'Library Catalogue and Full Text Only' (which will also include items you can get in the Library in print):

When not to limit?

This is a useful feature, particularly when you want material quickly - see also the 'check for full-text' handout. However, if you have time, there are ways of getting material that you cannot access:

EDINBURGH CAMPUS STUDENTS

Getting items delivered from other libraries (Inter-Library Loan)
Heriot-Watt University is part of the national ILL network which allows us to obtain items from other libraries. Generally, books are delivered to the Library for collection and journal articles are sent electronically (note, this can only be viewed once, so you have to print it*). There are limits to what you can request, see http://www.hw.ac.uk/library/ill.html for further information. You cannot get an ILL for anything we have in print (generally speaking, online subscriptions start in 1995 and anything older you may have to get in print).

> *Before opening ILL PDFs, please make sure you have the right software on your home PC/laptop - click on the test document at http://fileopen.bl.uk/. If you can't open it, then you need to download the software from http://plugin.fileopen.com/*

Visiting other libraries in Edinburgh
There are a variety of other Universities in Edinburgh, and you may find they have material which you wish to consult or borrow. Registering for a Sconul card at the Service Desk will make this much easier for you. See http://www.hw.ac.uk/library/otherlibs.html for further information.

In addition, by studying in Edinburgh, you live in the same city as the National Library of Scotland. This is open to those requiring consultation access (no borrowing) to material not readily available elsewhere, subject to certain conditions. See http://www.hw.ac.uk/library/edinburgh.libraries.html#nls for further information.

Whether visiting other libraries for reference, or to borrow, check the host library catalogue first.

DISTANCE LEARNERS

Using the photocopy request form (http://www.hw.ac.uk/library/distancelearning.books.html#photocopies) for your School (SBE). Note, you cannot request whole books, but you can request book chapters (see also the information about eBooks below).

BOOK RECOMMENDATIONS

If you would like us to buy a book for addition to library collections (print or eBook), you can submit a request for book purchase via the online form at http://www.hw.ac.uk/library/request-form.html. The request will be forwarded to the Library Rep for the School, who will decide whether or not to pass to the Library for ordering.

OTHER RESOURCES

An A-Z list of our databases is available at http://isguides.hw.ac.uk/databases. Many of these are cross-searched via DISCOVERY, including ICE, ASCE, Sage, Elsevier, Emerald, Springer etc. There are some databases not searched by DISCOVERY and the main ones for SBE are:

- Compendex
- Proquest (*formerly CSA Illumina*)
- ICONDA (International Construction Database)
- CBA (Construction and Building Abstracts)
- Construction Management Abstracts

It is generally suggested that you use these other databases if you have to do a really comprehensive literature search, or if you are not getting any results with DISCOVERY (please get back in touch with me if you have specific queries).

WHAT ABOUT GOOGLE SCHOLAR?

The point of this handout is to alert you to resources you might not know about and for you to try them out. If you need to do a comprehensive literature search, you should never ONLY use Google Scholar, it should be used in ADDITION to Library resources. However, at the end of the day you should use resources that get you results and are appropriate for the depth of literature search you require. If you do find GoogleScholar useful, remember to use the link from the Databases page (if off-campus) to make sure you get links to our subscriptions - see also the 'check for full-text' handout.

WHEN YOU KNOW WHAT YOU'RE LOOKING FOR

JOURNAL ARTICLES
If you are looking for something specific, e.g. an article on a reading or reference list:

> Managing Complex Spatial Planning Processes, Planning Theory and Practice, 8(4), 2007.

Then you can either use DISCOVERY and search for the "article title" (put it in quote marks i.e. "Managing Complex Spatial Planning Processes") or, you can use the Library Catalogue (http://hw.lib.ed.ac.uk/) and search for the journal title (Planning Theory and Practice):

Help	Search	My Searches	My List	My Account	Exit	Exit

Search For : [   ] Go   Search History

Permanent link to this record: http://hw.lib.ed.ac.uk/vwebv/holdingsInfo?bibId=227381

Planning Theory and Practice

Title and Author:	Planning Theory and Practice
Publisher:	Taylor & Francis Online.
Holdings:	Vol. 1 (2000) to date.
Electronic Access:	Full text available to staff and students - click here to access.
	Use your Heriot-Watt University username and password to access this eJournal - click here for further information.

Click on the link saying 'Full text available...click here' (and when prompted, enter your Heriot-Watt username/password) - then navigate to the year (2007), volume (8), issue (4) and page numbers you need.

> **A note on the Library Catalogue**
> You cannot use the Library Catalogue to search for articles, only for journal titles (i.e. to see if we have the journal for the year/volume and issue you need)

BOOKS
If you are looking for a book, again you can use DISCOVERY or the Library Catalogue e.g.:

1. Greed, C. (1996) *Introducing Town Planning*. 2nd ed. Harlow: Longman.
2. Campbell, S and Fainstein, S (2003) Introduction: The Structure and Debates of Planning Theory. In: Campbell, S and Fainstein, S (Eds). *Readings in Planning Theory*. 2nd ed. Oxford: Blackwell, pp.1-16

For the first example, search for [Greed town planning] and for the second example, search for [Campbell planning theory] – i.e. the book title, not the chapter title and the book editor, not the chapter author.

> **A note on EBooks**
> We have a growing collection of eBooks and the Catalogue and DISCOVERY will both tell you if a book is available electronically. If an electronic version is not listed, then it means we do not have access to that book electronically.

If the book you want is available electronically, you will be given a link saying 'eBook available from XXXX to University staff and students. Enter your Heriot-Watt University username and password'. When you click on this link, you will be prompted for your Heriot-Watt username/password.   An example of an eBook is at http://hw.lib.ed.ac.uk/vwebv/holdingsInfo?bibId=270975 or see screen shot below:

Modeling risk management in sustainable construction /

Title and Author:	Modeling risk management in sustainable construction / Desheng Dash Wu, editor.
Publisher:	Berlin ; Heidelberg : Springer, c2011.
Subjects:	Construction industry--Risk management.
	Sustainable construction.
	Electronic books.
Electronic Access:	SpringerLink eBook available from SpringerLink to University staff and students - click here to access.
	Use your Heriot-Watt University username and password to access this eBook - click here for further information.

DISTANCE LEARNERS
If you have mandatory reading for your course and it is not available online, please get in touch letting me know which course you are doing, who your course leader is, and what items are on the reading list.

WHEN YOU'VE READ SOMETHING GOOD

Let's assume you have done a search and have found (or have been given on a reading list) a really useful article. How can you use this article to find other good articles? There are various different ways:

- **Reference List** (looking back)
  - This author found these papers useful, might it be worth checking these out? Check if we have these papers or can get them for you (i.e. you know what you are looking for). These will necessarily be older papers.
- **Cited reference searching** (looking forward)
  - We subscribe to a resource called Web of Knowledge. WoK is cross-searched by DISCOVERY, but you can access it directly to search for an article and then see who has cited that paper (times cited). This is necessarily looking forward i.e. how has this area of research developed/who has subsequently cited this paper in their research? WoK can be accessed via 'W' at http://isguides.hw.ac.uk/databases
- **Related articles**
  - Usually given in a publisher database – other articles in that database which share some of the same references as this article
- **Keywords/controlled vocabulary**
  - If you are struggling to think of appropriate keywords to for your search, look at those used in a useful paper
- **Author Details** (often links in a database)
  - Is this author an expert in the field, might they have other useful papers? Use the author name to search for other papers or check their personal website
- **Journal Details**
  - Is this quite a specialised journal, might it publish papers on the same topic? Search within that journal with your selected keywords and set up alerts to be notified of new articles

For books, remember, books on the same topic are shelved at the same class number, so if you have found a good book, it may also be worth browsing the shelves at the same class number.

> **A note on shelfmarks**
>
> Books on the shelves are ordered as follows:
>
> First numerically
>
> 000 comes before 600
> 004 comes before 005
> 004.6 comes before 004.68
>
> Then alphabetically, by the first three letters of the author's name
>
> 004.6 Bac comes before 004.6 Yua
> 511.8 Har comes before 511.8 Tra

KEEPING UP TO DATE

It is possible to save searches and set up an email alert so that you are automatically notified when new articles are published that match your search. If you are interested in this, check the resource Help or get back in touch for further information.

REGULATIONS/STANDARDS/TECHNICAL ADVICE/NEWS BRIEFINGS

For British Standards, ISO standards, Eurocodes, OHSAS etc, see British Standards Online (BSOL) from our A-Z databases list http://isguides.hw.ac.uk/databases. See also:

- the BSOL handout and
- the Eurocodes handout
- the 'Construction Information Service' (see 'School Resources' below.)

POLICY

Search the Scottish Government website (http://home.scotland.gov.uk/) or the appropriate Government website for the country you are interested in (including the UK Parliament for non-devolved matters). See http://www.hw.ac.uk/is/government.html for further details on finding Government information.

NEWSPAPER ARTICLES

Including the Financial Times - search 'Factiva' and see instructions at http://www.hw.ac.uk/library/Searching%20the%20Financial%20Times.pdf.

> Remember – compare the language/writing style of a newspaper/press release, with how you would write the information for a scientific/academic paper. It is often better using newspaper sources for keeping up-to-date, and then finding the original source of information (e.g. the journal they got the story from), rather than citing a newspaper.

THESES AND DISSERTATIONS

You can search for and access the full-text of past SBE dissertations at https://web.sbe.hw.ac.uk/currentstudents/dissertations/search_login.php?pane=1 (log-in with the SBE username and password – issued by the SBE resource Centre).

All Heriot-Watt PhDs are listed in the Library Catalogue (http://hw.lib.ed.ac.uk/), with links to any that are available online. Alternatively you can search for/browse and access available Heriot-Watt PhD theses directly at http://www.ros.hw.ac.uk/.

For PhD theses from other UK Universities, you should register and search in Ethos (http://ethos.bl.uk/). Many PhD theses are available for immediate download at no cost. For others there will be a cost attached. If the thesis you want is not available for free, please get in touch with the Library to get advice about the best way to get hold of the full-text. Note, Ethos is cross-searched by DISCOVERY, but you will have to register with Ethos to access content, so it is probably easier to search Ethos directly (i.e. you will only be searching/finding PhD thesis).

CITING AND REFERENCING

Citing and referencing is important. Be sure to take a note of all the sources you use and the information you take from it. Differentiate direct quotes from your own words. Take note of as much details as possible (as it can be difficult to check back later).

A full reference comes in two parts – the citation within your report (in text citation) and the full bibliographic details in your 'reference list' at the end of your work.

Your own experiments do not require a citation and neither do commonly known facts. Other peoples ideas, direct quotes, figures, diagrams, tables…. anything in your work, which has required you to do any research in order to obtain that information, requires you to cite and reference.

The main reasons for citing and referencing are:

- to ensure that you don't plagiarise (i.e. try to pass of someone else's ideas as your own)
- to give evidence of background reading /independent research beyond the reading list that is at the appropriate level (depth and breadth of reading)
- to allow the reader/marker to follow up/verify any statements made by giving the fill details in the reference list to find that reference (useful to you as a reader of other peoples work too).

The two main styles of citing and referencing are numbered and author-date. Within these styles there are thousands of variations, and each journal publication has its own style. The style determines the order and formatting of the in-text citations and reference list (e.g. bold, underlining etc). Check your School guidelines, or with the person marking your work, for the preferred style. If there is no guidance, pick one style (e.g. from a favourite journal or from reference management software) and stick to that style. Do not mix-match styles (e.g. numbered and author-date) or within styles (e.g. mixing the order/formatting of the reference list).

If you are using EndNote/EndNote Web, some suggested styles are:

- Harvard HWU
- ASCE (or another preferred journal style)

These are both author-date styles, as this is the generally preferred method in SBE. If you need to use a numbered style, check with colleagues/supervisor, which journal style to use.

Further information is available at http://isguides.hw.ac.uk/citing. If you want further help with EndNote Web, see http://isguides.hw.ac.uk/content.php?pid=362089&sid=2962476 for the workbook and workshop dates, or get in touch to arrange training (on campus).

OTHER 'STUFF'

You may find it useful to look at the slides/handouts from, our lunchtime workshops (http://isguides.hw.ac.uk/powerhours).

If you are a Distance learning student, you may find our 'Guide for Distance Learners' helpful. You can access this at http://www.hw.ac.uk/library/distancelearning.html.

PROFESSIONAL BODIES/SOCIETIES

It is worth looking into the professional body 1) for professional reasons e.g. networking, meetings, events etc but also because 2) they often have library resources/services available to you e.g. journals we may not subscribe to, as well as briefings papers etc, that will keep you up to speed with developments in your area.

For SBE these are:
- **Architectural Engineering**
  Chartered Institution of Building Services Engineers (CIBSE) http://www.cibse.org/
  Energy Institute (EI) http://www.energyinst.org/
- **Civil and Structural Engineering**
  Institution of Civil Engineers (ICE) http://www.ice.org.uk/
  Institution of Structural Engineers (IStructE) http://www.istructe.org/
- **Construction Management and Quantity Surveying**
  Royal Institution of Chartered Surveyors (RICS) www.rics.org/
  Chartered Institute of Building (CIOB) http://www.ciob.org/
  Association of Building Engineers (ABE) http://www.abe.org.uk/
  British Institute of Facilities Management (BIFM) http://www.bifm.org.uk/
  The Chartered Institution of Civil Engineering Surveyors (ICES) http://www.cices.org/
- **Urban Studies**
  Royal Town Planning Institute (RTPI) http://www.rtpi.org.uk/
  Royal Institution of Chartered Surveyors (RICS) www.rics.org/
  Chartered Institute of Housing (CIH) http://www.cih.org/
  Town and Country Planning Association http://www.tcpa.org.uk/
  Urban Institute http://www.urban.org/

If you are unsure of what the Library has access to, please check before paying any additional fees for content.

SCHOOL RESOURCES

The School subscribe to several online resources which you may find useful, these can be accessed at http://web.sbe.hw.ac.uk/helpdesk/index.php?/Knowledgebase/List/Index/30/resource-centre:

Resources are:
- **Technical Indexes Construction Information Service (info4education)**
  - info4education provides a comprehensive full-text database of standards, legislation, books, etc. It covers building, civil and structural engineering, mechanical and electrical engineering, construction management, planning and development, plus full manufacturers' catalogue downloads through Specify-It.
- **BCIS Online**
  - The Building Cost Information Service (BCIS) provides detailed elemental analyses of different building types based on information sent in to the RICS by various companies. Labour, Hours & Wages and Dayworks rates, Surveys of Tender Prices, Survey of Project Prices and Five Year Forecasts are also available.
- **Focus.net and SPN (Scottish Property Network)**
  - Provide commercial property information – deals, town reports, property reports, etc.
- **i-surv**
  - This contains RICS guidance notes, the Red Book (valuation standards), and other publications, case law summaries and expert commentaries. Useful for all courses involving valuation modules
- **RUDI. Net**
  - RUDI aims to provide a central access point for all relevant information to professionals in the Urban Design field.   RUDI's 5,000-plus pages contain all the up-to-date material needed for research, proposal preparation, commissioning projects, fact-checking and general reference.