Search & retrieve: Using library databases, ejournals and other information resources

For Social Sciences

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1 Aims and Objectives

The aims of this guide are to:

- provide an overview of information resources available to you via Library Services at King's, on the web generally, and via external libraries

- help you make the most of these resources to obtain literature that is relevant to your field in a purposeful and systematic manner

After reading through the guide and completing the activities you will be:

- able to access library resources including the library catalogue, ejournals and databases

- able to conduct searches on databases

- able to apply search criteria and use database tools to improve the number of search results that are relevant to your topic

- aware of the various ejournal services in use

- aware of external resources such as other libraries and external resources to support your research

- aware of tools you can use to keep abreast of the latest research in your field and share information with other researchers.
2 Introduction to library resources

2.1 Intranet - https://internal.kcl.ac.uk
The Intranet provides links to a number of key resources and services across King’s, including Library Services, IT Services and E-learning. There is a link to the Intranet at the top of every page on the King’s website.

2.2 Passwords for online services
On enrolment at King’s you should have received your Registration details for online services at King’s. These should include your:
- King’s username and an initial registration temporary password
- Library barcode and PIN
If you have not received these details you should contact the IT Service Desk http://www.kcl.ac.uk/it/support/index.aspx to request them.

2.2.1 Registering your King’s username
You must register your King’s username and set up a new password before it can be used to access IT services and online library resources. Once registered, your King’s username will enable you to log on to:
- E-resources: http://www.kcl.ac.uk/library/help/Accessing-eresources.aspx
- Email: http://www.kcl.ac.uk/it/support/email/index.aspx
- Global (remote) desktop: https://internal.kcl.ac.uk/it/gd/index.aspx
- Intranet: https://internal.kcl.ac.uk
- KEATS (e-learning): https://keats.kcl.ac.uk/
- Student computers: https://internal.kcl.ac.uk/it/student/index.aspx
- Wireless network on campus: https://internal.kcl.ac.uk/it/connected/gettingconnected.aspx
Activity

Skip this activity if you have already registered your King’s username and chosen a new password.

From any PC with Internet access:

1. Go to: [https://kclpword.kcl.ac.uk/](https://kclpword.kcl.ac.uk/) and click Register for Online Services

2. Follow the series of steps to register your details, at the end of which you will be given the opportunity to change your password

2.2.2 Problems with registration?

If there are any problems with the registration process above, first check that you are typing in your details correctly with reference to capital letters, numbers and symbols. If this does not resolve the problem, contact the IT Service Desk [http://www.kcl.ac.uk/it/support/index.aspx](http://www.kcl.ac.uk/it/support/index.aspx).

2.2.3 Forgot your password?

After registering your new password if you forget it for any reason, use the link to Reset your Password on: [https://kclpword.kcl.ac.uk/](https://kclpword.kcl.ac.uk/). If this does not work contact the IT Service Desk [http://www.kcl.ac.uk/it/support/index.aspx](http://www.kcl.ac.uk/it/support/index.aspx).

2.2.4 Library barcode and PIN

Your library barcode number and PIN allows you to log on to your personal account on the Library Catalogue and:

- view your library catalogue record and which books you have borrowed
- renew your loans
- request/reserve items held in libraries at King’s
- request inter-library loans and document delivery
- issue and return items at self-service points in the libraries

The barcode number is the first seven digits of your student number on your College ID card. It is NOT the same as the number in your King’s username. If you are unable to log
on to the library catalogue using your barcode and PIN, or if you wish to change your PIN, please speak to a member of staff at a library service desk.

2.2.5 Passwords and IT security

For security reasons, you should never write your password down, nor reveal it to anyone else.

**Activity**

1. Go to the IT Services Intranet [https://internal.kcl.ac.uk/it/](https://internal.kcl.ac.uk/it/)

2. Click *Getting Connected*, then *Accounts and Passwords*, then *Password and account security*

3. Read the information about passwords and account security

4. Go to the IT Services Intranet [https://internal.kcl.ac.uk/it/](https://internal.kcl.ac.uk/it/)

5. Click *IT Security*, then *Advice and Support*

6. Familiarise yourself with the information about how to keep your personal computer and data as safe as possible.

2.2.6 Logging on to e resources via your institution

To access most ebooks, ejournals and databases, you need your King's username and password to sign in and access content that King's subscriptions cover. However various publishers and information providers refer to the logon process on their websites in different ways, the most common being the *Institutional/Shibboleth Login*. Other links that you may come across, all of which require your King's username and password include: *Log in via your institution, Log in via UK Access Management Federation, Log in with Shibboleth, Login via UK Federation, Shibboleth users go here, Login via UK HE Federation* and *Login via your home organization.*
2.2.7 Specific passwords for some online resources

A small number of ejournals and databases require a specific password instead of your King’s username.

Activity

1. Scan the list of resources that require a special password at https://internal.kcl.ac.uk/library/passwords.aspx to see if there are any resources in your subject area that you may want to use.

2. Save this page as a favourite/bookmark so that you can easily look up the passwords when you need them.

You will see later on:
- the databases that require a specific password will appear with this sign [Specific password] next to their entry on the Database list http://metalib.kcl.ac.uk/
- the ejournals that require a specific password will have the text, Note: Password required under their entry on the Ejournals list http://sfx.kcl.ac.uk/kings/az

2.3 Sources of information – what do you want to find out?

2.3.1 Meanings & definitions

What does your essay question mean? The first step in any coursework is often to make sure that you know what the question or the instructions mean. Are you clear about the jargon or any technical terminology? Use dictionaries and encyclopedias to find out. Dictionaries give brief definitions and can be an important tool particularly for subjects which use a great deal of technical terminology.

Activity

1. On the database list http://metalib.kcl.ac.uk/, in the Title box, type in one of the words encyclopedia or dictionary or Oxford or Blackwell and click GO
2. For each you will see a different list of reference tools that you can use to look up meanings, definitions, and in the case of encyclopedias, introductory coverage of a wide range of subjects.

The list of encyclopedias includes:
- Encyclopedia of China Online
- Encyclopedia of Hydrological Sciences
- Encyclopedia of Life Sciences
- Encyclopedia of Political Science
- Encyclopedia of Life (a freely available online resource)
- International Encyclopedia of Education
- International Encyclopedia of Human Geography
- International Studies Encyclopedia
- Jewish Encyclopedia
- Routledge Encyclopedia of Philosophy (access via Senate House Library membership)
- Stanford Encyclopedia of Philosophy (a freely available online resource)

The list of dictionaries includes:
- Dictionary.com (a freely available online resource)
- Dictionary of Old English
- Dictionary of Religion Online
- Middle English Compendium
- Dictionary of National Biography
- Oxford English Dictionary

Reference works and ebook collections listed include:
- **Blackwell Reference Online**
- Oxford Constitutions of the World
- Oxford Medical Handbooks
- **Oxford Reference Online Premium eBooks Collection**
- Oxford Scholarship Online eBooks

You can also find other reference works available as ebooks on the library catalogue and in ebook databases. Ebooks and databases are covered in detail later on in this guide.
2.3.2 New topics

For a topic that is new to you, the best place to start is by consulting a relevant textbook. A good textbook will give a comprehensive, understandable overview of a subject and contain references to other useful sources of information. Check any terms you don't understand in a dictionary. Your tutors will provide you with reading lists and you should always start with those. It's a good idea to read more widely though, to gain a thorough understanding of the subject area. It takes a long time to publish any kind of book, often years. In some subjects (e.g. law, medicine) this can be very important. In other subjects this won't always be a major consideration. Think about whether the information is still up-to-date and relevant for your needs.

2.3.3 Internet

Always be critical when searching the web. Use this checklist to assess web resources for quality and reliability:

- Author? What are the author's credentials and affiliation? Is there any contact information? Has any vested interest or sponsorship been disclosed? Which companies or funding bodies are behind the resource?
- Content? Is it accurate and up-to-date? Are links regularly maintained? When was the page last modified?
- Context? Is it relevant? Who is the target audience?
- Authority? What level of authority does it have? The web address can reveal important information. Go for legitimate sites: academic institutions, government bodies, research organisations/groups and professional societies.
- Attribution? Does it contain links to data or evidence to support any claims that are made


  o “Who? - question the source of information”
  o “What? - question the content of information”
  o “Where? - question the location of the information”

2.3.4 In-depth information

For more current information or a more detailed analysis of a particular subject, journals are essential. Journals are publications issued at regular intervals, often monthly or quarterly and are sometimes called periodicals or serials. In some subjects journals are
the most important source of new information and research. Journal articles are usually more current and more detailed than textbooks and can add depth to your coursework or provide perspectives that you may not have encountered before. There may be journals listed on your reading lists or recommended by your tutors which you can look up individually. For coursework, you'll want to know what has been published in the journals literature on a very specific topic. The problem is that so many journals are available, it can be difficult to find the most relevant and useful ones to answer your particular question. Using bibliographic databases can aid your search by allowing you to search across a large number of journals (this is covered in more detail in later sections).

*Conference proceedings* can often contain important new information as well. Conferences have long been a means of exchanging new ideas and sharing best practice among academics and professional groups. Information is often produced at conferences which is unavailable elsewhere. To find conference proceedings on your subject, you could use the *Conference Proceedings Citation Index* which is available via *Web of Science* which in turn is available in the *Web of Knowledge* database via [http://metalib.kcl.ac.uk](http://metalib.kcl.ac.uk/).

Alternatively if you know of a specific conference, you could search for it on the web. Some proceedings are listed on the Ejournals list [http://sfx.kcl.ac.uk/kings/az](http://sfx.kcl.ac.uk/kings/az).

### 2.3.5 Laws, regulations, guidelines

Legal information includes different kinds of legislation, information about other kinds of laws, commentary about legal material and so on. Broadly speaking, information in this area can be categorised as:

- primary legislation – in the form of Acts of Parliament, Statutory Instruments and other legislation enacted by Parliament as well as their equivalents in other countries
- law reports – summaries of the decisions made by the courts, which contribute to precedent
- commentary, education & debate – in the form of textbooks, journal papers, editorials and so on
- official publications
- international law – including treaties, and all the documentation relating to the European Union
- guidelines – regulations and other kinds of more minor legislation.

Useful databases include *HeinOnline* and *Parliamentary Papers*. For more guidance refer to the library support pages for Law [http://kcl.ac.uk.campusguides.com/law](http://kcl.ac.uk.campusguides.com/law).
2.3.6 Official publications & Statistics

Some students will need to know what government policy is in a particular area, or to consult a set of guidelines. You may need to know about restrictions, regulations, frameworks for example. Much of this kind of information is available on government websites e.g. UK Statistics Authority [http://www.statisticsauthority.gov.uk/], [http://data.gov.uk/], DASA [http://www.dasa.mod.uk/] etc. The section on *External resources* provides lots of links to such sources of information.

2.3.7 Theses & dissertations

Theses and dissertations often contain groundbreaking ideas. They are reports of research written as part of the process of obtaining a postgraduate qualification such as an MA or PhD. Unlike journal articles, they are not subject to peer review, although they must be sufficiently rigorous to obtain the qualification. They can be a rich source of information about research (including investigations that did not work or were inconclusive) and may contain new ideas and approaches which are not available elsewhere.

2.3.8 News and archives

What's going on in the world of politics, international affairs and so on? What's happening in the world now? What were burning issues in the run up to the 1966 general election? What was the Westland helicopters dispute about? In addition to searching the websites of various news media, you can use tools to keep up to date with the latest developments in your subject by using *RSS feeds, email alerts* and downloading *podcasts*.

Via databases [http://metalib.kcl.ac.uk/] you can access the *Nexis UK* and *PressDisplay* services to access news and business information from around the world. Nexis UK covers a wide range of newspapers and content from sources such as *BBC Worldwide Monitoring* and *Global Insight*. PressDisplay provides access to newspapers and magazines from around the world in their original language but note that access to this resource is available *on campus only*. A PressDisplay user guide is available: [http://proquest.libguides.com/pressdisplay].

You can sign up for unlimited access to the Financial Times online (including mobile apps) as part of the university's subscription - use your King's email address to register first: [https://registration.ft.com/corporate/signup/J5ecBjqhdnIr3].
Historical archives of some newspapers, periodicals and broadcast archives are also available via Databases http://metalib.kcl.ac.uk/:

- 17th and 18th Century Burney Newspapers
- 19th Century British Library Newspapers
- 19th Century UK Periodicals Series 1
- British Newspapers (1600 - 1900)
- British Periodicals (1681 - 1937)
- Economist Historical Archive (1843 - 2009)
- Entertainment Industry Magazine Archive (1880 - 2000)
- The New York Times (1851 - 2009)
- The Observer (1791 - 2003)
- Times Digital Archive (1785 - 1985)
- The Times of India (1838 - 2003)
  *Comprised of wartime editions of the Daily Mirror, Daily Express, Fascist Week, Action!, Blackshirt, Yorkshire Post and Daily Worker
- New Statesman (1913 - 2000) - via Ejournals: http://sfx.kcl.ac.uk/kings/az
- The Spectator (1828 - 2000) - via Ejournals: http://sfx.kcl.ac.uk/kings/az

2.4 Library catalogue - http://library.kcl.ac.uk

The library catalogue provides information on the availability and location of library resources at King’s. This includes books and journals, research reports, links to ebooks, King’s theses, statistical data, reference works, official publications and multimedia resources. You can also use the catalogue on dedicated computers in the libraries.
Activity

1. Download the library catalogue user guide from the user guides section of the Library Services website http://www.kcl.ac.uk/library/help/guides.aspx

2. If you are looking for a particular book, search for the author’s surname and two words from the book title without changing any of the options below the search box e.g. for the book States and Power in Africa by Jeffrey Herbst, you can type in states power herbst and Search (click Submit).

3. Go through the library catalogue guide and try a few searches to locate books and journals in your field.

You can search for library materials on a topic rather than a specific book, e.g. strategic studies. If you want the two words to be treated as an exact phrase, select the option Yes next to Words adjacent? under the search box. If you don’t want to search for an exact phrase, but just two related terms e.g. nuclear India, leave the default option No.

4. The catalogue lists material held at all of the libraries at King’s. If you find material listed on the catalogue as being available at Maughan Library, Chancery Lane, and you want to use that material, you should download a set of floor plans for that library to aid with locating classmarks and locations at the Maughan Library. These floor plans are available to download from the same user guides page http://www.kcl.ac.uk/library/help/guides.aspx.

5. Search the catalogue for material on any topic.

6. Click on Options at the top of the list of results.

7. Under Actions on complete record set, click Limit

8. You can use the use the Limit button to filter your search results e.g. by the type of material e.g. e-resources or by library-campus. Selecting one of these options will immediately filter the search results to what you selected.
Most e-resources that come up with the Link to resource will be to ebooks, however you will also find them linking to NBER Working Papers and video presentations in Biomedical & Life Sciences and Marketing & Management.

You will normally only require your King's username and password to read ebooks, except for those on the Praeger Security International website which require a specific password: https://internal.kcl.ac.uk/library/passwords.aspx

9. Log on to your library catalogue account using your library barcode and PIN

10. Use the Subsets link on the left hand side of the catalogue to limit your search to particular types of resources e.g. ebooks or theses.

11. After using Subsets or any other filtering/limiting feature of the catalogue, remember to click on the link at the top right to reset the search parameters to begin a new search.

2.5 Ebook databases

Ebooks from the following databases are listed on the library catalogue but you also have the option to search each database individually by logging on to it via the database list http://metalib.kcl.ac.uk/:

- Columbia International Affairs
- Praeger Security International
- Taylor & Francis online eBooks Library
- Oxford Scholarship
- Springer Humanities and Social Sciences
- UPCC Political Science and Policy Studies

2.5.1 Why would I search an ebook database individually if the ebooks are listed on the library catalogue?

- Two of the databases, Praeger and Columbia, also provide access to a range of other publications such as commentaries, policy briefs and working papers.
- The Springer and UPCC collections are on websites that also provide access to full-text journals and book series that King’s has subscriptions to.
- They are all growing collections and you may be able to access the very latest publications before they become visible on the library catalogue.
- Occasionally publishers make some new ebooks freely available for a short time for promotional purposes

2.6 Ebook Library (EBL)

The *Ebook Library (EBL)*, listed on the database list, provides access to a wide selection of ebooks across all subject areas. Many of the ebooks from EBL are listed on the library catalogue but not all. The reason why all EBL ebooks are not on the catalogue is to allow you to browse, search and read the wide selection of material on the EBL database. If an EBL book is read frequently for a minimum period of time by a certain number of users, Library Services automatically buys it and puts it on the catalogue. The advantage of using this system is that the entire EBL stock does not have to be acquired at the outset and only what is known to be useful to students and researchers is purchased.

2.7 Ejournals - [http://sfx.kcl.ac.uk/kings/az](http://sfx.kcl.ac.uk/kings/az)

In addition to ejournals appearing on the library catalogue with print journals, a separate list of all ejournals to which King’s subscribes is maintained. Use the ejournals list for the most up to date information about King’s ejournal subscriptions, the years of coverage and access details. It provides a useful way to link to the journal home or contents page in order to browse articles, to follow up references or to search within a specific journal. Browsing through the contents of key journals in your area can be an enjoyable way of discovering all manner of useful materials. The list contains many open access and free ejournals too.

The ejournals list is useful if you know which journal you are looking for or have some idea of what it is called. However if you want to search for academic literature related to a particular topic, and you don’t necessarily know which journals you should be looking at, using a bibliographic database will enable you to search across a wide range of journals in your subject area – see the section on *Databases*.

**Activity**

1. Go to the ejournals list and search for a journal in your field (e.g. *Conflict, Security & Development* or *Cold War History*) by typing in the name of the journal in the *Title* box and click *GO*. You should see the entries listed below the search box.
2. The options next to the *Title* search box allow you to search for journals with titles which *start* with a certain word/s or *contain* a certain word anywhere in the title. For example, type in the word *military*, and choose the option *Contains* and click *GO*.

3. You should see a number of journals listed including: *Military affairs, Military balance, Military law review, Military medicine, Military psychology* etc.

4. In the list of results, find out the details about the ejournal/s by switching views – click *Switch to Detail View* to expand the list:

![Ejournals](image)

- **Annual report of the Judge Advocate General to the Minister of National Defence on the administration**
- **Annual report / The Military Superannuation and Benefits Board of Trustees No. 1.**
- **Canadian military journal**
- **Canadian military journal**
- **IEEE Transactions on Military Electronics**
- **Journal of Chinese Military History**
- **Journal of military and strategic studies**
By looking at the *Detail View*, you can see which password you would need in order to access a particular journal. In most cases this will be your King’s username and password. Free ejournals do not require a password. For a small number of journals a specific password is required and appear with the text *Note: Password required*. You can find these specific passwords on the Intranet [https://internal.kcl.ac.uk/library/passwords.aspx](https://internal.kcl.ac.uk/library/passwords.aspx).

### 2.8 Databases - [http://metalib.kcl.ac.uk/](http://metalib.kcl.ac.uk/)

You can use the library catalogue and ejournals list to locate specific references but when you want to find information on a subject or topic that you are researching it is better to use databases. You will definitely need to use databases when tasked with writing up a literature review for a thesis or dissertation.

Bibliographic databases allow you to search for academic literature from a range of different journals and publishers to potentially discover more information than if you were to look through individual journals and books. King’s subscribes to a number of multidisciplinary and specialist databases which you can use. Bibliographic databases provide access to records of articles, with their abstracts in most cases, together with a link that allows you to check whether the full text of the article is available electronically through King’s subscriptions.

### Activity

1. Download the guide to *Key databases for Social Science* from Library Services website. It can be downloaded from the *user guides* section under *Help & Guidance*.

2. Can you identify which databases you would start searching for information on your topic? Do you need more information before you can decide?

3. You may also be interested in the guide to *Key databases for Arts & Humanities* also available from the user guides section above.
4. All of the databases in these guides are listed on the database list. Go to the database list.

5. On the database list search for a particular database by entering its title and click on GO or press Enter. Alternatively click on the Subject tab, select a Subject and Sub-category and click GO to view a list of resources in that category.

Each entry links to the website on which the database is ‘hosted’ and is accompanied by information about how to access it e.g.:

[Senate House]; [On campus only]; [Specific password]; [King’s username]

If the resource you want to use has the Specific password label, go to the Intranet https://internal.kcl.ac.uk/library/passwords.aspx to get that password.

2.9 Other resources

In addition to the bibliographic databases that provide access to indexes of journal articles and abstracts, the Key databases for Social Science guide also lists subject-specific resources and those that provide other types of information such as financial and company data, social and economic data and statistics, geospatial data, reference resources, news services (international, national and regional news media), newspaper archives and theses/dissertations.

2.10 Finding theses and dissertations

You can locate King’s PhD theses and some Masters dissertations using the Subset → Theses on the library catalogue. In order to determine whether a record on the catalogue refers to a PhD thesis or a Masters dissertation, look in the detailed record for the item. A number of King’s PhD theses have been digitised and are available to download via the Ethos service which you can find through the Activity below.

Activity

Finding theses and dissertations from other institutions.
1. Go to the list of Databases [http://metalib.kcl.ac.uk/](http://metalib.kcl.ac.uk/).

2. Select the *Subject* tab

3. Under Subject select *General Resources*

4. Under *Sub-category* select *Theses + Dissertations*

5. Click *GO*

**Note:**
- some theses and dissertations databases provide bibliographic details and abstracts only and some provide links to the full-text of the document at the host university.
- Some of the databases list Masters dissertations and PhD theses within the same set of results.

### 3 Searching for literature using databases

#### 3.1 What information do you need to complete a piece of coursework / research?

- Are you being asked to present a factual overview? Present all sides of an argument? Give an overview of an historical development? Give an informed opinion based on reasoned argument? Conduct a thorough survey of the literature on the subject (a literature review?)?
- What are the key concepts within the question?
- What are the important words and terminology I should be using to search for relevant information?
- Is the time period (currency) important to the question or topic?

The answers to those questions will determine where you look for information and how you will search for it. Refer to the types and sources of information in section 2.3.

#### 3.2 Bibliographic databases
There are thousands of journals published in the Humanities and Social Sciences. Some journals publish articles on a particular topic while others publish articles on a range of topics. While we soon learn the names of some significant journals in our subject area, how do we search across the broad spectrum of journals published, effectively and efficiently, when investigating a topic?

Bibliographic databases allow you to search across a large number of journals, using keywords, to find references to articles on a topic you are interested in. For each subject area e.g. nursing, law, medicine, social science etc., there are usually several relevant databases.

Usually bibliographic databases DO NOT contain the full text of articles but you can use a link from the database to check whether you can access the full text through King’s ejournals. Included with each reference to an article is usually an abstract (short description) of the article and a number of keywords (or subject headings) which describe the topics covered in the article.

To search a database effectively, you need to go through the following actions, not necessarily always following in a linear fashion:

1. Understand the question / Design your topic
2. Plan your search
3. Select a database to search
4. Apply your search to the database
5. Refine your search strategy
6. Manage your searches
7. Obtain the full text

3.3 Understand the question / Design your topic

Before conducting your search you need to try to identify exactly what you want to look for. This may not always be apparent when you begin the process of addressing a research question. You may initially have only a general idea about what you are looking for. Sometimes you may need to search for some literature that is related to your research
interest in order to arrive at a more specific question/topic after evaluating/analysing your initial readings.

An activity you could undertake to help with formulating your research question is to write down every possible word or concept that you can imagine being related to your research interest. Drawing a mind map of your topic is another useful pictorial way of identifying the different facets of your research and this can help in focusing your topic.

Going through the activities above and arriving at a more focused research question/topic will make it much easier for us to construct a search and find more relevant literature, because we will know more about the different facets of the topic that we wish to investigate.

### 3.4 Plan your search

Once you have formulated a *working* research question/topic, you need to decide which are its main facets and then for each facet, think of as many keywords or phrases that describe it. Take this as an example question, *What is the impact of the development of biofuels on food security?* The most important terms (facets) to start with are *biofuels* and *food security*.

For each keyword or phrase you have identified, you need to think of as many words or phrases that might be used in its place, synonyms as well as related terms. Thinking of the question above, take the term *biofuels*. You will need to consider whether you want to include *biogas, biomass, bioalcohol, biodiesel, renewable fuels etc.* as alternative terms.

Looking through other relevant literature can aid with identification of keywords and phrases and alternatives. Using a reference resource or encyclopaedia may be helpful too e.g. see suggestions in section 2.3.1 Meanings & definitions.

We are now going to attempt to search for literature using our example question,

*What is the impact of the development of biofuels on food security?*
There are two main terms to search for: *biofuels* and *food security*. Our aim is to find as many articles that are talking about both in the same article. Bringing together the results of your brainstorming exercise and after identifying the alternative terms and phrases for your keywords, it is useful to list each keyword or phrase for example, as follows:

- *biofuels, biogas, biomass, bioalcohol, biodiesel, renewable fuels*
  and
- *food security, food poverty, food prices*

### 3.5 Select a database to search

#### Activity

1. Download the guide to *Key databases for Social Science* from the Library Services *user guides* section which is under *Help & Guidance*. Depending on the topic you are researching you may also be interested in the guide to *Key databases for Arts & Humanities*.

2. If you need more ideas about which databases to use, take a look at the Subject Support pages ([http://kcl.ac.uk.campusguides.com/](http://kcl.ac.uk.campusguides.com/)) which give an overview of various resources in each subject area.

When you think about which database to search, think about the topic you are investigating, not your profession. Some databases may meet your information need better than others. You may have to conduct searches on a number of databases and evaluate your results.

3. Go to the database list [http://metalib.kcl.ac.uk/](http://metalib.kcl.ac.uk/) and search for a particular database from the guides above, by entering its title in the *Title* box and click on *GO*.

Each entry links to the website on which the database is 'hosted' and is accompanied by information about how to access it e.g.:
Most resources only require your King's username and password for access. For the small number of resources that require a Specific password, go to the passwords on the Intranet https://internal.kcl.ac.uk/library/passwords.aspx.

4. Click on the link for the database you searched for above, and log on to it using the relevant username and password.

3.6 Apply your search to the database

You can start with simple searches using single keywords and phrases to get an idea of the literature in your field. There are two main terms to search for: biofuels and food security. Our aim is to find as many articles that are talking about both in the same article.

Activity

1. Begin with simply searching for biofuels food security in the search box and see what comes up. Don’t paste the entire question in the search box!

2. How many results did you get? Are any of them relevant?

3.7 Evaluating information

3.7.1 Relevance to your search

It is not only the number of records found in a database that is important. You will need to examine the records you have found to see whether they are relevant to your search. Bibliographic databases nearly always contain abstracts for most of the papers indexed. An abstract is a brief summary of the content of a paper. It is an informative condensed representation of that document reflecting the aims, methods and results of the research. It can be used to judge whether it is relevant to your needs.

3.7.2 Quality

Before an article can be published in an academic journal it has to go through a procedure known as peer review. A number of experts in the field are asked to critically appraise the
article and advise on whether it should be published in the particular journal to which it has been submitted. Reviewers use both scientific and ethical criteria. The peer review process is an important check on the publication of spurious information or badly performed research. However, you should still exercise your own critical faculties in assessing the work.

3.7.3 Publication date

Do take into consideration the date when the article was published. In fast moving fields it is important to discover the latest developments, so consider sorting your results by date. Remember too that the way events are viewed alters over time as new facts come to light, so for example, what is seen as an enlightened regime at the time, can be viewed differently twenty years on. You may need to allow for this shift in thinking.

3.8 Combining your keywords

After carrying out some simple searches using single keywords and phrases, and looking through your results you may be ready (or find it necessary) to combine your keywords to attempt to obtain results that are more closely relevant to your topic. Most databases allow you to combine keywords using the operator OR and the operator AND. The ability to use these operators is usually offered under the label Advanced Search somewhere on the database, however some databases nowadays offer the advanced search feature as the first option or standard feature when you log on.

Activity

1. Go back to the search interface on your database and find the advanced search feature that allows you to organise and combine your search terms before submitting them, for example: this is a screenshot from the Proquest database interface:
2. For each keyword or phrase you have identified, you need to think of as many words or phrases that might be used in its place, synonyms as well as related terms. Thinking of our topic, take the term biofuels. You will need to consider whether you want to include biodiesel, bioalcohol or renewable fuels as related terms.

Looking through other relevant literature can aid with identification of keywords, phrases and alternative terms. Using a reference resource or encyclopedia may be helpful too. Bringing together the results of your brainstorming exercise and after identifying the alternative terms and phrases for your keywords you can use the following search strategy:

\[(\text{biofuels OR biodiesel OR bioalcohol OR renewable fuels}) \text{ AND (food security)}\]

3. Use the terms above to search your database for example in the Proquest database interface it would look like this:
4. Are you beginning to see a difference in the number of results?

If we apply this search we should be able to retrieve articles that refer to *biofuels and food security; renewable fuels and food security,* and so on…

The database will not retrieve results that do not contain at least one of the keywords in each set of brackets.

3.9 Refining your search strategy

Few searches are perfect. You will often find initially that you have found too many or too few results. Be prepared to re-run your search and refine your search strategy each time. Use article abstracts to determine whether you are retrieving relevant results, do not rely simply on the article titles in your search results.

3.9.1 Wildcards and truncation

A wildcard can be used in databases to find words with variations in spelling e.g. using the word *etymolog* will retrieve results containing *etymology, etymological or etymologies.* When a wildcard is used in this way at the end of a term, it is referred to as a truncation operator. The symbol used here to retrieve words with the same stem is the asterisk * and specific operators (symbols) used by a database are usually listed in its help or search tips section.

A different wildcard can be used to replace a single character in a word e.g. using wom?n for *women* or *woman; organi?ation, civili?ation* etc. Here the question mark symbol is used to represent a single character.
Wildcards may also be applied to replace multiple characters within a word e.g. `lab*r` to include `labor` and `labour`.

Specific operators (symbols) used by a database are listed in its `help` or `search tips` section. Remember to check which symbol is appropriate in the database you are using.

### 3.9.2 Too many results?

If you find that you are retrieving far too many results when you conduct your search, how do you know that you are getting the most relevant results at the top of the list? For example if you retrieve 900 results, it will take a very long time going through each record before you get to record number 652 and decide that it is a highly relevant article. The options below are suggested as ways to retrieve a smaller number of results which are more closely related to your topic, not all of which need to be applied at the same time.

- **a)** Add more keywords to an additional facet of your research, using AND between them to narrow the search to make it more specific, for example:
  
  ```
  (biofuels OR biogas OR biomass OR bioalcohol OR biodiesel OR renewabl*)
  AND
  (food security OR food poverty OR food prices)
  AND
  (energy crops OR food crops)
  ```

- **b)** Use more specific terms - Using very broad terminology will often retrieve vast numbers of records. Try to be as specific as you can e.g. don't use the general term `human rights`, if you are specifically interested in `civil rights`. In our case you may be specifically interested in `sugar cane` or `corn` as the specific `energy crop` or you could exclude `renewable fuels` as that is a more general term.

- **c)** Use quotation marks to match exact phrases e.g. “food security”

- **d)** Most databases have `search fields` listed next to the search boxes which allow you to choose which fields of article records are to be searched. Often the default is set to search `all fields including references` or a similar `all fields` setting. Try limiting the fields to be searched to the most relevant ones for example, on the `Scopus` database you can search for your terms in the `Title + Abstract + Keywords`; on the Web of Science database you can search for terms that make up a `Topic`; and other databases allow you to search `Abstracts` only:
3.9.3 Too few or zero results?

If you find that you are retrieving very few or zero results when you conduct your search, try one or more of the following options as necessary, not all of which need be applied at the same time:

a) Think of ALL alternative vocabulary and synonyms which may have been used to describe your topic. To illustrate this, let us take a slightly modified version of our example topic, “What is the impact of the development of biofuels on food security in sub-Saharan Africa?” Your search strategy may then look like this:

(biofuels OR biogas OR biomass OR bioalcohol OR biodiesel OR renewabl*)
AND
(food security OR food poverty OR food prices)
AND
(sub?saharan OR “sub saharan” OR Angola OR Benin OR Botswana OR “Burkina Faso” OR Burundi OR Cameroon OR “Cape Verde” OR “Central African Republic” OR Chad OR Comoros OR Congo* OR Djibouti OR “Equatorial Guinea” OR Eritrea* OR Ethiopia* OR Gabon OR Gambia* OR Ghana OR Guinea OR Guinea-Bissau OR Ivory Coast OR Côte d’Ivoire OR Kenya* OR Lesotho OR Liberia OR Madagascar OR Malawi* OR Mali OR Mauritius OR Mozambique OR Namibia* OR Niger OR Nigeria* OR São Tomé OR Principe OR Rwanda* OR Senegal* OR Seychelles OR “Sierra Leone” OR Somalia* OR “South Africa” OR Sudan* OR Swaziland OR Tanzania* OR Togo OR Uganda* OR Zambia* OR Zimbabwe*)

b) Use broader terms - Using highly specific vocabulary might have the effect of retrieving very few records or none at all e.g. if your search for Golan Heights
retrieves only a handful of results, try searching for the broader term *occupied territories*.

c) Use more wildcards if possible
d) Check your spelling!
e) Ask yourself whether you are using an appropriate database for your topic and switch to another if not. Refer to the user guides or subject support pages on the Library Services website for ideas.
f) Reconsider which are the most important facets of your research and which one you might remove from your search strategy in order to broaden the scope.

### 3.10 Free text vs. subject heading/thesaurus searching

Many databases offer two search methods. If you conduct a free text search, when you enter your keyword / phrase into the database, the database searches through its references using exactly the word or phrase you entered. It normally searches titles, keywords, abstracts and in some cases the full-text of the article. The biofuels example described so far is a free text search.

If you conduct a subject heading / thesaurus search, the database checks the word/phrase you enter against its thesaurus to find the closest possible matching topic, e.g. if you do a search for *stroke* the database may suggest you use its *cerebral vascular accident* search. The database has already attached to this search any article covering this topic irrespective of whether the author uses the term *stroke, cerebrovascular, cerebral vascular accident* or *CVA*.

The use of a controlled vocabulary of subject keywords within a database ensures that all records on a specific topic have standard search terms. To ensure thoroughness *use the subject heading/thesaurus search, if offered by the database, in addition to the free text search*.

### 3.10.1 Other considerations

Consider whether you are looking for particular types of research e.g. *case study, survey, review* etc. but note that a research project may employ more than one approach. Many databases will allow you to filter your results by *author, language, geographical reference*,
publication year, material type, subject, document type etc. To reduce the chances of inadvertently missing out on key literature, use these filters as final options and avoid selecting too many limits at once.

3.10.2 Proximity/adjacency searching

Some databases allow you to use a proximity indicator. This can be very powerful when doing free text searching. For example, community ADJ3 nurs* will find the word community within three words of nurs* with either word being first in the text, i.e. it will find community nurse; community nursing; nursing in the community and so on. The ADJ operator here is used as an example from the OvidSP database interface. The number at the end is changeable so if you wanted to find them within five words of each other, you would use ADJ5 in OvidSP. The Web of Science database and the Proquest databases use NEAR/# as the equivalent operator. Different operators used by databases are usually listed in their help or search tips section.

3.10.3 NOT!

Some databases offer the option of using the NOT operator as a way of excluding terms in addition to the AND and OR operators. Using the NOT operator should be done with extreme caution as you may end up inadvertently excluding relevant articles. It is only used in very specific circumstances e.g. ganglia OR tumor NOT malignant

3.11 More example topics

<table>
<thead>
<tr>
<th>Topic 1:</th>
</tr>
</thead>
<tbody>
<tr>
<td>How can the undergraduate curriculum be enhanced through community engagement?</td>
</tr>
</tbody>
</table>

**A possible search strategy:**

undergraduate AND curriculum AND (“local community” OR “business community” OR “student community” OR “academic community” OR “community engagement”)

In arriving at this search strategy, after several attempts at refining it, re-running it, and evaluating the results found each time, the word community was found to retrieve lots of references to community college and other community related activities that were deemed not relevant to the aims of this topic, so more specific phrases were used.
**Topic 2:**
The use of cultural resources in the training of dementia care staff in nursing/care homes

**A possible search strategy:**

\((dementia^* \text{ OR } alzheimers \text{ OR } vascular \text{ OR } multi-infarct \text{ OR } parkinson^*)\)

AND

\((training \text{ OR } communication \text{ OR } mentor^* \text{ OR } education^* \text{ OR } qualify^* \text{ OR } curricul^* \text{ OR } degree \text{ OR } vocational \text{ OR } nvq \text{ OR } certificate)\)

AND

\(\text{"cultural resources" OR narrativ}^* \text{ OR portraiture OR film OR televis}^* \text{ OR tv OR memoir}^* \text{ OR novel}^* \text{ OR poe}^* \text{ OR theatr}^* \text{ OR performance OR art OR storytelling OR stories OR music OR "creative writing"}\)

AND

\(\text{(care}^* \text{ OR home)}\)

In arriving at this search strategy, after several attempts at refining it, re-running it, and evaluating the results found each time, it was found that the terms \(\text{(care}^* \text{ OR home)}\) would include all references to: "professional carer" OR "care home (staff or supervisor or manager)" OR "home care (staff or supervisor or manager)" OR "care (workers or supervisors or managers)" OR "nursing home (staff or supervisor or manager)" OR "direct care" OR "home manager"

### 3.12 Manage your searches and keep up to date

If you are researching a fast moving field or if the latest developments in the field are an important factor in your research, then ensure that your search results are sorted in chronological order by publication date/year. Many databases sort results by *relevance* by default, so you may need to change the sort order.

Once you have constructed a focused search strategy, you should apply the same set of criteria systematically to other databases. Keep a record of the databases you have searched and the number of results you obtained from each database.

You can save your searches on most databases i.e. the database allows you to save the criteria used to search, and allows you to re-run the search when you come back to it during another session. This is usually done by registering with the database website and
setting up a personal profile/account (free of charge) AFTER you have already signed in with your King’s username and password.

By saving your search queries you will save time as you won’t have to type in all the search terms each time you search that database. It also allows you to modify the search criteria quickly. Once saved, you can also set up RSS or email alerts to notify you when a new article is published that matches your criteria. **On some databases you can set up citation alerts to notify you when an article you choose is cited elsewhere.**

Most ejournals also provide an email alerting or RSS facility to which you can subscribe so that when new articles are published you can be notified immediately e.g. for a key journal in your field.

<table>
<thead>
<tr>
<th>Activity</th>
</tr>
</thead>
<tbody>
<tr>
<td>2. Go to the Library Services website <a href="http://www.kcl.ac.uk/library/">http://www.kcl.ac.uk/library/</a> → Research Support → Ideas → Research alerts</td>
</tr>
<tr>
<td>3. Read the information and explore the options available to you. Ask your Information Specialist for further advice on how to make the most of these services.</td>
</tr>
<tr>
<td>4. Set up an RSS feed from one of your database searches, and set up an alert from an ejournal in your field.</td>
</tr>
</tbody>
</table>

You can use Outlook 2007 and later versions as your RSS feed reader, but there are many other feed readers available.

### 3.12.1 Managing references

If you are going to be managing a number of references, consider using a reference management tool such as *EndNote* or *RefWorks*. Using reference management software will enable you to:

- Create a database of references - typed in or imported from online databases
- Create correctly formatted citations and (automatic) reference lists in word-processed documents
- Reformat citations and reference lists to any required style (Harvard, APA etc.)

**Activity**

1. Find out about the reference management tools available at King's from the *Help and Guidance* section of the Library Services website.

2. Take a look at the Training section of the Library Services website, also under Help and Guidance, for available courses. Scheduled training sessions on EndNote are usually listed and bookable via SkillsForge ([https://training.kcl.ac.uk/kcl/](https://training.kcl.ac.uk/kcl/)).

**Students in the King’s Interdisciplinary Social Sciences Doctoral Training Centre and those on the Department of Education and Professional Studies’ MPhil/PhD programme** are scheduled to have their own dedicated EndNote training sessions so they do not need to book via SkillsForge above.

3. Optional - A user guide for RefWorks can be downloaded from the user guides section of the Library Services website

### 3.13 Obtain the full text

**3.13.1 Getting the full text of ejournal articles**

After identifying relevant articles in databases, you will need to check whether you can access their full text through King’s subscriptions. To do this, click on the *SFX@King*’s button in the article record which looks like this:

![SFX@King's button](image)

Most databases at King’s use this button or link to check for full text. If the full text is found, you will see a Library Services linking page similar to this:
3.13.2 Not getting the full text of ejournal articles?

In most cases after following the *Full text is available online* link, you will be able to view the full text straight away.

- Sometimes the link will take you to the ejournal home page or publisher home page from where you will have to browse through the journal issues to locate the specific article.

- At other times you may have to search the ejournal or publisher website for that particular article again.

- Sometimes, after following the *Full text is available online* link, and signing in to the ejournal website using the institutional login route, the page redirects to the publisher's home page. In these cases, just click the *Full text is available online* link again.

- If you are unable to download the full text of an article after following the *Full text is available online* link, it is worth checking that you are correctly logged on to the publisher website or ejournal service using the Institutional / Shibboleth route and your King's username and password. You may need to look for the *Sign In / Login* link which may be on a different part of the page for each ejournal service or publisher. See the section on *Logging on to e resources via your institution* in the previous learning module.
You may need to use the Ejournals list [http://sfx.kcl.ac.uk/kings/az](http://sfx.kcl.ac.uk/kings/az) to link to that particular journal and check whether a special password is required.

### 3.13.3 Getting the full text of other types of publications

The SFX@King’s and *Full text is available online* links mentioned earlier refer to serial publications such as journals for which King’s may have a subscription. Some databases also cover other types of publications such as reports, working papers and other types of documents that may not be treated as serial publications like journals. Clicking on the SFX@King’s database link for these types of publications will not provide the link to the full text.

For these types of publications, it is worth looking into the full record of the reference on the database to see what type of publication it is. Some databases provide a web address (*URI* or *URL* or *resource location*) in the detailed record through which you may be able to locate the full text of the publication elsewhere.

Other ways to try and locate such publications are through web searches, searches on subject portals, the King’s library catalogue (in case it is available as an electronic resource via the catalogue) and Union catalogues such as COPAC ([http://copac.ac.uk/](http://copac.ac.uk/)) and Search25 ([http://www.search25.ac.uk/](http://www.search25.ac.uk/)). See the sections on *catalogues and search tools* and the section on *Gateways, Portals, Archives, Repositories* below.

### 3.13.4 “If we do not have this in print we can try to get it for you”

Sometimes, when you click on the SFX@King’s link, you may get the Library Services linking page which says, *If we do not have this in print we can try to get it for you*:

[Image: Kings College London Library Services]

- *Title*: Biofuels in Brazil: Evolution, achievements and perspectives on food security  

[If we do not have this in print we can try to get it for you](mailto:Interlending and document delivery)  
Please use this link if the item you require is not available either online or in print
In such cases consider these options:

1. Search for the article on Google Scholar or another web search service to see if the full text link is picked up in the search results.

2. Search the Senate House Library catalogue: [http://catalogue.ulrls.lon.ac.uk/](http://catalogue.ulrls.lon.ac.uk/) to see if the journal is available electronically or in print. See the later section for more information on using the print and electronic resources of Senate House Library.

3. Search the library catalogue to see if King’s has the print version of the journal.

4. Use Suncat: [http://www.suncat.ac.uk/](http://www.suncat.ac.uk/) to search for journals held in print format at other institutions in the UK, including Senate House and the British Library. See Section 4 for more information about accessing other libraries.

5. Request document delivery of the article by clicking on the link, *If we do not have this in print we can try to get it for you*. This will link to the library catalogue where you enter your library barcode and PIN. Once you log on, you will be presented with the inter-library loans request page with most of the details of your article filled in. If you wanted to proceed you would fill in the rest of the required information (or any additional information) and submit your request. Articles can usually be emailed to you. This service is free of charge. For more details about this service see: [http://www.kcl.ac.uk/library/using/requests/interlending/index.aspx](http://www.kcl.ac.uk/library/using/requests/interlending/index.aspx).

### 3.13.5 Follow up citations

After sifting through your results and finding the full text, you will need to follow up specific references and sources that are cited in those articles. You will need to go through the bibliographies contained within the articles you find to follow how research in a subject has progressed over time.

You can locate individual references in bibliographies as you would normally using the Ejournals list, Google Scholar, the King’s library catalogue, web searches and Union catalogues such as COPAC ([http://copac.ac.uk/](http://copac.ac.uk/)) and Search25 ([http://www.search25.ac.uk/](http://www.search25.ac.uk/)). See the sections on catalogues and search tools and the section on Gateways, Portals, Archives, Repositories below.

*Google Scholar* and three other database platforms offer forward cited reference searching/linking (*Scopus*, *Web of Science* and *Proquest*). In these resources you can see a link to the number of citations that an article has received and click through to see the
details of those citing publications. These three databases also show links to articles that share the same references.

### 3.13.6 Finding full text through reference management software packages

Both RefWorks and EndNote offer facilities to link to the full text of references where available. RefWorks provides the SFX@King’s link to check for full text, while EndNote provides three routes to finding the full text of references:

- **Find full text...** - an option to attempt to download the full-text and attach it to your reference automatically.
- **OpenURL Link** – an option that allows you to manually check King’s ejournal holdings and click through to the full-text if available.
- **Open URL** – an option that becomes available to you if the reference contains a web address (URL) stored in it which point to the full text online or to the database record online.

### 3.13.7 Ejournal services

During the course of searching various databases, you will find yourself linking to various ejournal services when obtaining the full text. When conducting a systematic review, you should search these ejournal services in addition to your database searches in order to make sure that you cover any gaps in the coverage of the databases. Occasionally you may find a relevant article on an ejournal site that has not been picked up by your database searches. The ejournal services are listed on databases [http://metalib.kcl.ac.uk/](http://metalib.kcl.ac.uk/) and you can search them independently to find material accessible within our subscriptions. Ensure that you log on to the ejournal service correctly using the Institutional/Shibboleth route before searching:

- ACM Portal
- Bioline International (open access)
- Brill Journal Archive
- Cambridge Journals
- Directory of Open Access Journals
- Emerald
- Gerontological Society of America
- HeinOnline
- Annual Reviews
- BioMed Central (open access)
- Brill Journals
- CNKI China Academic Journals
- Duke University Press Journals
- Family Law Online
- Guilford Journals
- Highwire Press
When using these ejournal services, in order to get the full text of articles, look for links to PDF or Full Text or Article pdf etc. If you have logged on to the ejournal service correctly using the Institutional/Shibboleth route and you are still not able to obtain the full text of the article you want, there’s a chance that King’s does not subscribe to it and you will need to check the Ejournals list to see if it is listed as part of our subscriptions.

3.13.8 Why would I search ejournal services when I can search for a wide range of literature on bibliographic databases?

- Sometimes when you are searching databases for information on your topic, you may find links from article records going to the same ejournal service frequently. In this case you may find interesting new material by searching that ejournal service.

- Occasionally publishers make additional new content freely available on their website for a short time for promotional purposes.

- With most ejournal services, once you have logged on to the website correctly with your King’s details, when you search the site you will only get results where the full-text of the article is available to download immediately OR you’ll have the option to restrict your search results to those with full-text availability. The advantage of this is that you save time by not having to check whether an article is available via King’s (as with bibliographic databases). The downside is that there are a lot of ejournal services to search.

- Many ejournal services have options to allow you to limit your search to full-text content, for example:
  - *Cambridge Journals* – In advanced search, limit to Search All Journals Only.
o **Sciencedirect** - In advanced search, under *Refine your search* tick the box for *Subscribed publications.*

o **Sage journals** - In the advanced search choose the option for *SAGE Journals Available to Me.*

o **SpringerLink** - In advanced search, UNtick the option to include *Include Preview-Only content.*

o **JSTOR** - In advanced search, tick the box to *Include only content I can access* and UNtick *Include links to external content.*

o **Taylor & Francis online** - In advanced and citation search choose the option for *Only content I have full access to.*

o **De Gruyter Online** - After conducting any search, narrow your choices on the left hand side to *All accessible content (Licensed Access, Free Access, Open Access)*

### 4 Other libraries

While conducting your research you may on occasion come across references to material that is not available through King’s libraries. There are a number of other libraries that you may be able to access in order to try to locate such material. If you are conducting a systematic review it will be necessary for you to search external library catalogues as a component of your search strategy.

#### 4.1 Senate House Library

All King’s staff and students are eligible to join Senate House Library free of charge. The library specialises in the social sciences, arts and humanities. Information about membership is available here: [http://www.senatehouselibrary.ac.uk/membership/](http://www.senatehouselibrary.ac.uk/membership/).

Membership enables borrowing rights as well as remote electronic access to many databases and ejournals. A series of collection guides and other guides are available:

[http://www.senatehouselibrary.ac.uk/our-collections/](http://www.senatehouselibrary.ac.uk/our-collections/)


#### 4.2 Other University of London Libraries
Through another access agreement students and staff at King’s can obtain reference access to almost all of the University of London’s member libraries. For more information see: http://www.london.ac.uk/libraries_agreement.html

### 4.3 Sconul access for staff and postgraduate research students

Additionally, academic staff and postgraduate researchers at King’s can take advantage of borrowing rights to UK and Ireland higher education libraries through SCONUL Access: http://www.access.sconul.ac.uk/. You can pick up a SCONUL card from any library desk at King’s.

### 4.4 The British library

The national library may be consulted when you have been unable to find material through other libraries. It also serves as a useful gateway to conducting further research. The Help for Researchers page is a useful introduction to the British Library: http://www.bl.uk/reshelp/index.html.

On the British Library’s Services for Higher Education page you can sign up for a newsletter which provides regular highlights: http://www.bl.uk/highereducation. At certain times of the year, especially around the Easter period and during the summer term, the British Library experiences a large number of requests to use its facilities. At these times it reserves the right to restrict admission to those users who wish to consult material only available there.

The British Library website: http://www.bl.uk/ is a window into the vast amount of resources held by or accessible through the library. Most of their electronic resources are only accessible on site: http://www.bl.uk/eresources/main.shtml

### 4.5 Searching the catalogues of other libraries

You can use:

- **Copac** http://copac.ac.uk to search the merged catalogues of over 70 major university, specialist and national libraries in the UK and Ireland, including the British Library, Senate House Library and the King’s Library catalogue.

- **Search25** - http://www.search25.ac.uk/ to help you discover library resources across London and the South East. You can also see where the libraries are and find out how to visit them.
4.6  King’s Archives & Special Collections -
http://www.kcl.ac.uk/library/collections/archivespec/index.aspx
Archives & Special Collections at King’s College London hold a unique, internationally significant and continually expanding range of archival and printed sources. Particular collection strengths include: History of King's College and its merged institutions; Military and defence studies; Travel & exploration; Empire and Commonwealth; History of Medicine and hospitals, psychiatry, dentistry and nursing; History of modern Greece; English Literature (20th Century); Physical Sciences; Religion and theology.

4.6.1  King’s Archives
King’s Archives acquire, preserve and make accessible the archives of the College, as well as organisations which it has founded, such as King’s College Hospital, and with which it has merged. Also included are the research papers of former staff and students including Maurice Wilkins, Eric Mottram and Sir Charles Wheatstone. The Liddell Hart Centre for Military Archives is a leading repository for research into modern defence policy in Britain. The core of this collection is the private papers of over 700 senior defence personnel who held office from 1900 onwards. The Archives total some 5 million documents.

4.6.2  The Foyle Special Collections Library
The Foyle Special Collections Library houses over 150,000 printed works, as well as maps, slides, sound recordings and manuscript material. Its collections, built up over centuries by purchase, gift and bequest, contain many unique items and cover all subject areas, but they are particularly strong in medicine, science, voyages and travels, the history of Greece and the Eastern Mediterranean, European military and diplomatic history, the history of the British Empire, 20th century Germany and Jewish and Christian theology. For more information see the Archives and Special Collections section of the Library Services website.

4.7  Specialist and Public Libraries and Archives:
You may be able to access other specialist and public libraries in and around London but note that access restrictions for visitors will vary as will their terms and conditions of use. Check their individual websites for these details or contact them before visiting. A selection of these libraries include:
- City Business Library
- International Institute for Strategic Studies Library
- The King's Fund Library: http://www.kingsfund.org.uk/library
- Lambeth Palace Library
- The National Archives: http://www.nationalarchives.gov.uk/
- National Maritime Museum
- Natural History Museum Library and Archives
- The London Library
- Royal United Services Institute Library
- Royal Institute of International Affairs (Chatham House) Library
- Royal Geographical Society Library
- Science Museum Library and Archives
- V&A National Art Library
- The Women’s Library
- Wellcome Library

5 External resources

A vast array of external resources exists to add to the literature that you find through bibliographic databases, ejournals and library catalogues. You will find material published by think tanks, charities, university research centres/institutes, NGOs, public bodies and the government in the form of datasets, working papers, reports, policy papers, guidance documents and research reports that are not part of the traditional academic publishing output of monographs and journals.

5.1 Information literacy

Analyse this! – An online tutorial that will help you develop your data analysis skills for your coursework studies, projects, and dissertations. The tutorial looks at quantitative and qualitative data analysis, with some practical examples and advice on effectively analysing your data.

Collect this! - An online tutorial that will help you develop your data collection skills for your coursework studies, projects, and dissertations. The tutorial looks at quantitative and qualitative data collection, with some practical examples and advice on effectively collecting data.
**Digital literacies toolkit** - from the University of Southampton, the purpose of this set of learning resources is to help students explore the educational uses of Web 2.0 tools and services, familiarise themselves with a range of useful applications for study-related purposes and highlight good practice in the use of social software and the internet, in general.

**Guide to undergraduate dissertations in the social sciences** - provides support and guidance for personal study and to help you through the dissertation process. It deals with some of the common questions, concerns and practical issues that undergraduate students come across when completing their social science-based dissertation or final year project.

**Information skills for researchers** - An information literacy skills website for postgraduate researchers.

**Information Literacy - Resources for Students** - Resources designed to help you develop your information literacy skills.

**Online Writing Lab** - OWL at Purdue University houses writing resources and instructional material, and we provide these as a free service of the Writing Lab at Purdue. Students, members of the community, and users worldwide will find information to assist with many writing projects.

**Safari** - a guided expedition through the information world – Skills in Accessing, Finding & Reviewing Information.

### 5.2 Google Scholar

**Google Scholar** provides a way to search broadly for scholarly literature across many disciplines and sources. Search results will point to some freely available online content and some that is available only on payment or via King’s subscriptions. There are advantages and disadvantages of using Google Scholar.

#### 5.2.1 Advantages of using Google Scholar

- Quick, free and easy way to search for specific references and link to the full text, either freely available online (including Open Access journals) or via King’s subscriptions. Copying and pasting the details of a reference (say, from a reading list or other literature) into the Scholar search box often finds the full text link immediately. Remember to sign in to the ejournal website properly using the **Institutional Login / Shibboleth** route in order to obtain the full-text of articles.
- Useful way of obtaining a snapshot of research in any discipline
- Acts as a last resort when other routes to finding the full text of academic literature have failed.
- References found using Google Scholar can be exported to reference management software, including EndNote and RefWorks, but note that you can usually get better quality records if you import the references from the ejournal website directly (where available).

5.2.2 Disadvantages of using Google Scholar
- It searches very broadly and will not necessarily have the best coverage for your subject. It may be better to use a database geared towards your subject.
- It is far from comprehensive, may not be as up to date as other bibliographical resources and you will often retrieve far too many results to manage.
- The level of detail in citations imported to reference management software may not be as complete as when importing from a bibliographic database or from an ejournal service.
- References can only be exported one at a time.

5.2.3 Setting up additional preferences on Google Scholar
Additional preferences can be set up on Google Scholar to improve the discovery of full-text articles via King’s subscriptions and to enable export of references to reference management software such as EndNote or RefWorks.

Activity

1. On Google Scholar click on Settings, usually near the top of the screen

2. On the Scholar Settings page, in the Library Links section, type in King’s College London and click Search

3. Select the relevant King’s entries that appear under the Library Links search box

4. Click Save
5. Return to the Scholar Settings page

6. In the Search results section you can set up any preferences that you like, including the Bibliography manager.

7. In the Bibliography manager section make your choice of software from the dropdown list and click Save

After setting up these preferences when you view the results of any search, you should see a link to Import into... under each record to import the reference to reference management software and an additional link to the right hand side of many records, labelled SFX@King’s – Full text. You can use the SFX link to access the article via King’s subscriptions. The absence of an SFX@King’s – Full text link next to a record does not necessarily mean that you cannot access the article – try the main link too as it may be that the article is freely available online or on rare occasions the SFX system has not picked it up yet.

5.3 Mobile apps and social media for research

A to Z of Social Media for Academia - by Prof Andy Miah
Communicationspace - for the for the media and communication studies academic communities.
CORE - aims to facilitate free access to content stored across Open Access repositories.
Crimspace - for the criminology and criminal justice academic communities
Methodspace - Sponsored by SAGE, a multidimensional network for the community of researchers, from students to professors, engaged in research methods.

Mobile apps:
- ScienceDirect & Scopus
- Wiley Spotlight
- Springer

Social media: a guide for researchers - Social media is an important technological trend that has big implications for how researchers (and people in general) communicate and collaborate. Here you will find links, resources and researcher case studies

Social Media Landscape 2012 - Monitors the social media landscape regularly.
Social Media search tools - listed by UKeiG include Topsy, Socialmention and Icerocket. Socialsciencespace - Sponsored by SAGE, Socialsciencespace brings social scientists together to explore, share and shape the big issues in social science, from funding to impact. StatsUserNet - the Royal Statistical Society’s interactive website for all users of official statistics.

5.4 Gateways, Portals, Archives, Repositories

Hathi Trust Digital Library - repository of digital content from research libraries including content digitized via the Google Books project and Internet Archive digitization initiatives, as well as content digitized locally by libraries. It comprises over 10 million volumes, 2.7 million of which are freely accessible in the US. Full-text access outside the US is more restricted.

Internet Archive – digital library of free books, movies, music and Wayback Machine

King’s online Archives and Special Collections - explore highlights of the College’s uniquely rich and growing collections.

Library of Congress Archived Web Sites - preserving digital materials for the future

LSE Digital Library - contains digitised material from LSE Library collections.

LSE Research Online - the institutional repository for the London School of Economics and Political Science.

Management & Business Studies Portal (British Library) - helps you find and use management research publications. Also from the British Library:

Medecins Sans Frontieres Field Research - MSF is known for its humanitarian medical work, but it has also produced research based on its field experience.

OpenGrey - a multidisciplinary European database, covering science, technology, biomedical science, economics, social science and humanities. Document types include technical or research reports, doctoral dissertations, conference papers, official publications, and other types of grey literature.

Pandora - Preserving and Accessing Networked DOcumentary Resources of Australia

PQDT Open – find dissertations and theses that have been made ‘open access’ by their authors.

RCUK Gateway to Research – Research Councils UK gateway to publicly funded research
RePEc (Research Papers in Economics) - a collaborative effort of volunteers in 76 countries to enhance the dissemination of research in Economics and related sciences. Try Econpapers, which provides access to all of RePEc.

Salvation Army International Heritage Centre - The catalogue contains descriptions of the documents and books in the Salvation Army archive and library. More information about the Heritage Centre.

Social Care Online - the UK's largest database of information and research on all aspects of social care and social work.

Social Care TV - watch the videos online or download them for use in presentations or training events.

Social Sciences at the British Library - material relevant for research in the social sciences, including official publications and a European Documentation Centre.

Social Welfare Portal - the latest information on children and families, older adults, people with disabilities, minority groups, community development, regeneration, welfare benefits, employment, education, health, housing, social services, offenders and the criminal justice service.

Sport & Society - This site takes the Olympic and Paralympic Games as a platform upon which to introduce the wide range of materials held at the British Library which can support research into the social aspects of sport.

Trove - Find and get Australian and online resources: books, images, historic newspapers, maps, music, archives and more.

UK Web Archive - preserving UK websites since 2004

World Bank Web Archives - historical and research value of World Bank websites that had been discontinued or significantly updated.

5.5 Research Methods, Networks, Centres and Institutes A - C

Advanced Institute of Management (AIM) Research - this website is no longer being updated - Worked with academics, business, public sector and policy thinkers in order to develop and deliver management research.

- Free resources available at AIM Practice.

Applied Quantitative Methods Network - a research centre that aims to develop a set of projects to improve understanding of current social issues in the UK and provide policy makers and practitioners with research-based evidence to build a better future. It is led by academics from eight Scottish universities.
**Campbell Collaboration**  – C2 helps people make well-informed decisions by preparing, maintaining and disseminating systematic reviews in education, crime and justice, social welfare and international development.

**Cardiff University Systematic Review Network - SysNet** - aims to bring together the expertise from the Academic Schools within Cardiff University, to share best practice in undertaking high-quality systematic reviews.

**Centre for Microdata Methods and Practice**  - cemmap provides a focus for development, understanding and application of methods for modelling individual behaviour, the influences on it and the impact of policy interventions.

**Centre for Research in Social Policy**  - a research centre based in the Department of Social Sciences at Loughborough University.

**Centre for Research on Socio-Cultural Change**  - CRESC's mission is to understand how socio-cultural processes relate to our awareness and experience of technological innovation, economic instability and social inequality.

**Centre for Reviews and Dissemination**  - provides research-based information about the effects of health and social care interventions via its databases and undertakes systematic reviews evaluating the research evidence on health and public health questions of national and international importance.

**Centre for Social Justice**  - an think tank established in 2004 to seek solutions to the poverty that blights parts of Britain.

**Cochrane Collaboration**  - an international network of more than 31,000 people from over 100 countries who work together to help healthcare practitioners, policy-makers, patients, their advocates and carers, make well-informed decisions about health care, by preparing, updating, and promoting the accessibility of [Cochrane Reviews](https://www.cochrane.org), published online in the Cochrane Database of Systematic Reviews, part of [The Cochrane Library](https://www.cochranelibrary.com).

### 5.6 Research Methods, Networks, Centres and Institutes D - G

**Demos**  - British cross-party think tank

**Economic and Social Research Council**  - The ESRC is the UK's largest organisation for funding research on economic and social issues.

**ESRC Impacts and findings**  - ESRC-funded research findings and the impact they generate, includes:

- the [Research Catalogue](https://researchcatalogue.esrc.ac.uk).
Evidence for Policy and Practice Information and Co-ordinating Centre – Since 1993 EPPI-Centre has been at the forefront of carrying out systematic reviews and developing review methods in social science and public policy.

ESRC National Centre for Research Methods - NCRM forms part of the ESRC’s strategy to improve the standards of research methods across the UK social science community. Related resources include:
- Training and events
- Realities - aims to develop methods and approaches that capture the combination of vital, tangible and intangible dynamics in the way that personal relationships and relationalities are lived.
- Courses in Applied Social Surveys - CASS is a programme of short courses in applied social surveys run by the Southampton Statistical Sciences Research Institute (S3RI)
- Qualiti - this website is no longer being updated - focused on the innovation, integration and impact of qualitative research methods within the social sciences.
- NCRM Eprints Repository - a single access point to all NCRM outputs: books, articles, working papers, reviews, reports, presentations etc. about research methods in social sciences.

5.7 Research Methods, Networks, Centres and Institutes H - R

Humanitarian Futures Programme - a policy research programme based at King’s College London.
Institute for Fiscal Studies - microeconomic research institute.
Institute for Public Policy Research - IPPR’s work covers the full range of local and national policy debates.
Institute for Social and Economic Research - ISER specialises in the production and analysis of longitudinal data – evidence which tracks changes in the lives of the same people over time.
Joanna Briggs Institute - Established in 1996, JBI is a growing international collaboration involving nursing, medical and allied health researchers, clinicians, academics and quality managers across 40 countries in every continent. JBI offers resources designed to meet the needs of service providers, health professionals and consumers by connecting the best available international evidence to the point of care.
Joseph Rowntree Foundation - working for social justice for over 100 years
The King’s Fund – a charity working to improve health and health care in England.

King’s Patient Safety and Service Quality Research Centre - was a partnership between King’s College Hospital NHS Foundation Trust and King’s College London. The Centre was active from July 2007 - July 2012.

methods@manchester - an initiative funded by the Faculty of Humanities, University of Manchester. It aims to highlight Manchester's strength in research methods in the social sciences; promote interdisciplinary and innovative methodological developments; foster further developments, including training, through external funding.

NatCen Social Research - A UK centre for social research covering all areas of social policy.

National Foundation for Educational Research - UK educational and children's services research organisation.

Policy Studies Institute - The primary role of PSI is to inform and influence public policy through research.

Research Information Network - this website is no longer being updated - RIN supported the development of effective information strategies and practices for the UK’s research community.

- In its new incarnation RIN is a community interest company (CIC) which provides rigorous research and analysis to enhance understanding of the rapidly-changing scholarly communications landscape.

ReStore - a repository of resources focused on research methods in the social sciences.

5.8 Research Methods, Networks, Centres and Institutes S - Z

Social Care Institute for Excellence - improves the lives of people who use care services by sharing knowledge about what works.

Social Care Workforce Research Unit - SCWRU at King’s has been conducting research into issues relating to the social care workforce in England since 2002.

Scottish Centre for Social Research - a not-for-profit organisation registered as a charity. Based in Edinburgh carrying out research across the whole of Scotland in a wide range of policy areas (including health, education and crime).

Survey Design & Measurement - this website is no longer being updated - Project outputs of the Survey Design and Measurement Initiative which ended on 31 December 2011. Also see Survey Management Systems final report.
**Third Sector Research Centre** - TSRC aims to enhance our knowledge of the sector through critical research. TSRC Knowledge Portal is a UK+ e-library of third sector research, evidence, and analysis.

**Vitae** - champions the professional and career development of postgraduate researchers and research staff in higher education institutions and research institutes.

- **Researcher booklets** offer practical information to researchers about different topics in support of their personal, professional and career development

**Wales Institute of Social & Economic Research, Data & Methods** - WISERD is a collaborative venture between the Universities of Aberystwyth, Bangor, Cardiff, South Wales and Swansea. It aims to develop the quality and quantity of social science research in Wales, particularly through externally-funded research projects; to promote collaborative research activity across the participating universities and across disciplines and sectors; to develop the social science research infrastructure in Wales; to strengthen the impact of social science research on the development of policy in the public, private and third sectors through a focus on knowledge exchange and engagement.

**5.9 Finding and using data and statistics A - I**

**Administrative Data Liaison Service** - ADLS is funded by the ESRC to support administrative data based research in the UK.

**Cathie Marsh Centre for Census and Survey Research** - a centre of excellence specialising in the application of advanced quantitative methods in an interdisciplinary social science context. Also see:

- **Mitchell Centre for Social Network Analysis** - development and application of social network analysis techniques.

**Centre for Longitudinal Studies** - An ESRC Resource Centre responsible for running three of Britain’s internationally-renowned birth cohort studies: 1958 National Child Development Study (NCDS); 1970 British Cohort Study (BCS70); Millennium Cohort Study (MCS).

**data.gov.uk** - The UK government is releasing public data to help people understand how government works and how policies are made.

**Eurostat** - the statistical office of the European Union situated in Luxembourg.

**GoGeo** - The place to discover geospatial information and services for those in education and research.
IMF data and statistics - The IMF publishes a range of time series data on IMF lending, exchange rates and other economic and financial indicators.

IMF eLibrary Text Collection - information and perspective on macroeconomics, globalisation, development, trade and aid, technical assistance, demographics, emerging markets, policy advice and poverty reduction.

5.10 Finding and using data and statistics J - O

London Datstore - created by the Greater London Authority (GLA) as an innovation towards freeing London’s data.

London Profiler - The Londonprofiler application is at the same time a map repository of our past and a platform which tells users what they need to know about living in London.

Longitudinal Studies Centre - Scotland - Responsible for the establishment and maintenance of the Scottish Longitudinal Study (SLS) which includes a large sample of the Scottish population and links together various demographic, socio-economic and health data about these individuals.

Neighbourhood Statistics Website - from the ONS, it contains datasets that describe the characteristics of a neighbourhood, with a particular focus on deprivation.

Nomis – from the ONS, provides detailed and up-to-date UK labour market statistics from official sources.

OECD.Stat - the statistical online platform of the OECD where users can search and access OECD’s statistical databases.

Office for National Statistics - ONS is the UK’s largest producer of official statistics and the recognised national statistical institute of the UK.

OS OpenData - offers a wide range of digital map products which can you can freely view or download, for use in both personal and commercial applications.

5.11 Finding and using data and statistics P - Z

Quandl – find and use numerical data (financial, economic and social datasets). Quandl has indexed millions of time-series datasets.

Statistics Views - created for professional statisticians, analysts, students, and any user of statistics in interdisciplinary subjects.

UK Data Archive - curator of the largest collection of digital data in the social sciences and humanities in the United Kingdom.
**UK Data Service** - a comprehensive resource funded by the ESRC to support researchers, teachers and policymakers who depend on high-quality social and economic data.

**UK Data Service Census Support** - a value-added service of the UK Data Service which exists to provide access to, and support for, users of the 1971 - 2011 Censuses of Population. **InFuse** is a UK Data Service Census Support tool.

**UK Data Service Nesstar Catalogue** - provides online access to a selection of key survey datasets from the **UK Data Service Data Catalogue** which itself also offers a wide range of additional data.

**UK National Statistics Publication Hub** - a Gateway to UK National Statistics.

**UNdata** - a data access system to UN databases. See **UNdata explorer**

**Understanding Population Trends and Processes** - *this website is no longer being updated* - UPTAP was an initiative predominantly targeted at early or mid-career researchers wishing to enhance their skills, experience, knowledge and expertise in secondary data analysis.

**World Bank data** - This site is meant to provide all users with improved access to World Bank data and to make that data easy to find and use.

**Zanran** - Zanran helps you to find ‘semi-structured’ data on the web. This is the numerical data that people have presented as graphs and tables and charts. For example, the data could be a graph in a PDF report, or a table in an Excel spreadsheet, or a bar chart shown as an image in an HTML page.

### 5.12 UK govt. official publications and public bodies

**Audit Commission** - The Audit Commission’s role is to protect the public purse.

**Care Quality Commission** - publications and data

**Government publications** - search/filter by publication type, topic, department, world location, date + set up email alerts and rss feeds.

**Government Social Research Service** - GSR aims to provide government with reliable, relevant and timely social research; support the development, implementation, review and evaluation of policy and delivery; ensure policy debate is informed by the best research evidence and thinking from the social sciences.

**Local Authorities Research + Intelligence Association** - supporting local researchers in the public sector. LARIA **Library** and useful links.

**Local Government Association** - the national voice of local government.
National Digital Archive of Datasets (NDAD) - provides online access to archived digital datasets and documents from UK central government departments from about 1963 to 2010.

Official Documents - the official reference facility for Command and departmentally sponsored House of Commons Papers. All Command Papers and House of Commons Papers published from May 2005 onwards, as well as key Departmental papers, are available for free on the site.

Parliamentary Office of Science and Technology - Parliament's in-house source of balanced and accessible analysis of public policy issues related to science and technology.

UK Government Web Archive - The National Archives is preserving UK government information published on the web.

UK Statistics Authority - has two main functions: oversight of the Office for National Statistics (ONS) - its executive office and scrutiny (monitoring and assessment) of all official statistics produced in the UK.

5.13 Research data management

British Library Datasets Programme - Envisions a future where researchers can discover, access, cite, and reuse datasets in the course of their research.

DataCite - an international organisation which aims to establish easier access to research data; increase acceptance of research data as legitimate contributions in the scholarly record; and to support data archiving to permit results to be verified and re-purposed for future study.

Datavisualization.ch - is a news and knowledge resource for data visualization and infographics.

DMP online - The Digital Curation Centre Data Management Planning Tool. Funding bodies increasingly require their grant-holders to produce and maintain Data Management Plans (DMPs), both at the bid-preparation stage and after funding has been secured. DMP Online has been developed by the Digital Curation Centre to enable you to build and edit DMPs according to the requirements stipulated by the major UK funders. The tool also contains helpful guidance and links for researchers and other data professionals.

Figshare - a repository where users can make all of their research outputs available in a citable, shareable and discoverable manner.
**FlowingData** - explores how designers, statisticians, and computer scientists are using data to understand ourselves better — mainly through data visualization.

The Guardian’s [Datastore](http://kcl.ac.uk.campusguides.com) and [Datablog](http://kcl.ac.uk.campusguides.com)

**ImpactStory** - ImpactStory is an open-source, web-based tool that helps researchers explore and share the diverse impacts of all their research products--traditional ones like journal articles, but also alternative products like blog posts, datasets, and software.

**ORCID** - ORCID is an open, non-profit, community-based effort to provide a registry of unique researcher identifiers and a transparent method of linking research activities and outputs to these identifiers.

**Research Data Alliance** - The Research Data Alliance implements the technology, practice, and connections that make Data Work across barriers. The Research Data Alliance aims to accelerate and facilitate research data sharing and exchange. The work of the Research Data Alliance is primarily undertaken through its working groups. Participation in working groups and interest groups, starting new working groups, and attendance at the twice-yearly plenary meetings is open to all.

**Research Data Management at King’s** - The Information Management team offer a wide range of support for research at King’s. This includes assistance for researchers in academic Schools and Departments as well as staff involved with research support activities across Professional Services.

### 5.14 Catalogues, search tools and alerting services

**Archives Hub** - enables you to search across descriptions of archives held at over 220 institutions across the UK.

**COPAC** - exposes rare and unique research material by bringing together the catalogues of over 70 major UK and Irish libraries.

**CORE** - aims to facilitate free access to content stored across Open Access repositories.

**Directory of open access books** - increasing the discoverability of academic peer-reviewed books

**Directory of open access journals** - increasing the visibility and ease of use of open access scientific and scholarly journals.

**Europeana** - Explore millions of items from a range of Europe’s leading galleries, libraries, archives and museums.

**JournalTOCs** - a Current Awareness Service (CAS) where you can discover the newest papers coming directly from the publishers as soon as they have been published online.
Pipes - rewire the web - a composition tool to aggregate, manipulate, and mashup content from around the web.

Quandl – find and use numerical data (financial, economic and social datasets). Quandl has indexed millions of time-series datasets.

Search25 - helps you discover library resources across London and the South East. You can also see where the libraries are and find out how to visit them.

UKeiG Top Search Tips factsheet - Karen Blakeman’s compilation of search tips from workshops on Internet searching.

Zanran - Zanran helps you to find ‘semi-structured’ data on the web. This is the numerical data that people have presented as graphs and tables and charts. For example, the data could be a graph in a PDF report, or a table in an Excel spreadsheet, or a bar chart shown as an image in an HTML page.

Zetoc Alert - is a current awareness service that sends you email alerts matching the search criteria that you have provided whenever new data is loaded into the database.

Zetoc Search - allows you to search over 52 million journal and conference records.