

# Electronic Resources Guide

**The following will help you conduct research using electronic databases.**

As part of your studies you will be expected to initiate independent research into a topic. Depending on your location your access to information resources may be good, or more limited. In addition to the resources of Swinburne Library, Australian students have access to other Australian University libraries. These borrowing schemes will allow you to borrow books from other tertiary libraries. For further details on reciprocal borrowing see <http://www.swin.edu.au/lib/info/reciprocal.htm>

While books are an excellent resource for finding material you will also be expected to use journal articles. The terms "journal", "magazine", "periodical" or "serial" are interchangeable words; they mean the same. They are published at regular intervals, for example daily, weekly, monthly.

## 1.1. Journals vs Books

The differences between books and journal articles are –

- Journal articles are normally peer reviewed, thus giving them more credibility. Journal articles are often not published until they have been reviewed and edited substantially
- Books take a long time to write and publish – from manuscript to published work may take 18 months, sometimes far longer! Therefore their content can become dated. Journal articles can be published 2 – 6 months after an author has finished writing the manuscript.
- Books will often give a greater overview of a topic, sustained over 80,000 to 100,000 words. Journal articles have a focused application, and shorter, between 1,000 to 10,000 words.
- Books are still mainly found in hardcopy but more are now available electronically. You may see in the Swinburne Library catalogue a link to an electronic copy of a book. Many journal articles are also full text from a PC desktop – and you can email, print, or download onto a USB, relevant articles for your convenience.

## 1.2. Quality journals

Just as there are different types of books ranging from scholarly to the latest Tom Clancy bestseller, so there are scholarly journals (eg Journal of Applied Psychology), trade magazines (eg Aviation Daily) and hobbyist titles (Popular Mechanics). Each type of journal provides a solution to a different information seeking need.

Finding journal articles on a specific subject has changed dramatically over the past 10 years. In the olden days (the 1980's!) you often needed to use printed indexes to find articles on your topic. Today the same material is found in electronic databases using the power of the internet to facilitate precise retrieval. You can use electronic databases to find articles on your topic from journals, as well as information from conference papers, newspapers, and reports. Unfortunately no one single database or index covers every journal or conference paper! **Most importantly for distance education students is the convenience of doing this research from your own PC without needing to visit libraries.**

## 1.3. Accessing the databases

Access to the databases for Australian students is through the Swinburne Library homepage at <http://www.swin.edu.au/lib> Because of licensing requirements overseas students have access to the databases from this link <http://www.swin.edu.au/lib/database/offshore.htm> .

Students will need to authenticate themselves as Swinburne University students by using their OPAX (student id number) and password (ddmmyy birth) Swinburne Library provides guides on how to search the databases effectively. These guides are on the entry page to the database, for example Ebscohost <http://www.swin.edu.au/lib/database/ebsco.htm> has a guide called "Searching Ebscohost"

When you have found your material and written up your assignment you will need to provide a reference list of books and articles used. Databases include the bibliographic citation of articles which include the following elements:

- the author's name
- the title of the article
- title of the journal in which the article is published
- issue details (volume, date, page numbers etc.)

Further information about reference lists, or bibliographies, can be found at <http://www.swin.edu.au/lib/infogate/citing.htm>

## 1.4. Using the databases to find journal articles for your studies:

There are many databases suitable for your studies. One or more database maybe searched to find information on the topic you are researching, for example, Ebscohost, Thomson Gale, Infotrac, Medline, Scopus, etc. To see the full list of databases see [http://www.swin.edu.au/lib/guides/databases\\_science\\_eng.pdf](http://www.swin.edu.au/lib/guides/databases_science_eng.pdf) All of these databases use similar searching techniques and we have provided step by step guides for these databases.

Here is an example of searching the Ebscohost database.

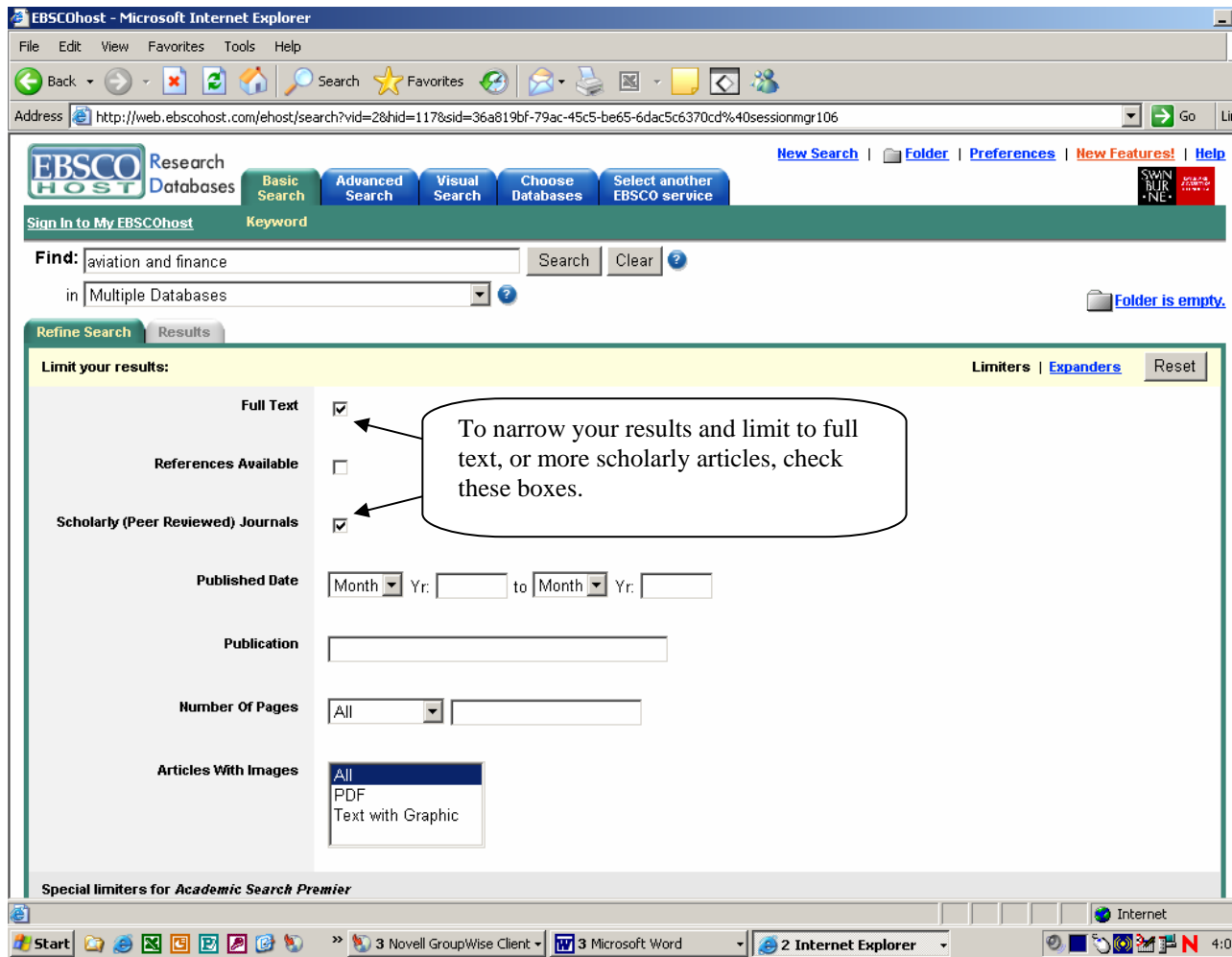
Ebscohost includes major multidisciplinary databases including Academic Search Elite, Business Source Premier, Newspaper Source, EconLit, PsycINFO, PsycArticles, and others.

### **Starting:**

Ebscohost is on the web at <http://www.swin.edu.au/lib/databases/ebSCO.htm>. Follow the instructions on the screen. After connecting, you will see the *Choose Databases* screen. Click on a database name to search that database. To search across two or more databases click the check boxes to the left of those databases then click *Continue*.

### **Searching:**

You will see the Basic Search screen. Basic search has 4 search methods; Standard Search is the default. Click the buttons below the Find box to change the search method.



## Operative words

‘**and**’ between two words means both words must be present. ‘**or**’ between two words means at least one of the words must be present. ‘**not**’ means the following word must not be present.

For best results, enclose a phrase in quotation marks “”.

For example:

Human Factors and Safety  
 “crew resource management” and training  
 stress or fatigue  
 finance not accounting

After you have entered your search words, click *Search*.

## Basic Search - All words

Finds articles that contain all the words. This is the same as typing **and** between words in the standard search, but you don’t have to type **and** between the words.

## Basic Search - Any Words

Finds articles that contain at least one of the words. This is the same as typing **or** between words in the standard search, but you don’t have to type **or**.

## Basic Search - Exact Phrase

Finds articles containing the exact phrase. This is the same as enclosing a phrase in double quotes “” in the standard search.

### Wildcards

An asterisk at the end of a word or part of a word will match words with different endings. For example, *financ\** will match *finance*, *financial*, *financially*, etc.

A question mark matches any single character. For example, *organi?ation* matches *organisation* and *organization*.

The screenshot shows the EBSCOhost search results page. The search query is "risk management" and aviation. The results are sorted by Date. The first result is "ANOTHER APPROACH TO ENHANCE AVIATION" by Chien-tsung Lu, Wetmore, Michael; Przetala, J. The article is available as a PDF Full Text (416K). A callout box with the text "Click on this link to see the full article" points to the PDF Full Text link. The second result is "Gestion des risques, lutte contre le terrorisme. (French)" by Galland, Jean-Pierre. The third result is "Airport Screening, Surveillance, and Social Sorting: Canadian Responses to 9/11 in Context" by Lyon, David. The fourth result is "Performance-Based Evaluation of Flight Student Landings: Implications for Risk Management" by Olson, Ryan; Austin, John.

1-10 of 14	Page: 1 2 Next	Sort by: Date	Add (1-10)
<b>Narrow Results by Subject</b> <a href="#">RISK management</a> <a href="#">SAFETY</a> <a href="#">SECURITY systems</a> <a href="#">INSURANCE, Aviation</a> <a href="#">ACCIDENTS -- Prevention</a> <a href="#">NATIONAL security</a> <a href="#">RISK assessment</a> <a href="#">AERONAUTICS, Commercial</a> <a href="#">MEDICAL care</a> <a href="#">RISK exposure</a>	<ol style="list-style-type: none"><li><a href="#">ANOTHER APPROACH TO ENHANCE AVIATION</a> Chien-tsung Lu; Wetmore, Michael; Przetala, J. 139, 27p; (AN 22697477) <a href="#">PDF Full Text</a> (416K)  </li><li><a href="#">Gestion des risques, lutte contre le terrorisme. (French)</a> By: Galland, Jean-Pierre. Canadian Journal of Criminology &amp; Criminal Justice, Jun2006, Vol. 48 Issue 3, p359-381, 23p; Language: French; (AN 21516383) <a href="#">PDF Full Text</a> (1.3MB)  </li><li><a href="#">Airport Screening, Surveillance, and Social Sorting: Canadian Responses to 9/11 in Context.</a> By: Lyon, David. Canadian Journal of Criminology &amp; Criminal Justice, Jun2006, Vol. 48 Issue 3, p397-411, 15p; (AN 21516386) <a href="#">PDF Full Text</a> (788K)  </li><li><a href="#">Performance-Based Evaluation of Flight Student Landings: Implications for Risk Management.</a> By: Olson, Ryan; Austin, John. International Journal of Aviation Psychology, 2006, Vol. 16 Issue 1, p97-112, 16p, 3 charts, 1 diagram, 1 graph, 1bw; DOI: 10.1207/s15327108ijap1601_5; (AN 19736378) <a href="#">PDF Full Text</a> (604K)  </li></ol>	<a href="#">Add</a> <a href="#">Add</a> <a href="#">Add</a> <a href="#">Add</a>	

## Using the databases to search a particular journal for your studies:

If you want to **search a particular journal** for a topic, click on the *Advanced Search* tab at the top of the page. Then use the drop down box to specify a journal title.

EBSCOhost - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address <http://web.ebscohost.com/ehost/results?vid=5&hid=12&sid=36a819bf-79ac-45c5-be65-6dac5c6370cd%40sessionmgr106>

EBSCO Research Databases Basic Search **Advanced Search** Visual Search Choose Database

Sign In to My EBSCOhost Keyword

Results for: SU logistics AND SO logistics today AND Automatically "And"

Find: logistics in SU Subject Terms Search Clear ?

and logistics today in SO Source

and in Select a Field (optional)

in Multiple Databases

Refine Search Search History/Alerts Results To store items added to the folder for a future session, Sign In to My EBSCO

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**Narrow Results by Subject**

- [BUSINESS logistics](#)
- [UNITED States](#)
- [SUPPLY chains](#)
- [LOGISTICS](#)
- [PHYSICAL distribution of goods](#)
- [TRANSPORTATION](#)
- [INDUSTRIAL management](#)
- [SHIPMENT of goods](#)
- [SUPPLY chain management](#)
- [INDUSTRIAL procurement](#)

1. [7 Supply Chains to Look Out For in 2007](#). *Logistics Today*, Dec2006, Vol. 47 Issue 12, p1-15, 4p; (AN 23393993)  
PDF Full Text (836K) S-F-X
2. [A Quiet Revolution In Logistics](#). By: Trunick, Perry A. *Logistics Today*, Dec2006, Vol. 47 Issue 12, p1-20, 3p; (AN 23393994)  
PDF Full Text (801K) S-F-X
3. [Wage War](#). By: Trunick, Perry A. *Logistics Today*, Dec2006, Vol. 47 Issue 12, p30-30, 2/3p; (AN 23394012)  
PDF Full Text (209K) S-F-X
4. [Creating Intermodal Capacity](#). (cover story) By: Morton, Roger. *Logistics Today*, Nov2006, Vol. 47 Issue 11, p1-26, 3p; (AN 23179201)  
PDF Full Text (996K) S-F-X

Done

Start 3 Novell GroupWise Client 3 Microsoft Word 2 Internet Explorer

### Printing

You can add articles for a folder so that you can print, save or email those articles. Your folder is cleared when you leave Ebscohost.

Click the *Print* link at the top of the citation/article screen, or click the *Print* link on the folder screen to print all items in your folder.

You will see the *Print Manager* screen. By default, you will print additional citation details and abstract and full text if available.

By default, your folder will not be emptied after you save. Check the “Remove these items from folder after printing” checkbox if you want to remove the saved records from your folder, and begin a new search.

#### [Save to Disk](#)

##### *Saving to disk/USB*

Click the *Save to disk* link at the top of the citation/article screen, or click the *Save to disk* link on the folder screen to save all items in your folder.

You will see the *Save Manager* screen. By default, you will save additional citation details and abstract and full text if available.

Click *Save*. The selected articles are presented on the screen as plain text. Select *File/Save as...* from the Internet Explorer menu, and save the file as a text file (.txt) or as a web page (.htm or .html).

By default, your folder will not be emptied after you save. Check the “Remove these items from folder after saving” checkbox if you want to remove the saved records from your folder, and begin a new search.

##### To save for importing into EndNote

You can save records in a format suitable for importing into bibliographical management software such as EndNote. Click on the link that says “Export”. Click on the radio button “Direct Export to Procite, Endnote or Reference Manager”.

#### [E-mail](#)

##### *Emailing*

Click the *E-mail* link at the top of the citation/article screen, or click the *E-mail* link on the folder screen to email all items in your folder.

You will see the *E-mail Manager* screen. By default, you will email additional citation details and abstract and full text if available. You can also email PDF Full Text (if available) as an email attachment. If you email several items from your folder, they will be consolidated into a single email message.

This information has been edited from the Ebscohost guide at <http://www.swin.edu.au/lib/guides/ebscohost.pdf>