Digital literacy training

Digital Research

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The Library’s E-resources and databases are electronic information repositories that can include collections of electronic journals, indexes, collections of electronic books, or multimedia publications. They contain a wealth of scholarly information which you can use for your research, and are easy to access from the Library’s homepage. If you already know the name of the database you wish to use, you can access it by clicking on the letter of the alphabet that corresponds to the first letter of the database’s name.

Alternately, if you’re not sure which databases to use, click on the E-resources & databases link. This will take you to a page where you can select your databases by subject area.

Simply select the appropriate subject area, click GO, and you will be presented with a range of databases, all containing materials relevant to the area of research you have chosen.

In the example below, we have selected “Multidisciplinary” as our subject area. There are 100 databases catalogued under this heading, which provide materials that span a wide range of different
subject areas. Remember, you may find materials relevant to your research in a variety of different databases, which may cover a range of different academic subject areas other than the one in which you are currently working. To gain access to a database and begin searching, simply click on its name, and in most cases you will be taken directly in to the database. You may also navigate amongst databases by searching for them by name, or alternately, a complete list of databases can also be displayed.

**ANU Library Full Text E-Journals**

The Library’s full text e-journals are electronic information repositories, which can include collections of electronic journals, electronic books, or multimedia publications. They contain a wealth of scholarly information to support your research, and are easy to access from the Library’s homepage. If you already know the name of the e-journal you wish to use, you can search for it by title from the homepage.
Alternately, if you’re not sure which databases to use, click on the **advanced e-journals search (A-Z)** link. This will take you to a page where you can access journals via a number of different methods.

From this page you can search for e-journals by title, browse an alphabetical listing of individual e-journal titles, browse e-journals based on a particular subject area, or browse e-journal collections arranged by publisher.

In the example below, we have selected “Languages & Literatures” as our subject area. There are over 1500 individual e-journal titles catalogued under these headings, which provide materials that span a wide range of different subject areas. Remember, you may find materials relevant to your research in a variety of different e-journals, which may cover a range of different academic subject areas other than the one in which you are currently working.
To gain access to an e-journal and begin searching, simply click on the link to the database in which it is contained, and you will be taken directly in to the e-journal.

You may also navigate amongst e-journals by searching for them by name, or alternately, a complete list of e-journal publishers can also be displayed.
**SuperSearch**

SuperSearch enables you to search the Library’s entire collection, helping you to find full text journal and newspaper articles, print and electronic books, websites, etc. Enter your search terms into the search box located on the Library’s home page, and click on **GO**.

![SuperSearch](image)

Alternately, you can select the **advanced SuperSearch** option, which will enable you to search for material by **Title**, by **Author**, by **Publication**, etc. These options can be accessed via the “All Fields” fields, which can in turn be combined using Boolean Operators, if desired. Searching in this way also enables you to refine your search parameters and search for only items with full text available online, as well as peer-reviewed and scholarly materials. You can also specify the publication dates of the material you find, and exclude certain types of materials from appearing in your search results.

![Advanced SuperSearch](image)

Once you have performed your search, your results may be narrowed down, or “refined,” by using the filters which can be found on the left-hand side of the search results screen. You may wish you limit your results to only those for which the full text is available online. Similarly, limiting your results to materials from scholarly and/or peer-reviewed sources, will help to ensure that the materials you find are accurate, and authoritative. You may further refine your search by specifying the type of content you wish to review, as well as the dates of publication. Materials can also be viewed by...
academic discipline, as well as by subject headings, which organise your results into a series of predefined subject areas. To view an item’s abstract, simply click “Preview.” If you wish to access the full details of a particular item, you may click on its title. To access materials which are available online, you may click on the item’s title, or on the Full Text Online link which appears at the bottom of the item record.

Databases in Action

One of the most popular and useful of the Library’s academic databases is ProQuest. It contains a wealth of scholarly information and covers a wide variety of different subject areas including the arts, business, health & medicine, history, law, language & literature, and science & technology. In addition to containing newspapers and articles from various other news sources, it also houses over 16,000 individual publications, all of which are searchable in full text. It allows you conduct a simple search from its homepage, or access a range of advanced search options. You can also limit your searches to certain databases, and/or subject areas.

The example on the next page demonstrates some of the options which can be selected when performing an advanced search. In this example, a search for information on the American president Abraham Lincoln has been paired with keywords relating to the abolition of slavery using Boolean operators. The AND operator tells the database that all of the search terms must be present in the resulting records, and the OR operator helps to broaden the range of results by telling the database that any of the search terms can be present in the resulting records. Further information on using Operators can be found in the “Help” section of the database itself.

The Full Text option has been selected, meaning that only items that may be citation and abstract only will be excluded from the search results. The search has also been limited by source type and date range, and will return only materials from historical and contemporary magazines, periodicals and newspapers that were published during the ten year period between 1965 and 1975.
The example on the next page shows some of the search results returned, based on the keywords entered in the previous example. At the top of the results screen a number of suggested searches appear, based on the keywords entered in the original search. Clicking on any of these suggestions will trigger another search using these keywords. Underneath, and to the right of the search suggestions are a series of icons which allow search results to be emailed, printed, cited, saved to a hard drive or ProQuest research account, or exported directly into a reference management program.

Directly underneath these icons is a menu of options which allows you to further refine the search results which have been displayed. You may wish to browse the subject categories allocated to each item in the search results, or you may wish to review the results by document type. Alternately, you could browse the results based on the individual sub-databases contained within ProQuest that each of the results is drawn from. Remember, there’s no right and wrong way to work with the information you find – how you choose to manipulate your search results ultimately rests on your own individual style of researching.
E-Journals in Action

Taylor & Francis Online is one of the Library’s most popular collections of full text e-journals. As one of the world’s leading publishers of scholarly journals, books, eBooks, reference works, and databases, their content spans all areas of the humanities, social sciences, behavioural sciences, science, technology, and medicine. They provide online access to all journals from Taylor & Francis as well as Routledge. A program of retro-digitization means they have articles going back just over 200 years. It allows you to conduct a simple search from its homepage, or access a range of advanced search options. You can also browse e-journals by subject area, and/or title.

The example below shows the Taylor & Francis homepage, and demonstrates the way in which you can search directly for information, or browse selected subject areas.

Below, we can see a selection of the journals which can be accessed under the “Language & Literature” subject listing. Simply click on the e-journal’s title to access its full contents.
Below, we can the results of a search conducted from the Taylor & Francis homepage.

An article’s abstract, as well as its full text PDF, can be accessed simply by clicking on the article’s title.
Other resources

Training notes
To access the Information Literacy Program’s training notes, visit the Research & learn webpage (anulib.anu.edu.au/research-learn) and select the skill area followed by the relevant course. You can also register for a workshop and find other information.

Research & learn how-to guides
Explore and learn with the ANU Library’s how to guides (ql.anu.edu.au/howto). Topics covered are:

- Citations & abstracts
- Data Management
- E-books
- EndNote
- Finding books and more
- Finding journal articles and more
- Finding theses
- Increasing your research impact
- NVivo
- ORCID (Open Researcher and Contributor ID)
- Topic analysis
- Using Google scholar from off-campus

Subject guides
Find subject-specific guides (ql.anu.edu.au/subjectguides) and resources on broad range of disciplines. Such as:

- History, indigenous studies, linguistics and philosophy
- Criminal, human rights and taxation law
- Biochemistry and molecular biology, neurosciences and psychology
- Asia Pacific, Southeast Asia and East Asian studies
- Engineering
- Astronomy and astrophysics, earth sciences, mathematical sciences and natural hazards

Online learning
Online learning is available through ANU Pulse (ql.anu.edu.au/pulse), which can be accessed from both on and off campus by all ANU staff and students.

IT skills development modules available in ANU Pulse
- Microsoft Office (Access, Excel, OneNote, Outlook, PowerPoint, Project, Visio, Word)
- Microsoft Office (Mac)
- Adobe suite (Illustrator, Photoshop)
- Type IT

Training calendar
Select Events » near the bottom of the Library homepage and access our events calendar with upcoming training opportunities displayed day by day (ql.anu.edu.au/cal).

Feedback
Please provide feedback about today’s workshop via an online feedback form (ql.anu.edu.au/survey)