SDI-LIBRARY TRAINING SESSION

09.2022 | BIBLIOGRAPHIC DATABASES: SEARCH AND RETRIEVAL OF INFORMATION

Bibliographic databases: search and retrieval of information

SCOPE OF THE TRAINING

This session aims to present the full-text bibliographical databases (DB's) available in FEP's library.

To demonstrate, in practice, the search and retrieval of scientific and academic information in the various DBs available.

We intend to help users develop skills in the field of good use of information, namely, the ability to locate, search and retrieve reliable scientific and technical information.

Bibliographic databases: search and retrieval of information
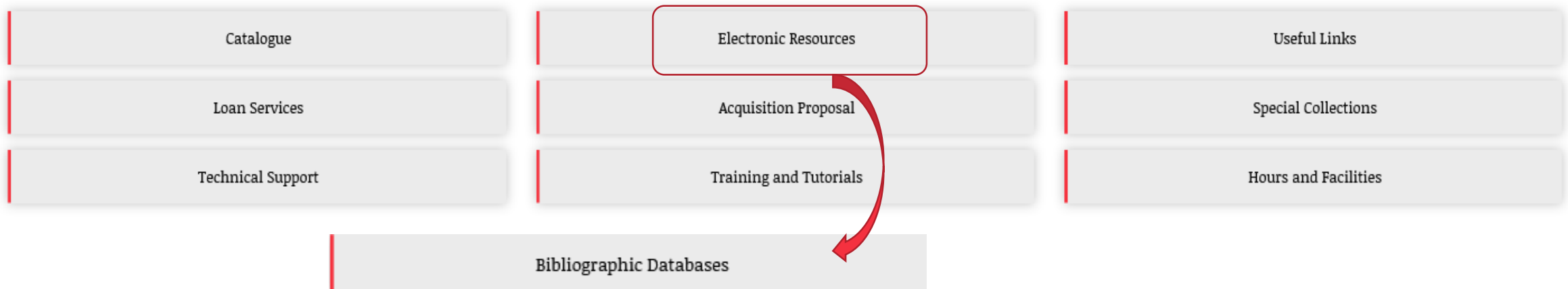
TOPICS

Bibliographic databases: search and retrieval of information

HOW TO ACCESS BIBLIOGRAPHIC DATABASES

- All the bibliographical databases available in the library are accessible through the FEP network, access from outside only through remote access, VPN connection;

- To access enter the SDI page -» Library -» Eletronic Resources -» Bibliographic Databases;

  or

- FEP-» About FEP -» Organisation -» Documentation and Information Service -» Electronic Resources -» Bibliographical Databases

Catalogue	Electronic Resources	Useful Links
Loan Services	Acquisition Proposal	Special Collections
Technical Support	Training and Tutorials	Hours and Facilities

Bibliographic Databases

(Faculdade de Economia da Universidade do Porto, 2021)

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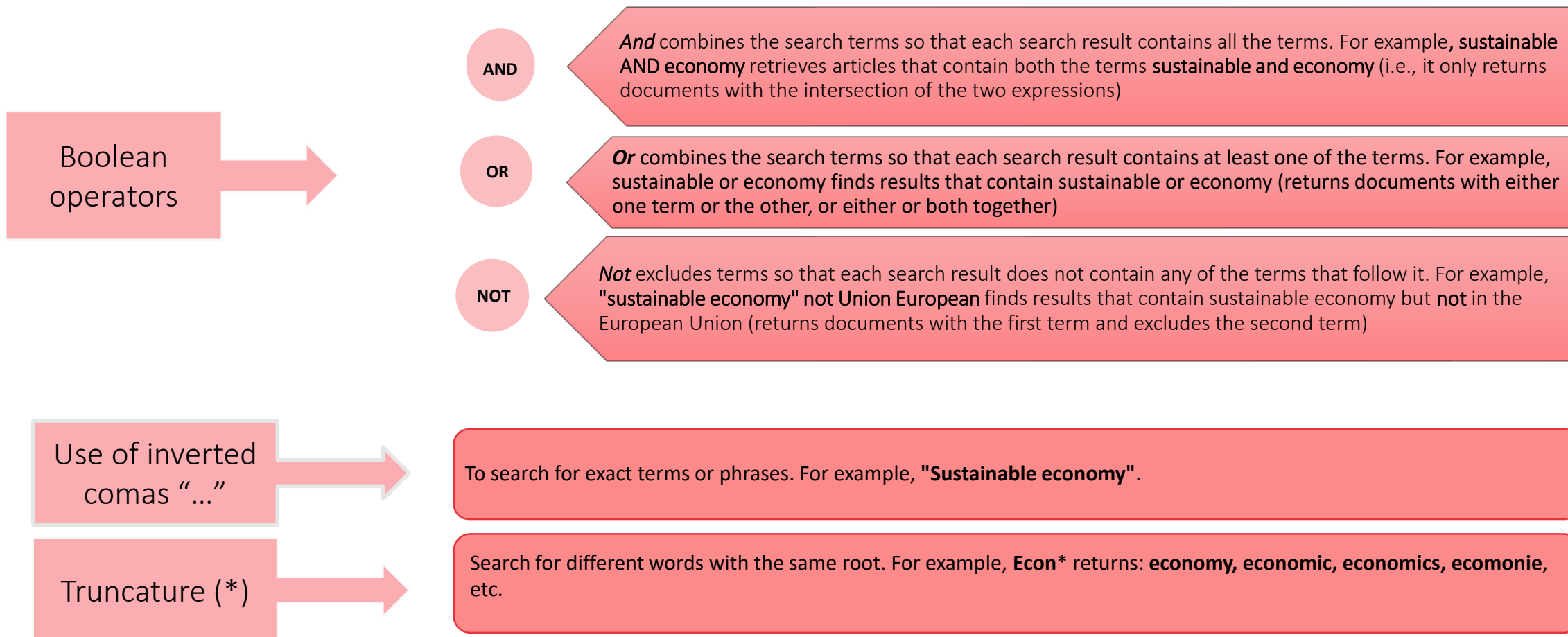
WHAT ARE BIBLIOGRAPHIC DATABASES

- Set of digital bibliographic records describing and analysing academic and scientific journals, conference papers, reports, patents, e-books, etc. from all areas of science;

  - Many of them have peer-reviewed scientific literature;

  - They can be multidisciplinary or specialised in one area of knowledge;

  - They are supports with reliable and permanently updated information;

  - They are usually classified/indexed by subject(s), titles, authors, etc.;

  - They are important to know the state of the art in the various areas of knowledge;

  - The full-text ones give access to the documents, in pdf and html format, according to the FEP or U.Porto library subscriptions;

  - They allow exporting to reference managers (EndNote, Mendley, Zotero, etc.).

- They are divided into: reference/bibliometric databases and **full-text databases**.

Bibliographic databases: search and retrieval of information

THE IMPORTANCE OF USING RELIABLE INFORMATION

- Not all information available in Internet websites is reliable, so it is recommended the use of electronic resources available and authorized by FEP's or U.Porto's library:

- The table below presents some reasons for the use of reliable information and the risks in using information from Internet websites.

INFORMATION	ELECTRONIC RESOURCES (LIBRARY)	INTERNET WEBSITES
Availability	Books, e-books, thesis, dissertations, full-text articles, electronic journals, abstracts, bibliographical references, citations, etc.	Information of diverse nature.
Objective	Disseminate scientific and scholarly research results from international publishers, research centres and peer-reviewed scientific literature	Multiple interests. They can be personal, institutional, collective, etc.
Validity of the information	Validated by experts in the field, editors, librarians, etc.	The author/producer is unknown.
Edition	Credible national and international publishers of recognised quality, national and international public organisations, universities, research centres, etc.	Any person, institution, collectivity or even unidentified.
Access	Through Databases acquired and paid for by higher education institutions, universities, libraries, state bodies, etc.	Free

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BOOLEAN OPERATORS | TRUNCATURE

Boolean operators →

AND
And combines the search terms so that each search result contains all the terms. For example**, sustainable AND economy** retrieves articles that contain both the terms **sustainable and economy** (i.e., it only returns documents with the intersection of the two expressions)

OR
Or combines the search terms so that each search result contains at least one of the terms. For example, sustainable or economy finds results that contain sustainable or economy (returns documents with either one term or the other, or either or both together)

NOT
Not excludes terms so that each search result does not contain any of the terms that follow it. For example, **"sustainable economy" not Union European** finds results that contain sustainable economy but **not** in the European Union (returns documents with the first term and excludes the second term)

Use of inverted comas "..." →
To search for exact terms or phrases. For example, **"Sustainable economy"**.

Truncature (*) →
Search for different words with the same root. For example, **Econ*** returns: **economy, economic, economics, ecomonie**, etc.

❖ Existem muitas mais estratégias de pesquisa que podem ser exploradas, individualmente, nas diferentes bases de dados bibliográficas

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SEARCH STRATEGIES

The search in multiple full-text bibliographic DBs is mostly common in the different platforms, with only slight differences at the interface level, but all of them allow it:

- ✓ Search by keyword(s) in all fields;

- ✓ Selective search for specific fields through advanced search and Boolean operators;

- ✓ Refine and cross-search using the filters available in the DBs;

- ✓ Export document abstracts and/or full texts (pdf and html) when available;

- ✓ Send/export result lists in various formats;

- ✓ Registration/authentication to save search results and access to exclusive resources;

- ✓ Create alerts, etc..

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FULL TEXT DATABASES AVAILABLE IN THE LIBRARY

- The full-text databases are mostly multidisciplinary, with structured bibliographic information and access to the full record (full text), when subscribed by FEP or U.Porto libraries.

- They allow access to the full text of thousands of periodical publications (academic and scientific), e-books, patents, etc.:

  - **B-On** - Online Knowledge Library, provides access to a vast number of electronic publications and services (journals, e-books, databases, etc.);

  - **EBSCO** - Full text base that includes, among others, *EconLit with Full Text*; *Academic Search Complete*; *Business Source Complete*, *Business Source Ultimate*;

  - **EMERALD** - Offers around 75,000 full articles on management and business;

  - **JSTOR** - Access to full text periodicals, book chapters, images, etc. from the following collections: Arts & Sciences I, II, III e Complement, Business I e II, Mathematics & Statistics (gives access to very old documents);

  - **JOURNALS SUBSCRIBED BY FEP** - Access to the main Economics and Management journals subscribed by FEP or by U.Porto;

  - **CAIRN.INFO Internacional Edition** - Online collection of Francophone publications, in the areas of social sciences and humanities (the collection exists in English and French);

  - **OECD iLibrary** (OCDE digital library) – The OECD I-LIBRARY database contains all information produced by the OCDE, is accessible in several formats and can be cited. The statistical portal OECD.Stat is fully integrated in the OECD I-Library;

  - **SCIENCE DIRECT** - Access to around 4 million peer-reviewed open access articles from Elsevier, freely available and downloadable according to individual user licences (Elsevier B.V, 2022).

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B-ON

B-On (Online Knowledge Library) provides access to a vast number of electronic publications and services, guaranteeing access to the entire national academic and scientific community.

It is an aggregator of content, such as, Web of Science, EBSCO, Springer, Wiley, etc. B-on gives access to thousands of contents (journals, e-books, databases, etc.) and enables:

- Search by journal title and indication of the period of coverage;
- Information on the period of coverage of the full text;
- Access to the full text in pdf or html;
- Browse titles by areas;
- Filter or refine searches;
- Access to e-books from multiple areas;
- Export to reference managers such as Endnote/Mendeley, etc.;
- Create account and share documents;
- Access to tutorials:
    - best practice content for students;
    - B-On content (publishers and content producers);
    - search service and E-learning;
    - webinar about B-on services and resources webinar;

(República Portuguesa & Fundação para a Ciência e Tecnologia (FCCN), 2004)

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EBSCO

EBSCO is one of the most important multidisciplinary full-text databases with a Portuguese interface.

Among the multiple DB'S the **Business Source Ultimate** (specialized for the business area) **and EconLit with Full Text** (access to the full text of about 600 journals, including the journals of the *American Economic Association*)**.**

- It allows access to:

    - Scientific articles in full text (format pdf. and html)

    - Thousands of peer-reviewed journals;

    - E-book Collection (EBSCOhost);

    - Business videos;

    - Thesaurus;

    - Company profiles;

    - SWOTS analysis;

    - Patents;

    - Dictionaries;

    - Image collections, etc.

* See here to find out more about how to search on ESBCO.

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EMERALD

EMERALD provides access to Emerald's periodicals, with some 75,000 full-text articles in the area of management and business.

- Access to thousands of full-text articles;

- Parts of books;

- Case studies, although access is restricted to subscription;

- Multiple open and early access articles;

- Basic and advanced research;

- Possibility of creating an account;

- Allows exportation to reference managers;

- It is integrated into the B-On.

* here you can access Emerald tutorials

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JSTOR

JSTOR (*Journal Storage)* functions as a digital library of millions of documents. It gives access to more than 2,6000 academic journals in full text since the first issue, more than 110,000 e-books from 300 renowned academic publishers, reports, images and primary sources (millions of British artefacts and documents from the 19th Century) within the collections subscribed by U.Porto. It is a database that gives access to older publications/documents.

FEP in partnership with the University of Porto, currently subscribes the following collections:

1. **Arts & Sciences I Collection** - Journals from multiple scientific areas such as: History, Economics, Ecology, Political Sciences, Sociology, Mathematics and Statistics

2. **Arts & Sciences II Collection** - Journals that also cover scientific areas such as Social Sciences, Political Science, Archaeology, Classical Studies and Geography;

3. **Arts & Sciences III Collection** - Periodicals of Art, Architecture, Folklore, History, Music, and Religion
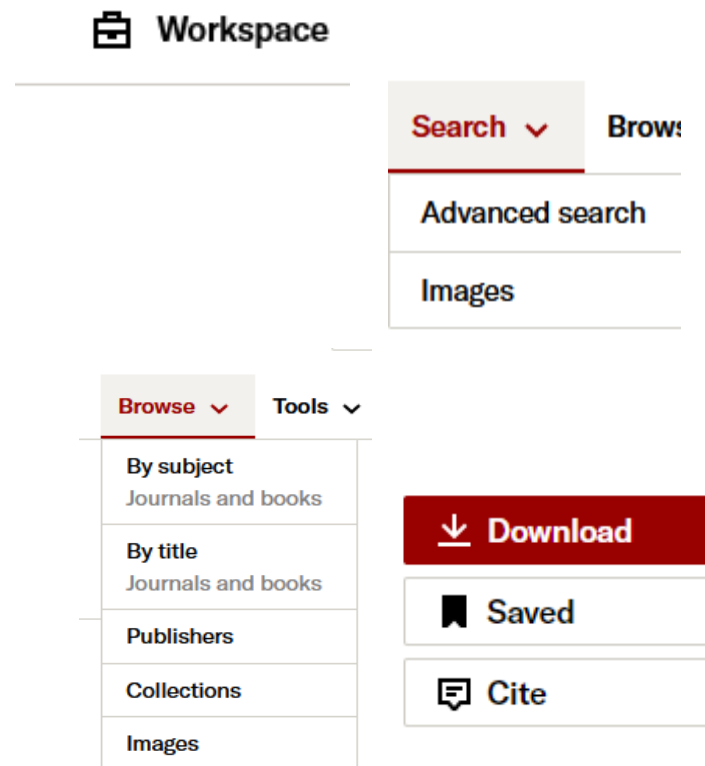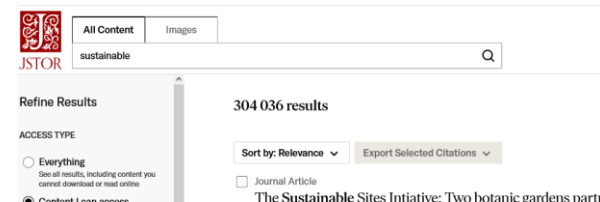
* You can watch here a víieo or tutorial to help you search in JSTOR

Bibliographic databases: search and retrieval of information
Explore JSTOR

- **Basic Search -** allows searching for any term(s) in all available sources (magazines, books, images and primary sources);

- **Workspace** - personal area to store, in an organised way (creation of folders, notes, etc.) the searches made in JSTOR. It is mandatory to create an account and authentication;

- **Search** - to make advanced searches in all documents or in the image collection;

- **Browse** - allows you to navigate or browse by scientific areas, document titles (journals, books), publishers, collections and images;

- You can download documents directly, save to your personal area and copy citations or export to a bibliographic reference manager.

Explore JSTOR – Access the journals by areas

- Access journals or books by area(s) of knowledge (e.g. Business & Economics - Finance) and indicating the period of coverage (start and end year);

- For example, access to the full text content of the journal "*The Journal of Finance*" since nº 1, vol.1, 1946;

- Breakdown by volume and number.

Business & Economics

Finance

Finance

| Journals | Books |

29 JOURNALS IN JSTOR	DATE RANGE
Th	1974 - 2018
Af	1987 - 2010
Ar	2009 - 2016
Br	1995 - 2016
	1886 - 1995
	1901 - 1992

The Journal of Finance

Coverage: 1946-2018 (Vol. 1, No. 1 - Vol. 73, No. 6)
Published by: Wiley for the American Finance Associa

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- 2010s
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- 1980s
- 1970s
- 1960s
- 1950s
- ▼ 1940s

▼ 1940s

1949 (Vol. 4)
No. 4 Dec., 1949 pp. 269-351
No. 3 Sep., 1949 pp. 183-265
No. 2 Jun., 1949 pp. 87-179
No. 1 Mar., 1949 pp. 1-77

1948 (Vol. 3)
No. 3 Oct., 1948 pp. 1-88
No. 2 Jun., 1948 pp. 1-70
No. 1 Feb., 1948 pp. 1-58

1947 (Vol. 2)
No. 2 Oct., 1947 pp. 1-71
No. 1 Apr., 1947 pp. 1-100

1946 (Vol. 1)
No. 1 Aug., 1946 pp. i-iv+1-92

The Journal of ... / Vol. 1, No. 1, ...

The Journal of Finance

Vol. 1, No. 1, Aug., 1946

Published by: Wiley for the Ameri
https://www.jstor.org/stable/i352

Submissions
Journal Home Page
Subscribe

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(JSTOR®, 2000-2022)

Bibliographic databases: search and retrieval of information

U.Porto Research and Discovery Platform

- The SRDI – Documentation and Information Services and Resources, provides the search and discovery platform to all the academic community of the U.Porto, where it is possible to access several types of resources in a single space (information resources, search and discovery, DOI attribution, ISSN request, open access, U.Porto Identifiers, *Trials*, *Software*, Training);

- It is possible to consult/search information regarding scientific information resources, articles, dissertations, books, thesis, videos, databases, software, etc.;

- Search on the Search and Discovery Platform and Alphabeticcal List, with the possibility of using filters by subject(s), typology(ies) of document(s), dates, etc. "To the search result and associated with the records is presented relevant information with Open Access availability, citations from Web of Science, citations in SCOPUS and information data from the *Altmetric Score*" (University of Porto and UPDigital, 2020).

- Access to EndNote and Mendeley reference managers and respective support manuals.

PLATAFORMA DE PESQUISA E DESCOBERTA DA U.PORTO
U.PORTO SEARCH AND DISCOVERY PLATFORM

Bibliographic databases: search and retrieval of information

Explore OECD iLibrary

- OECDiLibrary is the OCDEdigital library, with access to all the documentation and statistical data produced by this organization.

- It allows basic and advanced searching by subject(s) or countries;

- Browse by thematic indices and countries;

- Cross-referencing data between thematic indexes and countries;

- Access to the full text of all publications produced by the OCDE (books, papers, periodicals, working papers, glossaries, etc.);

- Access to statistical data produced by the OCDE;

- Download or read the full text of documents;

- Export data from statistical databases;

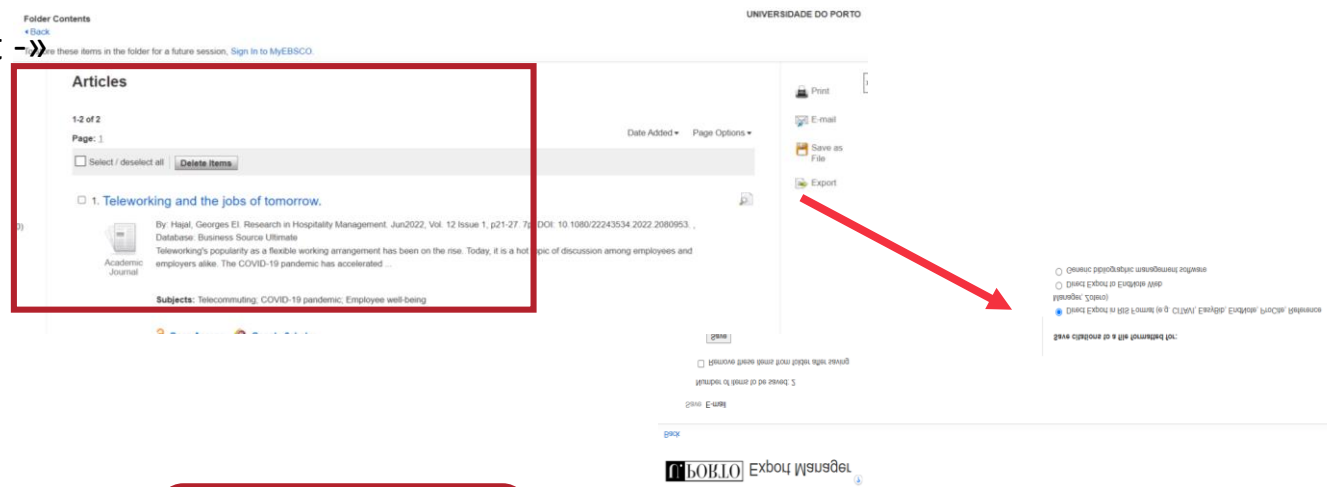- ❖ To learn more about the OCDE, see here.

Bibliographic databases: search and retrieval of information
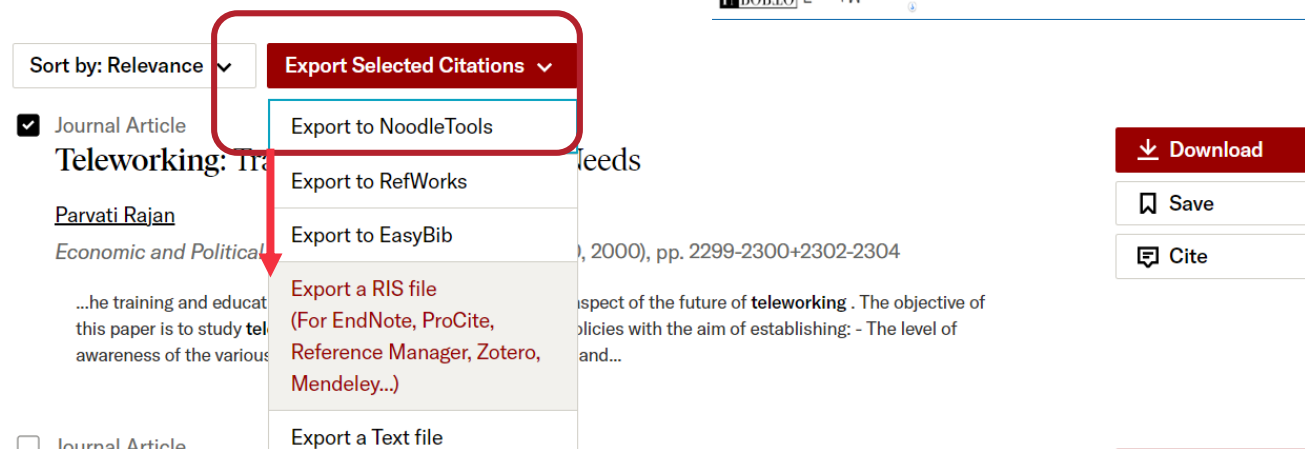
EXPORT TO REFERENCE MANAGERS

Export from **EBSCO** to EndNote: search -» select -» export -»

Export in RIS format (**EndNote)**

Export from **JSTOR** to **EndNote**: search -» select

-» export selected citations -» RIS export

Bibliographic databases: search and retrieval of information

NOTE THAT!

- You must login/authenticate to the databases if you want to save searches and results or make alerts;

- To login you must previously create an account and fill the required fields, such as name, e-mail and a password of your choice;

- Make the connection to the VPN whenever you are outside FEP. Information about VPN connection configuration, please consult the IS FEP page;

- All full-text bibliographic databases allow basic and advanced searching, account creation, export to reference managers (EndNote, Mendeley, Zotero, etc.);

- EBSCO/B-On allows access to an index of publications with an indication of the subscriptions of the U.Porto and indexed by subject;

- If you want to use tools to assess the performance and impact of scientific and academic journals (ranking by areas of knowledge, titles, countries, etc.) the library provides:

    - JCR (Journal Citation Reports) da Clarivate;

    - SCImago Journal & Country Rank (SJR) da Scopus®(Elsevier);

    - Essential Science Indicators (ESI) da Clarivate

    - Ulrich's Periodicals Directory

Bibliographic databases: search and retrieval of information

TUTORIALS | SUPPORT

- To see the tutorials (Portuguese and English) go to the SDI page -» Library -» Training and Tutorials -» Tutorials;

- In case you need tailored (individual) training or technical support, please register in SIGARRA's Trouble Tickets module (SIGARRA system authentication required);

- Any questions, please send an email to biblioteca@fep.up.pt;

- Resources accessible outside FEP only with VPN connection. Questions or information about VPN, please contact SIFEP/sifep@fep.up.pt;

- All information available at: www.fep.up.pt/sdi;

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Elsevier B.V. (2022). *ScienceDirect*. Retrieved 08/09/2022 from https://www.sciencedirect.com/

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