Library

Developing Information Skills for Effective Research
Faculty of Arts, Humanities and Social Sciences

AHSS Faculty Library Team

<table>
<thead>
<tr>
<th>Name</th>
<th>Library</th>
<th>Phone Number</th>
<th>Email Address</th>
</tr>
</thead>
<tbody>
<tr>
<td>Niall Burns</td>
<td>Sub-Librarian</td>
<td>+44 (0)28 9036 6970</td>
<td><a href="mailto:Nd.burns@ulster.ac.uk">Nd.burns@ulster.ac.uk</a></td>
</tr>
<tr>
<td>Lorna Reid</td>
<td>Belfast Library</td>
<td>+44 (0)28 9536 7411</td>
<td><a href="mailto:Lj.reid@ulster.ac.uk">Lj.reid@ulster.ac.uk</a></td>
</tr>
<tr>
<td>Jayne Dunlop</td>
<td>Coleraine Library</td>
<td>+44 (0)28 7012 4546</td>
<td><a href="mailto:Ja.dunlop@ulster.ac.uk">Ja.dunlop@ulster.ac.uk</a></td>
</tr>
<tr>
<td>Joanne Knox</td>
<td>Jordanstown Library</td>
<td>+44 (0)28 9036 8178</td>
<td><a href="mailto:j.knox@ulster.ac.uk">j.knox@ulster.ac.uk</a></td>
</tr>
<tr>
<td>Janice McQuilkin</td>
<td>Magee Library</td>
<td>+44 (0)28 7167 5066</td>
<td><a href="mailto:j.mcquilkin@ulster.ac.uk">j.mcquilkin@ulster.ac.uk</a></td>
</tr>
</tbody>
</table>

Or email the AHSS team at AHSS@library.ulster.ac.uk
Developing Information Skills for Effective Research

LIBRARY RESEARCH SUPPORT PAGES Page 3

PLANNING AN EFFECTIVE SEARCH STRATEGY Page 4

FINDING INFORMATION Page 8
- The Portal
- Print Journals and E-journals
- Databases
- Document Delivery

ORGANISING + SAVING INFORMATION Page 20
- Citation of References
- RefWorks: an overview
- Plagiarism
- OneDrive

KEEPING UP TO DATE Page 23

VISITING OTHER LIBRARIES & ARCHIVES Page 26

USEFUL BOOKS Page 27
Library Research Support Pages

Resources for Research in the Ulster University Libraries

Some useful links:


General research page  http://library.ulster.ac.uk/research/.
Information on getting started on research, access to other libraries, the Library Travel Fund and much more.

Research Librarian – Mick Carragher (m.carragher@ulster.ac.uk)
Help with bibliometrics and Open Access, Orchid and much more.

Bibliometrics and Citation Analysis  http://guides.library.ulster.ac.uk/citations
Library introductory guide

Open Access  http://guides.library.ulster.ac.uk/openaccess
Guidance on a wide range of issues related to open access.

Library Research Blog  https://guides.library.ulster.ac.uk/blog?tag_id=125819
This is the best source for the latest news on library developments which are of interest to researchers.

Doctoral College  https://www.ulster.ac.uk/doctoralcollege/home

Orchid:  https://orchid.org

Twitter
Follow library news on our Twitter page at  https://twitter.com/UlsterUniLib

Other Resources
Visit the Student Experience webpage for details of free downloads such as Microsoft Office and SPSS (http://www.ulster.ac.uk/isd/students ).
Planning an Effective Search Strategy

Why is this Important?
- Searching needs to be structured
- You need to discover what has already been published in your subject area
- You want to get worthwhile results
- To avoid significant gaps in your knowledge base
- So much information…and so little time

Searching in Databases
- Select subject databases appropriate to your topic
- Subject Librarians can help with this
- Databases are all different but the principles of searching are usually the same

The Six Steps to Effective Searching

1. Analyse your Topic

Define your search terms clearly and simply. For example, look for the key words in the following topic.

The role of sustainability in product design life cycle

The key words are:
- Sustainability
- Product design
- Life cycle

- Remember to think of synonyms. For example:
  Sustainable, green, eco.
- Use the database Thesaurus where possible to check if and how terms are indexed.

Useful Hints
- Some searches may require that you take account of spelling variations
  e.g. American spelling for example Colour and Color.
- Use truncation to find variations of a word e.g. sustain* to find sustainable, sustainability (Most databases use the * symbol but always check the HELP section to be sure).
2. Limit your search

For example:
- Year range
- Language
- Geographical area
- Type of publication (academic journals, conferences etc.)

3. Combine Search Terms

The following (Boolean) connectors are used by most databases and help to NARROW or BROADEN your search:

**AND**
Using AND means that all terms must appear in the results and so will narrow your search.
E.g. Cindy Sherman AND photography.

**OR**
Using OR means that any of the alternative terms can appear and so will broaden your search.
E.g. sustainable design OR green design.

**NOT/AND NOT**
Using NOT or AND NOT will exclude terms and so will NARROW your search.
Use this with caution! It is very easy to unintentionally exclude items you actually need to view.

4. Evaluate your Findings
- Check for relevancy and currency
- How reliable is the source
- Too little information – try different keywords
- Too much information – limit or narrow the search

5. Record your Findings
- Record details of all useful references
- Save, print or store in RefWorks

- Always make a backup copy of your reference list and notes and chapters as you write up your research
6. Record your Search Strategy
   - Some databases will do this for you. Look for an option to create an account. This will allow you to determine how your references are displayed, set up RSS feeds etc.
   - You may want to re-run the search at a later date
   - You need to be consistent
   - Consider writing a Research Diary to record decisions about your search strategy and use of keywords

Remember…
   - Plan your search strategy in advance
   - Be prepared to be flexible
   - Make use of the HELP features available on databases

Search Strategy Worksheet

It may be helpful for you to use the following worksheet to work through the process of turning your research topic into a search strategy to use on a database.

Search Strategy Exercise Worksheet

Use this worksheet to help you to create a search strategy for your thesis topic. Follow the following steps:

- **Step 1**
  Write down the title of your thesis or the question you want to answer in the box below

- **Step 2**
  Identify the key concepts/words in your search statement
- **Step 3**
  Think of all the synonyms and spelling variants of your key concepts/words (e.g. fashion, clothing, dress, costume etc.)

<table>
<thead>
<tr>
<th>Keywords</th>
<th>Synonyms</th>
<th>Synonyms</th>
</tr>
</thead>
<tbody>
<tr>
<td>OR</td>
<td>OR</td>
<td>OR</td>
</tr>
<tr>
<td>OR</td>
<td>OR</td>
<td>OR</td>
</tr>
<tr>
<td>OR</td>
<td>OR</td>
<td>OR</td>
</tr>
<tr>
<td>OR</td>
<td>OR</td>
<td>OR</td>
</tr>
</tbody>
</table>

- **Step 4**
  Enter the keywords/synonyms which you intend to combine together. This will be the basis of your search strategy for input into the database (e.g. jewellery design OR silversmithing).

<table>
<thead>
<tr>
<th>Keywords</th>
<th>Synonyms</th>
<th>Synonyms</th>
</tr>
</thead>
<tbody>
<tr>
<td>AND</td>
<td>OR</td>
<td>OR</td>
</tr>
<tr>
<td>AND</td>
<td>OR</td>
<td>OR</td>
</tr>
<tr>
<td>AND</td>
<td>OR</td>
<td>OR</td>
</tr>
<tr>
<td>AND</td>
<td>OR</td>
<td>OR</td>
</tr>
<tr>
<td>AND</td>
<td>OR</td>
<td>OR</td>
</tr>
</tbody>
</table>
Finding Information

1. How to Access Library Resources on the Portal  Page 9
2. Print Journals  Page 10
3. Electronic Journals  Page 12
4. Introduction to Databases  Page 13
5. Database Searching (USearch)  Page 14
6. Subject Guides  Page 17
7. Document Delivery  Page 18
1. How to Access Library Resources on the Portal

To access library resources such as the Library Catalogue, Databases, Electronic Journals and Subject Guides, logon to the Portal https://portal.ulster.ac.uk/. The Portal can also be found on the University Home page (http://www.ulster.ac.uk/) and is available on the Desktop on the PCs on-campus.

Passwords
You will need your Username (which is your student number) and your Network Password (which you received when you enrolled) to login. If you are unsure of your Password, you can check it on the Kiosk PC in the Library or on Banner (https://srssb.ulster.ac.uk/). Logon to the Kiosk or Banner with your Username and PIN (your date of birth in the form dd/mm/yy).
The Guide to Passwords can be found at http://library.ulster.ac.uk/electronic/passwd_faq/

Off-Campus Access
Almost all electronic resources are available off-campus as well as on-campus. If you have problems accessing resources off-campus, the Off-Campus Access Guide (http://guides.library.ulster.ac.uk/offcampus) will provide guidance. If you have further problems, contact a member of the AHSS Subject Team.

When you have logged onto the Portal select the Library tab to find links to electronic library resources, the Library Catalogue and the Subject Guides. Accessing the Portal means that you have automatic password authentication for databases and e-journals – generally no other passwords are required.
Access to printed and electronic books

- Use the library catalogue to search for books and UU theses on all campuses.
- Electronic books are also listed on the catalogue and access to full text is via a hyperlink within the book record.

If the book you need is not on the shelves, is on loan to someone else or is on another campus:

- Click *Reserve this item* on the book record and specify which campus you want to collect the book from.
- You will receive an email to your university email address when the item is ready for you to pick up/

2. Print Journals

To check if a journal is held in print form in the Library, use the Library catalogue. Access to the library catalogue is via the Library & ICT Tab on the Portal. Enter the title of the journal in the Search box. See in the example below:

![Journal Search Example]

From the results screen, click on the hyperlinked title of the journal to see which volumes are held in the library (See example below).
As we’ll as print journals, the library service subscribes to a growing number of electronic journals (or e-journals). Details of how to access e-journals can be found in the next section.
3. Electronic Journals

Electronic Journals (E-journal) are available both on and off campus.

Click on the **Electronic Journals** link in the Library Home Page [https://www.ulster.ac.uk/library](https://www.ulster.ac.uk/library) and enter the **title** of the journal.

- From the search results, click on the database links to view the available full text journal volumes.
- Check the years covered by the database to ensure that the volume you wish to view is included.
- If we do not have the issue you require in print of electronic form, you may use the **Document Delivery Service** (see page 17 below).
- If you wish to search for a **topic** within electronic journals please use a relevant **database** – see guidance in the next section.
4. Introduction to Databases

The bibliographical databases for literature searching can be sub-divided as follows:

1. Full-text online (e.g. JSTOR)
2. Citations with some full-text links
3. Citation only.

What Databases can do for you:
They can provide access to information on:
   1. Journal Articles
   2. Books
   3. Newspaper articles
   4. Theses
   5. Websites
   6. Conferences
They can also link to electronic journals and details of library print journals using the **UFind it** button.

Other Databases with different functions
   1. Online Reference material (e.g. Oxford Reference Online)
   2. Online image banks (e.g. MediaPlus [JISC], VADS…)

Location of Databases
Library databases can be located on the *Library* of the Portal. Go to the **Databases** list.
5. Database Searching

In this section we will look at the **USearch** database. Use USearch to search across a broad spectrum of the Library databases in the A-Z list and the electronic journals collection. Some results will provide full text and others bibliographic information only. USearch does **not** represent a comprehensive search of all library electronic resources, as some databases are not covered in USearch. A comprehensive literature search is best carried out on relevant individual subject databases. **See your AHSS campus librarian for advice on relevant individual databases for your research topic.**

**NB** For a small number of databases you may be directed to a database information screen with further access information (for example a different password requirement) and you can connect to the database from that information screen.

The steps below take you through basic searching, viewing results and printing or saving your results.

---

### Step 1: Set Limits and Enter Search Terms

Begin by choosing **USearch** from the Databases **A-Z list** on the **Library & ICT tab** on the Portal. Your search terms will automatically be combined using **AND**. Change this to **OR**, or **NOT** as required.

- Start your search in broad terms then narrow it down by adding additional keywords
- Use a separate search box for each search term/phrase
- Additional search boxes can be added if necessary
- Use double **quotation marks** around 2 or more words which you want kept together. This also applies to peoples’ names.
- Check that your **spelling** is correct
- The **range of years** can be adjusted
- **Academic/scholarly** journal results only can be specified
- **Language** can be limited to English
- Under **Databases** you can see the breakdown of your results from a range of databases searched
Sample USearch search screen

Welcome to USearch - one simple search for most of our journals & databases

For books & e-books please check the Library Catalogue
We want your feedback - please email at usearch.feedback@library.ulster.ac.uk

Searching: Electronic journals and many library databases

Keyword ▼  Search

Search Options ▶  Basic Search  Advanced Search  Search History

Go to Advanced Search

See a search example on the screen-shot below.

Change to OR to widen your search if necessary
Change to NOT to exclude a search term (use with caution)

Reorganise results to show newest first if required

Click on a title for more details, e.g. abstract

Select articles for retrieval by clicking on the folder icon
Step 2. Search and View Results

Advanced search techniques:

**Truncation** e.g. sculp* will find sculpture, sculpting, sculptor.

**Wildcards** e.g. wom?an, organi?ation, colo?r.

**Field searching** e.g. au=Wells, Liz.

Range of limit options for your results below

Finding full text of journal articles

- Click on the **PDF or HTML** link if present
- Click on the **U Find it** button to start a search for a full-text version of the article. **Note** you will not always get access to full text via this route.
- There may be a link to **Google Scholar**
- Try searching for the printed version of the journal title in question on the **library catalogue**. Remember to cross reference the year of your article reference to the years held in library stock.
- Try searching for the journal title in the **Electronic Journals** list from the Library Home Page. Remember to cross reference the year of your article reference to the years held electronically.
Step 3. Export, Print or Email Citations

Select records by clicking on the Folder icon to the right of each item. Go to the folder icon at the top of the screen. You can choose to print, email or export the references via RefWorks for use in your bibliography.

For further information on RefWorks see page 20.

6. Subject Guides

Subject Guides can be found on the Library Home Page under Key Services or at URL: https://guides.library.ulster.ac.uk/

Each subject guide highlights:

- important databases in specific subject areas
- how to find books and e-books
- how to find print and electronic journals
- selected good quality web sites
- tips on research
- tips on referencing
- tips on writing skills
- off campus access
- contact details

Other guides which you may find useful include:

- Arts, Humanities and Social Sciences Research Support http://guides.library.ulster.ac.uk/ahssresearch
Researchers at Ulster http://guides.library.ulster.ac.uk/research
Off Campus Access http://guides.library.ulster.ac.uk/offcampus
(advice on resolving problems with off campus access to library electronic resources)
RefWorks http://guides.library.ulster.ac.uk/refworks
Harvard Referencing Guide
http://guides.library.ulster.ac.uk/harvardref

6. Document Delivery Service

You can order books not available in the University Libraries and journal articles not available on your campus nor available electronically. Document Delivery requests are submitted online.

Online Document Delivery Form

- The Document Delivery Request Form link is located at https://www.ulster.ac.uk/library/services
  - You will be prompted to logon with your username and password

Secure Electronic Delivery (SED)

Many journal articles and book chapters are delivered electronically by Secure Electronic Delivery or SED. You have 30 days in which to download and save the article, which can only be printed once, although once saved it can be accessed for a period of up to 3 years.

SED articles are supplied in a 'plugin-less' secure pdf format known as Adobe LifeCycle DRM (LCDRM). Aside from Adobe Reader 10 (or above), no extra software or plugins are required. Access to the document is by username & password (British Library Online Account) from the British Library On Demand service (formerly BLDSS) and is securely viewable in Adobe Reader. The document is locked to a user rather than a machine, meaning it can be viewed from anywhere on any machine, including mobile devices. Users are required to be registered for On Demand to enable them to open documents. We therefore recommend that you register for a British Library Online Account before submitting a document delivery request. The link to register is given in the SED Guidance on the Document Delivery Service webpage at: http://library.ulster.ac.uk/documentdelivery/sed.php

Occasionally items will come in print format.
Document Delivery Contact details:

<table>
<thead>
<tr>
<th>Campus</th>
<th>Email</th>
<th>Telephone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jordanstown</td>
<td><a href="mailto:illjord@ulster.ac.uk">illjord@ulster.ac.uk</a></td>
<td>Tel. 028 9036 6148</td>
</tr>
<tr>
<td>Magee</td>
<td><a href="mailto:illmagee@ulster.ac.uk">illmagee@ulster.ac.uk</a></td>
<td>Tel. 028 7167 5299</td>
</tr>
<tr>
<td>Coleraine</td>
<td><a href="mailto:illcol@ulster.ac.uk">illcol@ulster.ac.uk</a></td>
<td>Tel. 028 7012 4269</td>
</tr>
<tr>
<td>Belfast</td>
<td><a href="mailto:illbfast@ulster.ac.uk">illbfast@ulster.ac.uk</a></td>
<td>Tel. 028 9536 7270</td>
</tr>
</tbody>
</table>

Organising + Saving Information

1. Citation of References

Record Details
- It is very important to record accurately details of any material that you consult
- You might need to go back to the original document
- If you refer to the text in your writing you must include it in your bibliography
- The bibliography at the end of your work is the list of sources that you have used

Book details
- Author or editor
- Date of Publication
- Title
- Edition (if not the first)
- Place of publication
- Publisher

Chapter from an Edited Book
- Author of the chapter
- Date of publication
- Title of chapter
- IN Author or editor of book
- Title of book
- Place of publication
- Publisher
- Page numbers

Print Journal Article
- Author
- Year of Publication
- Title of Article
- Title of Journal
- Volume and part
- Page numbers

**E-Journal Article**
- Author
- Year of publication
- Title of article
- Title of Journal
- Volume, part, pages
- Name of journal collection
- Online
- URL or DOI
- Accessed: date

**Websites**
- Author
- Date published
- Title
- Available at: Url
- Accessed: date

**CITATION STYLES**
- There are different methods of citing references
- Check with your Supervisor which citation style is required
- Be consistent and use the same method throughout

**Useful Book**

**Useful Websites**
- The Library Training page has useful links for help with citation styles: Available at: [http://library.ulster.ac.uk/training/](http://library.ulster.ac.uk/training/)
- University of Bournemouth has a useful website: Available at: [http://www.bournemouth.ac.uk/library/how-to/citing-ref.html](http://www.bournemouth.ac.uk/library/how-to/citing-ref.html)
- More information on footnotes at the University of New South Wales website. [https://student.unsw.edu.au/footnote-bibliography-or-oxford-referencing-system](https://student.unsw.edu.au/footnote-bibliography-or-oxford-referencing-system)
2. RefWorks: an Overview

What is RefWorks?
A web-based bibliographic management service which allows you to:

- Create your own personal database of references
- Produce a bibliography in your preferred citation style

How to Access RefWorks
- Go to the Ulster Portal (logon from the University home page http://www.ulster.ac.uk/)
- Select the Library & ICT Tab
- Go to the A-Z Databases list
- Click on the letter R and select Refworks

Creating a Database of References in RefWorks
References can be entered in RefWorks in three ways:
- Export references directly from a database which has a direct link to RefWorks
- Import references using files saved from databases where direct export is not available
- Enter references manually

Organising your references in RefWorks
- Create folders
- Organise folders
- View and delete duplicate references
- Search your database for references

Creating a Bibliography
- Select an output style
- Select the folder from which to create the bibliography
- The bibliography will then be created in your preferred style

Write-n-Cite
- This allows you to create a paper with in-text citations
- This facility is available on the computers on-campus and can be downloaded easily onto your own PC or laptop
- This includes citations directly from your RefWorks folder/s into a paper as you write
- Generate a Bibliography at the end

RefWorks Training Sessions
- Training sessions are held on a fortnightly basis on all campuses
- Advertised and bookable on the Portal/Library & ICT tab.
Plagiarism
- The University of Ulster Plagiarism Policy (2012) defines plagiarism as: "...the act of taking or copying someone else’s work, including another student’s, and presenting it as if it were one’s own...Plagiarism also occurs where a student’s own work is re-presented without being properly referenced. Plagiarism is a form of cheating and is a disciplinary offence.”
You can find the Plagiarism Policy on the A-Z list of University Policies.

Saving Information
- Use the OneDrive cloud storage where you have 1024 Gb of personal disk space. You can access your saved work from any computer connected to the internet.

Keeping Up to Date

Current Awareness Tools
The following resources enable researchers to keep aware of new developments in their subject area.

- Email Discussion Lists (e.g. JISCmail)  Page 27
- Email Alerts (e.g. ZETOC Alert)  Page 28
- Conferences  Page 29
- Theses  Page 29

Email Discussions Lists
JISCmail (http://www.jiscmail.ac.uk/) is an example of an academic email discussion list database. Members of a discussion list are able to share information in their particular subject area.

From the opening screen select the Groups option to search for discussion groups by key words, subject category or view an A-Z list.
Email Alerts

A number of Library databases provide an automated email alerting service based on selected journal titles, subject keywords or author names. For example, the following screen shows the examples from ZETOC Alert. Particular journals titles or Author/Title words (Add Searches) can be added to an existing list, for example the Arts list. A new alert list can be created, as in the Hollywood Cinema example below.

The following databases include an alerting service:

<table>
<thead>
<tr>
<th>Database</th>
<th>Instructions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cambridge Journals</td>
<td>Register for Content Alerts</td>
</tr>
<tr>
<td>Emerald</td>
<td>Register on opening screen</td>
</tr>
<tr>
<td>JSTOR</td>
<td>Register for MyJSTOR</td>
</tr>
<tr>
<td>Nexis</td>
<td>My Alerts</td>
</tr>
<tr>
<td>Proquest Complete Collection</td>
<td>Create a My Research account</td>
</tr>
<tr>
<td>ScienceDirect (Science &amp; Computing, some Arts)</td>
<td>Use Save Search Alert after completing a</td>
</tr>
<tr>
<td>Scopus</td>
<td>Alerts link on opening screen. Search, Document citation and Author citation alerts available</td>
</tr>
<tr>
<td>Taylor &amp; Francis Journals (Informaworld)</td>
<td>‘Sign up to Alerts’ on opening screen</td>
</tr>
<tr>
<td>Web of Science</td>
<td>Register in ‘My Tools’</td>
</tr>
<tr>
<td>Zetoc Alert (covers all subjects)</td>
<td>Create Alerts on opening screen</td>
</tr>
<tr>
<td>JournalTOCS</td>
<td><a href="http://www.journaltoacs.ac.uk/">http://www.journaltoacs.ac.uk/</a></td>
</tr>
<tr>
<td>USearch</td>
<td>My USearch</td>
</tr>
</tbody>
</table>

Conferences

The following are useful for checking on conferences, past, present and to come:

<table>
<thead>
<tr>
<th>Database</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>All Conferences.Com</td>
<td><a href="http://www.allconferences.com/">http://www.allconferences.com/</a></td>
</tr>
<tr>
<td>Conal Conference Alerts</td>
<td><a href="http://www.conferencealerts.com/">http://www.conferencealerts.com/</a></td>
</tr>
<tr>
<td>Conference Papers Index (mainly scientific conferences)</td>
<td>Library Database</td>
</tr>
<tr>
<td>British Library Catalogue</td>
<td><a href="http://explore.bl.uk/">http://explore.bl.uk/</a></td>
</tr>
<tr>
<td>Scopus</td>
<td>Library database</td>
</tr>
<tr>
<td>Web of Knowledge: Web of Science with Conference Proceedings</td>
<td>Library database</td>
</tr>
<tr>
<td>Zetoc</td>
<td>Search facility includes conference papers as well as journal articles</td>
</tr>
</tbody>
</table>
Theses

Ulster University theses can be searched for on the Library catalogue. Enter your search term followed by word Thesis. To search for theses in other institutions, the following databases will be useful.

<table>
<thead>
<tr>
<th>Index to Theses (All Subjects)</th>
<th>Library Database</th>
</tr>
</thead>
<tbody>
<tr>
<td>ETHOS (Electronic Theses Online Service)</td>
<td><a href="http://ethos.bl.uk/Home.do">http://ethos.bl.uk/Home.do</a></td>
</tr>
<tr>
<td>Thesis digitization service from the British Library. To download a thesis, you must first register so that you are able to login. Registration is free. A list of participating UK HE institutions is available at <a href="http://ethos.bl.uk/HEILList.do">http://ethos.bl.uk/HEILList.do</a></td>
<td></td>
</tr>
<tr>
<td>In cases where a thesis from a non-participating institution is required, application should be made through Document</td>
<td></td>
</tr>
<tr>
<td>Dissertation Express</td>
<td><a href="http://disexpres.s.umi.com/dxweb">http://disexpres.s.umi.com/dxweb</a></td>
</tr>
<tr>
<td>Theses can be ordered in pdf format or hard copy. The library does not have a subscription to this service so you would order and pay for any items</td>
<td></td>
</tr>
<tr>
<td>Brings together in one Portal the contents of the institutional repositories of</td>
<td></td>
</tr>
<tr>
<td>COPAC</td>
<td><a href="http://copac.ac.uk/">http://copac.ac.uk/</a></td>
</tr>
<tr>
<td>Searches the main UK and Irish university and national libraries. Use 'Material Type' Theses on the Main Search tab.</td>
<td></td>
</tr>
<tr>
<td>WorldCat</td>
<td><a href="https://www.worldcat.org/">https://www.worldcat.org/</a></td>
</tr>
<tr>
<td>Search for both British and international theses. Search screen in Advanced Search enables search to be limited to thesis/dissertation. Some digitized</td>
<td></td>
</tr>
</tbody>
</table>
**DART – Europe e-thesis Portal**
Click on the Portal link to begin searching. DART allows you to search for full text research theses from a range of European countries (does not include Ireland).

<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Gives access to over 4 millions electronic theses and dissertations. Filter</td>
<td><a href="http://www.dart-europe.eu/About/info.php">http://www.dart-europe.eu/About/info.php</a></td>
</tr>
</tbody>
</table>

**The Universal Index of Doctoral Dissertations in Progress**
Avoid duplication by registering your own thesis and searching for other theses in progress

http://www.phddata.org/index.php

---

**Visiting Other Libraries and Archives**

In the course of your research you may need to visit collections in other institutions. There are two cooperative access schemes which can help with this, SCONUL Access and ALCID.

**SCONUL Access**
This scheme operates between university libraries in the UK and some university libraries in the Republic of Library. Library access is usually available with some libraries also offering borrowing rights. Information on the scheme and instructions about registering are available at: [http://library.ulster.ac.uk/info/sconul.php](http://library.ulster.ac.uk/info/sconul.php)

**ALCID**
This scheme operates for most university libraries in Ireland. Access is permitted but not borrowing rights. For information and instructions about getting an ALCID card, see: [http://library.ulster.ac.uk/info/alcid.php](http://library.ulster.ac.uk/info/alcid.php)

**Civic Access Scheme**
If you are current member of Libraries NI, the Northern Ireland public library service, you can apply to join the Ulster University Library as a borrower.

Civic Access borrowers may borrow up to 2 standard loan books from any of our libraries. They can also request books to be sent between any of our campus libraries. See: [http://library.ulster.ac.uk/civic_access/index.php](http://library.ulster.ac.uk/civic_access/index.php)

**Library Travel Fund**
For details on financial help with travelling to libraries or other institutions to consult resources, check the information page at: [http://library.ulster.ac.uk/info/travel.php](http://library.ulster.ac.uk/info/travel.php)
**Eduroam** (Education roaming)
This is a wireless service available from a large number of participating institutions. Once your device is set up, it will automatically connect to the eduroam service on campus at University of Ulster campus or on the campus of another participating institution. For more information on this service see: https://www.ulster.ac.uk/isd/services/wireless-services

**Useful Books – Authoring a PhD**


Useful books –
Compiling a Literature Review


