Moving from research question to literature review in Archaeology

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Learning outcomes:

By the end of the session, you should:

- Understand the literature review process;
- Be able to plan an effective and structured search for your thesis;
- Know where to look for different types of information;
- Have evaluated different methods of searching;
- Have developed search skills that can be applied across different resources;
- Have had a chance to practise;
- Know where to come for future help.

Course structure:

1. The literature review process
2. Searching
3. Search tools
4. Citation searching
5. Alerts

Access to online resources provided by the Bodleian Libraries:

- SOLO [http://solo.bodleian.ox.ac.uk](http://solo.bodleian.ox.ac.uk)
- OxLIP+ [http://oxlip-plus.bodleian.ox.ac.uk](http://oxlip-plus.bodleian.ox.ac.uk)
- OU E-Journals [http://ejournals.bodleian.ox.ac.uk](http://ejournals.bodleian.ox.ac.uk)
- Single Sign On [http://www.oucs.ox.ac.uk/webauth/oxfordusername.xml](http://www.oucs.ox.ac.uk/webauth/oxfordusername.xml)
Doing the literature review  Key questions and some answers...

1. **Why is the literature review important?**
   a. To provide a rationale for your research, to justify your research and its value, in light of what has gone before
   b. To understand your topic, how it has been researched before, and the issues involved (look at the journals in your area: the issues, the ‘discourse’ and genre, the methodologies used)
   c. To develop a conceptual framework for your own research
   d. To identify gaps in the literature
   e. To help focus your own research question
   f. To develop your own argument

2. **Why be methodical?**
   a. Gives a true, comprehensive and unbiased picture of previous research
   b. Provides a broad coverage of what IS there and identifies what ISN’T there – gaps
   c. Justifies what you want to include in your review – scope, coverage etc – and what you leave out
   d. Transparent and replicable – easy to find material again, can explain what you did to your supervisor/examiner
   e. Efficient use of time (not the same as time-saving!)
   f. Finds manageable and relevant results

3. **How do you choose your search terms?**
   a. Discussions with your supervisor
   b. Subject dictionaries/ thesauri
   c. Initial readings
   d. Subject databases – scope notes, thesauri
   e. Repeat/iterative searching – using subject headings, thesaurus terms
   f. Experimentation – keywords will evolve during review process

4. **Where do you plan to search for the literature?**
   a. Subject-specific databases
   b. Interdisciplinary databases
   c. Cross-searches of databases
   d. Library catalogues
   e. References at the end of articles
   f. Hand searches/online browsing of key titles
   g. Citation indexes
   h. Scholarly search engines, e.g. Google Scholar
   i. General search engines – limit to academic domains
   j. Current awareness databases (sign up for alerts)
Building a structured search
An example of one possible approach...

<table>
<thead>
<tr>
<th>Pottery in Neolithic China</th>
</tr>
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<tbody>
<tr>
<td><strong>Row 1</strong></td>
</tr>
<tr>
<td>Concept 1: Pottery</td>
</tr>
<tr>
<td>Concept 2: Neolithic</td>
</tr>
<tr>
<td>Concept 3: China</td>
</tr>
<tr>
<td><strong>Row 2</strong></td>
</tr>
<tr>
<td>Ceramic</td>
</tr>
<tr>
<td>Ceramics</td>
</tr>
<tr>
<td>pots</td>
</tr>
<tr>
<td>New stone age</td>
</tr>
<tr>
<td>Chinese</td>
</tr>
<tr>
<td><strong>Row 3</strong></td>
</tr>
<tr>
<td>#1 = Cerami* OR Pot*</td>
</tr>
<tr>
<td>#2 = Neolithi* OR “New stone age”</td>
</tr>
<tr>
<td>#3 = Chin*</td>
</tr>
<tr>
<td><strong>Row 4</strong></td>
</tr>
<tr>
<td>#1 AND #2 AND #3</td>
</tr>
<tr>
<td>(N.B. # means search number)</td>
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</tbody>
</table>

**AND** university *and* oxford

**OR** university *or* oxford

**NOT** university *not* oxford

**Truncation:** often represented by *
search on stem of a word and retrieve variant endings
eg postmodern* gives postmodern, postmodernism and postmodernist

**Wildcards:** used within words, to retrieve alternative spellings
In some databases, for example:
$ retrieves either 0 or 1 characters, eg colo$r will find color & colour
? retrieves a single letter, eg wom?n will find woman or women
Building a structured search – task

Write your research question (or if you don’t have one, a brief sentence about a research interest) in the top box.

**Row 1.** Identify the key concepts in the research question and write one in each concept box (you may have more, or less, than 3 concepts).

**Row 2.** In the column under each concept brainstorm alternative terms which might be useful (e.g. synonyms, alternative spellings, broader/narrower/related terms.)

**Row 3:** Decide on your search terms and note down truncation and Boolean operators as appropriate.

**Row 4:** Complete the search strategy by combining your search sets.

<table>
<thead>
<tr>
<th>Research Question:</th>
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<table>
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<th>Concept 3:</th>
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</table>

<table>
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<tr>
<th>Row 3</th>
<th>#1 =</th>
<th>#2 =</th>
<th>#3 =</th>
</tr>
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<tbody>
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<table>
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<tr>
<th>Row 4</th>
<th>#1 AND #2 AND #3 (or as appropriate to your search)</th>
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</table>
Doing a structured search of the literature — General tips

Searching databases will not locate all research reports, as some may not be referenced in databases, and others may be missed in the searches. It is important therefore to use a combination of the following approaches:

- electronic database searching – free text and subject / thesaurus searching
- hand searching / electronic browsing of key journal titles (if being very thorough)
- searching of specialist websites – e.g. government bodies/organisations
- citation searching – tracing references forwards as well as backwards
- asking personal contacts, authors and experts in the field (can find contact information through databases such as SCOPUS and ProQuest).
- using general search engines, such as ‘Google’ and ‘Google scholar’

Whatever your approach to searching, it is advisable to keep a ‘search log’ to record the detail of how searching was undertaken. For example, which journals, websites and databases were searched and how and when, along with the list of search terms used and the combinations in which they were applied to the databases.

General expectations regarding structured searching of literature

- A list of databases, other sources to be searched, and possible journals to be hand searched should be defined initially.
- A list of search terms and the way they will be combined (OR, AND) should be established before formal searching begins and added to during the search process.
- The actual terms used and their combinations for each database search should be recorded, along with the date upon which the search was run (databases get updated) and the host that provided access to the database (e.g. ProQuest, Ovid, ISI Web Of Science). Databases usually allow you to save a copy of the actual search run.
- Searching the literature should be an iterative process. You may need to re-run your searches several times, using new words found during previous searches.
**Search tools : Major Platforms for Archaeology databases include:**

<table>
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<th>Platform</th>
<th>Description</th>
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| ProQuest          | Applied Social Sciences Index and Abstracts  
Dissertations and theses (full-text)  
International Bibliography of the Social Sciences |
| Ebsco             | Historical Abstracts                                                         |
| Scopus            | Scopus is a bibliographic database for science, medicine and some social sciences |
| OvidSP            | GeoRef: from the American Geological Institute (AGI) provides access to the geoscience literature of the world. |
| WEB OF SCIENCE*   | Core Collection: Arts & Humanities Citation Index; Science Citation Index; Social Science Citation Index |
| OCLC              | WorldCat  
Conference proceedings / papers |

**Other specialist bibliographic databases:**

- ABIA - index of South and Southeast Asian art and archaeology
- Année philologique – for Classical Archaeology
- eHRAF Archaeology
- BIAB – British and Irish Archaeology Bibliography (includes site reports)
- Bibliography of Asian Studies
- Dyabola – For Classical Archaeology
- Index bibliographique des figurines funéraires – Egyptology related
- International Medieval Bibliography
- Online Egyptological Bibliography

**Primary Sources available through OxLIP+**

- AMAR: Archive of Mesopotamian Archaeological Site Reports
- Archaeology Data Service
- Archives scientifiques du CFEETK (images from Centre Franco-Égyptien d’Étude des Temples de Karnak)
- Arthur Evans Archive (Knossos excavations)
- Beazley Archive (Archive relating to Ancient Greek Art)
- Champollion and Rosellini Egyptian Expeditions
- Current Archaeology in Turkey
- Digital Nineveh Archives

iSkills TT18
Harvard Expedition to Samaria, 1908–1910
Karnak Cachette Database (IFAO - SCA) (Images)
World Heritage Sites: Africa
Web of Science

Introduction:
The Web of Science Core Collections brings together 5 major “citation indexes” which between them cover thousands of peer reviewed articles including the Science Citation Index, Social Science Citation Index, Arts & Humanities Citation Indexes, Conference Proceedings Indexes and Book Citation Indexes.

As well as enabling you to search for articles by subject keywords, Web of Science tracks citations to articles. You can therefore find out which articles and authors have been most heavily cited, and for an individual article you see how often it's been cited, which papers have cited it and which papers it cites!

Finding Web of Science in SOLO (http://solo.bodleian.ox.ac.uk/)

1. Sign into SOLO
2. Search
3. Click

Searching in Web of Science

Use Boolean searching for more relevant results

Use to limit to Topic, Author or Title.

Add a row for each key concept
Working with your results

- Sort by Publication date; citations etc
- Email, print or export the relevant results
- See how many citations an article has. Click on the number for further info.

Refine Results

- Refine options
- Click on Find at Oxford for access
- Click on the title for more article information

Detailed article information

- The article's bibliography
- Later items citing this article

This section may help you identify more terms to include in your search.
Dyabola: Archäologische Bibliographie

Dyabola is a database interface program providing access to (among other databases) the Archäologische Bibliographie, a near-comprehensive bibliographical store of the monograph and periodical literature of classical archaeology from 1956 to the present day based on the subject catalogue (Realkatalog) of the unrivalled library collection of the Deutsches Archaologisches Institut in Rome. Against its unquestioned value as a research tool should be set its old-fashioned, non-intuitive and at times unforgiving interface. Hence the rather detailed instructions below.

Connect to OxLIP+ (http://oxlip-plus.bodleian.ox.ac.uk or via SOLO) and find Dyabola
Tick activate IP access and click start:

![For entering the Dyabola databases...](image)

At the next screen from the list of databases select Archäologische Bibliographie, English version by clicking on the Union Jack next to it). You will then reach the Dyabola search screen.

Example 1: To find works by A. Di Vita on the Libyan site of Sabratha:

Type “sabratha” in the search box at the top and click **start search**. You can browse through the results by clicking on the arrows at the top or bottom of each page. They can be retrieved subsequently by clicking on “sabratha” under **Session Results** on the right.

Return to the search screen by clicking on **Search** at top right. Under **Expert Search** type “Di Vita” (capitals as shown – this is case-sensitive) in the search box with Author checked and click **start search**. Select A. Di Vita from the list. The results will again appear and another item added to **Session Results**.

Return to the search screen and under **Combine Results** set the Second Result to “sabratha” using the drop-down menu. In the **New result** box type a recognisable name for the combined set (eg. “divitasab”) and click on **combine**.

Example 2: To list articles and books on the site of Kaiseraugst in Switzerland published in the last 5 years and save for later use:

Return to the search screen, type “kaiseraugst” in the search box at the top and click **start search**
Click on **date range of publication** under the displayed list and enter the date range (eg. 2011-2017) n the **Explorer User Prompt** box as prompted.

Click on OK. The results file is reduced in size: the new smaller file replaces the older one under **Session Results**.

Return to the search screen by clicking on **Search** at top right. Under **Export / Print Results** select “kaiseraugst” in the **Result** box, using the drop-down menu if necessary, and click on **export (print)**.

A small but expandable Export/Print Result window appears. It may be necessary again at this stage to temporarily allow pop-ups.

The full **Export/Print Result** window now appears. Select **Page** from its menu bar and **Save As** from the drop-down menu. You can now save to a USB memory stick or to another location. Alternatively you could select **Send Page by E-mail** on the **Page** menu and send to your e-mail address. The contents of the window can also be copied and pasted into another file or e-mail message (Control/A, Control/C etc.) if there is a problem accessing the menu bar.

**Example 3:** To create a bibliography on a specific subject, eg. Minoan/Mycenaean use of cosmetics:

Returning to the search screen under **Browse Tree of Subject headings** click on **Browse**. When the first level menu of subject headings appears, click on the + next to **Minoan-Mycenaean culture**.

On the second level menu click on the + next to **private and public life**.

Select **cosmetics** from the third level menu. The relevant items will be displayed as results and stored under **Session Results**. They can be further date-limited, combined or saved as described above.

Much of the functionality and bibliographic coverage of Dyabola is now available in a free access web version via Zenon DAI (the central online catalogue of the DAI library network – see http://zenon.dainst.org/ This is more intuitive and easier to use, but it should be noted coverage is not as comprehensive and that when used to perform the exercises above, it tends to return fewer results.
Artstor

Oxford researchers use a variety of image databases, many of which are listed under the Images tabs/sections of Oxford's research guides to Archaeology and Art & Architecture:
http://libguides.bodleian.ox.ac.uk

Artstor is the largest of the University’s image subscription databases (the others are Archivision & Bridgeman Education): well in excess of one million high-resolution images. Collections on Artstor include archives, libraries, museums mostly in North America and Europe (including the UK). These collections hold images relevant to archaeological studies (and many other subject areas too). This task will focus on ARTstor’s contents and download an image group to a PowerPoint.

Why use these databases?
- Images in these databases have extremely useful associated information.
- Using these images for educational purposes (teaching & research) is legal.
- Image quality is guaranteed.

Artstor
Find images, create an image group & make a PowerPoint presentation

Connect to Artstor:
- Go to SOLO (type solo bodleian in your browser’s search box).
- Type Artstor in SOLO’s search box.

Register as a user (top right).
You need to register to use (save, download) Artstor images. You CANNOT save or download an image from this database by right-clicking.

- In Artstor’s Search box, type:
  EITHER a place, building or excavation site – eg delhi, chrysler building, sardis
  OR a person or group – eg maria callas, moctezuma, mafia
  OR an event – eg christmas, football, war
  & hit Enter

View data
- Click on the text below any image to view data

Textual data can range from the very brief to extremely long and informative.
Most should give the Creator, if known, the Location of the object, and the Source of the image (including the Copyright holder).
Save an image
- Select the image you wish to save
- Select the Download tab
- Select Download File, then the Accept tab (Terms & Conditions)
- Select Open with
- Select Internet Explorer from the drop-down menu
- Right-click on the image that opens up, then select Save picture as …

Create an Image group
- Make sure you are logged in to your Artstor account
- Click the Select icon ( ), then click the centre of the item thumbnails
- Click Select again to turn off Select mode
Items will be saved to your Group in the order that you select them.
- In the menu click Organize, then Save Selections to New Group
- In the new dialog window, give the groups a name, add a description if you wish, choose who can see the group, and add tags
- Click Save Changes; then choose Go to Group or Return to Search

Download your Image group to a Power Point or as a zip file
- Select the Support tab
- Type Download in the Search box
- From the list of help options, select the instructions for the download type you want
Tracking citations:

Arts and Humanities Citation Index

Citation indexes allow you find items which have cited a particular work or author by analysing the bibliographies of books and articles. In addition, looking at the number of times a particular work or author has been cited, can be used as an indicator of their influence.

This has a number of benefits. For example, finding works which have cited a key paper or author in your field can help you to discover new items in the same research area or even track how thinking has developed on a particular topic. In this task we will use the Arts and Humanities citation index to find highly cited papers in your field. We will then use a “cited reference search” to find articles which have cited the work of a particular author.

Connect to Oxlip+(http://oxlip-plus.bodleian.ox.ac.uk)

Search for the Arts and Humanities Citation Index and click on the link to connect. This will take you to a database called the Web of Science. Do not be discouraged by the name, Web of Science searches the Arts and Humanities Citation Index, the Science Citation Index and the Social Science Citation Index.

Searching for highly cited items

Search for articles on a topic of your choice by entering some keywords using the search tips below. (Note—if you can’t think of a topic choose a literary, artistic, or historical figure or movement)

- It can be helpful to enter different concepts on different lines in the search form. For example, in a search for poetry about suffragettes put suffragettes on one line and poetry on the next. Web of Science only shows two lines by default but if you want more lines click + Add Another Field.
- To find alternative word endings use * e.g. suffrag* finds suffrage, suffragettes etc.
- To search for alternative terms use OR e.g. poet* OR poem*

Take a brief look through your results, noting that they are currently sorted by date.

Use the Sort by option at the top of the screen to re-sort your results by Times Cited. This will bring the items which have been cited heavily (by other items in this database) to the top of your results page.

Open the most highly cited item on your topic by clicking on the title and take a brief look at the information about the article. Then find the Citation network options on the right and click the number above Times Cited. This will link you to
the papers that have cited this paper, which can be a useful way to find other papers on the same topic.
Searching for items which cite a particular author or work

- Return to the Web of Science home page by clicking Search (top left)
- Click Cited Reference Search (just above the search box). The ‘Cited Reference Search’ allows you to find papers which have cited an individual work or a particular author

Web of Science

Select a database
Web of Science Core Collection

Basic Search
Cited Reference Search
Advanced Search
More

In this example we will look for all works which cite the author Eric Hobsbawn. Enter Hobsbawn E* in the Cited Author Search box

Note: Even if you know the author’s first name, it is sensible to search for their initial followed by an asterisk (e.g. E*). This will find the author whether their first name has been spelt out in full or if an initial has been used. e.g. Hobsbawn E* will find E Hobsbawn, E J Hobsbawn, Eric Hobsbawn etc

You will be taken to a list of works by Eric Hobsbawn (note – at this stage you are seeing works by him, not works which cite him). Look through the list and notice that there are a few erroneous entries by other authors (e.g. by Blok, Hilton and Wilson). Tick all the items which are by Eric Hobsbawn (to make this easier click Select All and then untick Blok, Hilton and Wilson).

Click Finish Search

iSkills TT18
Setting up a search alert in Proquest – task http://search.proquest.com/

Once you have found some useful search results, you can set up an alert that will notify you every time new material is added to the database which matches your search criteria.

- To do this on ProQuest, you first need to have a My Research account, so click on this icon in the top right of the screen.
- If you already have an account, sign in.
- If you don’t already have a Proquest My Research Account, scroll down to create one by clicking on Create a My Research account.
- Fill in the short online form and click to create an account.
- Then click on Go to My Research.
- At the top right of the screen, return to your previous search, by clicking on the icon for recent searches:
- You will see a record of your recent search(es). Hover your mouse over Actions to the right of the search you would like to use for your alert.
- To set up an email alert, select the option “Create Alert”.
- Complete the four online steps to set up your alert. (Note: make sure you select Yes, to include details of the search you used to set up the alert. You may also want to change the default drop down option, to include older documents that are added to the database.)

You will now receive email alerts at the frequency you have chosen, listing all new material added to the database.

You can also choose to use feed readers, such as Feedly or InoReader to receive your alerts as RSS feeds rather than as emails.
Keeping up to date with journals - task

Information sources are increasingly varied and vast, and monitoring the latest developments is especially challenging for those engaged in interdisciplinary research. Developing a method for keeping up to date with new research is a key step in the research management process.

In this task, you will set up an email alert to get new research to come to you from selected academic journals. This task uses JournalTOCs, a freely-available journal current awareness service providing access to recent tables of contents from over 28,000 scholarly journals. Zetoc (http://zetoc.jisc.ac.uk/) is another commonly used email alert service.

Setting up JournalTOC Email Alerts

- Go to JournalTOCS (http://www.journaltocs.ac.uk)
- If you want to set up email alerts sign up for a JournalTOCS account (centre screen). Registration is free.
- Search for a journal title of your choice.
- Your search results will appear beneath the search box (not in the centre of the screen). Click on a journal title to see the latest table of contents.
- Tick the Follow check box next to the journal title
- Click on your JournalTOCS log in name (top right) and click Followed Journals
- Check that Email Alerts is On. You will now receive the table of contents for your chosen journal every time a new issue is published.
- To determine how often you receive an email alert click on your log in name and choose Account Settings.
- If you have signed in to JournalTOCS be sure to Sign out at the end of your session and close your web browser using the x in the top right hand corner.

2. Other Types of Alerts

It is also possible to set up RSS feeds from many different sources including JournalTocs (by exporting your Followed Journals), SOLO, saved searches in databases, institutional websites, citation alerts for specific articles and so on. You can set up a feed whenever you see the RSS or logos.

- Subscribe to an RSS feed for news. Feeds can be found on many library websites including:
  - Bodleian Libraries (general): http://www.bodleian.ox.ac.uk/
  - School of Archaeology events feed: http://www.arch.ox.ac.uk/school.xml