Helen Worrell, Archaeology and Tylor Anthropology Librarian

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
- Databases A-Z https://libguides.bodleian.ox.ac.uk/az.php
- Libguides http://ox.libguides.com/
- Single Sign On 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>
</thead>
<tbody>
<tr>
<td><strong>Row 1</strong></td>
</tr>
<tr>
<td><strong>Row 2</strong></td>
</tr>
<tr>
<td><strong>Row 3</strong></td>
</tr>
<tr>
<td><strong>Row 4</strong></td>
</tr>
</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
e.g. 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, e.g. colo$r will find color & colour
? retrieves a single letter, e.g. 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>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Row 1</th>
<th>Concept 1:</th>
<th>Concept 2:</th>
<th>Concept 3:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Row 2</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>#1 =</td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>#2 =</td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>#3 =</td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Row 3</th>
<th>#1 =</th>
<th>#2 =</th>
<th>#3 =</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Row 4</th>
<th>#1 AND #2 AND #3 (or as appropriate to your search)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</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>
<thead>
<tr>
<th>Platform</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>ProQuest</td>
<td>Applied Social Sciences Index and Abstracts</td>
</tr>
<tr>
<td></td>
<td>Dissertations and theses (full-text)</td>
</tr>
<tr>
<td></td>
<td>International Bibliography of the Social Sciences</td>
</tr>
<tr>
<td>EBSCO</td>
<td>Art Full text</td>
</tr>
<tr>
<td></td>
<td>Historical Abstracts</td>
</tr>
<tr>
<td>Scopus</td>
<td>Scopus is a bibliographic database for science, medicine and some social sciences</td>
</tr>
<tr>
<td>OvidSP</td>
<td>GeoRef: from the American Geological Institute (AGI) provides access to the geoscience literature of the world.</td>
</tr>
<tr>
<td><strong>WEB OF SCIENCE</strong></td>
<td>Core Collection: Arts &amp; Humanities Citation Index; Science Citation Index; Social Science Citation Index</td>
</tr>
<tr>
<td>OCLC</td>
<td>WorldCat</td>
</tr>
<tr>
<td></td>
<td>Conference proceedings / papers</td>
</tr>
</tbody>
</table>

**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
- International Medieval Bibliography
- Online Egyptological Bibliography

**Primary Sources available through OxLIP+**
- AMAR: Archive of Mesopotamian Archaeological Site Reports
- Archaeology Data Service
- Arthur Evans Archive (Knossos excavations)
- Beazley Archive (Archive relating to Ancient Greek Art)
- Current Archaeology in Turkey
- Digital Nineveh Archives
- Harvard Expedition to Samaria, 1908–1910
- World Heritage Sites: Africa
Web of Science

The Web of Science Core Collections brings together 5 major “citation indexes” including:

- Science Citation Index
- Social Science Citation Index
- Arts & Humanities Citation Indexes
- Conference Proceedings Indexes
- Book Citation Indexes
- Emerging Sources Citation Index

Between them they bring together thousands of journals articles. In addition, 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.

Connecting and choosing citation indexes

1. Connect to SOLO (http://solo.bodleian.ox.ac.uk), search for Web of Science Core Collections and click View Online.

2. You will be prompted to choose between “Link for Users in Oxford (University members login for remote access)” and “University members only (login required for remote access).” If you are off campus it is important to choose “University members only (login required for remote access),” you will then be able to log in using your Oxford Single sign on (SSO). If you are on campus, it doesn’t matter which option you choose.

3. Click (towards the bottom of the screen). This lists the various databases that you can search from Web of Science (e.g. Science Citation Index, Social Science Citation Index, Arts & Humanities Citation Index etc). You can search across them all, but unless your topic is very interdisciplinary if it often a good idea to limit your search to just one or two databases. By default all the databases are ticked, so untick any that you don’t want to include.

4. Look at the search terms that you came up with in the “Building a search” exercise earlier and work out how to use the terms you identified in Web of Science. Here is an example on the topic of the human rights of child asylum seekers. See the tips below for more information

- What key concepts did you identify in the “Building a search exercise”? In Web of Science it is easiest to put each distinct concept on a separate line in the search form. e.g. In the example above the key concepts are asylum seekers, children and human rights so each term is entered on a separate line. Note – if there is only one line in the search form, click + Add Another Field to add more rows.
- If you identified synonyms or alternatives words for your search terms enter these on the same line in the search form and add OR in between them e.g. asylum seekers OR refugees
- To find alternative word endings use * e.g. child* finds child, children, childhood, child’s etc

Research Skills for Archaeology MT19
• To search for an exact phrase use “quotation marks”. This is suitable for words which have a particular meaning when they are used together e.g. “asylum seekers”, “Human Rights”
• To replace a single letter or number use ? e.g. wom?n finds women and woman
• Make sure all of the drop down menus are set to Topic and click Search

Working with your results

5. Take a look through your results and try out some of the following actions:
   • Use the options on the left to refine your results list (e.g. by subject)
   • Use the Sort by menu at the top of the screen to sort your results by Times cited (this will bring the articles which have been most heavily cited to the top of the list)
   • Choose some results by ticking the check boxes to the left and email them to yourself (or use the Save to drop down menu to export them to RefWorks or Endnote).

6. Click on one of items in your list to see:
   • An abstract
   • Times cited - A list of later items which have cited the article
   • Cited References (the article’s bibliography – with links to full text)
   • Related records (articles with at least one citation in common)
7. When viewing the article abstract it’s also worth looking at the keywords section. This may help you to identify more search terms to use next time.

The “keywords” section can help you identify more terms to include in your search.

Connecting to the full text
8. To find the full text of an article click (Note - if you are looking at the abstract you will need to click on Full text options in order to see the button).

You will see a pop up window (illustrated below) listing:

- Full text available via provides links to database which have the full text of the article.
- Check SLO allows you to search for a printed copy of the article in Oxford Libraries

Databases holding the full text of the article. Click on the link to connect.

Search for a printed copy of the article in Oxford
Citation searching
Citation searching allows you to find new and current research based on earlier research as well as giving you an idea of the impact of a particular paper. The following task uses Web of Science.

- Search SOLO for Social Sciences Citation Index (SSCI).

- Search Web of Science SSCI using your structured search from before – you can break down the search as you have done for the ProQuest database and then combine your various searches from the search history.
  - Sort your results by Times Cited – highest to lowest and pick a number of titles that look relevant – these can also be saved to a Marked List.

- Click on the Times Cited number for a title you are interested in. You will see a list of articles that have cited that title – some of which may also be relevant to your research.

- For any number of titles that interest you can set up an email or RSS alert to tell you when they have been cited by a new article.
  - Click on the title of any article that interests you, then select Create Citation Alert in the right hand box.
  - Type your email address and choose the format of the email you want and click Create Alert. (You will need to be signed into Web of Science to create an alert. If you don’t have an account you can set one up at the top of the page).

Cited reference search
This search can show you which articles have cited one particular article. So if I am search for Ewart’s ‘Lines and circles: images of time in a Panará village’, Journal of the Royal Anthropological Institute 9 (2), 2003, pp. 261-279.
1. Click on ‘cited reference search’
2. Enter the author’s details
3. Enter the journal abbreviation. If you are not sure, search using ‘view abbreviation list’
4. Search

You will retrieve a list of results of articles in this database that cite this article.
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 Archäologisches 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:

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)
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
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 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
Setting up RefWorks

Set up a Refworks account

a. Go to: https://refworks.proquest.com/ or search for Refworks Proquest.

b. Click on create and account and enter your University email address and then click ‘check’ to start the process of setting up your account. NB you MUST use your University email address.

c. Refworks should recognise the address as belonging to Oxford. Now pick a password to continue the signing up process, and click ‘sign up’.

d. An activation email will be sent to your email account. You can then either click on the link or copy and paste the link into a browser to continue.

e. Once you click the activation link, you will be prompted to fill in some details for your account eg name, area of study, type of student.

f. You then have the option of watching a small slideshow with a very brief introduction to Refworks but you bypass this by clicking ‘Skip tutorial’.

g. You should now have your account set up.