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.

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

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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

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>
</tr>
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<tbody>
<tr>
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</tr>
<tr>
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</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:

| ProQuest | Applied Social Sciences Index and Abstracts  
|          | Dissertations and theses (full-text)  
|          | International Bibliography of the Social Sciences |
| EBSCO    | Art Full text  
|          | 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 Databases A-Z

- AMAR: Archive of Mesopotamian Archaeological Site Reports  
- Archaeology Data Service – site reports and excavation date from the UK  
- 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  
- Harvard Expedition to Samaria, 1908–1910  
- Karnak Cachette Database (IFAO - SCA) (Images)  
- World Heritage Sites: Africa  

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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 its 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

```
"asylum seeker*" OR refugee* 
AND "child* OR minor? OR infant* OR juvenile*
AND "human rights"
```

- 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.
Art Full Text
by Clare Hills-Nova, Art & Architecture Librarian and Italian Literature & Language Librarian: clare.hills-nova@bodleian.ox.ac.uk

What is it?
- **Covers:**
  - Art, architecture, film & video, performing arts
  - All geographical areas
  - All time periods
- **Provides information about:**
  - Articles in journals
  - Book, reviews
  - Exhibition
  - Film reviews
  - Summaries of most articles
  - E-texts of some articles

**Despite the title of this resource, it is NOT completely Full Text**

Why should I use this database?
- It’s very up-to-date.
- It covers the contents of a lot of art- and film-related journals not included in other full-text databases (such as JSTOR)
- It’s a good place to look if you are starting work on a topic that’s unfamiliar to you.
- Each publication item has an abstract (summary). This will help you decide whether you want to read the entire article. (*Particularly useful when the article is in a language you may need help translating.*)

Access Art Full Text
- Connect to **SOLO**, Oxford’s online catalogue: [http://solo.bodleian.ox.ac.uk](http://solo.bodleian.ox.ac.uk) (OR type solo bodleian in your browser’s search box)
- Type **art full text** in SOLO’s Search box & hit **Search**
- Select **View only Online Resources**
- Select **Art Full Text (including Art Abstracts)**
- Click on the **Online Access** link

Find articles, reviews, etc.

You are working on Steve McQueen’s movie “Twelve Years a Slave”. You want to find the most recent articles on it.

- In the first Search box, type **steve mcqueen slave** and hit the Search button.
- Above your Results list, select the drop-down tab **Relevance**
- Change the tab to **Date Newest**
• Look at the abstracts (Click on the title of each item)

The abstract will help you decide whether the article is relevant to your research. If it doesn’t look useful, you don’t need to waste time looking for it in the library or finding a full-text e-version. Abstracts are especially useful for articles in a language you don’t read.

How do I keep a copy of the reference/s I’m interested in?

• From your Results list, choose the full record for the item you are interested in
• From the Tools side-bar (right)
  EITHER E-mail the record to yourself
  OR Export the record (if you have already set up your RefWorks account)

How do I access the full text of items I’ve found?

E-TEXTS:

  EITHER: Direct from Art Full Text:
  Select the HTML Full Text icon or the PDF Full Text icon (below Detailed Record).

  OR: Via SOLO
  Search the journal title (NOT the journal article) in SOLO, then click Online Resources.
  If you get no results you will need to look for the hard copy.

HARD COPY: You will usually see a Select the (Find it Oxford) button (to the left of the full record)

What do I do if I can’t see an e-text version or there’s no (Find it Oxford) button?

• Go direct to SOLO
• Search the journal title NOT the journal article
• Check the journal volume/year/issue you want is available
• EITHER Go to the holding library
  OR Use your Single Sign On to request the item from offsite (place a Hold request)

What do I do if I can’t find a copy in Oxford?

EITHER Fill in a Recommend a book form:
http://www.bodleian.ox.ac.uk/subjects-and-libraries/recommendations

OR Request an InterLibrary Loan (ILL):
http://www.bodleian.ox.ac.uk/bodley/using-this-library/ill

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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
(by Clare Hills-Nova, Art & Architecture Librarian and Italian Literature & Language Librarian: clare.hills-nova@bodleian.ox.ac.uk)

- Image subscription database that the University subscribes to.

What’s in it?
2 million+ images of objects, locations, events, worldwide, from photo agencies, archives, libraries, museums, artists’ estates. etc.

What’s the point of using it?
- Images in these databases have extremely useful associated information
- Using these images for educational purposes (teaching & research) is legal
- Image quality is guaranteed

You may find that one database has more/better quality images right now but this will depend on the subject/s you are researching and whether the database has added images of relevance to your latest research topic.

Find images
Open a browser, and go to SOLO (Oxford’s online catalogue): http://solo.bodleian.ox.ac.uk (or type solo bodleian in the Search box)

In the SOLO Search box, type one of the following database names
From the SOLO results list, click View Online below the database’s name

- Artstor: You MUST register if you want to use the images you find (Register button is top right)

Use keyword/s to search your own topic OR try searching:
- a cultural icon (eg maria callas)
- a text (eg macbeth)
- a location (eg delhi)
- an event (eg french revolution)
- a concept (eg discrimination)

View a larger image - Double-click on a thumbnail
Zoom an image - Click on “+” / “−” to ZOOM/zoom out (or use the icon)

Compare image information
Click on the text below the thumbnail
Textual data can range from brief to extremely long and informative. Most data should provide:
- Image ID number
- Copyright holder. You cannot publish the image without first contacting the copyright holder.
Save one image/several images

Save ONE image to your desktop or memory stick - Click on the image, then click on the Download button & follow instructions. You must be logged on to do this.

Save several images
  - Save several images to an Image Group
    - Tick the ‘Select’ option and click on several thumbnails (borders will change colour)
    - Select the Organize tab
    - From the drop-down window, choose Save selected images to new image group. Give the image group a name

Download an image set
  - Select the Browse tab, then Image groups
  - Select the image group you are working with
  - Select the Share tab, then Download Image Group
  - Select Request PPT and then Download PPT, and save the PowerPoint.

Need more HELP? Use the Support tab: very detailed instructions

Need more image resources?
  - Open a browser and go to Oxford’s research guides (“libguides”): http://ox.libguides.com
  - Click on the Subjects A-Z icon, then select Art and Architecture
  - Select the Images tab for other databases recommended by Oxford researchers
  - OR Select the Training tab for links to other sites and documents

Rights & Permissions Information for Images in Artstor

You do not need to request permission to use an image if:
  - it IS for a presentation or a paper/ essay
  - you are NOT planning to publish it
Moving from a research question to a literature review HT20
Setting up a search alert in Proquest – task [https://search.proquest.com/index](https://search.proquest.com/index)

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
- 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.)

**STEP 3-DEFINE YOUR ALERT CONTENT**

- You will now receive email alerts at the frequency you have chosen, listing all new material added to the database.
- If you want to delete, modify, or extend your alerts, you can do so in the ‘Alerts’ tab at the top of your MyResearch page.
- 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. (If you want to keep using it, make sure to confirm your account via email, but the temporary option will work for now.)
- 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 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

a. Go to: https://refworks.proquest.com/ or search for Refworks Proquest.
b. Click on create an 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 address. 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.