Bibliographic Research Skills for Archaeology

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Learning outcomes:

By the end of the session, you should:

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

Workshop structure:

1. Referencing and reference managers
2. Online resources for exploring a topic
3. Effective literature searching
4. Keeping current using citation searching
5. Keeping current using 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

Contents:

p. 2 – Reference managers and setting up Refworks
p. 3 – Doing a literature review: further guidance
p. 4 – Building a structure search – example
p. 5 – Building a structured search – exercise
p. 6 – General tips for searching
p. 7 – Search tools: Archaeology databases
p. 8 – Search tools: how to use Art Full Text
p. 9 – Search tools: how to use Proquest Social Science Premium Collection
p. 10 – How to use Web of Science and track citations
p. 12 – Setting up a search alert in Proquest
p. 13 – Keeping up to date with journals
Referencing and Reference managers

Help with referencing: Cite them Right:
http://solo.bodleian.ox.ac.uk/permalink/f/89vilt/LGDBaz/31862281

More info on Reference Managers on the LibGuide - https://libguides.bodleian.ox.ac.uk/reference-management

More information on using Refworks: https://libguides.bodleian.ox.ac.uk/reference-management/proquest_refworks

Set up a Refworks account

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 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.

If you want to change your reference manager export all your references in a .ris file and upload them to your new chosen manager.

Exporting references from SOLO:
Search for an item of interest.
Click on the three dots to the right of the title.
Choose your export option.

You can export multiples items using the ‘check box’ to the left or the title, or alternatively, by saving them to your favourites and exporting them from there.
Doing a literature review  Further guidance

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>
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<tbody>
<tr>
<td><strong>Row 1</strong></td>
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<tr>
<td><strong>Row 2</strong></td>
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<tr>
<td><strong>Row 3</strong></td>
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<tr>
<td><strong>Row 4</strong></td>
</tr>
</tbody>
</table>

(N.B. # means search number)

**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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<tr>
<td><strong>Row 1</strong></td>
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<tr>
<td><strong>Row 2</strong></td>
</tr>
<tr>
<td><strong>Row 3</strong></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 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>ProQuest</th>
<th>Applied Social Sciences Index and Abstracts</th>
</tr>
</thead>
<tbody>
<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>WEB OF SCIENCE®</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
Art Full Text

Access Art Full Text

- Connect to SOLO, Oxford’s online catalogue: 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 Art Full Text (including Art Abstracts). It should be the second result and described as a ‘database’
- Click on the Online Access link

You can also access this database via Databases A-z

Find articles, reviews, etc.

Do a keyword search for a topic of interest or use your search string

- In the first Search box type your search terms.
- 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)

If your search retrieves an over-whelming amount of results, you may want to refine it using the ‘select a field’ drop down menu.

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 or article title in SOLO.
Proquest Social Science Premium Collection

Locate Proquest Social Science Premium Collection via SOLO. It should be the second result and labelled a ‘database’

Searching
Make sure you have chosen Advanced Search at the top of the page.
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 ProQuest.

In ProQuest it is easiest to put each distinct concept on a separate line in the search form. By default there are two rows in the search form, if you have more than two search concepts click ‘+ add a row’ to get more rows.

Use the drop down menus to limit your search. ‘Anywhere’ searches everything but often returns too many irrelevant results. Searching ‘Anywhere except full text’ or ‘Abstract’ (but more relevant) results.

If you wish, use the options beneath the search box to limit your search to scholarly journals only, by date, etc.

Working with your results
In the results page you can narrow down your results further by, for instance, date, source type, etc. Note, you are advised NOT to tick the Full Text box as this will exclude items where ProQuest does not have full text but where full text is available to you via “Findit@Oxford”.

Scroll down the page to the Database section (it may be under More filters). Here you can limit your search to particular databases. This can be useful if you’re getting a lot of results from journals outside your subject area (for example if you’re getting a lot of irrelevant results from newspapers or conferences).

If you have too many results try adding more keywords to make your search more specific. Alternatively, if you searched using the option ‘Anywhere’ in the drop down menus, try searching ‘Anywhere except full text’ or ‘Abstract’.

Once you are happy with your results 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 option on the left to sort your results by Most recent first.
Choose some results by ticking the check boxes to the left and email them to yourself (or choose Save to send to RefWorks or Endnote if you use these tools).
Look at the abstract of one of your results by clicking Abstract/Details. Beneath the abstract pay attention to the “Subject”. This section can be useful in helping you to identify further keywords to add to your search.

Connecting to the full text

ProQuest includes the full the text of some articles, but only an abstract for others. If the full text is not available on ProQuest use the ‘find it at Oxford’ button to locate full text in another database. When you click ‘Find it at Oxford’ you will see a pop up window listing the different access options.

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Using Web of Science and tracking citations

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 more settings (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.

   - 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.
   - 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 its also worth looking at the keywords section. This may help you to identify more search terms to use next time.

   **Connecting to the full text**

8. To find the full text of an article click ‘find it at Oxford’ (Note - if you are looking at the abstract you will need to click on Full text options in order to see the ‘find it at Oxford’ button). You will see a pop up window showing the access options.

   **Tracking citations**

   - 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 Vanniere, B. et al, (2008), Climate versus human-driven fire regimes in Mediterranean landscapes: the Holocene record of Lago dell’Accesa (Tuscany, Italy), Quaternary Science Reviews, 27, (11-12), pp. 1181-1196.

   1. Click on ‘cited reference search’
   2. Enter the author’s details, eg Vanniere, B*
   3. Enter the journal abbreviation or title. If you are not sure, search using ‘view abbreviation list’. For
example use Quaternary Science Reviews.
4. Enter the cited year.
4. Search
You will retrieve a link to the article, then you can click on the title and citation information as required.

Setting up a search alert in Proquest 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.

Research Skills for Archaeology MT20
Keeping up to date with journals

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