Make a Strong Start

Finding journal articles

Prepared by the University Library for the University of Sydney Business School
tinyurl.com/buslibhelp
Library website and resources

How to access

Go to library.sydney.edu.au

Alternatively, go to the University of Sydney’s website www.sydney.edu.au and click on the Library link at the top right of the screen.

Key features

- **My account** – to view and renew your loans
- **Library Search** – find books and articles about a subject
- **Library collections** – search for a particular book, DVD or journal in the library
- **Databases** – access a list of databases by title or subject
- **Subject guides** – access subject and referencing guides
- **Opening hours** – check the opening hours for different libraries
Exercise 1 (answer using menti.com)

Topic: Does artificial intelligence cause job losses?

Use this page to write down your notes:

Question 1

What are the keywords for this topic? (hint: these are the most important words in your topic)

Question 2

What are some synonyms that can be used for this topic? Write your answers in the table below:

- You can put your keywords along the top row of the table
- Then list 1 or 2 synonyms that correspond to those keywords

<table>
<thead>
<tr>
<th>Keywords</th>
<th>Synonyms</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>(related words that have the same or similar meaning to the keywords)</td>
</tr>
</tbody>
</table>
Search for information

Example topic: Is foreign aid working?

Enter keywords for your topic

1. Identify key concepts, e.g. foreign aid, working. Use the """" search operator to search for an exact phrase "foreign aid". Connect with AND to find results containing both two concepts.

2. Add closely related words next to your key concepts (if available) and join them with OR, e.g. “foreign aid” OR “emergency aid” OR “development aid”, working OR effectiveness. Add brackets ( ) to group them as one concept.

3. Use asterisk* to find variations to a root word (if applicable), e.g. work* will find work, working. effect* will find effective, effectiveness.

Apply search limits to suit your search:

Use the search filter on the left hand side to refine your search:

- Content type: e.g. Books, Journal Articles
- Publication date
- Peer reviewed journals

Remember to Sign-In:

When you use Library Search, you will be asked to sign in – remember to do this because this gives you permission to access resources that are only available to University of Sydney staff and students.
Library Search operators

You can combine your search terms (keywords) with the following search operators to generate a more relevant list of results.

<table>
<thead>
<tr>
<th>SEARCH OPERATOR</th>
<th>WHAT DOES IT DO?</th>
<th>EXAMPLES</th>
</tr>
</thead>
<tbody>
<tr>
<td>“ ”</td>
<td>Search for an exact phrase</td>
<td>“social media”</td>
</tr>
<tr>
<td><strong>AND</strong></td>
<td>Results contain both words</td>
<td>Facebook AND Twitter</td>
</tr>
<tr>
<td>Blank space between search terms</td>
<td>Results contain both words</td>
<td>Facebook Twitter</td>
</tr>
<tr>
<td><strong>OR</strong></td>
<td>Results contain either word</td>
<td>Facebook OR Twitter</td>
</tr>
<tr>
<td><strong>NOT</strong></td>
<td>Exclude a word from your search results</td>
<td>Facebook NOT Twitter</td>
</tr>
<tr>
<td>-</td>
<td>Exclude a word from your search results</td>
<td>Facebook -Twitter</td>
</tr>
<tr>
<td>*</td>
<td>Truncation - locate variant endings of a word.</td>
<td>tax* = taxation, taxing etc.</td>
</tr>
<tr>
<td>?</td>
<td>Search for different variations of a single character e.g. either s or z.</td>
<td>globalization</td>
</tr>
<tr>
<td>( OR )</td>
<td>Search for any of the words enclosed within the set of brackets</td>
<td>“social media” OR Twitter OR Facebook OR Instagram</td>
</tr>
<tr>
<td>(form A OR form B OR form C)</td>
<td>Results must contain the phrase social media and either Twitter, Facebook or Instagram.</td>
<td></td>
</tr>
<tr>
<td>“ ”~N</td>
<td>Search terms enclosed within quotation marks must appear within the specified number of words of each other.</td>
<td>“Innovation business plan”~10</td>
</tr>
<tr>
<td>N can be any number</td>
<td>Results must contain the words innovation, business and plan within 10 words of each other.</td>
<td></td>
</tr>
</tbody>
</table>
Exercise 2

Topic: Does artificial intelligence cause job losses?

Task: Create a search strategy for this topic

1. List the keywords and synonyms for this topic (hint: you can re-use the ones from Exercise 1 or add new ones)

2. Connect your keywords and synonyms with the search operators AND and OR

3. Do you need to use any additional search operators for your search strategy? Such as quotation marks, brackets or asterisk?

4. Now enter your search strategy into Library Search. Apply search limits to suit your topic. Which search limits did you apply and why?
Google scholar

Tip: You need to set up Google Scholar to ensure search results highlight the Library full-text access: https://libguides.library.usyd.edu.au/business_literature/google_scholar

Enter keywords for your topic

1. Identify key concepts, e.g. foreign aid, working. Google automatically places the AND search operator between your search terms. You don’t use the AND search operator. Use the “” search operator to search for an exact phrase. e.g. “foreign aid”, working

2. Add closely related words next to your key concepts (if available) and join them with OR, e.g. “foreign aid” OR “emergency aid” OR “development aid”, working OR effective. Add brackets ( ) to group them as one concept.

Apply search limits to suit your topic:

1. Use the search operator intitle: to return fewer and more targeted results.

2. Use the search operator allintitle: to return fewer and more targeted results.

3. Use the left side menu to refine your search

   - Any time
   - Sort by relevance
   - Sort by date
Useful links within your search results

A series of links appear beneath most items in the Google Scholar results page.

Cited by - view a list of more recent papers that have referred to the selected item.

Related articles - find documents that are similar to the selected item.

@University of Sydney – indicates the Library provides a full text access to it.

[PDF] - provides full-text access to the selected item. If available, the PDF link will appear to the right of the article.
Google Scholar search operators

Google automatically places the **AND** search operator between your search terms. You don’t use the **AND** search operator.

You can use a combination of the following search operators to combine your search terms:

<table>
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</tr>
</thead>
<tbody>
<tr>
<td><strong>“ ”</strong></td>
<td>Search for an exact word(^1) or phrase.</td>
<td>“foreign aid”“remuneration”</td>
</tr>
<tr>
<td><strong>OR</strong></td>
<td>Search for either term</td>
<td>jobless OR unemployment</td>
</tr>
<tr>
<td><strong>-</strong></td>
<td>Exclude a word from your search results using the minus symbol</td>
<td>social media -facebook</td>
</tr>
<tr>
<td><strong>intitle:</strong></td>
<td>The title of each search result must contain the word or phrase that follows intitle:</td>
<td>intitle:”foreign aid” effectiveness “foreign aid” must appear in the title of each result. effectiveness can appear anywhere in the full-text of each item.</td>
</tr>
<tr>
<td><strong>allintitle:</strong></td>
<td>The title of each search result must contain all of the words that follow allintitle:</td>
<td>allintitle:”foreign aid” effectiveness Both “foreign aid” and effectiveness must appear in the title of each result.</td>
</tr>
<tr>
<td><strong>author:</strong></td>
<td>Retrieve articles written by a specific author</td>
<td>author:Ford</td>
</tr>
</tbody>
</table>

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\(^1\) Google automatically searches for synonyms of your search terms. For instance, a search on the word remuneration will also retrieve results that mention the words pay, salary, income etc. To limit your results to pages that contain an exact word, place double quotation marks around the word e.g. “remuneration”.
Step 3: Critically evaluate your sources

Before deciding which sources to use for your research topic, be sure to critically evaluate them. You need to do this for all the sources you use, including scholarly articles.

Be especially careful when using sources from the internet. Anyone can publish on the web. It is essential to evaluate what you find and decide if it is appropriate for your assessment tasks.

The C.R.A.P test

C - Currency
- What is the publication date?
- Does your assignment require you to look at recent information? or old historical information?

R - Reliability and Relevance
- Does the information relate to your topic?
- Does it help answer your question?
- Does the author show they have used evidence to support their article? For example, do they provide a reference list?

A – Authority
- Who is the author? Are they experts in this topic?
- Do they have qualifications relevant to the subject area?
- Are they affiliated with a (reputable) organization?

P - Purpose and Point-of-view
- Who is the article written for?
- Is the author trying to sell you something?
- Do you think it is biased? Does it contain facts or opinions?

Ask for help

Live Chat - If you have any general questions about the Library, you can use the Chat Now instant messaging service. Chat Now operates between Monday-Friday from 10am-4pm and is closed on public holidays.

Meet with a Librarian – need further help with searching for information, referencing and research support? Make an appointment with one of our librarians: https://library.sydney.edu.au/contacts/subjectcontacts.html